

Required Documents Checklist – Application for Assisted Living Registration

See the [Application Guide for Assisted Living Registration](#) for additional information about how to complete and submit an application.

If you wish to register an assisted living residence with more than one class of residents on the same premises you must complete a separate application for each class.

You cannot be a Registered Assisted Living operator if you are a limited liability partnership, as defined in the [Partnership Act](#). (Assisted Living Regulation, Qualifications for registrants 5 (1)).

Your application must include all items listed in this checklist. The Assisted Living Registry will not review incomplete applications. All required items must be submitted before your application will be considered.

Checklist		Assisted Living Regulation Section
<input type="checkbox"/>	1. The completed and signed Application for Registration form .	S. 6 (1)
<input type="checkbox"/>	2. A cheque for \$250.00 payable to "Assisted Living Registry" for the application processing fee.	S. 6 (1) & 7 (1)
<input type="checkbox"/>	3. A copy of the municipal business license for the premises, written confirmation from the municipality that a business license is not required, or documentation to show that you have made an application and approval is in process with the relevant authority.	S. 6 (1)
<input type="checkbox"/>	4. A copy of the food service permit issued by the Health Authority for the premises, written confirmation from the Health Authority that a food service permit is not required under the Food Premises Regulation, or documentation to show that you have made an application and approval is in process with the relevant authority.	S. 6 (1)
Applicant Information: <i>"applicant" refers to the owner or operator responsible for the residence.</i>		
<input type="checkbox"/>	If the applicant is an individual: 5. The results of a criminal record check completed through the BC Criminal Record Review Program, or documentation to show that you have made an application and approval is in process. **Local RCMP/Police checks are <u>not accepted</u> .	Schedule A, 2 (c)
<input type="checkbox"/>	6. Three written character references, dated and signed by the person providing the reference. Each reference must include the referee's contact information and describe the applicant's character and suitability for working with the assisted living population.	Schedule A, 2 (c)
<input type="checkbox"/>	7. A copy of government-issued photo identification.	Schedule A, 2 (d)
<input type="checkbox"/>	8. A record of the applicant's work history. (<i>i.e., a resume</i>)	Schedule A, 2 (d)
<input type="checkbox"/>	9. Copies of any diplomas or certificates that confirm the applicant's training, skills, and other qualifications.	Schedule A, 2 (d)

<input type="checkbox"/>	10. Proof that the applicant is qualified to be a registrant. <ul style="list-style-type: none"> <i>i.e., documents that indicate you are the owner of the premises or a copy of your lease or rental agreement indicating that you are allowed to operate an assisted living residence at this location.</i> 	S. 5 (2)
<input type="checkbox"/>	If the applicant is not an individual (i.e., is a corporation or society): 11. The results of a criminal record check completed through the BC Criminal Record Review Program for each member of the board of directors (<i>if they will be ordinarily present on the premises while residents are present</i>), or documentation to show that you have made an application and approval is in process. **Local RCMP/Police checks are <u>not accepted</u> .	Schedule A, 2 (c)
<input type="checkbox"/>	12. Proof that the applicant is qualified to be a registrant. (<i>i.e., documents that indicate the applicant is the owner of the premises or a copy of the lease/rental agreement indicating that the applicant is allowed to operate an assisted living residence at this location.</i>)	S. 5 (2)
<input type="checkbox"/>	13. Three written character references for each member of the board of directors (<i>if they will be ordinarily present on the premises while residents are present</i>). Each reference must be dated, signed by the person providing it, include the referee's contact information, and describe the member's character and suitability for working with the assisted living population.	Schedule A, 2 (c)
Manager's Information: <i>an operator may hire a manager to oversee the day-to-day operation of an assisted living residence. An applicant must provide the following for the manager:</i>		
<input type="checkbox"/>	14. The results of a criminal record check completed through the BC Criminal Record Review Program, documentation to show that you have made an application and approval is in process. **Local RCMP/Police checks are not accepted.	Schedule A, 3 (b)
<input type="checkbox"/>	15. Three written character references, dated and signed by the person providing the reference. Each reference must include the referee's contact information and describe the manager's character and suitability for working with the assisted living population.	Schedule A, 3 (b)
<input type="checkbox"/>	16. A record of the manager's work history. (<i>i.e., a resume</i>)	Schedule A, 3 (c)
<input type="checkbox"/>	17. Copies of any diplomas or certificates that confirm the manager's training, skills, and other qualifications.	Schedule A, 3 (d)
Premises Information:		
<input type="checkbox"/>	18. A floor plan – drawn to scale showing: <ul style="list-style-type: none"> common areas, washrooms and exits separate and distinct areas for assisted living residents, non-residents and staff if anyone other than assisted living residents will be housed on the same premises (<i>i.e., independent living or long-term care</i>). the location of each unit for <ul style="list-style-type: none"> assisted living residents non-residents staff units that have more than one assisted living resident, and the number that can be accommodate. 	S. 15, Schedule A, 4(b)

Operations Information: <i>provide copies of plans, policies and processes for:</i>		
<input type="checkbox"/>	19. Statement of the rights of residents that must be posted.	S. 36
<input type="checkbox"/>	20. Tobacco, Vapour Products and Cannabis Policy.	S. 48 (3, 4)
<input type="checkbox"/>	21. Complaints Policy.	S. 43 (1)
<input type="checkbox"/>	22. Emergency Response Plan.	S. 25 (1, 2)
<input type="checkbox"/>	23. Staff plan, inclusive of: <ul style="list-style-type: none"> • the duties and responsibilities of employees • the employees' training, experience, skills, and other qualifications • an employee schedule 	S. 21, 22
<input type="checkbox"/>	24. End of Residency Policy (<i>planned and unplanned exits</i>).	S. 44 (1)
<input type="checkbox"/>	25. Health and Hygiene and Infection Control Plan.	S. 47
<input type="checkbox"/>	26. Medication Plan, and if one of your assisted living services is safekeeping medication, evidence of consultation with a pharmacist.	S. 64 (1)
<input type="checkbox"/>	27. Menu Plan: 4-week calendar, with evidence that a dietician has been consulted within the last 5 years.	S. 55
<input type="checkbox"/>	28. Missing Person Plan.	S. 52
<input type="checkbox"/>	29. Opioid Overdose Plan.	S. 28 (2)
<input type="checkbox"/>	30. Personal Service Plan policy and a copy of a personal service plan.	S. 33, 35, Schedule D
<input type="checkbox"/>	31. Programming (Psychosocial) Supports Policy, describing the nature, scope, and frequency of the programs to be provided (<i>if this is an assisted living service you offer</i>).	S. 72 (2 a)
<input type="checkbox"/>	32. Behaviour Management planning policy which describes how a resident's needs and capabilities are assessed and by whom, how behaviour plans are developed, and how staff will support a resident in following their individual behaviour management plan (<i>if this is an assisted living service you offer</i>).	S. 71
<input type="checkbox"/>	33. A Residency Agreement. The agreement must include all the requirements set out in Schedule C of the Assisted Living Regulation. Agreements must clearly distinguish between assisted living, independent living/rental contracts, and long-term care. Separate agreements are to be developed.	S. 31, Schedule C
<input type="checkbox"/>	34. Reportable Incidents policy which describes the procedure for responding to and reporting reportable incidents.	S. 51, Schedule E
<input type="checkbox"/>	35. Shared Common Areas Policy. (<i>Applies only if site accommodates non assisted living residents or more than one assisted living class</i>).	S. 15 (2 b)
<input type="checkbox"/>	36. Visitor and communication policy. <u>Supportive Recovery class only</u>	S. 41 (2)
<input type="checkbox"/>	37. Screening Process and Policy for admission of new residents.	S. 29
<input type="checkbox"/>	38. Copy of a 4-week social and recreation calendar.	S. 59

Physical address exemption:

<input type="checkbox"/>	<p>39. An operator may request an exemption from publishing the residence’s physical address on the government of BC website if publishing it would present a risk to the health or safety of residents.</p> <p>If making this request, the operator must complete the Address Exemption form explaining the reasons that the health or safety of the residents could be jeopardized by posting the site address on a public website.</p> <p>✓ See www.gov.bc.ca/AssistedLivingBC/ > Opening or Operating an Assisted Living Residence > Tools and Resources > Registration > Address Exemption</p>	<p><i>Community Care and Assisted Living Act, Section 25.4 (2)</i></p>
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Application documents must be submitted electronically via email or via mail on a flash drive.

Contact the **Assisted Living Registry by phone or email if you have any questions:**

- o Email: Hlth.assistedlivingregistry@gov.bc.ca
- o Phone: Victoria: 778-974-4887
Toll-Free: 1-866-714-3378

Visit the Assisted Living website for tools and resources to assist you in opening and registering an assisted living residence. > www.gov.bc.ca/AssistedlivingBC