



Required Documents Checklist

Requirements for Registration, *as noted in Schedule A of the Assisted Living Regulation.*

Please note: *A person who intends to register an assisted living residence that has more than one class on the same premises must make a separate application for each class.*

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

A complete application includes the following:	
<input type="checkbox"/>	1. The completed Application for Registration form (Assisted Living Regulation, S. 6)
<input type="checkbox"/>	2. A cheque for \$250.00 for the application fee, made out to the Minister of Finance (Assisted Living Regulation, S. 6)
<input type="checkbox"/>	3. A copy of the business license for the premises or, written confirmation from the local government that a business license is not required; (Assisted Living Regulation, S. 6 (1))
<input type="checkbox"/>	4. A copy of the food service establishment permit issued for the premises, if a permit is required under the Food Premises Regulation (Assisted Living Regulation, S. 6 (1))
Applicant Information: <i>“applicant” refers to the owner, operator or board of directors responsible for this residence.</i>	
<input type="checkbox"/>	<p><u>If the applicant is an individual:</u></p> <p>5. The results of a criminal record check completed through the BC Criminal Record Review Program > See https://www2.gov.bc.ca/gov/content/safety/crime-prevention/criminal-record-check/employer-organizations</p>
<input type="checkbox"/>	6. Three character references
<input type="checkbox"/>	7. A copy of government-issued photographic identification
<input type="checkbox"/>	8. A record of the individual’s work history (i.e., a resume)
<input type="checkbox"/>	9. Copies of any diplomas or certificates that confirm the applicant’s training, skills and other qualifications
<input type="checkbox"/>	<p>10. Proof that the applicant is qualified to be a registrant</p> <ul style="list-style-type: none"> • 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>Assisted Living Regulation, S. 5 (2)</i>)

<input type="checkbox"/>	<u>If the applicant is not an individual (i.e., a corporation or society):</u>
<input type="checkbox"/>	11. The results of a criminal record check completed, through the BC Criminal Record Review Program, for each member of the board of directors
<input type="checkbox"/>	12. Three character references for each member of the board of directors.
Manager's Information: <i>an operator may hire a manager to manage the day to day operation of an assisted living residence. An applicant must provide for the manager:</i>	
<input type="checkbox"/>	13. The results of a criminal record check completed, through the BC Criminal Record Review Program: <ul style="list-style-type: none"> › See https://www2.gov.bc.ca/gov/content/safety/crime-prevention/criminal-record-check/employer-organizations
<input type="checkbox"/>	14. Three character references
<input type="checkbox"/>	15. A record of the individual's work history (i.e., a resume)
<input type="checkbox"/>	16. Copies of any diplomas or certificates that confirm the manager's training, skills and other qualifications
Premises Information	
<input type="checkbox"/>	17. A floor plan: <ul style="list-style-type: none"> • Drawn to scale and showing the location of each unit, common area, washroom and exit, and • Showing which suites are resident units if both residents and non-residents will be housed on the same premises
Operations Information – copies of plans and policies that include:	
<input type="checkbox"/>	18. Cannabis Policy
<input type="checkbox"/>	19. Complaints Policy
<input type="checkbox"/>	20. Emergency Response Plan
<input type="checkbox"/>	21. Employee or Staff Plan
<input type="checkbox"/>	22. End of Residency Policy
<input type="checkbox"/>	23. Health and Hygiene and Infection Control Plan
<input type="checkbox"/>	24. Medication Plan
<input type="checkbox"/>	25. Menu Plans
<input type="checkbox"/>	26. Missing Person Plan
<input type="checkbox"/>	27. Opioid Overdose Plan
<input type="checkbox"/>	28. Programming (Psychosocial) Supports Policy
<input type="checkbox"/>	29. Residency Agreement (<i>see schedule C of the Assisted Living Regulation</i>)
<input type="checkbox"/>	30. Reportable (Serious) Incident Policy
<input type="checkbox"/>	31. Shared Common Areas Policy (<i>can be part of residency agreement</i>)
<input type="checkbox"/>	32. In <u>Supportive Recovery</u> : Visitor and communication policy