



College of Veterinarians of British Columbia

APPLICATION TO TRANSFER TO AN INACTIVE CLASS OF REGISTRATION¹

I, _____ (_____), apply to transfer my CVBC registration
Full Name *Registrant #*

class from _____ to _____, effective _____.
(Specify Non-Practicing or Retired)

I undertake that I will not engage in the practice of veterinary medicine in British Columbia while registered in the non-practicing class or retired class of registration.

My last place of employment was: _____

I am the Designated Registrant of this facility:

- Yes No

If “yes” and the facility continues to be in operation, it is your responsibility to ensure that the DR duties have been transferred to another registrant and that the office has been notified. The Designated Registrant duties have been transferred to _____ with his/her consent.

If “yes” and the facility is closing, you must complete all requirements for facility closure as provided in the *Practice Facility Closure Protocol and Rules* policy, review the *Closed Practice Record Retention Guidelines* and complete and submit the “Medical Record Location Form” to the office (see www.cvbc.ca ‘Resources’ > ‘Practice Facilities’).

If “no” have you notified the DR of your intended change in registration status?

- Yes No

My reason for applying to transfer to an inactive class of registration is:

I am retiring

I am taking a leave of absence

I am moving away from British Columbia and will be practising veterinary medicine under licensure in another jurisdiction: _____

I am changing careers

Other: _____

¹ Pursuant to s. 2.22 (*Transferring from active to non-practicing registration*) or 2.23 (*Transferring from active to retired registration*) of the CVBC Bylaws

Applicants who are denied transfer to an inactive class may request to cancel their registration (see ‘Application to Cancel Registration’).

Signature of Applicant

Date

Please see the CVBC Policy "[Registrant Requests to Transfer to Inactive Status](#)" (Feb 2023) for more information about processing of requests to transfer registration class.

and

Please review the CVBC guidelines to the bylaws, "[Inactive Registration and Continuing Education Requirements](#)" to familiarize yourself with CE reporting expectations for registrants changing status.