



Application Process and Status Definitions

Application Timeline

The average timeline to process an individual application from submitted to registered is 8 – 10 weeks.

Application Status – the current status of your application is found in your profile in the College's [portal](#).

Submitted

Your application form and required documentation (excluding transcripts) has been submitted, your application and application fee has been received.

- NWPTA or RSB applicants, documents have been supplied by your current regulatory bodies' registrar.

Completed

Your transcripts have been received, reports and lead author declaration (if required) received, and enough references submitted. There is no further action from you, the applicant, until your application is either approved or declined.

Reviewed

Your academic and credential requirements have been reviewed by staff and/or assessors.

- Academics – Transcripts
- Academics for ABTs & ABT in training – Certificate and/or proof of 200 hours
- Credentials – Reports, communication example, reference, proof of competencies

Approved

Your application was approved, you must pay for and take the ethics course and exam within the time allocated. An e-mail will be sent to you with instructions on how to take the ethics course.

Declined

Your application was declined. An e-mail and a letter will be sent to you informing you. The letter will provide details as to why (i.e. the deficiency(ies)), potential resolutions and a timeline (usually 6 months) if you wish to be reassessed upon resolving any deficiency(ies).

Trained

You have successfully passed the ethics course exam and is updated in the College's portal automatically.

Finished

Your application is finished, and registration fees are due. You will receive an email notification from the College.

Registered

You are registered by college staff and may use the title/designation you applied for (e.g. RPBio, RBTech, ABT, in Training). Your name is added to the College register. Acceptance packages will be mailed to you and digital seals will available through your profile on the College's [portal](#). It may take two to three weeks to receive both.



College's Application Process



- Applicant provides:**
- Proof of Education/Training
 - Work Experience (Resume/CV)
 - If required Work Samples*, Practice Competence
 - References have been notified

Registrar/Academic Credential Assessor:

1. Academics:
 - Education
 - Training/Certification

Registrar/Credential Assessors:

2. Credentials:
 - Work Experience
 - Work Samples
 - References

Registrar

3. Re-assessments



Accepted

Registrar:

- Notifies applicant & informs them of other registration requirements (e.g., mandatory training)



Trained & Finished

Applicant:

- Completes all mandatory training requirements:
- Code of Ethics & Professional Conduct



Registered

Registrar:

1. Approves applicant as a registrant.
2. College sends certification & seal (if RPBio or RBTech)

Financial Officer:

3. Sends fee notification & takes care of payment(s).



Declined

Registrar
Notifies applicant, informs of deficiency(ies) & if applicable of the 6 month window to resolve deficiency(ies) and be reassessed.

*May be a professional report & scientific communication or data report

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