
POLICY TYPE: Governance Policy – Registrar Directives

Policy No: RD 12

POLICY TITLE: Health Profession Corporation

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The Regulated Health Professions Act (RHPA) states that individuals who practice a regulated health profession and practice as a corporation must possess a Health Profession Corporation permit, as issued by the presiding regulatory college. This requirement applies to all regulated health professionals under the RHPA.

Purpose

[Part 5 of the RHPA: Business Arrangements, Health Profession Corporation](#) gives members of the College the ability to carry on a practice of the profession of audiology or speech-language pathology, whichever the case may be, as a Health Profession Corporation.

This policy serves to outline the establishment and continuance of a Health Profession Corporation and the Health Profession Corporation Record.

Policy

The Registrar shall:

1. Establish and manage a Health Profession Corporation and the Health Profession Corporation Record in accordance with all applicable legislation, by-laws, and policy.
2. Accept application from a registrant for an initial permit for a Health Profession Corporation upon receipt of the following documentation:
 - a. Health Profession Corporation Permit Application form
 - b. Articles of Incorporation

OR

Accept application from a registrant for a renewal of a permit for a Health Profession Corporation upon receipt of the following documentation:

- a. Health Profession Corporation Permit Renewal form
- b. A copy of the corporation's most recent Annual Report filed under *The Corporations Act*.

3. Provide an invoice to the member for all applicable fees, as prescribed in CASLPM by-laws, Schedule 2: Fees.
4. Upon payment of the applicable fees by the member, and review of the documentation, take one of the following actions:
 - a. Approve the permit or renewal without conditions; or
 - b. Approve the permit or renewal with conditions; or
 - c. Refuse to issue the permit or renewal.
5. Issue the permit or renewal; the permit shall be in effect for one year.

6. Upon issuing the permit, enter the required information onto the Health Profession Corporation registry.
7. Within 30 days of any changes to the corporation, receive notification of changes, which may include changes to the corporation's voting shareholders, other shareholders, or directors and officers of the corporation.

Such notice must be reported to the Registrar by submitting the Change in Particulars form along with any supporting Articles of Amendment, Articles of Continuance, Articles of Amalgamation, or like Articles.