



College of Veterinarians of British Columbia

Application to Transfer to an Inactive Class of Registration¹

I, _____ (_____), apply to transfer my CVBC registration
Full Name Registration #
 class **from** _____ **to** _____, effective _____.
Your current class indicate either 'Non-Practicing' or 'Retired' class Date

I undertake that I will not engage in the practice of veterinary medicine in British Columbia while registered in the Non-Practicing or Retired class of registration.

My current/most recent place of veterinary practice in BC is/was:

Are you currently the Designated Registrant (DR) of this practice/ facility? Yes No

- If “yes” and the **practice/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.

I confirm that the DR duties have been transferred to _____
 and that the CVBC has been notified in [the required format](#). (New DR Name)

- If “yes” and the **practice/facility is closing**, you must complete all requirements for [facility closure](#).

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 taking parental leave

I am moving away from B.C. and will be practising veterinary medicine in another jurisdiction: _____

I am changing careers and won't be practising veterinary medicine any longer

Other: _____

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

UPDATING CONTACT INFORMATION

CVBC registrants must notify the CVBC of any changes to their contact information. Please provide your updated contact information here, if known. If not yet known, please update your information as soon as possible through your CVBC Registrant Account (at portal.cvbc.ca).

Mailing Address:

My new address is/will be (effective date: _____)

Street Address:

City:

Province/State:

Postal/Zip Code:

Country:

I haven't moved yet, but will update my contact information once I have a new address.

I am not moving. My contact information will remain the same.

Phone Number:

My phone will stay the same.

My new phone number is/will be:

Email Address: *Email serves as your username for logging in to your online registrant account and is also the main route of communication by the CVBC (renewals, notifications, eblasts, etc and it is critical that your main email address be up-to-date at all times)*

My email address will stay the same.

My email address should be updated to:

Registrant Signature

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.