



Required Documents Checklist

Requirements for Registration, *as noted in Sections 6 & 7 and 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.

(Assisted Living Regulation, Section 6 (2))

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

- ◆ Please submit the documents electronically or on a flash drive, if possible, and mail flash drive and your cheque for \$250.00 to the **Assisted Living Registry**

Ministry of Health

PO Box 9601 STN PROV GOVT

Victoria, BC V8W 9P1

A complete application includes the following:		Section of the Assisted Living Regulation
<input type="checkbox"/>	1. The completed Application for Registration form	S. 6 (1)
<input type="checkbox"/>	2. A cheque for \$250.00 for the application fee, made out to the <i>Minister of Finance</i>	S. 6 (1) & 7 (1)
<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	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	S. 6 (1)
Applicant Information: <i>"applicant" refers to the owner, operator, or board of directors responsible for this residence.</i>		
<input type="checkbox"/>	If the applicant is an individual: 5. The results of a criminal record check completed through the BC Criminal Record Review Program (CRRP). ✓ See Assisted Living website, www.gov.bc.ca/AssistedLivingBC > Opening or Operating an Assisted Living Residence > Tools and Resources > Criminal Record Review Factsheet	Schedule A, 2 (c)

<input type="checkbox"/>	6. Three written character references	Schedule A, 2 (c)
<input type="checkbox"/>	7. A copy of government-issued photographic identification	Schedule A, 2 (d)
<input type="checkbox"/>	8. A record of the individual's work history (i.e., a resume)	Schedule A, 2 (d)
<input type="checkbox"/>	9. Copies of any diplomas or certificates that confirm the applicant's training, skills, and other qualifications	Schedule A, 2 (d)
<input type="checkbox"/>	10. Proof that the applicant is qualified to be a registrant <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 	S. 5 (2)
<input type="checkbox"/>	<u>If the applicant is not an individual (i.e., a corporation or society):</u> 11. The results of a criminal record check completed through the BC Criminal Record Review Program (CRRP), for each member of the board of directors. ✓ See Assisted Living website, www.gov.bc.ca/AssistedLivingBC > Opening or Operating an Assisted Living Residence > Tools and Resources > Criminal Record Review Factsheet	Schedule A, 2 (c)
<input type="checkbox"/>	12. Proof that the applicant is qualified to be a registrant <ul style="list-style-type: none"> i.e., documents that indicate the applicant is the owner of the premises or a copy of the lease or rental agreement indicating that the applicant is allowed to operate an assisted living residence at this location 	S. 5 (2)
<input type="checkbox"/>	13. Three written character reference for each member of the board of directors.	Schedule A, 2 (c)
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"/>	14. 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 ✓ and the Assisted Living website, www.gov.bc.ca/AssistedLivingBC > Opening or Operating an Assisted Living Residence > Tools and Resources > Criminal Record Review Factsheet 	Schedule A, 3 (b)
<input type="checkbox"/>	15. Three written character references	Schedule A, 3 (b)
<input type="checkbox"/>	16. A record of the individual's work history (i.e., a resume)	Schedule A, 3 (c)
<input type="checkbox"/>	17. Copies of any diplomas or certificates that confirm the manager's training, skills, and other qualifications	Schedule A, 3 (d)

Premises Information:		
<input type="checkbox"/>	18. A floor plan - 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 (i.e., when assisted living residents and independent living or long-term care residents are housed in one complex)	Schedule A, 4 (b)

Operations Information: – provide copies of plans and policies that include:		
<input type="checkbox"/>	19. Statement of the rights of residents that must be posted	S. 36
<input type="checkbox"/>	20. Cannabis Policy	S. 48 (3-4)
<input type="checkbox"/>	21. Complaints Policy	S. 43 (1)
<input type="checkbox"/>	22. Emergency Response Plan	S. 25 (1-2)
<input type="checkbox"/>	23. Staff plan, inclusive of: <ul style="list-style-type: none"> • The duties and responsibilities of the employee. • The employee's training, experience, skills, and other qualifications. 	S. 21, 22
<input type="checkbox"/>	24. End of Residency Policy	S. 44 (1)
<input type="checkbox"/>	25. Health and Hygiene and Infection Control Plan	S. 47
<input type="checkbox"/>	26. Medication Plan, and if one of your services is safekeeping medication, evidence of consultation with pharmacist is also required. <i>(If this is an assisted living service you offer)</i>	S. 64 (1)
<input type="checkbox"/>	27. Menu Plans, sample, with evidence that a dietician has been consulted within the last 5 years	S. 55
<input type="checkbox"/>	28. Missing Person Plan	S. 52
<input type="checkbox"/>	29. Opioid Overdose Plan	S. 28 (2)
<input type="checkbox"/>	30. Personal Service Plan, a sample of a plan	S. 33 & Schedule D
<input type="checkbox"/>	31. Programming (Psychosocial) Supports Policy <i>(If this is an assisted living service you offer)</i>	S. 72 (2a)
<input type="checkbox"/>	32. Behaviour management planning policy which describes how a resident's needs and capabilities are assessed and by whom, how behaviour plans are developed, and how staff will support a resident in following their individual behaviour management plan. <i>(If this is an assisted living service you offer)</i>	S. 71

<input type="checkbox"/>	33. Residency Agreement (a sample of an agreement to be signed with each resident. Agreements must clearly distinguish between an assisted living agreement and an independent living contract. Different agreements are advisable.)	S. 31 & Schedule C
<input type="checkbox"/>	34. Reportable Incidents policy which describes the procedure for responding to and reporting of reportable incidents.	S. 51 & Schedule E
<input type="checkbox"/>	35. Shared Common Areas Policy (Can be part of residency agreement)	S. 15 (2b)
<input type="checkbox"/>	36. <u>Supportive Recovery class</u> : Visitor and communication policy	S. 41 (2)
<input type="checkbox"/>	37. Screening Process Policy for admission of new residents.	S. 29
<input type="checkbox"/>	38. Example of a 2-week social and recreation calendar	S. 59
Physical address exemption		
<input type="checkbox"/>	<p>An operator may request an exemption from publishing the residence's physical address on the government of BC website if it felt this would present a risk to the health or safety of residents.</p> <p>39. If making this request, the operator must complete the Address Exception form explaining the reasons that the health or safety of the residents could be jeopardized by posting the site address on a public website.</p> <p><u>Address Exemption form</u>: can be found at: www.gov.bc.ca/AssistedLivingBC/ > Opening or Operating an Assisted Living Residence > Tools and Resources</p>	<i>Community Care and Assisted Living Act, Section 25.4 (2)</i>
<input type="checkbox"/>	* For office use: Registrant is not a is a limited liability partnership as per Section 5 of the Assisted Living Regulation.	