



COLLEGE OF  
**APPLIED BIOLOGISTS**

## **APPLICATION PROCESSING POLICY**

**June 2026**

<b>Policy Name:</b>	<b>Application Processing Policy</b>				
<b>Approval Authority:</b>	Board	<b>Adopted:</b>	2020	<b>Reviewed:</b>	2026
<b>Responsible Staff:</b>	Registrar	<b>Revised:</b>	2026		
<b>Responsible Committee:</b>	n/a	<b>Contact:</b>	Registrar		

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## 1.0 Purpose

This policy outlines the College of Applied Biologists' application process including submission, assessment, retention, and communication requirements.

## 2.0 Scope

This policy covers all applications for registration or changes to registration received by the College.

## 3.0 Policy

### 3.1 Application Documentation

- a. All applications must be completed online through the College's portal <https://portal.cab-bc.org>.
- b. Official transcripts must be sent directly from the institution to the College by mail or digitally (via email or by a third party such as My eQuals, or Mycreds).
- c. International credentials must be verified by a credentialing service. The credentialing service must receive official transcripts directly from the issuing educational institution and provide a course-by-course education/training credential assessment report in English directly to the College.
- d. References must be submitted through the portal.
- e. The Alberta Society of Professional Biologists (ASPB) and the Royal Society of Biology (RSB) must submit confirmation of registration and good standing directly to the College.

### 3.2 Completed Application

- a. An application is complete when all documentation (e.g., official transcripts, references, lead-author declarations) has been received by the Registrar's Office.
- b. If an application is missing required information Registration Staff will notify the applicant via email, and the application may be reset to the draft stage. The applicant must provide the missing information before any assessments will be conducted. An additional application fee will not be charged.
- c. If an applicant applies for the wrong stream or category, Registration Staff will notify the applicant and reset the application to the draft stage. Upon resubmission, an additional application fee may be charged if applicable.

### 3.3 Application Review

- a. Applications are reviewed in the order in which they are completed, for that category or stream of application.
- b. Applications to join or reclassify require the following assessments:



Category	Assessment		Combined
	Education	Experience	
RPBio	1	2	
BIT	1		
RBTech	1	1	
RBTech in Training	1		
ABT	1	1	
ABT in Training	1		
AB-LL			3

- i. Education assessments are not required for accredited program applications, or for reclassification from an in-training category.
- ii. Assessments are not required for labour-mobility applications.
- iii. Specific experience assessments for PWP's are required for Royal Society of Biology applications (mutual recognition agreement).
- c. The Registrar/Deputy Registrar may assign assessments to assessors. Assessments must be completed in accordance with Policy 5 – 200.
- d. The portal automatically processes applications to resign, retire, go on-leave, and re-instate from retired and on-leave.
- e. The Credentials Committee approves or declines Applied Biology – Limited Licensee applications based on the application and the recommendations of the assessors.
- f. For all other applications, the Registrar/Deputy Registrar approves or declines the application based on the application and the recommendations of assessors.

### 3.4 Approved & Trained Application Requirements

- a. An applicant whose application has been approved<sup>1</sup> has one year to complete the College's mandatory training courses.
- b. An applicant whose application is at the trained<sup>2</sup> stage has 90 days from completing the mandatory training courses to pay annual dues and become registered.

### 3.5 Declined Applications & Reassessment

- a. The Registrar/Deputy Registrar notifies a declined applicant of the deficiencies in the application.
- b. The applicant has 6 months to request a reassessment and provide information or documentation (e.g., transcripts) to resolve the deficiencies. There is no fee for a reassessment.
- c. The Registrar/Deputy Registrar must review a reassessment in accordance with Policy 5 – 200 within one month of the request.
- d. Upon request, the Registrar/Deputy Registrar may give an applicant an additional 6 months to resolve a deficiency if the request includes an appropriate rationale (e.g., completion of a course goes beyond the 6-month reconsideration deadline).

<sup>1</sup> Applicants with an approved application have met all the requirements for the category they applied for, have received an approved notification from the Registrar/Deputy Registrar and need to complete the College's mandatory training courses to move to the next step in the process, a trained application.

<sup>2</sup> Applicants with trained applications have completed mandatory training and are required to pay prorated annual dues to become registered.



- e. An applicant who has been declined may request a review on the record, in accordance with the Review on the Record Procedure.

### 3.6 Communication

- a. An applicant must provide valid contact information (email address, phone number and mailing address).
- b. Communications from the College will be through the email address provided in the applicant's portal profile.
- c. A registration certificate is sent to a new practicing registrant via Canada Post to the mailing address on file.

### 3.7 Application Retention

- a. The application and supporting documents are stored in the applicant's profile on the portal.
- b. A draft application may be closed 12 months after the created date.
- c. Submitted applications that are not completed within 12 months after the submitted date may be closed.
- d. Approved applications that do not have their training completed within 12 months after the approval date may be closed.
- e. Trained applications that are not registered within 90 days of the trained date may be closed.
- f. The portal will send reminder emails to applicants prior to closing applications.

### 5.0 Resources

- College of Applied Biologists Bylaws
- Policy 5 – 200: Registration Application Assessment
- The Credentialing Standard
- Review on the Record Procedure