



Upgrade Application to Registered Professional Biologist

Name in Full	_____	Email Address	_____
Home Address	_____	City	_____
Province	_____	Postal Code	_____
Home Phone	_____		
Employer Name	_____	Employer Addr.	_____
City	_____	Province	_____
Postal Code	_____	Office Phone	_____

Education Information

complete only if you have completed additional post graduate degrees after you received your B.I.T. status.

Official transcripts must be sent to the College along with course descriptions.

International Transcripts :

All transcripts outside of Canada and the US must be assessed by an international credential evaluation service. Transcripts that are not in English must be accompanied by an English translation signed by a qualified, official translator.

Degree Awarded	Year	College or University	Program



Employment Summary

All R.P.Bio applicants must provide the following work experience information:

o A clear statement, in chronological order, of applied biology work experience post B.Sc specifying in each case:

The employer;

The length of time employed;

The job category;

A detailed description of the work; and

o If there are periods where employment has overlapped please state clearly the length of employment for each employer / project.

To aid the applicant in determining whether their work experience may meet the requirements of the College on this website for the applicant's use. All components in this worksheet are required for the application to be complete and therefore the applicant may wish to use this form in lieu of a C.V. / resume.

To access go to [employment worksheet](#).

Reports / Publications Submitted

Applicants applying for upgrade to R.P.Bio. status must submit at least one and up to three professional biology reports or publications. Post graduate theses in applied biology generally will meet the requirements. Please note that:

o Draft reports will not be accepted.

o All reports must be post degree, in English and for Journal publications and theses must have English abstracts.

o Post-graduate degree theses on applied biology topics and that have been accepted by the degree granting institution may be accepted as professional reports.

o Where a report has multiple authors and the applicant is not lead author, the role of the applicant must be corroborated by the lead author in writing.

To determine whether a report is likely to meet the requirements of the College, please refer to the [Report Worksheet](#).



Letters of Reference

Please provide the names of three referees knowledgeable about your professional experience as a biologist. If you do not know a Professional Biologist please use a professional from another resource organization such as the ABCFP, APEGBC or BCIA. Preferred referees will include your current employer, previous employers or supervisors and one Professional Biologist.

Note: only two letters of reference will be accepted from a current employer.

A link is provided below for you to send it to your chosen referees. If you wish to view the reference form go to [reference form](#).

Note: All applicants must use the reference form provided by the College.

Reference #1 Name of Referee _____

Go [here](#) to send reference form to chosen referee.

Reference #2 Name of Referee _____

Go [here](#) to send reference form to chosen referee.

Reference #3 Name of Referee _____

Go [here](#) to send reference form to chosen referee.



ANNUAL DUES MUST BE SUBMITTED AT TIME OF APPLICATION. You can mail in the application fee and dues by **sending in 2 separate cheques** OR a Visa or Master Card number. Please make cheques payable to College of Applied Biology. The annual dues are not processed until a decision has been made on the application.

Registered Professional Biologist Upgrade Fees

Application Fee \$50.00 and Annual Dues \$360.00 (includes cost of seal)

Pay By Credit Card (Visa or Mastercard only)

Card Number _____ 3 digit number on back of card _____

Expiration Date _____

Name on Card _____

Signature of Card Holder _____



Checklist - Have you submitted the following? Omissions will delay your application

Upgrade to Professional Status Applicants

- Indictable Offence Declaration (mandatory – A separate form is available [online](#)).
- 2 cheques or I have included a credit card information
- Letters of reference requests have been sent to selected referees. Note: only 2 will be accepted from a current employer
- Professional report / publication(s) included and completed Report Worksheet
- Details of Professional work experience included.

Application Declaration

I hereby declare that the information provided in this application form is complete and accurate.

Signed _____ Date _____

Mail Application and Supporting Documents to:

College of Applied Biology
#205 – 733 Johnson St., Victoria, B.C. V8W 3C7