



CPTBC

College of Physical Therapists
of British Columbia

NOTIFICATION REGARDING LOCATION OF CLINICAL RECORDS

In accordance with [Standard 8: Documentation and Record-Keeping](#), registrants are required to notify the College in writing within twenty-one (21) days of the date they close a practice or retire/cease to practise, in order to inform the College of the location of their clinical records. The College must be made aware of the steps taken to transfer or store those client records in accordance with Standard 8 and the [Limitation Act](#).

To assist clients in accessing their clinical records in the future, fill out the information below:

Your name	
CPTBC registrant number	
Clinic name	
Date you retired/ceased to practise/closed your practice	
Location and details of how to access your clinical records	
Your phone number	
Your email address	

I have closed this practice and am no longer practising physical therapy

I have closed this practice and now am practising physical therapy elsewhere

I have left this practice and am no longer practising physical therapy

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