

ICBC Recovery Network Application Checklist

Review all requirements below and in your discipline specific program guides found on our [Health services](#) page before applying to be a part of the ICBC Recovery Network or reconciling an existing account.

Before applying for the ICBC Recovery Network, use this checklist to ensure you have the following information on hand.

List of Applicant Firm Information you need to complete your application:

- First name, last name and BC Driver's License, BCID or BC Services card number of the person that has signing authority for the Firm (business owner or director)
- Legal Business Name as registered with BC Registry and the BC Registry number
- Doing Business As (DBA) Name as registered with BC Registry and the BC Registry number (if applicable)
- GST number (if applicable)
- WorkSafeBC registration number
- Business contact information (including business physical/ mailing address, phone, and communication email)
- First name, last name and BC Driver's License, BCID or BC Services card number of each practitioner

Documents that you will need electronic copies of:

- Firm's City Issued Business License
- Firm's Commercial General Liability Insurance
- Bank issued direct deposit form or a void cheque
- Each practitioner's college registration certificate (or applicable association registration certificate – counsellors and kinesiologists only)
- Each practitioner's professional liability certificate
- Practitioner's city issued business licence (if required by applicable city)
- Master's Degree (counsellors only)
- Participation Agreement (occupational therapists only)