



Health Professions Review Board

Responsibility to Communicate with the Review Board

(Applicants and Complainants responsibility to diligently pursue their applications for review)

1. Keep Contact Information Current

Provide a current mailing address, email and other contact information for delivery of notices and other communication (Rule 22)

If your contact information changes, inform the Review Board and other parties immediately by email, letter, or using Form 7, Change of Address for Delivery (Rule 23). This is important because you are deemed to have received any written communication from the Review Board that is sent to your mailing address, even if you did not actually get it (Rule 27)

2. Copy all parties on everything

Send a copy of everything you send to the Review Board to every other party to the review, on the same day (See Rule 24). To be fair, all parties to the review should have access to the same information at the same time.

3. Respond promptly

Respond promptly to the Review Board's emails, telephone calls and letters. If you do not respond, the Review Board may dismiss your application after giving you proper notice (Rule 9). Notice of dismissal will be sent to the last mailing address you provided to the Review Board (Rule 25)