PRA-BC
PRACTICE READY ASSESSMENT - PHYSICIANS FOR BC

Assessor Stipend Information

Health Employers Association of British Columbia (HEABC), the organization who administers PRA-BC's financial component, requires you to invoice them directly for your assessment services.

Assessor Stipends - CFA

- CFA period: **12 weeks**
- Assessors will receive $1000 per candidate per week
- Assessors will receive a lump sum payment upon completion of the CFA ($12000 per candidate assessed)
- The first week of the CFA will be the orientation period. Assessors will be expected to orient candidates to their practices, to the services available in the community, and to any services outside the community as needed. Assessors will be paid at the end of the assessment period for their services.

Invoicing Options

1. **Group billing:** one clinic/primary assessor invoices HEABC directly for **ALL** the physicians involved in the assessment.
    a. Payments will be made out to the principal party/clinic that will then be responsible for disbursing payments accordingly.

2. **Individual billing**: each assessor at each site invoices HEABC directly
    a. Please note: we cannot issue your stipends until **ALL physicians** from your CFA site have submitted their invoices.
    b. To avoid delays in receiving your stipend, please confirm with your colleagues that they have invoiced PRA-BC in a timely manner.

Invoices must contain the following information:

1] Services billed to: HEALTH EMPLOYERS ASSOCIATION OF BC
#300 – 2889 EAST 12TH AVENUE
VANCOUVER, BC V5M 4T5

2] Program: Practice Ready Assessment - British Columbia (PRA-BC)
Fall 2026 assessment period: September 28, 2026 – December 18, 2026

3] Description of services including:

1. Name of PRA-BC candidate assessed
2. Community
3. Time period per assessor (e.g., 1 week @ $1000/week, 6 weeks @ $1000/week, 12 weeks @ $1000/week)

4] GST (if applicable)

Please note: A GST billing number is required for you to charge PRA-BC for GST.

5] Total amount due:

6] **Payment:** all payments will be made via Electronic Funds Transfer (EFT).

a. Similar to direct deposit, payment via EFT will allow us to deposit your stipend payment directly into your bank account. It is an easier, secure, and faster way to receive your payments. **In order to set up your EFT profile with HEABC, we will require your direct deposit form (including your banking information), or a copy of a void cheque.** This information is provided to our Finance department to process your invoices for payment.
b. Please provide the name of the physician/organization that will be receiving the payment.

7] Signature and date

Enclosed are two sample invoices for your reference. Please feel free to use these templates as needed.

How to submit your financial documents:

Please submit the following documents through the secure link below:

- Signed and completed Assessor Stipend invoice
- Direct deposit form/void cheque

Please click on the link below and upload your document(s).

https://fileshare.heabc.bc.ca/filedrop/PRABCDocuments

PLEASE DO NOT EMAIL YOUR DOCUMENTS.

If you have any questions, please contact the Assessment Team at prabcassessments@prabc.ca.