

A registrant requesting Retired status must complete this application for retired status including the declaration acknowledging they have ceased to practice and have read and agree to abide by the Retired registrant requirements and submit the required fee(s).

Please read [ASTTBC Bylaws](#) 41 'Retired registrants', 48 'Reinstatement for former and non-practising registrants', and the following information before submitting the application.

1. An ASTTBC practicing registrant in good standing that is sixty years old or older who has ceased to practice is eligible to apply for retired status.

**Exceptions:** A registrant less than 60 years old that has: a) Achieved retirement status from an employer based on years of service and age; or b) Retired from working or employment because of a physical or mental condition. Supporting documentation will be required.

2. Retired registrants:
  - are permitted to volunteer without remuneration, as a mentor or to serve on ASTTBC committees or working group.
  - are eligible to be elected to council.
  - may vote in an election of council registrants and at annual or special general meetings.
3. A retired registrant must not practice, supervise or delegate in any class of applied science and engineering technology practice or use a stamp or seal issued by ASTTBC.
4. A retired registrant must abide by the Professional Governance Act, ASTT Regulation, and the ASTTBC Bylaws including the Standards of Competence and Code of Ethics.
5. A retired registrant is not obliged to meet continuing professional development requirements.
6. A retired registrant may only use their pre-retirement title if they include the word retired in brackets after the title, example: AScT (Retired) or ROWP (Retired).
7. The retired registrant shall retain their assigned registrant number.
8. Information about the retired registrant will be displayed in the ASTTBC registry as required by the bylaws, Act and/or regulations.
9. The registrar must notify any applicable Authority Having Jurisdiction (AHJ) or any other applicable licensing authority of the registrant's reclassification to retired status.
10. The Registrar shall be advised of any Retired registrant alleged to be in breach of the ASTTBC Bylaws, ASTT Regulation, ASTTBC Standards of Competence and Code of Ethics or retirement policy that will be subject to the complaints, investigations and discipline process.
11. Reinstatement from retired status to practising status requires a reapplication. Please read sections 48 to 48.3 of the ASTTBC Bylaws for full details.

Reinstatement requirements are based on the time that has elapsed since the applicant was last a practising registrant in good standing and includes proof of completion of all continuing professional development requirements under Part VI of the bylaws, as if the applicant had not ceased to be registered, etc. Reinstatement after 3 or more years also requires a declaration of competencies validated by referees and completion of a professional practice and ethics exam. It may also require completion of a jurisprudence exam (if applicable) and refresher courses, etc.

Please review and complete all sections of this form and email it to the registration department at [registrations@asttbc.org](mailto:registrations@asttbc.org) or mail to: ASTTBC, 10767 - 148th Street, Surrey, BC, V3R 0S4.

First and Last Name: \_\_\_\_\_

Designation(s) and number(s): \_\_\_\_\_ Date of Retirement: \_\_\_\_\_  
yyyy/mm/dd

## Contact Information

### Residential

Mailing Address \_\_\_\_\_ PO Box # \_\_\_\_\_

City \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_ Country \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_ Email Address \_\_\_\_\_

**Employment**  no longer employed

Organization Name \_\_\_\_\_ Job Title \_\_\_\_\_

Mailing Address \_\_\_\_\_ PO Box # \_\_\_\_\_

City \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_ Country \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_ Email Address \_\_\_\_\_

## Supervising ASTTBC Trainee Registrants

Only practising registrants may act as a 'supervisor' to ASTTBC trainee registrants as outlined in the bylaws. If you are supervising any ASTTBC trainee registrants, please advise the trainees that you are retiring. They must find another supervisor immediately and advise ASTTBC. Please provide the names of your current trainee(s):

## Certificates, Stamps and Seals

Retired registrant's cannot practise and shall not display the certificate of registration.

If you were issued any stamp(s)/seal(s) for your designation(s), they remain the property of ASTTBC and must be returned immediately or you must provide photo evidence clearly shows that they have been destroyed.

Please check one:

- No stamp or seal was issued to me.
- I have destroyed and disposed my stamp(s)/seal(s); see attached picture.
- Note: Include a clear image, rubber stamps must be cut into a minimum of 6 pieces with name and number destroyed; metal seals must be hammered so they are unusable.
- I have mailed my stamps/seals to ASTTBC; date mailed: \_\_\_\_\_  
yyyy/mm/dd

## Declaration

I declare the following:

- I have read and understand the ASTTBC Bylaws.
- I meet the eligibility criteria for retired registrant status as specified in the ASTTBC Bylaws.
- I am no longer practising in any capacity for my ASTTBC designation(s).
- I undertake not to practise, supervise or delegate in any class of applied science and engineering technology practice or use a stamp or seal.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_  
yyyy/mm/dd

## Payment Information

Applications received before September 25 are not required to submit payment; they will be invoiced at the start of the renewal period.

To renew registration for the next year, **payment is required for applications received between September 25 and December 31**; renewal deadlines and policies apply. Note: Applications received between December 1 and December 31 are required to also pay the annual registration renewal late fee of \$56.80 (GST included).

**Retired registrant annual registration fee: \$104.75 (GST included)**  
(Fees are subject to change without notice.)

**Payment method:**    Visa    MasterCard    America Express    Cheque, date mailed \_\_\_\_\_  
yyyy/mm/dd

\_\_\_\_\_  
Credit Card Number

\_\_\_\_\_  
Expiry Date (mm/yy)

\_\_\_\_\_  
Name on Card