

ASTTBC renewal invoice FAQ - for registrants

October 11, 2023

1) Q: How do I make an electronic payment?

A: Payment is accepted through your [ASTTBC account](#). Please log in to your account to pay your fees; you must complete your declaration prior to making a payment. Additional details were provided to you in a recent email.

2) Q: When is the annual deadline to renew registration?

A: Registrants must renew their registration on or before November 30 of each year for the following year. Please note that renewal requires the completion of declarations, in addition to the payment of fees. Late-renewing registrants will be subject to late fees, as set out in the [ASTTBC Bylaws](#).

3) Q: Why do I need to complete a declaration?

A: It is required under the [Professional Governance Act](#) and [Bylaws](#) to provide declarations in a form approved by the registrar that registrants seeking renewal are in compliance with the PGA, regulations and Bylaws, and with any limits or conditions imposed on their registration. This is a very common regulatory requirement of professionals.

4) Q: How do I complete my declaration?

A: You must login to your [ASTTBC account](#), when you click the 'Pay Fees' button, your declaration will automatically appear. Please complete your declaration online.

5) What if my employer pays my fees?

A: You are still required to log on to your [ASTTBC account](#) and complete your declaration. Once you've completed your declaration, you can download your invoice and pass on to your employer. Payment is due before November 30, 2023.

6) What will happen if I renew late or do not renew?

A: If you renew your registration after November 30, 2023, but before December 31, 2023, a late fee of \$56.80 will apply. If you have not yet renewed your registration by January 1, 2024, your registration will be cancelled immediately. If you attempt to renew your registration between January 1, 2024, and March 1, 2024, and can provide reasonable justification for late payment, a late fee of \$170.35 will apply. In addition, the period during which your registration was cancelled will be shown on the registrant directory, as required by section 31(3)(e) of the [Professional Governance Act \(PGA\)](#). Those who wish to become registered again on or after March 1, 2024, following cancellation for late payment will be required to apply for reinstatement under section 48.1 of the [ASTTBC Bylaws](#).

7) Are there any circumstances where ASTTBC will make an exception and reduce or waive the registration renewal fee?

A: If you are experiencing extenuating circumstances, please read the [Fee Reduction and Waiver Policy](#) to see if you qualify.

8) Q: Where can I get my invoice and receipt?

A: Invoices and receipts can be downloaded from your [ASTTBC account](#). Please note that we no longer mail invoices and receipts.

9) What are the benefits to being an ASTTBC registrant?

A: Your registration is becoming increasingly important as discussions and work are underway for a scope of practice that is reserved for ASTTBC registrants. Please renew your ASTTBC registration to ensure use of your professional title, demonstrate your commitment to the needs of British Columbia/Columbians, competence, and standards of practice.

10) I am a Graduate Technologist, Graduate Technician, Associate or Provisional (except for Registered Technical specialist Provisional) – what are my next steps?

A: The above categories have been discontinued and for you to continue as an ASTTBC registrant in 2025, you must apply to reclassify to either a Certified Technician (CTech), Applied Science Technologist (AScT), Certified Technician Trainee (CTech (Trained)), or Applied Science Technologist Trainee (AScT (Trainee)). Your application must be approved **before September 30, 2024**. If you do not apply by the above date, or you are ineligible for reclassification, your registration will not be renewed in 2025. Should you wish to pursue registration, you would need to reapply.

11) I still have questions:

Please direct your questions to:

- Payment system login difficulties: info@asttbc.org. Please allow up to 24 business hours for a response.
- Fee renewals and invoicing: finance@asttbc.org
- Practice and CPD: please visit [ASTTBC's CPD page](#) for resources and information, or email CPD@asttbc.org
- Registration status updates: registrations@asttbc.org
- Compliance with PGA: registrar@asttbc.org