

## ASTTBC Guidance on Reinstatement

### Purpose

This document is intended to provide guidance for former, non-practising, historical and retired registrants of the Applied Science Technologists and Technicians of BC who are seeking to reinstate their registration status.

### Disclaimer

Please note, this document is for guidance only and may not apply in every circumstance. This document does not alter a registrant's obligations under the *Professional Governance Act* [SBC 2018] CHAPTER 47 (the "Act") or the ASTTBC bylaws (the "bylaws"). In the event of any conflict between this document and the Act or the bylaws, the Act or the bylaws take precedence.

### What is Reinstatement?

A process for former, non-practising, historical and retired registrants of ASTTBC who wish to reinstate their previous registration status with ASTTBC.

The requirements for reinstatement are determined based on time that has elapsed since the former, non-practising, historical or retired registrant was last a registrant in good standing.

### Eligibility to apply for Reinstatement (Who can apply?)

A non-practising registrant, retired registrant, former registrant or historical member who is not a disciplined person and meets the requirements for practising registration under sections 48.1 – 48.3 of the *bylaws* is eligible to apply for reinstatement of their registration.

### Reinstating Practising Status

Moving from non-practising, retired, historical, or former status to practising status requires an application for reinstatement. Please read sections 48 to 48.3 of the ASTTBC *bylaws* for full details. Reinstatement requirements are based on time that has elapsed since that 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.

### Reinstating Non-Practising or Retired Status

A former registrant may be reinstated by the credentials committee into the non-practising or retired category of registration if the former registrant held that category of registration at the time they ceased to be a registrant. Applicants for reinstatement into non-practising or retired status must complete and the Application for Non-Practising or Application for Retired status which can be found on the [Non-practising page](#) or [Retired page](#) on the website and submit it to [registration@asttbc.org](mailto:registration@asttbc.org).

### How to Apply for Reinstatement into Practising Status

Applications for reinstatement of practising status must be submitted online through [asttbcapply.ca](http://asttbcapply.ca). Applicants are required to create a free online account before starting an application. A non-refundable application fee must be received before an application proceeds.

Individuals applying for reinstatement may already have an existing account. In this case, please sign into your account using your username or password. Your username is your email address you used to create your account. If you have forgotten your password, please click on "Forgot Password" to reset your password.

For more information on how to log in to your account, please click [here](#).

**Table 1: Reinstatement Requirements for Practising Status**

	<b>Required Documentation</b>
<b>Has been out of practice for less than one (1) year.</b>	<ul style="list-style-type: none"> <li>a. Completed reinstatement application</li> <li>b. Proof of completion of all continuing professional development requirements under Part VI as if the applicant had not ceased to be a registrant, unless waived in whole or in part by the credentials committee               <ul style="list-style-type: none"> <li>i. If an applicant was cancelled or resigned as of December 31<sup>st</sup> of the calendar year and is reinstating within the next calendar year, a CPD log<sup>1</sup> is not required as part of the reinstatement application.</li> </ul> </li> <li>c. Evidence satisfactory to the credentials committee that the applicant is a person of good character</li> <li>d. Proof of Canadian citizenship, a permanent resident of Canada, or is otherwise authorized to work in Canada</li> <li>e. Evidence of any education, training, or professional development activity completed that was not previously provided to ASTTBC</li> <li>f. Payment of applicable fees as specified in Schedule C, outstanding fees, debts or levy owed to ASTTBC</li> </ul>
<b>Has been out of practice for more than one (1) year but less than three (3) consecutive years.</b>	<ul style="list-style-type: none"> <li>a. Completed reinstatement application</li> <li>b. Proof of completion of all continuing professional development requirements under Part VI as if the applicant had not ceased to be a registrant, unless waived in whole or in part by the credentials committee</li> <li>c. Evidence satisfactory to the credentials committee that the applicant is a person of good character</li> <li>d. Proof of Canadian citizenship, a permanent resident of Canada, or is otherwise authorized to work in Canada</li> <li>e. Evidence of any education, training, or professional development activity completed that was not previously provided to ASTTBC</li> <li>f. Payment of applicable fees as specified in Schedule C, outstanding fees, debts or levy owed to ASTTBC</li> </ul>
<b>Has been out of practice for three (3) or more consecutive years.</b>	<ul style="list-style-type: none"> <li>a. Completed reinstatement application, including a declaration of competencies, each of which must be validated by at least one of three referees provided if demonstrated through work experience</li> <li>b. Three (3) referees, one of whom must consent to act as the applicant's supervisor if required</li> <li>c. Proof of completion of all continuing professional development requirements under Part VI as if the applicant had not ceased to be a registrant, unless waived in whole or in part by the credentials committee</li> <li>d. Evidence satisfactory to the credentials committee that the applicant is a person of good character</li> <li>e. Proof of Canadian citizenship, a permanent resident of Canada, or is otherwise authorized to work in Canada</li> <li>f. Evidence of any education, training, or professional development activity completed that was not previously provided to ASTTBC</li> <li>g. Payment of applicable fees as specified in Schedule C, outstanding fees, debts or levy owed to ASTTBC</li> <li>h. Evidence of successful completion of the Professional Practice and Ethics exam, a jurisprudence exam (if required by the credentials committee), and/or any refresher courses may be required as a prerequisite for granting practice registration.</li> </ul>

<sup>1</sup> An applicant for reinstatement who was cancelled or resigned as of December 31<sup>st</sup> of the previous calendar year is still required to complete and log the entirety of the CPD requirements for the year which they are reinstating. If the reinstatement application falls near the November 30<sup>th</sup> CPD reporting cycle deadline, a CPD log may be requested as part of the reinstatement application (registration staff will advise).

## Frequently Asked Questions (FAQs)

### ***How much does it cost to reinstate?***

The reinstatement application fee is \$291.05 (GST included) in addition to the annual registration fee required upon being granted reinstatement.

Fees are not prorated for registrants reinstated part way through the calendar year following cancellation due to non-payment of fees.

If you are experiencing extenuating circumstances, please read the [Fee Reduction and Waiver policy](#) to see if you qualify for a reduction or waiver of applicable fees.

### ***Can I reinstate if my registration was cancelled, or I resigned, during a complaint investigation process?***

Yes. Reinstatement of your status will not affect any active investigation or disciplinary action and will not stop an investigation or discipline action from proceeding.

### ***Why do I need to provide a CPD log as part of my reinstatement application?***

The CPD log is used by the credentials committee to assess whether you have maintained competency and currency in your practice. Registrants who fail to uphold currency in the technical codes, standards, and practices within the discipline and field of practice pose a risk to the public and undermine trust in not only themselves, but their profession as a whole.

### ***How can I request an extension, waiver or reduction in CPD for my reinstatement application?***

Please read ASTTBC's [CPD Accommodation and Extension policy](#) for further information.

### ***Can I reinstate into non-practising or retired status?***

You can reinstate into non-practising or retired status if you previously held that status prior to resigning or cancelling your registration. This type of reinstatement application only requires the completion of the [non-practising status application form](#) or [retired status application form](#), along with payment of applicable fee(s).

### ***What if I have an outstanding CPD fine from when I was a practising registrant, can I still reinstate?***

You may still submit an application for reinstatement, however, you will not be granted reinstatement until payment of all outstanding fees, fines, debts, or levies.

### ***How do I know if I have an outstanding CPD fine on my account?***

If you have been issued a CPD fine, you will have received an initial emailed notice of CPD non-compliance followed-up with an emailed notice issuing the CPD fine.

### ***Do I have to complete CPD if I am reinstating from non-practising?***

Should a non-practising registrant wish to apply for reinstatement to practising status, proof of the completion of all continuing professional development is required as if the registrant had ceased to be registered. This requirement may be waived or reduced by the credentials committee upon reinstatement.