

Inactive Application Policy

Policy Subject	Inactive Application Policy
Policy Section	Registration Policies & Procedures
Policy Number	
Approving Authority	Credentials Committee
Revision	v1.0
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Responsible Officer	Registrar/Deputy Registrar

REASON FOR POLICY

The credentials committee is of the view that an applicant should only submit an application for their respective category, class, sub-class, discipline, and endorsement, once they have obtained the required knowledge, skills, and competencies through their education and work experience as outlined in the ASTTBC *bylaws*, are able to provide all necessary documentation at the outset, and are prepared to write the required examinations and complete their registration in a timely manner, and pay all applicable fees, ensuring ASTTBC staff and committee resources are being efficiently used and that decisions regarding an applicant's competencies and experiences are made based on recent/relevant information

This policy's objective is to ensure applicants remain diligent in actively pursuing their registration with ASTTBC.

APPLICABILITY

This policy applies to all applicants for registration in their respective category, class, sub-class, discipline, or endorsement. All applicants are expected to complete the application process within the parameters set out in this policy.

POLICY STATEMENTS

1. Policy Statement:

The application process includes providing all required documentation, any additional information or clarification requested by the ASTTBC credentials committee, the successful completion of the Professional Practice and Ethics examination and/or any other examinations as required and paying all applicable fees.

2. Terms and Conditions:

An applicant may meet the requirement by:

- a. Submitting a complete application and application fee
- b. Arranging transcripts or other required third-party documentation be sent directly to ASTTBC as soon as possible.
- c. Ensuring all referees complete and submit the reference questionnaires promptly.
- d. Once permitted, completing required examination(s) in a timely manner
- e. Providing payment for all fees associated with the application and registration process as soon as applicable.

The onus is on the applicant to actively pursue their application for registration. ASTTBC will aim to keep applicants informed and engaged throughout their application process.

Applicants may avoid delays by responding promptly to any ASTTBC questions about documentation, qualifications, course work, work experience, references etc. and making ASTTBC examinations a priority (study well and do not delay writing them once given permission to do so).

Applicants whose education is non-accredited or from outside of Canada, may also require additional time in completing the application process because additional information may be requested of them. If this is the case, responding promptly to requests for more information from ASTTBC will facilitate the processing of an application file.

Inactive Applications

If an application has been inactive (no required steps are taken by the applicant, such as submitting information or completing an examination) for a period of six (6) consecutive months, the application will be assigned an “inactive” status and, depending how long the application remains inactive and the extenuating circumstances, the application may be referred back to the credentials committee who may request that an applicant demonstrate currency of practice, provide updated information (i.e., employment information), demonstrate they meet current registration requirements in the event the requirements have changed since submitting their initial application, or to submit a new application including all applicable fees.

An inactive application is defined as:

- a. an application that has not been updated or modified as required or requested by ASTTBC staff or committee, for a period of six (6) consecutive months;
- b. Required third-party documentation such as official transcripts, references, or credential assessments has not been received for a period of six (6) consecutive months;
- c. an applicant has not completed a required exam(s) within six (6) consecutive months of ASTTBC granting permission to attempt the exam(s);
- d. the applicant has not actively communicated with ASTTBC in six (6) consecutive months;
- e. An applicant has not paid all applicable fees for registration.

ASTTBC will not accept a request for a “hold” on an application once it has been submitted to ASTTBC.

Pro-rated Registration fees

When an applicant is issued an invoice for their first-year pro-rated registration fees, they have 30 days to provide payment. If payment is not received after 30 days, a reminder email is sent to pay the applicable fee. If payment is still not received after an additional 15 days, the registrant’s status is reverted to ‘applicant’ in iMIS. The applicant must then contact registration staff for next steps.

When an applicant is issued an invoice for their first-year pro-rated registration right before or during the renewal period (September to December of the year), they have 30 days to provide payment and payment must be provided on/before December 31st of the year, otherwise their registration status will be reverted to ‘applicant’ in iMis. The applicant must then contact registration staff for next steps. Once this payment is received, finance will issue the invoice for the annual dues for the next calendar year.

The pro-rated fee is based on the month the applicant was approved for registration.

Collection of Registration Fees

The pro-rated fee is based on the month the applicant was approved and issued an invoice for their first registration fee.

An applicant invoiced for registration is not given an initial registration date until payment is received by ASTTBC. For example, if an applicant was approved for registration and issued an invoice in February but does not provide payment until May, their registration date reflects the May date that payment was received. Invoices for new registrants may be adjusted if the applicant requests to pay their registration fees in a later month.