

ASTTBC reinstatement Frequently asked questions (FAQs)

February 29, 2024

1) 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.

2) 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.

3) 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.

4) 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.

5) 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).

6) 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 is made of all outstanding fees, fines, debts, or levies.

7) 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.

8) 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.

- 9) **Do I have to submit official transcripts as part of my reinstatement application?**
Pursuant to section 48.1(f) of the *bylaws*, if your official transcripts were not previously submitted and included in the record on file with ASTTBC, you will need to contact your academic institution and arrange for your official transcripts to be sent directly to ASTTBC. For those educated outside of Canada who do not have official transcripts or an official third-party credential assessment on file, you will need to contact your academic institute to arrange for your official transcripts be sent directly to ASTTBC, or the third-party credential assessment agency to send the assessment report directory to ASTTBC (please note this must be a comprehensive report and include official copies of your transcripts).

10) What is an official transcript?

An official transcript typically refers to a document issued by an educational institution that provides a comprehensive record of a student's academic performance and achievements. It usually includes details such as courses taken, grades received, credits earned, and any degrees or diplomas awarded. It must be sent directly from the issuing institution to ASTTBC to ensure authenticity and integrity.

If you completed your education outside of Canada, you may have been required to submit a third-party credential assessment to ASTTBC. If the assessment was not sent directly from the third-party assessor, you will need to arrange to have it sent directly to ASTTBC by the third-party credentialing agency. A copy of your official transcripts is attached to the credential assessment report provided to ASTTBC by the third-party credentialing agency. You are not required to provide ASTTBC with an official transcript. However, if you provided copies of transcripts instead of official transcripts to the third-party credentials assessor, you are required to arrange for official transcripts to be sent directly to ASTTBC. You may also arrange to have your official transcripts (in English) be sent directly to ASTTBC from the issuing institution in lieu of the third-party credential assessment.

In circumstances where the institution or third-party credentialing agency does not provide paper records, ASTTBC will accept documentation in an electronic format directly from the third-party via email.

11) Why do I have to provide an “official” transcript if you already have a copy of my unofficial transcript?

By requesting official transcripts, we mitigate the risk of fraud or misrepresentation as these documents are issued directly by the educational institution.