

## Resignation Request Form

A registrant requesting resignation from ASTTBC must complete this form and declaration acknowledging they have read and agree to abide by the requirements outlined below in accordance with the *Professional Governance Act* (the “Act”), *ASTT regulation* (the “*regulation*”) and ASTTBC *bylaws* (the “*bylaws*”) and submit it by December 31<sup>st</sup> of the calendar year along with any stamp or seal (if applicable).

In addition, please read section 48 to 48.3 of the *bylaws* for information on reinstatement of former registrants prior to submitting this application.

1. An ASTTBC registrant must submit this request for resignation form by December 31<sup>st</sup> of the calendar year.
2. By submitting a request for resignation by December 31<sup>st</sup> of the calendar year, the ASTTBC register will reflect a registration status of “resigned”.
3. A registrant may choose to not complete the renewal process as a method of resigning from ASTTBC instead of completing and submitting this form, however, the ASTTBC register will reflect a registration status of “cancelled” for non-payment of annual dues.
4. By resigning from ASTTBC, an ASTTBC registrant forfeits all rights and privileges associated with their registration which include:
  - The right to display the ASTTBC Certificate of Registration
  - The right to use any title reserved under section 3 of the *regulation* which includes the AScT, CTech, or RTS designation
  - The right to supervise a trainee or student registrant
  - The right to use any stamp or seal issued to you by ASTTBC
  - The right to practice for those registration classes/sub-classes authorized by third-party legislation
  - The right to vote in an election of board members, at the annual general meeting, or any special general meeting
5. If you possess a stamp or seal, it remains the property of ASTTBC and it must be returned to the Registrar of ASTTBC in conjunction with this completed resignation form. ASTTBC will not process your resignation until the Registrar has received your stamp or seal. If you do not return your stamp or seal by December 31<sup>st</sup> of the calendar year and still wish to resign, you will be processed as “cancelled”.
6. The Registrar will revoke the digital seal and/or signature of a registrant who resigns their registration.
7. Information about former registrants will be displayed in the ASTTBC registry as required by the *Act, regulation and bylaws*.
8. The Registrar will notify any applicable Authority Having Jurisdiction (AHJ) or any other applicable authority of a registrant’s resignation.
9. If you hold more than one designation, completion of this resignation form applies to all designations. If you wish to maintain any other applicable designation, you must notify [registrations@asttbc.org](mailto:registrations@asttbc.org) immediately. The annual renewal process, including the declaration and applicable fees, apply to a designation(s) you wish to retain.

10. Reinstatement from former registrant to practising status requires submission of a reinstatement application. Please read sections 48 to 48.3 of the *bylaws* for requirements. Reinstatement requirements are based on the time that has elapsed since the applicant was last a practising registrant in good standing and include proof of completion of all continuing professional development under Part VI of the *bylaws*, as if the applicant had not ceased to be registered. Reinstatement after 3 or more years also requires a declaration of competencies validated by referees and completion of a professional practice and ethics exam. The credentials committee may also require completion of a jurisprudence exam (if applicable) and refresher courses, etc.
11. ASTTBC does not process retroactive resignations. The selected resignation date must be a future date within the calendar year.

If you will not be renewing your registration with ASTTBC for the next calendar year, please review and complete all sections of this form below and email it to the registration department at [registrations@asttbc.org](mailto:registrations@asttbc.org) or mail to: ASTTBC, 10767 – 148<sup>th</sup> Street, Surrey, BC, V3R 0S4

This completed form and stamp or seal (if applicable) **must be received by ASTTBC by December 31<sup>st</sup> of the calendar year**. Applications that are incomplete, or received after the deadline will not be processed.

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

Designation(s) and Registration Number(s): \_\_\_\_\_

Requested resignation date:  December 31<sup>st</sup> of the calendar year

Other\*: \_\_\_\_\_

(\*please note if you have selected "Other", the date submitted must be prior to December 31<sup>st</sup> of the calendar year. This is the resignation date that will be reflected on the ASTTBC register.)

Reason for resignation (optional): \_\_\_\_\_

## DECLARATION

I declare the following:

- I am resigning my registration from ASTTBC for the applicable designation(s).
- I have read and understood the rights and privileges that I will be forfeiting by resigning from ASTTBC
- I will no longer display my ASTTBC Certificate of Registration
- I will no longer use any reserved titles as prescribed in the *regulation*
- I will no longer supervise ASTTBC trainee or student registrants
- I have informed all trainee or student registrants that I supervise that I am resigning my registration with ASTTBC
- I will no longer use my stamp or seal
- I will return my stamp to ASTTBC immediately (if applicable) and understand my resignation will be processed as "cancelled" for non-payment of annual dues if not returned by December 31<sup>st</sup> of the calendar year.
- I will no longer practice in areas authorized by third-party legislation (if applicable)

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

Date: \_\_\_\_\_