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BULLETIN 02: REINSTATEMENT

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Members, architectural firms, licensees or associates may lose registration, or other standing or privilege, through voluntary resignation, non-payment of fees, or unprofessional conduct. Reinstatement eligibility, requirements, and processes vary in each circumstance. The following information is based on the *Architects Act,* AIBC Bylaws and Council policy.

1. *VOLUNTARY RESIGNATION* OF MEMBERS

Any individual who was previously registered as an architect in British Columbia, and who resigned voluntarily, may apply for reinstatement as a registered member by making application on the required form (see attached), accompanied by the applicable reinstatement fee and annual fee owing at the time of application.

2. REMOVAL OF MEMBERS OR LICENSEES FOR *NON-PAYMENT OF FEES*

Any individual who was previously registered as an architect in British Columbia, and who was removed from the register for non-payment of fees, may apply for reinstatement as a registered member by making application on the required form, accompanied by payment for any and all fees owing at the time of removal, the applicable reinstatement fine, and the annual fee owing at the time of application.

3. REMOVAL FOR *UNPROFESSIONAL CONDUCT* OF MEMBERS, LICENSEES OR ARCHITECTURAL FIRMS

Any individual who was previously registered as an architect in British Columbia, and who was suspended for unprofessional conduct, may apply for reinstatement as a registered member by making application on the required form, accompanied by the applicable reinstatement fine and annual fee owing at the time of application. The individual must also satisfy any conditions imposed by the Disciplinary Committee at the time of the individual's removal.

4. GENERAL PROCESS

(a) To expedite the processing of an application for reinstatement, the candidate must submit full information and payment of all fees and/or fines at the time of application. An application will not be reviewed, evaluated or placed before the Registration and Licensing Board and Council until such time as all information and monies are received. Please allow 3 to 5 weeks for processing.

(b) The Director of Registration and Licensing will review, process and submit applications to

the Registration and Licensing Board and Council as appropriate.

5. GUIDELINES FOR REINSTATEMENT

In situations where an individual has resigned voluntarily or been removed from the Register for non-payment of fees, the following guidelines have been developed to assist persons considering seeking reinstatement. Persons seeking reinstatement are generally processed according to the length of time the member has not been registered in B.C., as follows:

1. **0 to 3 years**: Unless there is an obvious cause for concern (such as evidence of conduct for which the applicant would have been suspended if still registered*) the Director of Registration and Licensing would likely recommend reinstatement. In the case of uncertainty or a negative recommendation, the Director of Registration and Licensing will bring details of the file to the Registration and Licensing Board for further review.

2. **3 to 5 years**: If the applicant does not have at least 2 years of architectural experience during the period, conducting an oral review with the candidate would be recommended by the Director of Registration and Licensing to the Registration and Licensing Board.

3. **More than 5 years**: An interview of the candidate by 3 members of the Registration and Licensing Board will be conducted, to examine whether the applicant had current architectural experience and whether they had kept abreast of professional practice issues. Upon completion if the interview the Board may decide that successful completion of the Oral Review is required.

The Registration and Licensing Board may, in all cases, recommend reinstatement conditional upon the candidate fulfilling certain requirements, such as specific course work or experience.

*Please note that, under Section 75 of the ***Architects Act***, the Registrar may, subject to appeal to the Council, refuse to re-enter the name of a person who the Registrar believes has been guilty of conduct for which one's registration, had it continued, could have been erased or who could have been suspended from practice. Members are therefore cautioned to conduct themselves appropriately should they cease to be architects.

6. CONTINUING EDUCATION SYSTEM (CES)

Please note that reinstated members are required to comply with Continuing Education System requirements (Bylaw 30.2) from the date of their reinstatement.

Furthermore, individuals who were not compliant with the CES Bylaw 30.2 at the time of resignation will be required to remedy the non-compliance within a reasonable period of time as a condition of reinstatement, including payment of applicable fines that were or would have been levied for non-compliance at the time of resignation. (See AIBC Bulletin 80 for more information on CES requirements.)

7. REINSTATEMENT APPLICANTS FACING CONDUCT COMPLAINTS

The AIBC may reinstate members who resigned prior to the resolution of a professional conduct complaint brought against them; however, the professional conduct file will be re-opened by the AIBC upon the reinstatement of such members.

8. REINSTATEMENT OF TEMPORARY LICENSEES OR ARCHITECTURAL FIRMS

Temporary Licensees may not voluntarily resign without permission from the AIBC until one year following substantial completion of the project for which they obtained the temporary license. If a temporary licensee has obtained permission to resign the license and then wished to obtain the license again, they must re-apply for the license using the standard temporary license form. Where a temporary licensee has been removed from the register for non-payment of fees or for unprofessional conduct, the licensee must apply for reinstatement, with the applicable fines.

9. Temporary Licensees may not voluntarily resign without permission from the AIBC until one year following substantial completion of the project for which they obtained the temporary license. If a temporary licensee has obtained permission to resign the license and then wished to obtain the license again, they must re-apply for the license using the standard temporary license form. Where a temporary licensee has been removed from the register for non-payment of fees or for unprofessional conduct, the licensee must apply for reinstatement, with the applicable fines.

10. REINSTATEMENT OF ARCHITECTURAL FIRMS

Closed architectural firms are only obliged to apply for reinstatement, including payment of a reinstatement fine, where the firm has been suspended from practice for unprofessional conduct. Where an architectural firm has voluntarily resigned or been removed from the register for non-payment, the firm must simply re-apply for registration using the standard application form for architectural firms.

11. REINSTATEMENT OF ASSOCIATES

The reinstatement process does not apply individuals who have resigned their associate status (including Interns, Technologists, Retired Architects, etc.). Individuals wishing to re-apply for associate status must simply submit the applicable application form and fees.