



ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

Letter of Good Standing Request

The AIBC will review the Registrant's status against the definition of Good Standing, found in the [AIBC Bylaws](#). Good Standing means the state of registration of any Registrant in which all the following conditions apply:

- a) The Registrant is not suspended or under a restriction, term, condition, or limitation of practice that specifically removes the Registrant from Good Standing;
- b) The Registrant is compliant with all Continuing Education System requirements by the Final CES Deadline;
- c) The Registrant is compliant with all applicable Audit and Practice Review requirements;
- d) If a Firm Registrant, is in compliance with all Certificate of Practice, professional liability insurance, Firm Continuing Education, and Firm Update requirements; and
- e) The Registrant has no Fees owing to the AIBC that are past due.

FORM SUBMISSION INSTRUCTIONS

1. Complete the form fields based on who the letter is for (individual or firm registrant). Email the completed form to registration@aibc.ca.
2. Once the form is processed, you will receive an email with the invoice and payment instructions. The fees charged are in accordance with [Schedule B: Fees](#), found in the AIBC Bylaws.
3. Once paid, your Letter of Good Standing will be emailed. Allow 1 to 3 business days for processing.

REGISTRANT/FIRM INFORMATION

Full Legal Name/Firm Name: _____

AIBC ID: _____

Phone: _____ Email: _____

SIGNATURE

Signature

Date

****By typing my name into the signature field, I agree that my electronic signature is the legally binding equivalent, and has the same meaning, as my handwritten signature. I will not, at any time in the future, repudiate the meaning of my electronic signature or claim that my electronic signature is not legally binding.***

COLLECTION NOTICE

The information on this form is collected under the authority of AIBC Bylaws under the Professional Governance Act, S.B.C. 2018, c. 47. The information will be used to process your application and update the AIBC's records on the status of its applicants and Registrants. If you have questions about the collection and use of this information, please contact the AIBC's Registration & Licensing department by phone at 604.683.8588 or by email at registration@aibc.ca. As a public body under the provisions of the Freedom of Information and Protection of Privacy Act, the AIBC provides security and confidentiality of your personal information.