

Reinstatement of Registration: Information for Applicants

January 2025

* Note: Capitalized terms in this document are defined terms in the [AIBC Bylaws](#) and have the same meaning as defined.

1.0 Background and Authority

- 1.1 The AIBC is committed to providing fair and transparent policies and processes for Former Registrants seeking reinstatement. Former Registrants who had their registration cancelled, whether by voluntary resignation or otherwise, and Registrants returning from a suspension may only return to their previous registration status through reinstatement.
- 1.2 Under the *Professional Governance Act* (“PGA”) the term “cancellation” refers to termination of registration status for various reasons. Registrants with cancelled registrations are considered Former Registrants and remain on the AIBC register for a period of time as required under the PGA and AIBC Bylaws. “Suspension” means suspension from practice for various reasons, including through a disciplinary process or continuing education non-compliance. Suspended Registrants also remain on the register.
- 1.3 AIBC Bylaws 4.14, 4.16 and 4.25 outline reinstatement requirements for former Individual Registrants, and AIBC Bylaw 4.26, 4.27 and 4.29 list the requirements for former Firm Registrants.
- 1.4 Reinstatement and annual Fees are listed in Schedule B: Fees, found in the AIBC Bylaws.
- 1.5 This document is intended to supplement the PGA and AIBC Bylaws and provide more detailed information and interpretation for Registrants. It applies to situations in which Former Registrants seek reinstatement in their respective registration categories (“Applicants”). The terms “Former Registrants” and “Applicants” are used interchangeably in this document.

2.0 General Process

- 2.1 To make an application for reinstatement, a Former Registrant must submit the prescribed Form and payment of all Fees required. An application will only be submitted to the Credentials Committee upon receipt of a completed Form and Fee payments, and completion of any other applicable requirements, (e.g., outstanding Continuing Education System (CES) requirements, courses, reinstatement interview). Processing times for complete applications may take up to **five weeks, except for applications under paragraphs 2.1.1 and 2.1.2, which do not require review by the Credentials Committee and will be processed in a shorter timeframe.**

- 2.1.1 **applications from Former Registrants suspended for CES non-compliance**, will be processed upon compliance with CES requirements (see heading 7.0 below); and
- 2.1.2 **reinstatements following a Discipline Violation, where the discipline order provides specific requirements for reinstatement, and does not include review by the Credentials Committee (see paragraph 5.1 below).**
- 2.2 The Registration and Licensing department will review and process applications and make recommendations to the Credentials Committee as appropriate.
- 2.3 A Former Registrant's reinstatement application will be evaluated in accordance with the requirements in AIBC Bylaws. Specific Bylaw requirements are noted in the paragraphs below.
- 2.4 Applicants must satisfy the requirements for reinstatement on the prescribed Form, which are similar to the "Good Standing" expectations for Registrants summarized below.
- 2.5 For ease of reference, the definition of Good Standing under the Bylaws is reproduced below:
- "Good Standing"** means the state of registration of any Registrant in which all of 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, and Firm Update requirements; and
 - e) the Registrant has no Fees or Costs owing to the AIBC that are past due.
- 2.6 Once reinstated, Architects, Intern Architects, and Architectural Technologists are required to comply with the mandatory Continuing Education System per AIBC Bylaw 5.10.

3.0 Voluntary Resignation

- 3.1 A Former Registrant who resigned voluntarily in Good Standing may apply for reinstatement by submitting the applicable Form accompanied by the applicable reinstatement Fee, all Fees owing at the time of application, and the applicable annual Fee for the current registration period. In addition, the Former Registrant must complete any outstanding CES requirements as outlined in Schedule P: Board Rules for the Continuing Education System (CES).

4.0 Cancellation for Non-Payment of Annual Fees

- 4.1 A Former Registrant whose registration was cancelled for non-payment of annual Fee, may apply for reinstatement by submitting the applicable Form accompanied by the applicable reinstatement Fee, all Fees owing at the time of application, and the applicable annual Fee for the current registration period. In addition, the Former Registrant must complete any outstanding CES requirements as outlined in Schedule P: Board Rules for the Continuing Education System (CES).

5.0 Suspension or Cancellation for a Specific Period for Discipline Violation

- 5.1 An Applicant suspended from practice as a result of a discipline order may be reinstated after completion of any terms and conditions in the order. In some cases, a suspension is for a fixed period of time, and reinstatement occurs once the suspension period elapses without requiring formal application and subsequent approval by the Credentials Committee. In other cases, the discipline order may include terms and conditions, including a requirement for making a reinstatement application for review by the Credentials Committee.
- 5.2 A Registrant whose registration was cancelled by way of a discipline order (including failing to satisfy any term or condition of such order) may apply for reinstatement through the Credentials Committee as directed by the discipline order.

6.0 Suspension or Cancellation for Indictable Offence

- 6.1 A Registrant whose registration was suspended or cancelled as a result of a conviction for an indictable offence, may apply for reinstatement after completion of any terms and conditions imposed; by submitting the applicable Form accompanied by payment of all Fees owing at the time of cancellation or suspension; and payment of the applicable reinstatement Fee. The application will be submitted for review by the Credentials Committee.

7.0 Suspension due to CES Non-Compliance

- 7.1 A Registrant suspended from practice as a result of CES non-compliance may be reinstated by the Registrar by completing outstanding CES requirements and submitting the applicable Form per AIBC Bylaw 5.21:

5.21 A CES Participant suspended for CES non-compliance must be reinstated by the Registrar upon:

- 5.21.1 completion of all CES requirements;
- 5.21.2 payment of any outstanding CES fines specified in Schedule B: Fees; and
- 5.21.3 submission of the applicable reinstatement Form

8.0 Cancellation due to CES Non-Compliance

- 8.1 A Registrant whose registration was cancelled as a result of CES non-compliance per AIBC Bylaw 5.19 may apply for reinstatement by making application to the Credentials Committee pursuant to AIBC Bylaw 4.25 and completing the outstanding CES requirements outlined in Schedule P: Board Rules for the Continuing Education System (CES).

9.0 Suspension or Cancellation of Registration Prior to the Enforcement of the PGA and AIBC Bylaws

- 9.1 A Former Registrant whose registration was suspended or cancelled prior to the AIBC transitioning under the authority of the PGA on February 10, 2023, and the applicable AIBC Bylaws may apply for reinstatement. The reinstatement application will be reviewed against the requirements of the new Bylaws.

10.0 Specific Reinstatement Requirements for Architects

Reciprocity and Mutual Recognition Agreements

- 10.1 If the Former Registrant has maintained continuous registration as an architect in good standing in and in accordance with requirements in a jurisdiction recognized by the Board through a mutual recognition agreement, the Former Registrant may apply for reinstatement under the terms of that agreement.

Reinstatement Conditions based on Duration of Absence

Absence of Less Than 3 Years

- 10.2 Unless there is a significant cause for concern, such as evidence of conduct for which the Former Registrant would be suspended if still registered, the Registration and Licensing department will recommend reinstatement to the Credentials Committee. In all cases, the Credentials Committee makes reinstatement decisions.

Absence of 3 Years or More

- 10.3 If the Former Registrant has not engaged in the Regulated Practice for three or more years, the Former Registrant must complete a reinstatement interview to assess current architectural knowledge and currency with professional practice issues. Please refer to the [Reinstatement Interview Guidelines](#) approved by the Credentials Committee for the process, scope, and outcomes of the interview.

- 10.4 The interview panel will consist of three reviewers, including one member of the Credentials Committee and two Oral Examiners. Upon completion of the interview the panel may recommend to the Credentials Committee that the Applicant be:
- 10.4.1 reinstated;
 - 10.4.2 required to complete courses or otherwise acquire knowledge related to areas of insufficient professional knowledge;
 - 10.4.3 required to obtain experience in specific areas of practice;
 - 10.4.4 required to successfully complete an oral examination; or
 - 10.4.5 required to complete a combination of these requirements or other upgrading of skills, knowledge or abilities that the Credentials Committee considers necessary prior to reinstatement.

11.0 Specific Reinstatement Requirements for Architectural Technologists

Reinstatement Conditions based on Duration of Absence

Absence of Less Than 3 Years

- 11.1 Unless there is a significant cause for concern, such as evidence of conduct for which the Former Registrant would be suspended if still registered, the Registration and Licensing department will recommend reinstatement to the Credentials Committee. In all cases, the Credentials Committee makes reinstatement decisions.

Absence of 3 Years or More

- 11.2 The Former Registrant must successfully complete the Architectural Technologist examination.

12.0 Reinstatement for Temporary Licensees (Architect)

Voluntary Resignation

- 12.1 A Temporary Licensee (Architect) may not voluntarily resign or request an early cancellation of their Temporary Licence without pre-approval from the AIBC. If the Project for which the Temporary Licence has been issued will be terminated, or the collaboration arrangement between Architects will be concluded, the Temporary Licensee (Architect) must provide documentation to the AIBC confirming such event. If a Temporary Licensee (Architect) had obtained approval to resign and subsequently wishes to reinstate, they must re-apply using the applicable Form, accompanied by the applicable annual Fee owing at the time of application.

13.0 Summary of Reinstatement Processes and Requirements

This summary table is provided for ease of reference. If there is any discrepancy or omission between this table and the Bylaws, the Bylaws prevail.

Suspension of Registration for CES Non-Compliance	Suspension of Registration for a Specific Period for Disciplinary Violation	Cancellation of Registration due to Voluntary Resignation; Removal for Non-Payment of Annual Fees; or CES Non-Compliance	Cancellation of Registration Related to Disciplinary Action
Requirements • Completion of outstanding CES requirements • Completion of prescribed Form • All Fees owing to the AIBC at the time of reinstatement application • Annual Fee for current registration period	Requirements • Completion of any terms or conditions resulting from a Discipline Violation	Requirements • Completion of prescribed Form • Completion of CES requirements (determined by duration of absence per Schedule P: Board Rules for the Continuing Education System (CES)) • Reinstatement interview – if not registered for 3 years or more with the AIBC • Reinstatement Fee, equal to application Fee • All Fees owing to the AIBC at the time of reinstatement application • Annual Fee for current registration period	Requirements • Completion of prescribed Form • Completion of any outstanding terms or conditions resulting from a Discipline Violation • Reinstatement Fee, equal to annual Fee • Annual Fee for current registration period • All Fees and Costs owing to the AIBC at the time of reinstatement application
Approval: • Registrar	Approval: • No approval required if suspended for a fixed period.	Approval: • Credentials Committee	Approval: • Credentials Committee