

Bulletin 02: Reinstatement of Registration

November 10, 2015

1.0 Introduction

- 1.1 The AIBC is committed to providing fair and transparent policies and processes to former Architects AIBC, architectural firms, temporary licensees and associates seeking to reinstate their registration, and to ensure the public interest is served.
- 1.2 In accordance with the *Architects Act* Sections 34, 53, 73, 74 and 75, Architects AIBC, architectural firms, temporary licensees or associates (Intern Architects AIBC, Architectural Technologists AIBC, and Retired Architects AIBC) may cease to be registered through voluntary resignation, non-payment of annual fees, or suspension and removal related to disciplinary action. Reinstatement eligibility, requirements, and processes vary in each circumstance. The following information is based on the *Architects Act*, and AIBC Bylaws. Reinstatement and annual fees are listed in Bulletin 01: Fees, Fines and Charges.

2.0 General Process

- 2.1 To expedite the processing of an application for reinstatement, the applicant must submit full information and payment of all fees and fines at the time of application. An application will not be reviewed, evaluated or placed before the Registration Board and council until such time as all information and monies are received. Please allow up to six weeks for processing.
- 2.2 The Director of Registration & Licensing will review and process applications, and make recommendations to the Registration Board and council as appropriate.
- 2.3 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. Architects, associates, and temporary licensees who

wish to seek reinstatement are therefore cautioned to conduct themselves appropriately should they cease to be registered.

- 2.4 The AIBC may reinstate architects, associates or firms that 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 reinstatement.

3.0 Reinstatement for Architects

Reciprocity and Mutual Recognition Agreements

- 3.1 If the individual has maintained continuous registration in good standing as an architect in a jurisdiction recognized by council, under the Canadian Reciprocity Agreement, NCARB – CALA Mutual Recognition Agreement, or similar mutual recognition agreements, the individual may apply for registration under the terms of that agreement.

Voluntary Resignation

- 3.2 An individual who was previously registered as an Architect AIBC and who resigned voluntarily may apply for reinstatement by submitting the appropriate application form accompanied by the applicable reinstatement fee and annual fee owing at the time of application.

Removal for Non-Payment of Annual Fees

- 3.3 An individual who was previously registered as an Architect AIBC and who was removed from the register for non-payment of annual fees, may apply for reinstatement by submitting the appropriate application form accompanied by payment for any and all fees and fines owing at the time of removal and the applicable reinstatement fee. The reinstatement fee is equal to the amount of the annual fee, as established by council, and is in addition to the annual fee itself. If reinstatement occurs subsequent to the year of removal, the annual fee owing at the time of application is also due.

Suspension and Removal for Disciplinary Action

- 3.4 Any individual who was previously registered as an Architect AIBC and who was suspended from practice and removed from the register related to disciplinary action, may apply for reinstatement by submitting the appropriate application form accompanied by payment for any and all fees and fines owing at the time of removal and the applicable reinstatement fee. The reinstatement fee is equal to the amount of the annual fee, as established by council, and is in addition to the annual fee itself. If reinstatement occurs subsequent to the year of removal the annual fee owing at the time of application is also due. The individual must also

satisfy any order or conditions imposed by the disciplinary committee agreed to by way of consensual resolution agreement at the time of the individual's suspension.

- 3.5 In situations where an individual has resigned voluntarily or been removed from the Register for non-payment of fees, the following policy for the reinstatement of architects has been accepted by AIBC Council. The Registration Board may, in all cases, recommend reinstatement conditional upon the candidate fulfilling certain requirements, such as specific course work or experience. Persons seeking reinstatement are generally processed according to the length of time the member has not been registered in B.C., as explained below.

Absence of Less Than 3 Years

- 3.6 Unless there is a significant cause for concern, such as evidence of conduct for which the applicant would have been suspended if still registered, the Director of Registration & 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 Board for further review and direction.

Absence Between 3 to 5 Years

- 3.7 If the applicant does not have at least two years of architectural experience during the period, the Director of Registration & Licensing will recommend to the Registration Board that the applicant successfully complete an oral review.

Absence of More Than 5 years

- 3.8 If the applicant has been not been registered as an Architect AIBC for more than five years, the Director of Registration & Licensing will recommend to the Registration Board that an interview of the applicant by a panel of three oral reviewers, including one member of the Registration Board will be conducted, to assess whether the applicant has current architectural knowledge and has kept current with professional practice issues. Upon completion of the interview the panel may recommend to the Registration Board that the applicant be required to complete courses or otherwise acquire knowledge related to areas of insufficient areas of professional knowledge, and may also recommend that the successful completion of an Oral Review be required.

4.0 Reinstatement for Associates

Voluntary Resignation

- 4.1 Any individual who was previously registered as an associate (Intern Architects AIBC, Architectural Technologists AIBC, and Retired Architects AIBC) and who resigned

voluntarily may apply for reinstatement by submitting the appropriate application form accompanied by the applicable reinstatement fee and annual fee owing at the time of application.

Removal for Non-Payment of Annual Fees

- 4.2 Any individual who was previously registered as an associate in British Columbia, and who was removed from the register for non-payment of annual fees, may apply for reinstatement by submitting the appropriate application form accompanied by payment for any and all fees and fines owing at the time of removal and the applicable reinstatement fee. The reinstatement fee is equal to the amount of the annual fee, as established by council, and is in addition to the annual fee itself. If reinstatement occurs subsequent to the year of removal, the annual fee owing at the time of application is also due.

Suspension and Removal for Disciplinary Action

- 4.3 Any individual who was previously registered as an associate and who was suspended from practice and removed from the register related to disciplinary action, may apply for reinstatement by submitting the appropriate application form accompanied by payment for any and all fees and fines owing at the time of removal and the applicable reinstatement fee. The reinstatement fee is equal to the amount of the annual fee, as established by council, and is in addition to the annual fee itself. If reinstatement occurs subsequent to the year of removal the annual fee owing at the time of application is also due. The individual must also satisfy any order or conditions imposed by the disciplinary committee agreed to by way of consensual resolution agreement at the time of the individual's suspension.

5.0 Reinstatement for Architectural Firms

Voluntary Resignation

- 5.1 Any architectural firm that was closed by voluntary resignation may apply for reinstatement using the standard application form for architectural firms, accompanied by the applicable application fee and annual fee owing at the time of application.

Removal for Non-Payment of Annual Fees

- 5.2 Any architectural firm that was removed from the register for non-payment of annual fees may apply for reinstatement using the standard application form for architectural firms, accompanied by payment of the annual fee owing at the time of removal and the applicable application fee. If reinstatement occurs subsequent to the year of removal, the annual fee owing at the time of application is also due.

Suspension and Removal for Disciplinary Action

5.3 Any architectural firm that was suspended from practice and removed from the register related to disciplinary action may apply for reinstatement using the standard application form for architectural firms, accompanied by payment of annual fee owing at the time of removal, the applicable application fee. If reinstatement occurs subsequent to the year of removal the annual fee owing at the time of application is also due. The firm must also satisfy any order or conditions imposed by the disciplinary committee agreed to by way of consensual resolution agreement at the time of the individual's suspension.

6.0 Reinstatement for Temporary Licensees

Voluntary Resignation

6.1 Temporary licensees may not voluntarily resign without approval from the AIBC until one year following substantial completion of the project for which they had obtained the temporary license. If the project for which the Temporary Licence has been issued will be terminated, or the collaboration arrangement between architects will be concluded, the licensee must provide documentation to the AIBC confirming such event. If a temporary licensee had obtained approval to resign its licence and subsequently wishes to reinstate this licence it must re-apply using the standard temporary licence form, accompanied by the applicable annual fee owing at the time of application. More information can be found in Bulletin 22: Temporary Licence Requirements.

Removal for Non-Payment of Annual Fees

6.2 Where a temporary licensee has been removed from the register for non-payment of annual fees, the licensee is not eligible for reinstatement or new application for any Temporary Licence. More information can be found in Bulletin 22: Temporary Licence Requirements.

7.0 Continuing Education System (CES)

7.1 As CES Participants, reinstated Architects AIBC and Architectural Technologists AIBC, are required to comply with CES requirements from the date of their reinstatement.

7.2 CES Participants who were not compliant with the CES Bylaw 30.2 at the time of resignation or removal for non-payment of fees or related to disciplinary action 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. Refer to AIBC Bylaw 30.2 and Bulletin 80 for more information on CES requirements.

	Voluntary Resignation	Removal for Non-Payment of Annual Fees	Suspension related to Disciplinary Action
Architects	Reinstatement form Reinstatement fee, equal to application fee Annual fee	Reinstatement form Reinstatement fee, equal to annual fee Annual fee owing at time of removal Annual fee *	Reinstatement form Reinstatement fee, equal to annual fee Annual fee
Associates	Reinstatement form Reinstatement fee, equal to application fee Annual fee	Reinstatement form Reinstatement fee, equal to annual fee Annual fee owing at time of removal Annual fee *	Reinstatement form Reinstatement fee, equal to annual fee Annual fee
Architectural Firms	Standard form for Architectural Firms Application fee Annual fee	Standard form for Architectural Firms Application fee Annual fee owing at time of removal Annual fee *	Standard form for Architectural Firms Application fee Annual fee
Temporary Licensee	Standard form for Temp. Licenses Annual fee	Not eligible to reinstate.	Not eligible to reinstate.

* Annual fee is payable if reinstatement occurs subsequent to the year of removal.

Bulletin Amendment History (1994 – 2015):

- February 1994: First Edition
- October 2005: Revised to include greater detail on general process and guidelines.
- November 2012: Revised per Bylaw 10, to remove references to MAIBC
- November 2015: Changes throughout to reflect associates, general organization intended to improve navigation, and new graphic template and numbering

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