

**APGNS Policy and Procedures with Respect to
Re-Instatement of Registration
approved September 2017; update March 2018 and July 2019**

INTRODUCTION

This policy and procedure document is intended as an addendum to the current by-laws of the Association and reflects the currently accepted procedures as well as the by-laws under development for the revised *Geoscience Profession Act* and *Geoscience Practice Regulations*. Where accuracy is critical, please consult the current *Geoscience Profession Act* and the by-laws of the Association.

The following reflects the current policy and practice of the Association based on and applied under the *Geoscience Profession Act of 2002* and the by-laws of the Association. Council has approved the following procedure as policy, originally as an addendum to the by-laws of the Association.

Applications for re-instatement

1. An application for re-instatement of registration / licensure must be sent in writing to the Registrar together with the applicable assessment or application fee(s).
2. An application must include any information the Registrar requires in determining whether the objects of the professional conduct process will be met if re-instatement is granted.

Investigation concerning re-instatement application

3. On receiving a re-instatement application, the Registrar may gather additional information with respect to the re-instatement application or request that an investigation be conducted to gather relevant and appropriate information concerning the application.
4. Any information gathered by the Registrar or through an investigation shall be provided to the applicant.
5. The re-instatement application, together with any information gathered through an investigation or by the Registrar, shall be provided to the Admissions Board and Council by the Registrar.
6. The parties to a re-instatement application are the Association, represented by the Registrar, and the applicant for re-instatement.

Decision of the Admissions Board on re-instatement

7. After considering the evidence and the representations from the applicant for re-instatement and the Association, the Admissions Board must recommend for Council to decide to accept or reject the applicant's re-instatement application and communicate its decision, together with reasons, in writing to the applicant and to the Registrar.
8. If the Council accepts a re-instatement application, the Council may impose any terms and conditions it considers appropriate relating to the re-instatement of the applicant, and the applicant must satisfy all criteria required for a licence.
9. A decision of the Council concerning a re-instatement application is final.

10. An applicant may resubmit a re-instatement application after 1 year has passed since the date of the Council's initial decision to reject their application, or after a longer period determined by the Council that rejected the initial application.

Costs of reinstatement application

11. For purposes of this Section, "costs" includes all of the following:
- (a) application and assessment fees;
 - (b) expenses incurred by the Association in the investigation of a re-instatement application;
 - (c) the Association's solicitor and client costs, including disbursements and applicable taxes relating to a re-instatement application, including those of Association counsel and counsel for the Council;
 - (d) travel costs and reasonable expenses of any witnesses, including expert witnesses, required to appear at a re-instatement application.
12. An applicant for re-instatement is responsible for all expenses incurred in the re-instatement application.
13. Whether the application is accepted or rejected, the Association may recover costs from the applicant.
14. The Registrar may suspend the registration / licensure of any person whose registration / licensure is being re-instated and who fails to pay the costs within the time ordered, until payment is made or satisfactory arrangements for payment are made.