



REQUEST FOR RECONSIDERATION

INSTITUTION INFORMATION	
Institution Name	
Institution Representative or Name of Lawyer Representing the Institution	
Unless you provide a different email address here, the registrar will deliver all submissions and other documents to the email address for service we have on file.	
DECISION SUBJECT TO REQUEST FOR RECONSIDERATION	
Date of decision: _____	
<input type="checkbox"/>	Refusal to grant certificate
<input type="checkbox"/>	Certificate suspension
<input type="checkbox"/>	Administrative penalty
GROUNDS FOR REQUEST FOR RECONSIDERATION (check all that apply)	
<input type="checkbox"/>	Registrar erred in law
<input type="checkbox"/>	Registrar failed to observe the principles of natural justice
<input type="checkbox"/>	Evidence has become available that was not available at the time the decision was made
RECONSIDERATION FEE	
<input type="checkbox"/>	\$100 cheque payable to the Minister of Finance is included.
OR	
<input type="checkbox"/>	\$100 Reconsideration Fee NOT included. I request PTIB provide an invoice to allow me to make credit card payment or payment by Electronic Funds Transfer (EFT).
IMPORTANT NOTE: You must deliver this completed request and \$100 reconsideration fee within 30 days of receipt of the registrar’s decision to PTI@gov.bc.ca or 203 – 1155 West Pender Street, Vancouver, BC, V6E 2P4. If you request online payment or EFT it may take up to 3 business days for PTIB to prepare an invoice. No extension of the 30 day deadline may be granted.	

The Registrar’s Rules of Practice and Procedure for Reconsiderations can be found in the Forms for Institutions section of the PTIB Form Library:

<https://www.privatetraininginstitutions.gov.bc.ca/form-library>