|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **INSTITUTION INFORMATION** | | | | | |
|  | | | |  | |
| Institution Name | | | |  | |
|  | | | | | |
| Institution Representative or Name of Lawyer Representing the Institution | | |  | | |
|  | | | | | |
| Unless you provide a different 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  | | | |
| Refusal to grant certificate | | | | | |
| Certificate suspension | | | | | |
| Administrative penalty | | | | | |
| **GROUNDS FOR REQUEST FOR RECONSIDERATION**  (check all that apply) | | | | | |
| Registrar erred in law | | | | | |
| Registrar failed to observe the principles of natural justice | | | | | |
| Evidence has become available that was not available at the time the decision was made   |  | | --- | | **RECONSIDERATION FEE** |   $100 cheque payable to the Minister of Finance is included.  OR  $100 Reconsideration Fee NOT included. I request PTIB provide an invoice to allow me to make online 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 registar’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 Registar’s Rules of Practice and Procedure for Reconsiderations can be found at:

<https://www.privatetraininginstitutions.gov.bc.ca/sites/www.privatetraininginstitutions.gov.bc.ca/files/files/Registrars_Rules.pdf>