



NOTICE OF APPEAL

INSTITUTION INFORMATION

Institution Name

Institution Representative or Name of Lawyer Representing the Institution

Unless you provide a different email address here, the commissioner and registrar will deliver all submissions and other documents to the email address for service PTIB has on file.

DECISION BEING APPEALED

Date of decision: _____

- Cancellation of certificate
- Reconsideration of certificate suspension
- Reconsideration of refusal to grant certificate
- Reconsideration of administrative penalty

GROUND FOR APPEAL

Briefly set out the reasons why you believe the decision being appealed is wrong.

APPEAL FEE

- \$100 cheque payable to the Minister of Finance is included.
- \$100 Appeal Fee NOT included. I request PTIB provide an invoice to allow me to make credit card payment online or payment by Electronic Funds Transfer (EFT).

IMPORTANT NOTE: You must deliver this completed notice and \$100 appeal fee within 30 days of receipt of the registrar’s decision to PTIBCommissioner@gov.bc.ca or 310-601 Cordova Street W, Vancouver, BC, V6B 1G1. If you request credit card 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.

ORAL HEARING

Appeals will typically proceed by way of written submissions. An oral hearing will be considered if appropriate in the circumstances.

Is an oral hearing of this appeal being requested? Yes No

If you answered yes to the above question, you must attach submissions (10 pages maximum) detailing the basis on which an oral hearing is being requested. Further information is available in the Commissioner’s Rules of Practice and Procedure and the Oral Hearing Practice Directive.

The Commissioner’s Rules of Practice and Procedure and Oral Hearing Practice Directive can be found in the Forms for Institutions section of the PTIB Forms, Templates and Resources webpage: <https://www.privatetraininginstitutions.gov.bc.ca/form-library>