ENGINEERS & GEOSCIENTISTS
BRITISH COLUMBIA

SUPPORTING DOCUMENTS FOR RECONSIDERATION OF A DECISION

This guide explains how to prepare supporting documents for your reconsideration request. Upload your documents after your reconsideration request letter has been accepted.

The deadline to complete your supporting-document package is **60 days of submitting your reconsideration request letter**.

WHAT NEW EVIDENCE SHOULD I SUBMIT?

Your package should include any new evidence you want to have considered. New evidence is relevant information or documentation that was not previously available or provided to the Credentials Committee and directly relates to the decision you are asking to have reconsidered.

Include all evidence you want the reviewers to consider, as the reconsideration will be based only on your original application materials and the new evidence you submit. Additional information will not be requested after your submission is accepted.

EXPLAIN YOUR EVIDENCE

For each piece of new evidence, we recommend explaining how it addresses the gaps identified in your decision letter and why it supports a different decision. Organize your explanation around the specific points in your reconsideration letter.

EXAMPLES OF NEW EVIDENCE

The examples below are not exhaustive. Include only documents that are relevant to the decision you are asking to have reconsidered.

ACADEMIC EVIDENCE	WORK EXPERIENCE EVIDENCE
• Additional degrees or certificates • Course syllabuses or descriptions • Class presentations, assignments, or reports • Letters from academic professionals, such as professors or administrators • Other relevant academic materials showing that the required topics were covered and assessed	• Projects, reports, designs, drawings, photographs, or diagrams • Reference letters • Other relevant documents demonstrating competent, independent professional practice

FORMATTING REQUIREMENTS

Combine your supporting documents into one PDF file. To help the reviewers follow your submission, we recommend arranging your new evidence documents in the same order they are discussed in your reconsideration letter and to include a table of contents.

No template is required. You may use any clear, suitable format.

UPLOADING YOUR NEW EVIDENCE

When your reconsideration supporting-document package is complete, upload it as follows:

- Combine all documents into a single PDF file. The maximum upload is 20MB.
- Log in to your egbc.ca account using your six-digit ID and password.
- Open your application.
- Under the Reconsideration Supporting Document heading, upload your PDF.
- Only one reconsideration supporting document file can be uploaded.

If the Reconsideration Supporting Documents requirement is missing from your application, follow up by email with the staff member who accepted your reconsideration request letter.

Still have questions about Reconsideration of a Decision? View the Reconsideration FAQs.