



REGISTRATION POLICY

DEACTIVATION OF APPLICATIONS

Version 1.0, January 30, 2026

Words and terms that are capitalized throughout this document have definitions that are specific to this set of policies. Please refer to these Defined Terms when reviewing this and other registration policy documents.

PURPOSE

To define Engineers and Geoscientists British Columbia's (the Organization) process of deactivating applications such that the process is fair and objective, and to define what is to be done with the data submitted by the Applicant and generated in the review of the application.

POLICY

An application will be deactivated if any of the following criteria are met:

- The Applicant has not submitted their application documents, nor completed the initial application process, nor contacted the Organization for one year.
- The Applicant has not completed the assigned academic examinations within the required seven years.
- The Applicant, who has been assigned to acquire additional experience under supervision, has not contacted the Organization for one year after the requested period has passed.
- The Applicant, whose only outstanding requirements for registration/licensure are the successful completion of the National Professional Practice Examination and/or the Professional Engineering and Geoscience Practice in BC Online Seminar, has not contacted the Organization for one year.
- The Applicant, who has applied via the Canadian Free Trade Agreement or other internal trade agreement, has not submitted all required documentation within six months of applying.

Once any of the above criteria has been met, the application will be automatically deactivated. The Applicant's account will display a notification about the deactivation and an email address to contact for inquiries or reactivation requests.

All outstanding requests from the Organization to the Applicant will be cancelled. If the Applicant only had one application, then their status will be changed to inactive. Any documents submitted to the Organization will not be returned to the Applicant.

The Applicant may reactivate their application by contacting the Organization by email. There will be no fee associated with a reactivation if the application has been deactivated for under seven years.

An Applicant who wishes to reactivate their application after it has been deactivated for seven years or more will be required to submit a new application, new documentation, and a new application fee. Application fees are specified in Schedule C of the Bylaws.

RELATED POLICIES

Please refer to the [Registration and Reinstatement Policies](#) page to view all relevant policies.

VERSION HISTORY

VERSION NUMBER	PUBLISHED DATE	DESCRIPTION OF CHANGES
1.0	January 30, 2026	Initial version.