



# REGISTRATION POLICY

## REJECTION OF AN APPLICATION FOR AN INDICTABLE OFFENCE

Version 1.0, February 5, 2026

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*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 outline the standardized process that the Credentials Committee follows when evaluating an application for registration or reinstatement of an individual who has been convicted of an indictable offence.

### POLICY

The Bylaws of Engineers and Geoscientists British Columbia (the Bylaws) places the responsibility on those applying for registration to prove that they are of good character and good repute. The Credentials Committee has the authority to summarily reject an application for registration if the individual Applicant has been convicted of an indictable offence<sup>1</sup>.

This policy is not intended to fetter the discretion of the Credentials Committee. The Credentials Committee has discretion to consider all available evidence and factors in handling an application from an individual who has been convicted of an indictable offence.

### DEFINITION OF AN INDICTABLE OFFENCE

Indictable offences are the most serious offences under the *Criminal Code of Canada*, and they come with more serious punishments. Examples include murder, an act of terrorism, theft over \$5,000, break and enter, robbery, treason, drug trafficking, aggravated sexual assault and other serious criminal acts.

An indictable offence is not to be confused with a summary offence for a less serious conviction.

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<sup>1</sup> pursuant to s. 66(2)(a)(ii) of the *Professional Governance Act* and s. 5.20 of the Bylaws.

## DECLARATION OF AN INDICTABLE OFFENCE

An individual Applicant for registration must provide evidence satisfactory to the Credentials Committee that they are of good character and good repute.

### Assessment of Good Character and Good Repute

During the application process, all Applicants must answer questions that assist the Organization in determining whether the Applicant is of good character and good repute. These questions allow Applicants to self-report conduct or circumstances that may raise issues about the Applicant's character. If an Applicant provides an affirmative answer to any of these questions, the Applicant must provide full and detailed particulars to Engineers and Geoscientists British Columbia, including supporting documentation. Applicants commit to inform the Organization if their answers to the questions have changed at any time during the application process.

Other information—including comments of referees, decisions related to the Applicant by the courts or by other regulatory bodies, the existence of a criminal record, and complaints against the Applicant—will also be taken into account as applicable.

Engineers Canada's *Guideline on Good Character* defines "Good character" as generally being held to comprise three elements:

1. The ability to tell the difference between right and wrong;
2. The courage to do what's right, no matter the personal consequences; and
3. The ability to assess these issues, within the context of the practice of the profession, in the best interests of the public as a whole.

Once Applicants are registered as professionals with Engineers and Geoscientists British Columbia, they are expected to maintain their good character and uphold a high standard of professional conduct. It is through the discipline process that Registrants are held to account for their behaviour.

An individual Applicant must declare any previous and/or current convictions related to an offence at the time of making an application for registration or reinstatement of registration. If an Applicant is convicted of an indictable offence before the Credentials Committee makes a decision on their application, they must declare the conviction to the Credentials Committee and provide particulars in accordance with this policy as soon as practicable.

An Applicant who declares that they have been convicted of an indictable offence is required to provide:

- the nature of the offence;
- the year of conviction;
- the jurisdiction in which the judgment was rendered;
- a written, confidential letter from the Applicant addressing the indictable offence, and
- a copy of the judgment (if available).

## **CONSIDERATION OF SUBMISSION BY THE CREDENTIALS COMMITTEE**

After submission of the application and evaluation of the Applicant's fulfillment of other requirements for registration set out in the Bylaws and the policies of the Credentials Committee and the Board, the application will be brought to the Credentials Committee for review and consideration. The following are the potential outcomes of the Credentials Committee's review.

For a visual representation of the following process description, see [Figure 1](#) on Page 6.

### ***No Concerns of Misconduct***

The Credentials Committee will evaluate the application in accordance with the Bylaws and the policies of the Credentials Committee and the Board if it is satisfied that the nature or circumstances of the indictable offence do not give rise to concerns that the individual Applicant has displayed:

- Professional misconduct;
- Conduct Unbecoming a Registrant; or
- Incompetent performance of duties undertaken while engaged in the Regulated Practice.

Upon completion of the evaluation, the Credentials Committee may:

- approve the application;
- approve the application subject to conditions or limitations on the registration; or
- reject the application, with written reasons.

### ***Concerns of Misconduct***

If the Credentials Committee is satisfied that the nature or circumstances of the indictable offence give rise to concerns that the individual Applicant has displayed:

- Professional misconduct;
- Conduct Unbecoming a Registrant; or
- Incompetent performance of duties undertaken while engaged in the Regulated Practice;

the Credentials Committee will pursue one or more of the following options.

#### **1. Provide the opportunity to make written submissions**

If considering rejecting an application on the basis of an indictable offence, the Credentials Committee must provide notice to the Applicant and offer the opportunity to provide written submissions. Upon receiving the written submissions from the individual Applicant or the expiry of the period to provide written submissions, the Credentials Committee may:

- a. summarily reject the application pursuant to s. 5.20(1) of the Bylaws; or
- b. evaluate the application in accordance with the Bylaws and the policies of the Credentials Committee and the Board, and:

- i. approve the application;
- ii. approve the application subject to conditions or limitations on the registration; or
- iii. reject the application, with written reasons.

## **2. Order a Credentials Hearing**

The Credentials Committee may elect to provide written notice to an individual Applicant that:

- a. action may be undertaken pursuant to section 66(2)(a)(ii) of the PGA [*Investigations*], and
- b. the individual Applicant may, by a specified date, make written submissions to the Credentials Committee.

The Credentials Committee may also order a credentials hearing by the Registrar pursuant to Bylaw 5.19 [*Credentials Hearing on Good Character and Good Repute of an Individual Applicant*] in place of, or in addition to, the written submissions submitted by the Applicant.

Prior to a credentials hearing by the Registrar, the Credentials Committee will provide the Registrar with its evaluation of the Applicant's qualifications for registration in accordance with the Bylaws and the policies of the Credentials Committee and the Board.

## **3. Summarily Reject**

If the Credentials Committee considers it necessary to protect the public interest the Credentials Committee may, pursuant to s. 5.20(7) of the Bylaws, proceed with a rejection of an application due to an indictable offence without:

- a. providing the Applicant with an opportunity to make written submissions to the Credentials Committee;
- b. providing notice to the Applicant; or
- c. providing the Applicant with the opportunity to have a credentials hearing by the Registrar, pursuant to Bylaw 5.19 [*Credentials Hearing on Good Character and Good Repute of an Individual Applicant*].

### ***Credentials Hearing by the Registrar***

In the case of a credentials hearing by the Registrar, the Registrar may make a determination on the outcome of the application in accordance with sections 5.18(1)(b) and 5.19 of the Bylaws, in which the Registrar may:

- a) approve the application;
- b) approve the application subject to conditions or limitations on the registration; or
- c) reject the application, with written reasons.

This policy describes credentials hearings solely for ease of reference; this policy does not set content, process or standards for credentials hearings. Information on credentials hearings can be found at s. 5.19 and Schedule B 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	February 5, 2026	Initial version.

Figure 1: Review of Application Based on Declaration of an Indictable Offence

