



REGISTRATION POLICY

TREATING AN EXISTING APPLICANT AS A NEW APPLICANT

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 specify the circumstances under which an existing Applicant's file is treated as though the application were new.

POLICY

Existing Applicants may request to have their application treated as new if it has been a minimum of seven years since the Credentials Committee last made a decision on their original application and they have not failed a Confirmatory or Non-Confirmatory Examination. If the Applicant has failed a Confirmatory or Non-Confirmatory Examination, they may clear the failure by successfully re-writing the examination.

When an application is treated as new, it is reviewed by new reviewers or interviewers who are unaware of the Applicant's history with Engineers and Geoscientists British Columbia (the Organization) and any previous committee, reviewer, Assessor or interviewer notes, reasons or decisions. The new reviewers or interviewers do have access to all documentation that was submitted by the Applicant with the original application.

If it has been less than seven years since the Credentials Committee made a decision on their original application, an Applicant may request a second interview under the Policy on Granting a Second Interview. However, the Applicant will not be treated as a new Applicant.

At the discretion of Organization staff, the Applicant may be required to re-submit any documentation under this policy.

DECISION CONSIDERATIONS

The Credentials Committee may base its decision on one or more of the following considerations:

- **Timeliness**

The Applicant may request to be treated as a new Applicant. In reviewing this request, the Credentials Committee will consider, among other factors, the timeliness of progress on the application. In considering timeliness, the Credentials Committee may examine, among other factors:

- a. the sources and causes of lack of timely application progress; and
- b. if there has been a lack of timely application progress, whether (and to what degree) any harms or advantages may have resulted; and
- c. the degree of connection between lack of timely application progress and the identified harms or advantages.

Where the delay caused no harm, the Applicant caused the delay, or the Applicant used the delay to gain an advantage, the Credentials Committee may choose not to consider delay as a factor in their decision.

- **Issues of fairness**

The Credentials Committee will exercise its discretion and decide whether an Applicant's reasons to be treated as new serve the public interest and promote procedural fairness in the application process.

In deciding whether to treat an existing Applicant as new, the Credentials Committee will consider whether a second interview could address any problems with previous proceedings. The Credentials Committee will exercise its discretion in determining whether to treat an existing Applicant as a new Applicant.

- **Change in policy**

If the Organization's policies have changed and affect an Applicant's opportunity to be registered, the Applicant may request to be treated as new. The Credentials Committee may grant a request to be reviewed as new if a new policy benefits an Applicant's opportunity for registration, and the benefit did not exist previously.

If the policy is related to an Applicant's case but does not affect their opportunity for registration, then the change in policy will not factor into the Credentials Committee's decision. If a change to policy might adversely affect the Applicant's chances at registration, that is a factor the Credentials Committee will weigh in determining whether to treat the existing Applicant as a new Applicant.

CREDENTIALS COMMITTEE'S COMMITMENT TO FAIRNESS

The application of registration policies and guidelines calls for consistency in the treatment of Applicants. In deciding whether to treat an existing Applicant as new, the Credentials Committee can consider past decisions as a guide to procedural fairness for the Applicant and to promote a predictable decision-making process that treats like Applicants alike.

When applicable, the Credentials Committee has the ability to refer the Applicant to the Fairness Panel, an advisory group that examines the fairness of the process followed. The Panel is comprised of members appointed by the Credentials Committee who make non-binding recommendations to the Credentials Committee on process, policies and procedures.

This policy is not intended to fetter the discretion of the Credentials Committee. The Credentials Committee has discretion to consider all available information and evaluate when an Applicant should be treated as new.

RELATED POLICIES

- Reconsideration of a Decision of the Credentials Committee
- Granting a Second Interview

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.