



boabc

Serving the Province of British Columbia for over 50 years

TITLE: REVOCATION OF A CERTIFICATION OR TITLE	1.7
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DATE APPROVED: January 2015
DATE REVISED: January 2018

SIGNED: Frankie Victor (Secretary)

POLICY:

When it is proposed to revoke a Member's certification or title, RBO, BCQ the BOABC will notify the member in the following manner:

- Send an email to the member,
- If no response within 10 business days from the member, a phone call will be made,
- If no response within 10 business days, a registered letter will be sent to the member's last known address to advise member of the pending revocation of their certification or title,
- If no response within 10 business days, a second registered letter will be sent to the member's last known address to advise the member of the pending revocation of their certification or title.
- If no response with 10 business days the certification or title will be revoked.

POLICY OBJECTIVE:

To exercise due diligence in giving Members every opportunity to appeal a decision made by the BOABC Certification Committee.

POLICY JUSTIFICATION:

Revoking a Member's certification or title is a serious step and it is necessary to show that the member was given every possible opportunity to appeal the decision.