



### Form RAC-1: Request for a Review by the Registration Appeals Committee

Requests for a review must be received by the Registrar within 60 days after the notice of the Registrar’s proposal to refuse to issue a certificate of qualification or a statement of membership or proposal to issue a certificate of qualification or statement of membership with terms, conditions or limitations is provided to the applicant.

#### Personal Information

_____	_____	
COLLEGE APPLICATION / MEMBERSHIP NUMBER	EMAIL ADDRESS	
_____	_____	
LAST NAME	FIRST AND MIDDLE NAMES	
_____	_____	
HOME ADDRESS	APT. # / UNIT / P.O. BOX / RR#	
_____	_____	_____
CITY	PROVINCE	POSTAL CODE
_____	_____	
HOME TELEPHONE	BUSINESS TELEPHONE	

#### Reason for Request

Please check which applies. Please explain why you are requesting a review of the College’s decision. Continue on a separate sheet if necessary.

- 1. The Registrar **proposed to refuse to issue** a certificate of qualification or a statement of membership or to impose terms, conditions or limitations.
- OR
- 2. The Registrar **proposed to impose terms, conditions or limitations** on a certificate of qualification or statement of membership.

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If you are providing additional documentation, please list. Continue on a separate sheet if necessary. Documentation originally sent with your application will be made available to the Registration Appeals Committee; you do not need to submit anything you have already submitted as part of your original application.

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SIGNATURE DATE

#### Mailing details

Send your completed form, along with any additional documentation to:  
**Registration Appeals Committee, Ontario College of Trades, 655 Bay Street, Suite 600, Toronto, ON, M5G 2K4.** Please ensure the envelope is clearly addressed to the Registration Appeals Committee.