

Policy document

aat

Reinstatement

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Reinstatement

Purpose

1. This policy sets out AAT's reinstatement criteria for each membership type.

Policy statement

2. AAT is committed to ensuring that its membership upholds high standards of conduct and professionalism. This promotes public confidence in the accountancy profession. It is in the public interest for AAT to check that *applicants* applying to reinstate their membership at any level demonstrate requisite technical competence and their status as a fit and proper person to be a member. This policy sets out the terms upon which AAT makes such a determination.

Terminology

3. All terms in italics, save titles of publications, are defined in the *AAT Glossary* which supports the entire policy framework.

Policy detail

Students and affiliates

4. In order to be reinstated as a *student* or *affiliate* an *applicant* must:
 - a) in the case of *students* only, be enrolled to study an *AAT qualification*
 - b) pay the *prescribed fee*.
5. Where an *applicant* does not demonstrate that they meet the requirements as set out in 4 above, their application will be rejected, unless AAT considers it would be unfair to do so.
6. Once reinstated, a *student* or *affiliate* must at all times:
 - a) pay the *prescribed fee*
 - b) comply with AAT's *Code of Professional Ethics*
 - c) in the case of affiliates only, comply with AAT's *CPD* policy.

Full and fellow membership

7. In order to be reinstated as a *full member* or *fellow member* an *applicant* must:
 - a) meet AAT's *fit and proper* requirements as set out in the following policies:
 - i. *Criminal Convictions* policy
 - ii. *Disciplinary Sanctions* policy
 - iii. *Insolvency* policy
 - iv. *Civil Sanctions* policy

- b) provide a professional reference which is acceptable to AAT. An acceptable reference must be from someone who:
 - i. has had knowledge of the *applicant* in a professional capacity for at least six months
 - ii. is not a relative of the *applicant*
 - c) submit *CPD* records covering activities undertaken in the 12 months prior to the reinstatement *application*
 - d) pay the *prescribed fee*; and
 - e) have a *licence application* provisionally approved in accordance with the *Licensing Regulations* if providing *self-employed accountancy services* to clients.
8. Where an *applicant* does not demonstrate that they meet the requirements as set out in 7 above, their *application* will be rejected, unless AAT considers it would be unfair to do so.

Associate membership

9. In order to be reinstated as an *associate member*, an *applicant* must:
- a) meet AAT's *fit and proper* requirements as set out in the following policies:
 - i. *Criminal Convictions* policy
 - ii. *Disciplinary Sanctions* policy
 - iii. *Insolvency* policy
 - iv. *Civil Sanctions* policy
 - b) pay the *prescribed fee*.
10. Where an *applicant* does not demonstrate that they meet the requirements as set out in 9 above, their *application* will be rejected, unless AAT considers it would be unfair to do so.
11. Depending on the level of associate membership status granted, and in accordance with the provisions detailed in the *Associate Membership* policy, an *applicant* may also be required to:
- a) provide a professional reference which is acceptable to AAT. An acceptable reference must be from someone who:
 - i. has had knowledge of the *applicant* in a professional capacity for at least six months
 - ii. is not a relative of the *applicant*
 - b) submit *CPD* records covering activities undertaken in the 12 months prior to the reinstatement *application*
 - c) have a *licence application* provisionally approved in accordance with the *Licensing Regulations* if providing *self-employed accountancy services* to clients.

Applicable to all

12. An *application* for reinstatement will be rejected without exception when an *applicant* has resigned from membership during the course of a disciplinary investigation, until such time as five years has elapsed from the date of resignation, at which point an *application* may be considered.
13. Where paragraph 12 above applies, and the period of five years has elapsed, AAT may revisit the circumstances leading up to the *applicant's* resignation and consider this when determining whether the *applicant* is a *fit and proper* person.
14. A *member* applying for reinstatement who has been subject to a *disciplinary sanction* will have their *application* considered with due regard to the disciplinary decision in accordance with the *Disciplinary Sanctions* policy.

Right of appeal

15. *Applicants* have the right to appeal any decisions made under this policy. Appeals will be dealt with in accordance with the *Appeals Regulations*.

Associated regulations and policies

- *Code of Professional Ethics*
- *AAT Regulations 2016*
- *Licensing Regulations*
- *Disciplinary Regulations*
- *Appeals Regulations*
- *Criminal Convictions policy*
- *Disciplinary Sanctions policy*
- *Insolvency policy*
- *CPD policy*
- *Membership Criteria policy*
- *Civil Sanctions policy*

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