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**APPLIED SCIENCE TECHNOLOGISTS AND TECHNICIANS
OF BRITISH COLUMBIA**

**PROFESSIONAL TECHNOLOGIST
CERTIFICATION BOARD POLICY**

Approved by the ASTTBC Council
May 25, 2017

CHRONOLOGY OF REVISIONS

2015 09 24 Approved by Council
2017 05 25 Section 3.0 revised to require NPPE for certification

PREFACE

This certification policy was approved by the ASTTBC Council on September 24, 2015 and is issued to the Professional Technologist Certification Board (PTCB) to serve as the policy, procedures and criteria for the setting of certification standards and processing applications for Professional Technologist (PTech) certification and registration.

DISCLAIMER

ASTTBC directors, employees, officers, volunteers and the duly appointed members of the Professional Technologist Certification Board (PTCB) are responsible for administering the policy and procedures. Granting of an ASTTBC certification and registration to an individual infers that the individual has satisfied the requirements and minimum standards as described in this policy.

ASTTBC does not accept liability for any errors or omissions that may arise as a result of the services or work performed by an individual certified and registered with ASTTBC or for the consequences of any actions taken by members and registrants and no legal proceeding for damages may be commenced or maintained against the directors, employees, officers or volunteers of the association because of anything done or omitted in the performance or intended performance of any duty under the ASTT Act, or in the exercise or intended exercise of any power under that Act.

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1.0 PURPOSE AND COMPOSITION

1.1 Purpose

1.1.1 The Professional Technologist Certification Board (PTCB) is established by the Council of ASTTBC for the purpose of examining and approving candidates for Professional Technologist certification and registration as governed by the ASTT Act and Regulations.

1.1.2 All policies of the PTCB shall be approved by Council.

1.1.3 Nothing in this policy shall be construed or is intended as being in contravention of the ASTT Act or Regulations. No action or policy of the PTCB may contravene the Act or Regulations.

1.2 Composition

1.2.1 The PTCB shall consist of a minimum of nine individuals, including the Chair, to a maximum of twelve, appointed annually by Council. The members of the PTCB should have experience commensurate with their appointment and the composition of the Board should be representative of various ASTTBC disciplines. The PTCB will ideally include representation from other Professional Organizations to a maximum of three members plus one public representative. All PTCB members have the right to vote.

1.2.2 The recruitment and appointed of all members of the PTCB shall be in accordance with the ASTTBC Guidelines on the Terms of Office for Board Members presented in Appendix 1.

1.2.3 The Registrar or designate shall act as Secretary to the PTCB and is responsible for the proper and appropriate application of the policy by the Board.

1.3 Responsibilities

1.3.1 The PTCB shall consider applications for certification and registration and may:

- a. Approve the application
- b. Refuse the application
- c. Defer the application

1.3.2 The PTCB may require an applicant:

- a. To pass one or more examinations set by the PTCB
- b. To provide evidence of claimed competencies and work experience
- c. To substantiate their application for certification in any other reasonable manner requested by the PTCB.

1.3.3 The PTCB shall inform the applicant in writing of any decision made by it. An applicant that is refused or deferred shall be advised in writing the reasons for the decision.

1.3.4 The PTCB shall establish and implement policies and procedures relating to:

- a. Registration under the Act and Regulations

- b. Using Prior Learning Assessment and Recognition (PLAR) methods and / or examinations to determine mastery of competencies and capabilities
- c. Other relevant matters as may be referred to the PTCB by Council
- d. Annually review PTCB policies, methods and practices and recommend any changes to Council.

1.3.5 To meet its obligations, the PTCB shall have the power to appoint File Reviewers to evaluate applications for certification as a Professional Technologist (PTech).

1.3.6 The PTCB is responsible for ensuring the quality, consistency and the timeliness of evaluations and recommendations.

1.4 Meetings and Quorum

- 1.4.1 The PTCB shall meet at such times and at such places, as the Chair may deem necessary.
- 1.4.2 Six members of the PTCB, including the Chair, shall constitute a quorum.
- 1.4.3 Participation in the meeting by teleconference or other means has equal status to being onsite in the meeting room.
- 1.4.4 Decisions of the PTCB shall require a two-thirds majority of the participating members
- 1.4.5 The PTCB may request File Reviewers to attend a Board meeting.
- 1.4.6 File Reviewers attending a Board meeting do not have voting rights.
- 1.4.7 Members of the PTCB are required to advise the Chair if they are unable to attend a meeting.

1.5 Expenses

1.5.1 The Registrar may authorize reimbursement of reasonable costs for necessary travel, subsistence and meeting expenses incurred by PTCB members and File Reviewers on ASTTBC business. The ASTTBC expense policy in effect at the time of the expense applies.

2.0 PTech CERTIFICATION REQUIREMENTS

2.1 Criteria and Profile

To be certified for registration as a PTech in British Columbia an applicant must:

- 2.1.1 Hold a certificate of registration as an Applied Science Technologist (AScT) with ASTTBC.
- 2.1.2 Demonstrate advanced technical skills in technology practice as described in 2.1.4 over extended periods and substantiated by referees, as described in 2.3.2.
- 2.1.3 PTech Applicants must successfully complete the National Professional Practice Exam (NPPE).

- 2.1.4 The Profile of a Professional Technologist (PTech) includes the following:
- a. The PTech is an individual who organizes, evaluates and designs products, services or procedures in complex technological areas. They may act as a consultant or subject matter expert in their field. The PTech consistently demonstrates technical competencies and best practices using the latest codes and standards.
 - b. The PTech uses their training and experience to analyse and solve complex technological problems including project concept, design and implementation. Their work experience includes demonstrated technical expertise and skills in evaluating, reviewing, surveying, testing and analysing products, systems and processes. While they may be ultimately under the supervision of a registered professional, their work history includes assuming responsibility for projects of increasing technical complexity.
 - c. The PTech is adept at identifying stakeholders, partners and the required specialists to execute a project, design or process. They are frequently involved in the analysis of services, products or processes for the purpose of improving the efficiency and efficacy of work being done, all the while demonstrating expert skills and experience in identifying risks to a project, design or process and developing risk mitigation strategies to manage those risks.
 - d. The PTech shows competency and capability in the financial management of a project, design or process. They can prepare project reports and deliver presentations on the life cycle, costing and financial outcomes of projects. The PTech demonstrates advanced levels of written and oral communication skills, leadership and innovation. Public speaking and publications are typically part of the PTech profile.
 - e. Colleagues, customers and clients hold the PTech in high esteem. The PTech has demonstrated experience of working on multi-discipline teams. They routinely provide advice to less experienced technical team members and reports to stakeholders.
 - f. Continuing professional development (CPD) is an ongoing pursuit ensuring that the PTech is at the forefront of their technology and expanding their skill set.
 - g. The work history of a PTech demonstrates their unswerving commitment to *the ASTTBC Code of Ethics and Practice Guidelines*.

2.2 Designations

Upon certification by the PTCB, the applicant shall be registered as a Professional Technologist. The PTech designation issued under ASTTBC Regulation 2.2 shall be used in conjunction with, the Applied Science Technologist (AScT) designation specified in the ASTT Act.

2.3 Work Experience and References

The applicant has a minimum of 6 years work experience that is acceptable to the PTech Certification Board. A minimum of 2 years of which are in the applicant's area of practice and were completed under the supervision of a professional that agrees to be a referee.

2.3.1 The applicant must provide the names and contact information of a minimum of four referees.

2.3.2 Referees shall have a professional designation with legislated practice rights in the field of practice of the applicant and have overseen or taken responsibility for the applicant's work for a minimum of two-years.

3.0 CERTIFICATION CRITERIA

3.1 Specific Requirements

3.1.1 The PTCB shall approve the registration of an Applied Science Technologist who, to the satisfaction of the PTCB:

- a. Completes and submits an application for registration as prescribed by the PTCB. The application shall include a detailed description employment history and/or work experience.
- b. Is an ASCT in good standing and has completed a minimum of four years (8,000 hours) of senior technical experience of which at least two years (4,000 hours) is at level 4B in the applicant's discipline.
- c. Demonstrates good character and reputation as exemplified by the referees and/or interviewers who believe that the applicant's judgement and actions have generally been in the best interests of their employers, clients and the public.
- d. An applicant that has a criminal record is required to voluntarily submit a confidential declaration to the Registrar or designate explaining the offence. If the offence is deemed to be inconsequential to the application the certification and registration the process may continue. The confidential letter will remain in the applicant's file in a sealed envelope.
- e. If the offence has consequences detrimental to the good character of the applicant the Registrar or their designate may choose to refer the matter to the Practice Review Board (PRB). The PTCB and the applicant will be advised of the PRB decision in writing.

3.2 Hierarchy of Work Experience Levels

3.2.1 The duties and tasks included in the job description of technologists and technicians typically range from simple to complex. Similarly, there are various levels of responsibility and supervision. The complexity of duties and tasks assigned and the amount of supervision are indicators in a hierarchy of work experience.

3.2.2 ASTTBC uses work experience descriptors to distinguish between work typically done by Technology Graduates, Certified Technicians, Applied Science Technologists, Registered Technology Managers and Professional Technologists. The description of levels in the hierarchy is presented in Appendix 2.

4.0 CRITERIA FOR EVALUATING APPLICATIONS

4.1 Documented Evidence of Experience

4.1.1 The PTCB shall recognize the record of experience documented in the application when it is substantiated through referees recognized by the PTCB.

4.1.2 The PTCB may recognize sworn affidavits concerning experience that cannot be substantiated by a third party.

4.1.3 The applicant is responsible for costs incurred to obtain and submit the required documentation in English.

4.2 Structured Interviews

4.2.1 The PTCB may decide to appoint Board Members, File Reviewers or other qualified ASTTBC members to interview an applicant. The purpose of the interview is for the applicant to provide additional information supporting their application or to respond to specific questions or conditions set by the PTCB. A written report and recommendations resulting from an interview shall be submitted to the Chair of the PTCB within 3 working days of the interview. Guidelines for conducting interviews are provided in Appendix 4.

4.3 Third Party Validation of Information

4.3.1 The PTCB may select and request one or more third party individuals to confirm or validate information submitted by an applicant and/or references named in the application. The PTCB may decide to commission an on-site workplace audit of any applicant.

4.4 Application in Abeyance

4.4.1 An application will be put into abeyance if within 2 years of submitting payment of the application fee the applicant has failed to complete the application, submit required documentation, or provide the names and contact information of necessary referees. The Registrar is required to notify affected applicants of the status of their file and permit a request for file reactivation, provided that the applicant satisfies the Registrar that the outstanding application requirements will be fulfilled within a period of six months. Failure to notify the Registrar for an extension request, or to meet the six-month requirement, will result in the application being put into permanent abeyance. Files put into permanent abeyance will require an applicant to re-submit a new application should they wish to apply at a future time.

4.5 Cancellation of Certification

4.5.1 The PTCB may recommend to Council the cancellation of the certification of any member if the registration was made in error or by the false pretenses of the applicant or any party to the process.

5.0 TRANSFERS

5.1 Transfers under AIT, TILMA or NWPTA

5.1.1 In compliance with the ASTT Act, the Agreement on Internal Trade (AIT) Chapter 7, Labour Mobility and other legislation governing labour mobility¹, PTCB is obliged to certify and register applicants currently certified or registered or licensed in another jurisdiction in Canada. The Registrar is empowered by Council to administratively process all applications for transfer under these agreements.

6.0 APPEAL PROCESS

6.1 Any member of Council who has participated in any way in the decisions of the PTCB, which gave rise to the decision being appealed, shall not participate in any deliberations or in any appeal before Council. Council on receiving a written notice of an appeal may do any or all of the following:

- a. Decide if an appeal is warranted and grant or deny leave to appeal as it sees fit.
- b. Make any adjournment of the proceedings.
- c. Refer the matter to an Appeals Committee for further consideration and a timely report, to be convened and conducted at the discretion of the Registrar.
- d. Receive further evidence in any manner it deems fit from and of the parties involved in the decision appeal.
- e. Make a decision that ought to have been made by the PTCB.
- f. Quash, verify or confirm the decision of the PTCB or substitute or make a decision of its own.

6.2 An investigated person may appeal, on any questions of law, fact or both, from a decision or direction of the Council to the court at any time within thirty (30) clear days from the date of the decision or direction.

¹ TILMA is an abbreviation for the Trade, Investment and Labour Mobility Agreement between Alberta and British Columbia (2009). NWPA is an abbreviation for New West Partnership Trade Agreement between British Columbia, Alberta and Saskatchewan (2010).

7.0 REINSTATEMENT

7.1 ASTTBC members that have allowed their membership status to lapse will be required to re-apply through the same process as any new applicant.

8.0 STORAGE OF FILES

8.1 The Registrar or designate shall maintain the complete file of all Members for as long as they are members in good standing.

8.2 The Registrar or designate shall retain for a period of seven years the electronic and / or paper file of Members who were cancelled, resigned or deceased.

8.3 At the eighth year anniversary of Members who were cancelled, resigned or deceased the Registrar or Designate will remove and permanently destroy all information from the paper file except for the following:

- a. Application forms;
- b. Review forms;
- c. Registrar's letters of acceptance;
- d. Registrar's letters regarding the cancellation of membership; and,
- e. Any other significant correspondence.

8.4 The Registrar or Designate will place such files into long-term storage.

8.5 Ensure all historic information regarding name, address, classification, discipline and education are being stored in electronic media.

8.6 ASTTBC accepts accurate electronic representation of any document as being legal.

9.0 FREEDOM OF INFORMATION PROTECTION OF PRIVACY

9.1 Applicant's files are treated as confidential. Access to electronic and / or printed documents in an applicant's files is privileged to ASTTBC Registration Staff, members of the PTCB and File Reviewers assigned to assess the application. In exceptional circumstances with the authorization of the Registrar the file may be disclosed to parties as stipulated in the FOIPPA regulation.

9.2 An applicant, Member or Registrant may apply to the Registrar for an appointment to view their file (excluding references) during regular office hours. If the request to view a file is refused, the person requesting to see the file has 30 days to submit a written appeal to the ASTTBC Council.

10.0 CONFIDENTIALITY AGREEMENT

10.1 All members of the ASTTBC PTCB and File Reviewers are required to sign and abide by a confidentiality agreement as shown in Appendix 3.

11.0 RECORDING THE NAMES OF BOARD MEMBERS

11.1 The minutes will show the name and time that a Board member requests to abstain from discussion, leave or return to the board meeting.

11.2 If the temporary absence or early departure of a Board member results in loss of quorum, the decisions made by the Board members present must be ratified by special vote on the motion by e-mail.

12.0 NAMES USED IN THE REGISTER OF MEMBERS

12.1.1 Upon written request of a member in good standing, the Register of Members shall indicate the member's preferred first (given) name in lieu of their legal first name.

12.1.2 The name appearing on the certificate must be the full legal given and family name as it appears on the passport or other official document issued by a provincial or federal government of Canada authority.

13.0 INSURANCE

13.1 Before entering into any agreement to provide services to the public, a member must disclose to the client, in writing, whether or not professional liability insurance is held and whether that insurance is applicable to the services to be provided. The disclosure notice shall include provision for an acknowledgement of the advice to be signed by the client.

14.0 CONTINUING PROFESSIONAL DEVELOPMENT (CPD)

14.1 Professional Technologists are required to engage in continuing professional development as directed by Council Policy.

APPENDICIES

Appendix 1: ASTTBC Guidelines for the Terms of Office for Board Members

1. The duration of one Term of Office for a Board member is three consecutive calendar years.
2. Volunteers will be recruited and invited to participate on a Board for one term.
3. A second consecutive term of three years on the same Board may be possible upon the recommendation of the relevant Board and approval of the Council.
4. A Board member is generally limited to serving concurrently on one Board. Any member seeking or requested to serve on more than one Board concurrently may do so upon the recommendation of the relevant Boards and the approval of Council. This limitation does not apply to institutional representatives, observers and special appointments by Council.
5. To ensure continuity and consistency of Board functions the end of term for Board members having served either one or two consecutive Terms will be December 31.
6. Each year at the January Council meeting new Board members will be appointed to replace the members that have completed their term(s) of office.
7. A transition period (2014 to 2016) will be required to fully implement the revised Terms of Office guidelines. During the transition, Boards will recommend end of term for one third of their Board members with the most years of consecutive service on the Board.
8. The Term of Office of a Board Member absent for 3 consecutive meetings in a calendar year will end on December 31 of the year in which the absences were recorded.
9. Attendance at Board meetings may be in person, by teleconference or by other electronic means.
10. Implementation of the revised policy will be effective upon Council approval.

Appendix 2: Hierarchy of Work Experience Levels

Typical Indicators of Various Types of Occupation	
<p>1. Associate</p>	<ol style="list-style-type: none"> 1. Applies practical methods to manufacture, construct, commission, install operate and maintain engineered products, system processes and services under supervision or as part of a work team. 2. Follows instructions, schematics, drawings, and specifications. 3. The tasks may be routine or repetitive requiring practical application of technology. 4. Any deviation from plans, specifications or processes requires prior approval from a supervisor. 5. Adjusts and maintains equipment, calibrates instruments, records and reports results compared to predetermined standards and values.
<p>2. CTech</p>	<ol style="list-style-type: none"> 1. Assists in the design, development, manufacture, test, construction, installation, commission, operate and maintain engineered products processes, systems and services. 2. Performs defined technical tasks and solves problems based on the principles of applied science and technology. 3. Interprets and is guided by text and graphical instructions applicable to a defined range of services, products or processes. 4. Performs technical procedures to provide a service, produce products, and operate equipment or processes. 5. Assesses conditions and takes corrective action within predetermined limits.
<p>3. AScT</p>	<ol style="list-style-type: none"> 1. Routinely generates information or documentation providing technical direction to others. 2. Demonstrates a broad depth of knowledge and effective communication skills to undertake a variety of technical assignments. 3. Frequently involved in providing technical input resulting in operational decisions on technical teams. 4. Receives broad direction from supervisors and final approval of complex designs, work processes, products or services. 5. May educate or instruct other technical or business professionals or clients.

Typical Indicators of Various Types of Occupation (Cont'd)			
4-A. RTMgr	<ol style="list-style-type: none"> 1. Occupies a managerial or supervisory position requiring a technical background. 2. Supervises the work of a team of professionals and is frequently responsible for managing projects. 3. May be an executive fulfilling a senior management role in a technological enterprise. 4. Interprets and applies commercial and civil laws and regulations applicable to the products, services and processes. 5. Is Involved in long-range planning, preparation of technical and business plans or proposals including cost estimating and budgets. 	4-B. PTech	<ol style="list-style-type: none"> 1. Collects, organizes, evaluates and designs products, services or procedures in complex technological areas. 2. May act as a consultant or be regarded as a technical expert in their field. 3. Consistently demonstrates current, state of the art technical competencies and commitment to technological best practices including application of the latest codes and standards. 4. Independently defines complex technology problems to be solved and conceives of projects as a satisfactory solution. 5. Frequently involved in analysis of services, products or processes for the purpose of improving effectiveness or efficiency of work being done.

Appendix 3: Privacy of Information and Confidentiality Agreement

Privacy of Information: ASTTBC is a professional association with information on individuals that may be regulated under privacy legislation. The certification and registration process may involve access to restricted or confidential information. All information acquired through such process shall be treated as confidential, and shall not be disclosed, except as authorized. Such information shall not be altered, copied, distributed, or disseminated, except upon prior authorization and in accordance with privacy laws and ASTTBC policy. All documentation distributed to the Professional Technologist Certification Board (PTCB) members or designated file reviewers shall be returned to the ASTTBC Registrar or designate. Electronic files for temporary use by PTCB members shall be deleted from storage devices.

Confidentiality: Discussions and decisions pertaining to PTCB activities are confidential and may never be disclosed to a third party other than to Officers and designated staff of ASTTBC, or if required under applicable legislation.

Bias: The credibility of ASTTBC's decisions could be questioned if there is any reasonable apprehension of bias and further, ASTTBC may be exposed to embarrassment and expense if its decisions are challenged on this basis. Accordingly, the reasonable apprehension of bias must be avoided. Where the potential for bias is recognized, the Reviewer must so declare and be excused from the review process.

Conflict of Interest: Full disclosure is required if a conflict of interest is possible or exists.

I hereby confirm that:

I have read the Statement on Privacy, Confidentiality, Bias and Conflict of Interest.

I agree to avoid any breach of privacy of information, confidentiality, bias or conflict of interest.

Print Name: _____

Signature: _____

Date: _____

Appendix 4: Guidelines for Conducting Interviews

An interview is required because the review of an application identified one or more gaps the Professional Technologist Certification Board (PTCB) considered could be further explained in person by the applicant.

Purpose of the Interview

The interview is an opportunity for the applicant to describe their education, competencies or work experience to help the PTCB address any gaps identified in the original application.

The interview panel will consist of three members: 1) A senior reviewer with extensive experience in the applicant's discipline – this person will lead the interview; 2) A second interviewer with experience in the applicant's discipline – this person will assist the senior interviewer; and 3) An ASTTBC staff person – this person will concentrate on ensuring that the interview process is fair and open, that ASTTBC's responsibilities as a certifying body are met, and that the interview is recorded electronically for the benefit of the applicant and ASTTBC.

The applicant will be advised of the names of the interviewers and the interviewers the name of the applicant to ensure that there is no conflict of interest that might influence the course of the interview. If there is legitimate reason to believe there may be a conflict of interest situation the Registrar will adjudicate in the matter...

Location and Duration

Interviews are held in person at ASTTBC's office. In situations where the applicant is unable to attend the interview at the ASTTBC office, electronic means such as teleconference, Skype or similar technology may be used.

It is very important that the interviewer's team meets prior to the interview to:

1. Review the results of the applicant's submission;
2. Determine the information gaps in the application, the focus of the interview and the key questions to be asked;
3. Determine who will lead the questioning and if certain questions will be allocated to the other panel member;
4. Review the interview process, responsibilities and conduct as outlined in this document.

What the Applicant Should Bring

The main purpose of the interview is to assess the applicant's work experience in relation to the information gaps identified in the submission review. The applicant has been encouraged to bring samples of their work that best illustrate their applied technical knowledge. These samples might be their own work or might demonstrate significant contributions they have made to projects. They could include plans, renderings, drawings, photographs, reports, calculations and so on. The applicant has been encouraged to limit the samples to those representing two or three of their most technically challenging projects. The samples are to be returned to the applicant at the end of the interview. In cases where original samples are not available, the applicant is encouraged to prepare some sketches from memory.

The Interview

ASTTBC's goal is to provide the applicant with a friendly, relaxed experience. The applicant will be greeted by a staff member and introduced to the interview panel.

It is important to give the applicant an opportunity at the end of the interview to add anything they feel is important or that may have been missed by the panel. The senior reviewer then makes some closing remarks and advises the applicant on the next steps in the process.

Interview Outline

1. Introduction by the ASTTBC staff person.
2. Applicant provides overview of career and work experience.
3. Questioning of applicant by panel.
4. Closing remarks by senior reviewer and applicant.

Important Things to Remember

1. Candidates must be treated in a fair, open and non-discriminatory manner without in any way compromising ASTTBC's responsibilities to make enquiries and judgments about the applicant's technical experience and capabilities.
2. ASTTBC and the panel must protect the interests of the applicant and their employer with regards to publications, inventions, discoveries, trade secrets, disclosures and any work that has monetary value.
3. The candidate will have been advised in writing of the names of the proposed panel members and will have signed a consent form, agreeing to be interviewed by the proposed panel and stating that there are no known conflicts of interest in terms of working relationships.
4. There should never be any discussion, no matter how unintentional, that relates to race, colour, ancestry, national origin, political belief, religion, marital status, family status, physical or mental disability, sex (including sexual harassment or pregnancy), sexual orientation, age and criminal or summary conviction, either before, during or after the interview.

What Happens Next?

Following the interview, the panel members meet, typically for 15 minutes, to compare and consolidate its findings. The senior reviewer makes a recommendation regarding registration to the PTCB. Whereas the PTCB makes the final decision, the panel is not able to and should not give the applicant an indication of its recommendation at the end of the interview.

However, if the panel feels, after reviewing its notes from the interview, that there are still information gaps, the senior reviewer will contact the applicant for additional information before making the panel's recommendation to the PTCB.

The Board review process typically takes four to six weeks.

ASTTBC's Commitment to the Applicant

ASTTBC is committed to providing the applicant with a friendly, professional and open interview experience. We welcome feedback from the applicant and the panel members at any time regarding the process and the support we provide.