

## IMPORTANT BULLETIN FOR PROSPECTIVE MEMBERS

### Questions and Answers on the Application for Registration

The following bulletin seeks to answer some of the more common questions asked about applying for membership and certification with ASTTBC.

**You are encouraged to submit your application for certification. The policy of the Council of ASTTBC is that the Board of Examiners and Staff are to work proactively with applicants seeking professional recognition.**

#### 1. Who is eligible?

Applicants must have both education and prescribed experience qualifications in a recognized field of applied science technology; have Canadian Citizenship, permanent residency or Work Visa; and be of good character and reputation.

Applied science technology practice includes: engineering, architecture, biotechnology, agrology and surveying. Currently the recognized disciplines for registration are: Biological Sciences, Biomedical, Building (Architecture), Chemical, Civil, Electrical, Electronics, Environmental, Forest Engineering, Gas & Petroleum, Geomatics (Surveying), Industrial, Information, Instrumentation, Marine, Mechanical, Metallurgical and Mineral Resources (Mining). Please note the Board of Examiners makes the final decision on Discipline of Registration.

#### 2. What are the classifications of membership?

The Board of Examiners determines the appropriate classification for you based on an assessment of your education and experience. The classifications are:

##### A) **Certified Membership:** The ASTT Act recognizes two professional groups as follows:

**Applied Science Technologist (AScT)** – persons who have completed an acceptable program of studies (usually a Diploma of Technology or equivalent); and who have at least two years progressive and relevant work experience (in which one year experience demonstrating Canadian standard) and in a position of responsibility that reflects a technologist level education.

**Certified Technician (CTech)** – persons who have completed an acceptable program of studies (usually a Certificate of Technology or equivalent), and who have at least two years of progressive and relevant work experience (in which one year experience demonstrating Canadian standard); and in a position of responsibility and that reflects a technician level education.

##### B) **Provisional Membership – AScT (Provisional)** and **CTech (Provisional)** Internationally Trained Professionals will be required to meet all the current education criteria and experience requirements, with 'Provisional Membership' being provided for those who only lack the one year Canadian experience. Their membership certification, however, would be 'Provisional' and contingent on completion of the one year required Canadian experience at the appropriate level.

##### C) **Associate Membership** – persons who are employed or practice in a recognized field of applied science and have a grade-12 education or equivalent, but lack the full education required for certification. Alternatively individuals who have the education qualifications for certification, but have not yet satisfied the experience requirements. Associate members must demonstrate a continued intent or ability to gain certified membership.

##### D) **Graduate Technologist/Technician Membership** – persons who have completed a CTAC/ASTTBC accredited Technologist or Technician program but have not yet satisfied the experience requirement for certification. Graduate members must demonstrate a continued intent or ability to gain certified membership.

##### E) **Student Membership** – persons who are registered in a program of studies approved by the Board of Examiner's Policy.

#### 3. Who can I use as references?

References should be those who can verify your current and/or past technical experience, preferably registered professionals. One must be your current supervisor. References should be people that you have worked for or with you in some technical capacity. Do not include personal references unless you have been formally employed by these people in a technical capacity. Self-employed applicants should forward confirmation in the form of letters from clients, firms, organizations or persons whom you have done business, particularly those who can confirm the nature and professional significance of the self-employment.

##### Registered professionals are individuals such as:

- Applied Science Technologist
  - Appraiser
  - BC Land Surveyor
  - Biologist
  - Canada Lands Surveyor
  - Certified Technician
  - Professional Agrologist
  - Professional Engineer
  - Professional Geoscientist
  - Professional Quantity Surveyor
  - Registered Architect
  - Registered Professional Forester
- AScT
  - AACI
  - BCLS
  - RPBio
  - CLS
  - CTech
  - P.Ag.
  - P.Eng.
  - P.Geo.
  - P.Q.S.
  - MAIBC
  - R.P.F.

If you have no work experience in the industry and wish to apply for Associate membership, you may provide 2 character references.

#### 4. Who evaluates my credentials?

All applicants are evaluated by the ASTTBC Board of Examiners who are responsible for assessing education and experience qualifications and approving membership in the appropriate classification. The Board comprises trained volunteers, appointed by the ASTTBC Council, including senior representatives of industry, educational institutes and other professional associations. A Board Reviewer will make a comprehensive and affirmative assessment of your qualifications against the applicable National Standard (NS) and Board of Examiners' Policy. The recommendation of the Board Reviewer must be approved by the Board of Examiners.

#### 5. How are my education credentials assessed?

Certification is based primarily on your education. For graduates of Canadian accredited technology programs, a copy of your diploma and an original or notarized copy of transcript of marks is required. For other applicants you will be required to submit a detailed syllabus or course outline from your educational institution for education assessment. The Board will make a fair evaluation against the NS. This differs from your transcript of marks in that it should include a detailed description of topics covered in each course/subject of the program, including the hours of related study leading to your qualification(s). If you do not have a syllabus, contact your educational institutions for this information and/or discuss the matter with ASTTBC's Registration Department. The Association must receive original documentation, notarized copies or ones authenticated by a professional acceptable to the Board of Examiners.

Documents that are not in English must be translated and authenticated in a similar fashion.

Remember, the Board can only grant credit for education which are documented and acceptably authenticated. It is therefore to your advantage to submit the details of all courses taken and professional development undertaken.

Continuing education and professional development may be taken into account as part of the education assessment.

#### 6. *Is experience considered in lieu of education credentials?*

At their discretion the Board of Examiners may grant some prior learning assessment and recognition towards certification. **This is why it is so important to adequately describe your career!**

The Board may also choose to grant special consideration for certain applicants identified as having extensive and senior level experience, but lacking the minimum education for certification. The eligibility requirements for this clause are stringent and will only be applied to those applicants the Board considers to have an extended and advanced level of experience. Special Consideration candidates are selected by the Board of Examiners and will be required to provide evidence to definitively substantiate this recognition of experiential learning.

#### 7. *How should I describe my experience?*

For certified membership, the Board requires you to provide evidence of attaining a minimum of two years of acceptable, relevant, progressive, accumulated experience, verified by acceptable references.

How you describe your experience is very important! You really need to clearly identify the depth and significance of your professional work.

**Board of Examiners' Policy permits some education credit for significant experience which very clearly demonstrate a competency(ies) and capability(ies) achieved in an area(s) not included your education studies.**

When documenting your experience, describe each employment or job function with the following:

- The month and year in which you both commenced and ended that period of experience.
- The name of your employer or the firm for whom you worked during that period.
- Your position title and the position you report(ed) to, if applicable.
- Briefly describe the nature of your employer/company business.
- Particularly describe in detail the duties and responsibilities of your work. Include what you do (did), how you do (did) it, and why you do (did) it.
- If available, a company job description is very helpful. **Please, do not submit just a copy of your resume!**

Especially the last 10 years of experience should be described in some detail; if of lesser significance, experience during earlier periods may be described more briefly, but still be noted in the format suggested above. Include outline information for any extended periods of unemployment or non-employment in the applied science field.

**The Board of Examiners recognizes the following descriptions:**

#### **Level Description of Work**

- 1 *Applies technical or trade skills under close supervision or as part of a working team. Performs routine technical procedures and makes few independent decisions.*
- 2 *Performs routine technical procedures with occasional direct supervision. Assumes limited responsibility for decisions.*
- 3 *Performs technical tasks and solves problems based on the principles of applied science technology. Makes some decisions and assumes responsibility for those decisions. Receives only limited direct supervision.*
- 4 *Works in complex technological areas without routine direction. May require knowledge in more than one area of technology. Receives broad task objectives from superiors, responsible for significant technical decisions, may train other technical or business professionals.*
- 5 *Occupies a senior position requiring a technical background. May act as a manager and/or consultant and be regarded as a technical expert in his/her field. Independently conceives programs and defines problems to be studied or departmental objectives to be attained. Participates in the development of operating policies and/or corporate objectives. Involved in long range planning of the organization.*
- 6 *Supervises the work of a team of professionals, ultimately responsible for projects; and/or an executive fulfilling a senior management role in significant technological undertakings.*

#### 8. *Can I transfer my membership from another province?*

For currently certified Technologists and Technicians, ASTTBC has transfer agreements with other provincial associations. Applicants wishing to transfer their membership to BC must obtain a transfer form from ASTTBC or their current association/society. All membership transfers are subject to the Act and Regulations of the receiving association.

#### 9. *Are you a member of IIE (UK)?*

If you are a current member of the Institute of Incorporated Engineers (IEng or EngTech) please contact the Registration Department for a special transfer form.

#### 10. *Are you registered as a Certified Engineering Technologist with NICET?*

Certified Engineering Technologists currently registered with the National Institute for Certification in Engineering Technologies should contact the Registration Department for a special application form. Some transfers may also be possible for Technicians in certain disciplines.

#### 11. *How long does it take to become a member?*

Typically it takes up to six months as applicant is required to complete 'Professional Practice and Ethics Exam and technical references are to complete questionnaire to verify applicant's technical competencies. After the application file is in order, it will be delivered to examiner whose recommendation will be presented to the Board of Examiners for approval. The application process will be delayed if applicant submits incomplete application or references do not reply. It is your responsibility to provide all the requested information, as well as present your qualifications, education and experience in a positive context. Before submitting your application you may wish to ask a current member of ASTTBC or another knowledgeable professional to review it for you.

#### 12. *What if I do not accept a decision of the Board of Examiners?*

In the first instance you would contact the Board in writing, explaining the reasons for your dissatisfaction. If still concerned with the outcome, you have a right of personal appeal directly to the Council of ASTTBC.

#### 13. *What is covered by the application fee?*

The one time, non-refundable application fee that you submit with your application pays for full and comprehensive review of your education and experience qualifications. Annual dues are pro-rated in the 1st year for all applicants accepted into membership.

#### 14. *Do I receive a member card and certificate?*

All applicants accepted into membership will receive a membership card. Applicants who are certified as either Technicians or Technologists, Associate members, Graduate Technologists and Graduate Technicians will receive a wall certificate. Membership cards are issued only after payment of the current year's annual dues (pro-rated).

**If you have any other questions or need clarification concerning the registration process, please do contact the ASTTBC Registration Department at (604) 585-2788, ext. 233, or email: [eschwartz@asttbc.org](mailto:eschwartz@asttbc.org). We look forward to assisting you obtain the professional designation you deserve and welcoming you as a member of ASTTBC.**