

Your Application for Reclassification – Change of Discipline ...

Member Services & Benefits...

1. Titles protected under ASTT Act
2. Stamp/Seal
3. Technologist/Technician Ring
4. Professional Liability Insurance
5. Continuing Education Workshops
6. Career Manager
7. Awards
8. Annual Report & Directory
9. Member Compensation Survey
10. ASTT News
11. Web Site (www.asttbc.org)
12. M.L.A., M.P. Newsletter
13. Community Representatives
14. TechSearch (career search assistance)
15. TechWORKS! careers in technology video, booklets and TechBAR! display
16. Employment Assistance... CTEN
17. Credit Card for ASTTBC
18. Cellular Phone Services
19. Insurance Programs: Life, Home, AD&D and Dental
20. RRSP, RESP and more
21. New Car Purchase Plan
22. Regalia

TechSearch™

... bringing skilled technologists and technicians together with prospective employers

Internet... ASTTBC is a partner in **CTEN**, a web-based employment referral service for members and employers operated by a network of provincial technology associations.

Mail... ASTTBC mails career postings for employers who want to target specific groups quickly.

Your requirements for Change of Discipline are as follows...

1. **Academics** – upload to your TRC application file of any additional academics includes copy of your Diploma or Certificate plus an original or certified copy of transcript of marks, since your last registration to ASTTBC office.
2. **Experience** - upload *detailed* work history which must be signed by your current supervisor (not just a resume), including the following information:
 - Name and address of employer(s)
 - Name of immediate supervisor
 - Position title
 - Date position began and ended (year/month/day to year/month/day)
 - Detailed job description
 - ◆ describe the primary function and purpose of each position
 - ◆ list and describe specific technical duties, level of responsibility, supervisory positions held and promotions received
 - ◆ state the degree of supervision received
 - ◆ describe any other unusual working conditions, specialized assignments or any other aspect of your work that you believe should be considered in evaluating the position
3. **References** – provide 4 technical references who can verify your current and past technical experience. One reference should be your current supervisor. Do not include personal references.
4. **Submit** – remit \$183.75 reclassification fee (\$175.00 + 5% GST) when you submit your TRC application for reclassification. To avoid unnecessary delays, please ensure all information requested is provided. A new certificate will be issued upon reclassification approval by the Board of Examiners.
5. **In order** to reclassify, current year's dues must be paid. You will not be charged any further dues for the current year once you reclassify.

LEVELS OF WORK AS APPROVED BY THE ASTTBC

Board of Examiners

<u>LEVEL</u>	<u>DESCRIPTION OF WORK</u>
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 planing 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.