APPLIED SCIENCE TECHNOLOGISTS AND TECHNICIANS
OF BRITISH COLUMBIA

ACCREDITATION BOARD POLICY

September 25, 2014
Preface
This policy was approved by the ASTTBC Council on (insert date) and is issued to the Accreditation Board (AB) as the procedures and criteria for accrediting education programs, courses and training activities for ASTTBC certified technologists, technicians and technical specialists.
This revision of the AB policy supersedes all previous revisions approved by ASTTBC Council including:
   a) Accreditation Board Policy
   b) Course accreditation Policy
   c) Terms of reference for Board

DISCLAIMER
ASTTBC Directors, employees, officers, volunteers and the duly appointed members of the Accreditation Board are responsible for administering the policy and procedures. Granting ASTTBC accreditation for a training program, course, event or activity infers that the requirements and minimum standards as specified in this policy have been achieved.
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 by ASTTBC or any ASTTBC accredited training program or provider or for the consequences of any actions taken by members or 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.

Chronology of Revisions
Revised:
June 1986
January 1987
January 1992
July 1998 Appendix B
January 1999 Appendix C added
September 2001 Appendix C revised
September 2001 Appendix D added
September 2014 Major Revision
INTRODUCTION
The ASTTBC Accreditation Board (ASTTBC AB) Policy (2014 revision) describes the process and standards for accrediting education programs, courses, and training activities applicable to technologists, technicians and technical specialists.

Through this Policy, the ASTTBC Accreditation Board (AB) oversees the quality and relevance of education and training that meets the needs of technologists, technicians and technical specialists.

Implementation of the policy is a collaborative effort between the AB, the Board of Examiners (BoE) and ASTTBC Technical Specialist Certification Boards.

A credible accreditation process promotes frequent updating of course content and instructional methods to meet the needs of technological change while providing education and training providers freedom to select the most appropriate and effective way to achieve learning outcomes aligned with the competency standards that employers require.

It is ASTTBC intent to provide the colleges, institutes and training providers of British Columbia with an accreditation process and standards that satisfy the needs of the faculty, teachers, instructors, students and employers.
Glossary

For purposes of this Accreditation Board Policy:

**Accreditation**: is a process that assures the general public that an education or training provider offers programs or training that have clearly defined and appropriate objectives and maintains conditions under which their achievement can reasonably be expected. Accreditation by ASTTBC is designed to support education and training providers in meeting the legitimate needs of employers, the genuine career aspirations of British Columbians and to fulfill the requirements of the ASTTBC Act...“to regulate the standards of training and practice of and for its members and to protect the interests of the public”.

An **ASTTBC member** is any registrant in good standing with full certification as a Technologist (AScT), a Technician (CTech) or a Technical Specialist.

A **course** is considered education or training on one specific subject or a cluster of subject-related topics. To be eligible for accreditation the course must be a minimum of 15 hours of instruction. If the course is offered via distance and / or online delivery mode the duration of guided and/or self-study must be equivalent to a minimum of 15 hours.

An **education or training program** consists of 4 or more courses offered concurrently or sequentially to fulfill the learning outcomes leading to a certificate, diploma or other such credential in a discipline listed in Appendix 1 or a technical specialist field listed in Appendix 2.

A **training activity** is considered to be specific to one topic, practice or procedure and shall be a minimum of 3 hours and maximum of 14 hours duration typically completed within a 24-hour period.

**Eligible education or training providers** shall be private or public entities registered with one or more Government registry offices or Ministries and whose objectives include providing education or training considered by the ASTTBC Accreditation Board to be relevant to the disciplines and/or technical specialist fields provided in Appendixes 1 and 2.
1.0 The Purpose of Accreditation
Accredited education programs, courses or training activities are accepted by the ASTTBC Certification Boards as meeting the education or training standards for the certification of new applicants, for reclassification of existing members or for continuing professional development (CPD).
The Accreditation process and endorsement of education and training providers raises the confidence of trainees, the public, employers and the ASTTBC Certification Boards that the education or training is of acceptable quality and relevance to ASTTBC members.

2.0 The Principles of Accreditation
2.1 Accreditation is a constructive, collaborative, quality assurance process benefitting the education or training provider, the learner, employers, the public and ASTTBC.
2.2 The accreditation process is objective and transparent with full disclosure of the results to the education or training provider.
2.3 Educational institutions and training providers initiate the accreditation process. They are not obliged to have their programs, courses or training activities accredited.
2.4 Promote consistent, reasonable standards to be used in the evaluation of curricula without stipulating the specific methods used by the educational institutions in achieving learning outcomes.
2.5 The dynamic nature of technology combined with continuing improvements in instructional methods necessitates regular revision to instruction and periodic review to maintain accreditation status.

3.0 Initial Accreditation
3.1 Eligible education or training providers (see glossary) may apply to the ASTTBC Registrar as Secretary of the Accreditation Board to request accreditation of a course, program or training activity.
3.2 ASTTBC will review the application and initiate the accreditation process. The Registrar will prepare a contract outlining the accreditation plan, schedule and obligations of the applicant and ASTTBC. An accreditation team consisting of a minimum of one representative from the Accreditation Board and a minimum of two subject specialists approved by the applicable Certification Board will be selected.
3.3 The applicant shall be responsible for paying accreditation fees as outlined in the ASTTBC Financial Policy. Information on fees for accreditation is available at http://www.asttbc.org
3.4 The applicant shall prepare and make available to the ASTTBC Accreditation Team the documentation and information specified in Appendix 3.
3.5 The applicant shall allow Accreditation Team members access to the education or training facilities or venue to conduct an onsite assessment.
3.6 The Accreditation Team reviews the information submitted and decides on the need to conduct site visits, including interviews with administrators, instructors, students, trainees, employers or others.
3.7 The Accreditation Team prepares a draft report for the applicant to review and comment. The Final Report is submitted to the appropriate Certification Board or to the Board of Examiners for their review and recommendation to the AB.
3.8 The AB receives the Accreditation Report and Recommendations from the appropriate Certification Board or BoE and has the right to approve or reject the report and recommendations.
3.9 The Registrar shall inform the Applicant in writing of the AB decision.

4.0 Periodic Reviews
4.1 Periodic review of accredited programs, courses and training activities is required at intervals to be set by the AB. Determining when a periodic review is required will be based on the nature of the education or
training program, changes in technology, introduction of revised standards or significant changes in the organization, facilities or staff of the applicant.

4.2 The AB will specify the date of the first periodic review in the recommendations section of the Initial Accreditation report.

4.3 A maximum of two periodic reviews shall be conducted before the initial accreditation process is repeated.

4.4 The maximum duration for the validity of an accreditation including two periodic reviews is ten years from the date when the AB approved the Initial Accreditation report.

5.0 The Accreditation Team

5.1 Accreditation Team members will be selected based on their expertise, geographic location, and availability. Accreditation Team members shall be endorsed by the Accreditation Board.

5.2 The criteria for selecting Accreditation Team members includes but is not limited to people selected from:

a) Any of ASTTBC Certification Boards;

b) Private or public sector industries, education and training institutions, consulting firms or self-employed.

c) Individual members of ASTTBC or other professional bodies.

5.3 The name and a summary biography of each member of the Accreditation Team will be sent to the applicant for concurrence.

5.4 An applicant may object to the selection of one or more Accreditation Team nominees. If there is a credible concern for a potential conflict of interest or other reason acceptable to the AB another nominee will be selected.

5.5 Accreditation Team members are required to complete a training program on the accreditation process and procedures. Each member of an Accreditation Team will be required to pass the accreditation-training exam.

5.6 Accreditation Team members shall be available to participate in on-site visits scheduled in consultation with the applicant.

5.7 Whenever possible the original Accreditation Team will be selected to conduct interim reviews.

6.0 Accreditation Criteria and Standards

6.1 The criteria for accrediting education programs, courses and training activity are applied to all accreditations. The duration and level of effort required of the Accreditation Team may vary depending on the nature, the duration, and purpose of the training.

6.2 Post-secondary education programs typically requiring 1 to 3 years of full-time study generally require the most time and effort by the Accreditation Team. Accreditation of education programs for Technologists and Technicians (see Appendix 1) shall be consistent with accepted national and international standards.

6.3 Education and training programs for technical specialists are typically shorter duration than the programs described above in 6.2

6.4 Competency-based standards for technical specialist programs are established and maintained by the respective Certification Boards.

6.5 The standards used by the Accreditation Team are specified as learning outcomes or competencies specific to each discipline or technical specialization. Competency performance indicators describe the action, activity or task expected of the learner or trainee upon completion of the education or training. The
task of the Accreditation Team is to assess if the education or training provided by the applicant is equal to or better than the established standards.

6.6 The standards used for accrediting Technologist and Technician programs are the latest National Technology Benchmarks (NTB).

6.7 All standards shall be approved by the ASTTBC Council.

7.0 The ASTTBC Accreditation Board (AB)

7.1 Purpose:
The AB is responsible for overseeing the methods and procedures for accrediting education programs, courses and training activities.

7.2 National Accreditation:
Where ASTTBC has assigned a National Accreditation Agency, the AB shall not accept applications from nor select an accreditation status option for any program, course or training activity that can be accredited by the assigned National agency. The decision that the National agency is the appropriate accrediting body may be appealed.

7.3 Responsibilities: The AB shall:

a) Review AB policy and recommend changes.
b) Review the assigned National Accreditation Agency’s procedures, policy and training manuals and provide comments or concerns to the Agency.
c) Provide recommendations, comments and/or concerns about the National Technology Benchmarks to the Council of Registrars (CoR).
d) Select Accreditation Team members.
e) Assist in training Accreditation Team members.
f) Review Accreditation Team reports and recommend to Council the accreditation status of education programs, courses and training activities.
g) Issue Certificates of Accreditation for successful programs offered by education and training providers.

7.4 Composition: The Accreditation Board shall consist of a minimum of 6 members selected from various disciplines, technical specializations or institutional affiliations. Additional members may be added at the invitation of the Chair and subject to Council approval. The maximum number of Board Members is 10.

Composition of the Accreditation Board is:

a) One Chair who is a practicing certified and registered member of ASTTBC and not employed full-time by an education or training institution.
b) One Vice-chair who is a member of ASTTBC and not employed full-time by an education or training institution.
c) Three ASTTBC members in good standing preferably with prior accreditation experience and representing various disciplines or technical specializations.
d) One person selected from education or training provider institutions or firms.
e) The Registrar shall be a non-voting, ex-officio Member of the Accreditation Board and will serve as Secretary.
f) The currently sitting Chair of the BC Deans of Technology shall be invited to sit as a non-voting, ex-officio Member of the Board.
g) The BC provincial representative to the designated National Accreditation Agency shall be invited to sit as a non-voting, ex-officio Member of the Board.
ASTTBC Guidelines on Board Member Term of Office apply. Council will appoint Board Members annually.

7.5 Meetings and Quorum
The Board shall meet at least three times a year. Meetings will normally be held at the ASTTBC office. Attendance by teleconference or other communication technology is acceptable. Three Accreditation Board members present in the meeting room or attending via teleconference is a quorum.

7.6 Confidentiality Agreement
All Accreditation Board members are required to sign and abide by a confidentiality agreement as shown in Appendix 5.

7.7 Expenses
The Registrar may authorize reimbursement of reasonable costs for travel, subsistence and meeting expenses incurred by Accreditation Board (AB) members on ASTTBC AB business.

8.0 Accreditation Status
The Accreditation Board shall select one of three options to describe the status of a program, course or training activity that has been assessed by an Accreditation Team.

8.1 Accredited
An education program, course or training activity that has been evaluated as substantially achieving the learning outcome standards and all accreditation criteria will be granted ASTTBC “Accredited” status.

8.2 Accreditation Pending
A program, course or training activity may be granted a status of “Accreditation Pending” when the applicant is offering the education or training and the Accreditation Team has confirmed that all criteria and standards have been achieved with the exception of interviewing graduates, trainees or employers. The change in status from “Accreditation Pending” to “Accredited” will be made by the Accreditation Board upon the receipt of a satisfactory report demonstrating that the accreditation requirements have been achieved.

8.3 Non-Accredited
A program, course or training activity that does not satisfy accreditation criteria or standards may be considered “Non-Accredited”. The applicant will be so informed and given an opportunity to improve.

8.4 Accreditation Withdrawn
Should ASTTBC receive information regarding deterioration in the quality or relevance of education provided by an accredited training provider the AB shall initiate an immediate review of the accredited program and training provider to determine if the accredited program status should continue or should be withdrawn.

9.0 Period of Accreditation Validity
9.1 Full accreditation (with periodic reviews) may be granted for a maximum of ten years. A minimum of two periodic reviews shall be scheduled typically in years 4 and 7.

9.2 Accreditation Pending shall not exceed a maximum of three years from the date Accreditation Pending was granted.

9.3 Substantive Change: If an Accredited program, course or training activity undergoes substantive change or if its educational effectiveness is questioned at any time, the Accreditation Board reserves the right to review the program, course or activity.

9.4 Accreditation Revoked: At any time, the AB has the right to revoke the accreditation status previously awarded by the AB.
10.0 Appeals
10.1 Should an applicant wish to appeal a decision of the Accreditation Board, written notice of appeal and grounds shall be submitted to the Registrar within 30 days of the date of notification of the decision.
10.2 Upon receipt of such notice, the Registrar will notify the ASTTBC President who will appoint a special committee of the Council and arrange a formal hearing of the appeal.
10.3 The Applicant and the Accreditation Board will be requested to provide written submissions to be considered by the Appeal committee.
10.4 The applicant will be granted the right of representation or appearance in person at the appeal hearing.
10.5 The special committee will submit the findings of the appeal to Council for final decision.

11.0 Publications and Communications
The following policy applies to all public disclosures concerning ASTTBC accreditation.
11.1 All references to ASTTBC accreditation must clearly identify and refer only to those programs for which the Accreditation Board has approved initial or periodic accreditation.
11.2 All references to ASTTBC accreditation must not imply accreditation or endorsement of non-accredited programs or of an institution as a whole.
11.3 An education or training provider may cite the ASTTBC objectives in referring to ASTTBC accredited programs. Such a reference must be completely factual and professional in tone. The reference itself should include the following phrase: "ASTTBC accredited".
11.4 “Accreditation Pending” may be noted in publications of the institution. A statement describing the conditions of “Accreditation Pending are subject to periodic review is to appear with such notations.
11.5 If accreditation is withdrawn or discontinued, the institution shall no longer refer to the program as accredited.
11.6 A list of accredited programs, courses and activities will be updated following Accreditation Board meetings.
11.7 Applicants will be notified in writing of Accreditation Board decision. Notification will be provided to the Chief Executive Officer, Deans and officers or staff of the education and training providers. Results will be submitted to the ASTTBC Council, Board of Examiners and Technical Specialist Certification Boards.

12.0 Storage of Files
The Registrar or designate shall maintain digital electronic files of all applications for accreditation for a minimum of 12 years.

13.0 Freedom of Information and Protection of Private Information (FOIPPI)
(a) Information provided by applicants is treated as confidential. Print or electronic documents are securely filed in accordance with BC Freedom of Information and Protection of Private Information (FOIPPI) Regulation. Access to the information provided is limited to ASTTBC registration staff, the Accreditation Board and members of Accreditation Teams. In exceptional circumstances, the file may be disclosed, on a confidential basis, to external audit teams.
(b) An applicant may apply to the Registrar for an appointment to view their file (excluding references) during regular office hours. If refused, they have the right of appeal, within 30 days, to the ASTTBC Council.
(c) ASTTBC Council authorizes the release of files for review by the applicant during working hours. If the Registrar has cause to refuse, the matter shall be referred to Council.
Technologist and Technician Profiles

The Applied Science Technologist is a person capable of assuming and exercising independent judgment to develop and manage technology. He/she does this by reason of his/her education, training and experience in the application of known principles of science and mathematics. He/she is a graduate of an accredited post-secondary education diploma program, or equivalent, who has completed two or more years of progressive experience in an area of work directly related to the program.

The curriculum followed by an Applied Science Technologist is based upon a core of applied sciences, which he/she will use in solving technical problems or managing technology. The curriculum includes the fundamentals of science applicable to a particular discipline or specialty of technology. The theoretical portions of the curriculum are reinforced by laboratory experiments, assignments, projects and fieldwork. The Applied Science Technologist may carry out a wide range of complex work either on his/her own or under general direction. Technologists are capable of duties and tasks such as design, estimating, quality control, inspection, diagnostic evaluation, supervision, management, technical sales, and teaching. Such activities may be carried out in association with other professionals.

The Applied Science Technologist uses an applied approach based on a comprehensive understanding of a specific technology. He/she evaluates assignments, determines procedures and implements solutions. He/she schedules work to meet objectives and participates in short and long-range planning. He/she may become involved in developing and promoting conceptual change.

He/she may assume managerial or administrative responsibility for a wide range of technical endeavors. He/she may supervise and coordinate a diverse working group and train less experienced technical and professional staff.

An Applied Science Technologist will assume responsibility for his/her work and is at all times bound by a professional code of ethics, the Applied Science Technologists and Technicians Act and other applicable laws. He/she is recognized by the designation AScT.

ASTTBC Technologist (AScT) Disciplines
1. Biomedical Engineering Technology
2. BioScience
3. Building
4. Chemical
5. Civil
6. Electrical
7. Electronics
8. Environmental
9. Forest Engineering
10. Gas and Petroleum
11. Geomatics
12. Industrial Technology
13. Information Technology
14. Instrumentation
15. Mechanical
16. Metallurgical
17. Mining
Certified Technician (CTech)
The Certified Technician is a person capable of carrying out responsible and varied technical tasks in a specialized portion of the field of applied science technology. By virtue of his/her education qualifications, training and experience, a technician is often assigned responsibility for aspects of work within this specialized portion of the field of training. He/she is a graduate of an accredited post-secondary education certificate program, or equivalent, who has completed two or more years of satisfactory, practical experience in an area of work directly related to the program.
The curriculum followed by a CTech is based upon a core of applied mathematics and science fundamentals essential to his/her discipline. The theoretical portion of a program is reinforced by practical laboratory, project and/or field experience amounting to approximately one half of the total program.
The CTech generally uses a practical approach based upon a detailed understanding of standard methods and techniques in solving technical problems. He/she works under general supervision. Typical duties and tasks include testing, trouble-shooting, inspection, calibration, design drafting, quality control, maintenance, modeling, data compilation, estimating, sales, surveying and field supervision.
The CTech examines his/her assignments, objectives and instructions to select procedures and actions to resolve the assigned problem. While some duties of the technician may be similar to skilled crafts or tradesperson, such activities would typically apply to sophisticated equipment or processes and be of a non-routine or repetitive nature. Many of the duties of the technician are similar to those of technologists and other professionals, but normally will be in a select area of specialization. The Certified Technician may, through extensive experience in the field, become recognized as a technical expert.
The CTech will assume responsibility for his/her work and is at all times bound by a professional code of ethics, the Applied Science Technologists and Technicians Act and other applicable legislation. He/she is recognized by the designation CTech.

ASTTBC Certified Technician Disciplines
1. Biomedical Engineering Technology
2. BioScience
3. Building
4. Chemical
5. Civil
6. Electrical
7. Electronics
8. Environmental
9. Forest Engineering
10. Gas and Petroleum
11. Geomatics
12. Industrial Technology
13. Information Technology
14. Instrumentation
15. Mechanical
16. Metallurgical
17. Mining
Technical Specialist Profiles

ASTTBC Certification Boards set the competency-based standards for purpose of evaluating applications for certification in six technical specialist fields. Each field is further sub-divided based on areas of practice. Accreditation of education programs, courses and training activities specific to each field and area of practice within the field is possible and necessary to improve the quality of education and training offered by the public and private providers.

1. Construction Safety
   1. Construction Safety Officer (CSO)
   2. Registered Construction Safety Officer (RCSO)

2. Electrical Work Practitioner (EWP)
   1. EL1
   2. EL2
   3. FP1

3. Registered Fire Protection Technician (RFPT)
   1. Fire Alarm Systems (AL)
   2. Generator Systems (GS)
   3. Commercial Kitchen Exhausts (CO)
   4. Smoke Control Systems (SM)
   5. Unit Emergency Lighting (EM)
   6. Special Fire Suppression Systems (SP)
   7. Fire Extinguishers (EX)
   8. Water-based Fire Protection Systems (WA)
   9. Fire Pumps (FP)
   10. Verification of Fire Alarm Systems (VI)

4. Registered Onsite Wastewater Practitioner
   1. Planner
   2. Installer
   3. Maintenance Provider
   4. Inspector

5. Property Inspection
   1. Certified Property Inspector (CPI)
   2. Certified House Inspector (CHI)
   3. Registered Reserve Fund Analyst (RRFA)

6. Public Works Inspection
   1. PWI 1
   2. PWI 2
   3. PWI 3
APPENDIX 3

Accreditation Submission Guidelines

Submission Required for Initial Accreditation

The applicant is required to prepare a thorough description of the education or training program or activity for which accreditation is requested. The following requirements are applicable to all applicants regardless of the type of education program, course or training activity. Please refer to the Glossary for a description of terms.

Documentation is to be submitted as a Portable Document File (PDF). Applicants should confirm that any URL or hyperlink cited in the document is functional. The following information must be available to the Accreditation Team a minimum of 4 weeks in advance of the scheduled site visit.

1. **Title:** Name of the program, course or training activity.

2. **Discipline or the technical specialist title** for which accreditation is requested (technician, technologist, technical specialist) of for disciplines listed in Appendix 1 or Technical Specialist areas listed in Appendix 2.

3. **Goal and Objectives:** Each program, course or activity must have a clearly stated goal and set of objectives. These should include descriptive information about the program, including but not limited to:

   - Provide a description of the overall goal or purpose of the program, course or training activity.
   - The stated objectives should be performance-oriented describing what technical tasks the graduate would be expected to be proficient in doing upon graduation or with two or three years experience in his field. Included with the objectives there should be sample descriptions, job titles, etc., indicating potential industry areas of employment, levels of responsibility of graduates with various levels of related experience. Additional information should be provided as needed to round out the objectives.

4. **Program Outline:** A program outline showing all courses by name and number where applicable and the preferred sequence of courses offered by semester and year. The time allocated for theory or lecture and time required for laboratory, workshop or fieldwork for each course should be shown. Clearly indicate if subjects are mandatory or optional.

5. **Detailed course outlines** describing the objectives and learning outcomes expected of learners upon completion of the course. An outline of key topics to be in each course including assignments, laboratory or shop projects and fieldwork if any. The title and author of texts or sources of key reference materials shall be provided.

6. **Self-evaluation:** The applicant is required to complete an objective self-evaluation of the program, course or training activity. Guidelines for the self-assessment are provided in Appendix 7. The self-evaluation is to be included with your completed submission.

7. **Facilities and Equipment:** Describe the laboratory or workshop equipment and facilities accessible and used by the instructor or students. Include in your description student access to information and communication technology including software licensing and access to online journals, standards and reference materials.

8. **Graduate Employment:** Provide information on the employment of past graduates particularly from the recent classes. Include the name of the employer, job title and if possible the job description.

9. **Student / Trainee Assessment Policies:** Provide details of student assessments including samples where applicable. Include summary statistics on student pass rates, average grades and other pertinent information.

10. **Projects and Examinations:** Sample exams should be included where appropriate or made available for Accreditation Team inspection. Randomly sampled Technical Reports, projects or major assignments should be available.

11. **Faculty, Teachers or Instructors** – Prepare a list of instructional staff involved in teaching the program, course or training activity. Include the name of the instructor, academic qualifications,
membership in professional associations, industrial experience and a description of continuing professional development initiatives.

12. **Advisory Committee**: A list of members of the Advisory Committee indicating educational and industrial background and present responsibility. Include program evaluation reports and recent minutes from the Advisory Committee.

13. **Updating or Revision Procedures**: Describe the process used for updating programs, courses or training activity.

14. **Any additional information**: Applicants should feel free to include any additional information that they feel will provide additional clarity to support their application for accreditation.

15. **Submission Format**: Applicants must submit the requested information in digital files preferably as portable document file (PDF). File names should be descriptive and if multiple files are required the file name should include a sequence number.
16. Submission Required for Periodic Review:

The submission for a periodic review is based on the submission for the Initial Accreditation. The applicant must review the Initial Accreditation submission and describe in the Periodic Review any changes that have occurred. Applicants should refer to Appendix 3 when preparing the submission for a Periodic Review.
Accreditation Team Guidelines

(In progress)
Confidentiality Agreement

This Confidentiality Agreement is to be signed by all members of the ASTTBC Accreditation Board.

ASTTBC is a professional association with information on individuals that may be regulated under privacy legislation. Board information may involve access to information that may be restricted, confidential or highly sensitive. Therefore, conditions of being a board member are as follows:

All records, files, publications, minutes, documents, passwords, intellectual material and information created or used during the term on the Board, shall remain the property of ASTTBC. All computer software, forms, graphics or designs used or developed in conducting the affairs of ASTTBC shall remain the property of ASTTBC.

The undersigned Board member or designated person hereby acknowledges all such records will be held in strict confidence. In the event of termination, all such records or property outlined above will be delivered to the Registrar or designated representative.

It is also understood that discussions pertaining to Board activities and decisions 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.

Board members are also required to have read and adhere to the ASTTBC policy on Bias.

Print Name: __________________________

Signature: __________________________

Date: __________________________