Questions and Answers on the Application for Registration

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 listed on the web. Please note the Board of Examiners makes the final decision on discipline of registration.

2. What are the classifications of membership?

(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 have at least two years progressive and relevant work experience (in which one year experience at technologist level); and are 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 have at least two years of progressive and relevant work experience (in which one year experience at technician level); and are in a position of responsibility that reflects a technician level education.

(B) **Provisional Membership** [AScT (Provisional) and CTech (Provisional)] - persons who have achieved the ASTTBC recognized education requirements but do not have the appropriate level of supervised Canadian practice experience for full certification. Internationally Trained Professionals shall be registered in Provisional category if they meet all the current education criteria and experience requirements but only lack the one year Canadian experience.

(C) **Graduate** – persons who have completed an accredited Technologist or Technician program or equivalent but have not yet satisfied the experience requirement for registration.

(D) **Associate** – persons who have completed a post-secondary technical program or equivalent but have not yet satisfied the Association’s academic standard and/or experience requirements for practical experience or occupation

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

3. How do I apply for reclassification (for current members only)?

If your current membership is Certified Technician (CTech), Provisional Applied Science Technologist [AScT (Provisional)], Provisional Certified Technician [CTech (Provisional)], Graduate Technologist/Technician (GradTech) or Associate, you can apply for reclassification. The requirements for reclassification are the same as certification, unless you were offered an upgrade requirement when you were granted current certification; In this case, you shall submit the verification to satisfy the upgrade requirement as offered.

Provisional members applying for reclassification to full certification shall go through the standard application process including a self-assessment and providing referees as requested.

The application fee for reclassification for current Provisional members [AScT (Provisional) or CTech (Provisional)] is waived. Provisional members are required to submit their application for reclassification within 5
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years after their Provisional certification is granted. The Provisional members who fail to reclassify to a full certification within 5 years shall submit justification that is acceptable by the Board of Examiners.

4. **How do I select a discipline if I don’t know from my job title and the kind of work I do on the job?**

To help you determine which discipline is appropriate for you, check the [disciplines](#) that ASTTBC certifies and the [specialties](#) under each discipline, and/or the [Canadian Technology Accreditation Criteria](#), select the one that is closest to your job experience.

5. **What discipline do I select if my graduation discipline is different from the discipline of work?**

If you work in the same discipline as your program of study, you should select that discipline for your application. If your graduation discipline is different from the discipline of your work, you should select the discipline that is more relevant to your experience and the area in which you would develop your career in the future for your application.

6. **May I select more than one discipline in my application? (only one discipline will be registered)**

If your work experience crosses disciplines, you may select one additional discipline in your application. You will be registered in one discipline as approved by the Board of Examiners.

7. **How many competencies do I claim in my application?**

You should claim a minimum of 5 and a maximum of 7 competencies regardless how many disciplines you selected.

8. **Who can I use as referee? How many referees do I have to provide?**

Referees should be people who can verify your current and/or past technical experience. One must be your current supervisor. Referees should be people that you have worked for or with 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 may submit names of clients, contacts from firms or organizations, or persons with 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 (AScT)
- BC Land Surveyor (BCLS)
- Biologist (RPBio)
- Canada Lands Surveyor (CLS)
- Certified Technician (CTech)
- Professional Agrologist (P.Ag.)
- Professional Engineer (P.Eng.)
- Professional Geoscientist (P.Geo.)
- Professional Quantity Surveyor (P.Q.S.)
- Registered Architect (MAIBC)
- Registered Professional Forester (R.P.F.)

You are required to provide 4 referees including your direct supervisor with their name, job title, name of their organization, professional designation, contact email, phone number and address.

9. **Do I have to submit a reference letter?**
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To submit a reference letter is optional. If you would like to submit a reference letter from your current or previous employer, you can upload the letter to the ‘Reference Letter’ slot.

10. Who evaluates my credentials?

All applicants are evaluated by Subject Matter Experts (SME) and the ASTTBC Board of Examiners. The Board comprises trained volunteers, appointed by the ASTTBC Council, including senior representatives of industry, educational institutes and other professional associations. A SME will make a comprehensive and affirmative assessment of your qualifications against the applicable standard and Board of Examiners’ Policy. The recommendation from the SME must be approved by the Board of Examiners.

11. What documents are required for verification of education?

A copy of your diploma and an original and official or notarized copy of transcript of marks is required. Documents that are not in English must be translated and authenticated in a similar fashion by a professional acceptable to the Board of Examiners.

For graduates of a Canadian non-accredited technology program or an overseas technology program, a copy of course outline from your educational institution may be required.

Part time studies and professional development may be taken into account as part of the education assessment.

The original and official or notarized copy of transcript of marks can be mailed to the ASTTBC office at 10767 148 Street, Surrey BC V3R 0S4, or handed-in in person. The document(s) will be returned to the applicant when the Board of Examiners makes decision on the application and advises the applicant in writing.

12. 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!

13. How should I describe my experience?

Clearly identifying the depth and significance of your professional work is very important! Board of Examiners’ Policy permits some education credit for significant experience which very clearly demonstrates a competency(ies) and capability(ies) achieved.

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

- The month and year in which you 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.
- A job description confirmed by your employer is very helpful.
- An example of work, you may be requested to provide, can also help to demonstrate your competencies achieved.

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 1 Trade | 1. Applies practical methods to manufacture, construct, install operate and maintain engineered products, system processed 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 require prior approval from a supervisor.  
5. Adjusts and maintains equipment, calibrates instruments, records and reports results compared to predetermined standards and values. |
| Level 2 Technician (CTech) | 1. Assists in manufacturing, testing, constructing, installing, operating and maintaining of 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. |
| Level 3 Technologist (AScT) | 1. Routinely engaged in designing, developing, testing and commissioning of engineered products processes, buildings, civil infrastructure facilities, systems and services.  
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 and final approval from supervisors for product designs, work processes or services.  
5. Generates information or documentation providing training and direction to technical personnel or business professionals or clients. |
| Level 4 Professional Technologist (PTech) | 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. |
| Level 5 Technology Manager (RTMgr) | 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. |
| Level 6 Engineer | 1. Uses conceptualization, abstraction and modeling to solve complex engineering problems.  
2. Researches, develops and applies conventional and new technologies.  
3. Promotes advanced designs or methods to resolve technological challenges.  
4. Uses mathematical and other analytical and scientific methods to verify assumptions, evaluate results, and apply professional judgment.  
5. Accepts legal responsibility for the design, research, development, commissioning and field review of engineering projects in construction, fabrication, processing, transportation, resource extraction and the environment. |
14. What should I include in my Job Description?

A Job Description shall contain the name of your company, your job title, your job duties (as detailed as possible), your supervisor’s title and name, signed by your supervisor and dated.

15. What documents can I use for ID?

A copy of two pieces of legal ID including one picture ID are required to be uploaded to your online application. The accepted legal IDs include Birth Certificate, Passport, provincial Driver’s License, Canadian Citizenship Card, Permanent Resident Card. For non-Canadian citizen, a copy of Permanent Resident Card, Confirmation of Permanent Resident or Work Permit is required.

16. Can I transfer my registration from another province?

For 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 and submit to ASTTBC.

17. How long does it take to become a member? What if I don’t get my required items completed by the due date?

Typically, it takes 3 to 6 months as applicant is required to complete ‘Professional Practice and Ethics Exam’ and technical referees are to complete questionnaire to verify applicant’s technical competencies. When the application file is in order, it will be delivered to a SME, whose recommendation will be presented to the Board of Examiners for review and approval.

The application process will be delayed if applicant submits incomplete application or require items are not completed timely. It is your responsibility to provide all the requested information, as well as present your qualifications, education and experience in a positive context in a timely matter.

A maximum of two-year time is allowed for an applicant to complete application requirements since the date of submission.

18. What if I do not accept a decision of the Board of Examiners?

Contact the Board in writing, explaining the reasons for your dissatisfaction. If still concerned with the outcome, you have a right of personal appeal to the ASTTBC Council.

19. 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.

20. Do I receive a member card and certificate?

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