

Transfer of registration to ASTTBC

Steps for submitting your online application

1. Go to the application website at www.asttbcapply.ca.
2. Click on the “**Proceed now**” button.
3. Select the program in which you are applying for ‘**Applied Science Technologist or Certified Technician (AScT or CTech)**’, then click “**Proceed with the selected program**”.
4. Applicants for transfer need to select “**Bypass the self-assessment**”
5. This will take you to Step 6 of the application form, please click “**Apply for Certification**” at the bottom of the page.
6. You must create an account to apply. Click ‘**Create an Account**’ button under the Applicant Login section on the menu on the left side of the screen.
7. On the next page please select “**Complete your application now**”
8. Under “**Application for Certification Type**” drop down– select “**Transfer**” as your application type.
9. Continue to complete the form filling in your information for:
 - Personal Information
 - Home Address
 - Contact Information
 - Education
 - Employer
10. Please skip the **Technical Reference** section
11. Under the **Attachments** section please upload the documents listed below.
 - 2 pieces of valid government issued ID, one must be a picture ID.
 - Eligibility to work in Canada, work permit, PR card, etc (if applicable)
 - Resume - current detailed resume (please upload it under the **Job Description** field)Upload the following as additional attachments – [how to upload](#)
 - Complete Section A, B and C of the [Interprovincial Transfer Form](#). We will email it to the current regulatory body for confirmation of your current standing, completion of section D.
 - Criminal Record Check (CRC) - contact [Certn](#) or [Commissionaires](#) online or visit your local police department to complete a basic criminal record check. The check must have been completed within the last 12 months.

- Individuals who do not have a criminal record are able to complete the check online. Individuals with a record must complete a check in person.
 - Complete the [ASTTBC Good Character Form](#)
12. Read and mark off the **ASTTBC Code of Ethics and Practice Guidelines**
 13. Read, understand and agree with the **ASTTBC Privacy Statement**
 14. Click the appropriate boxes in order to receive our communications.
 15. Once you have completed the form please click the button “Save my Application”
 16. Proceed to the next step to **submit your application**.
 - Pay the non-refundable transfer fee of \$52.50 (GST included) online when you submit your application.

Once we have received your completed application and fee, the transfer application will be processed accordingly, you can view your application status on ‘My Application’ page.

Contact registration department via registrations@asttbc.org if you have any further questions.