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**Author:** ASTTBC Regulatory Officer

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## Examination Policies & Procedures

### 1 Introduction

This policy on examination procedures is designed to provide guidance to ASTTBC staff and the Credentials Committee (“CC”) in discharging their responsibilities under Part 4, Division 2 of the *Professional Governance Act* (the “PGA”) and Part IV of the ASTTBC Bylaws in relation to admission and practice rights. ASTTBC grants registration to applicants who meet the registration requirements and standards set out in the PGA and the ASTTBC bylaws. ASTTBC confirms an applicant meets these standards through a careful review and validation of an applicant’s education, training, and experience as well as requiring written examinations.

#### 1.1 Scope of this document

The procedures outlined in this manual apply to current applicants for the following categories, classes, and sub-classes, disciplines, and endorsements of registration (please note this policy does not apply to the non-practising, student, retired, honorary, or firm categories of registration at this time):

- Categories of Registration:
  - a. Practising
  - b. Temporary
  - c. Trainee
  
- Classes of Registration:
  - a. Applied Science Technologist
  - b. Certified Technician
  - c. Registered Technical Specialist
  
- Sub-classes and endorsements
  - The following sub-classes of Applied Science Technologists
    - a. Professional Technologist (PTech)
    - b. Registered Technology Manager (RTMgr)
  - The following sub-classes of Certified Technician
    - a. Registered Technology Manager (RTMgr)
  - The following sub-classes of Registered Technical Specialists
    - a. Registered Fire Protection Technician (RFPT)
    - b. Registered Onsite Wastewater Practitioner (ROWP)
    - c. Certified House Inspector (CHI)
    - d. Certified Property Inspector (CPI)
    - e. Registered Reserve Fund Analyst (RRFA)
    - f. Construction Safety Officer (CSO)
    - g. Registered Construction Safety Officer (RCSO)
    - h. Certified Public Works Inspector (CPWO)
    - i. Registered Public Works Technician (RPWT)
    - j. Registered In Site Improvements Surveys (RSIS)
    - k. Registered Steel Detailer (RSD)
    - l. Certified Steel Detailer (CSD)
    - m. Registered Building Designer (RBD)
    - n. Certified Residential Designer (CRD)
    - o. Registered Utility Locator Technician (RULT)

## 2 Legislative Framework

Part 4, Division 2 of the *Professional Governance Act* (the “PGA”) and Part IV of the ASTTBC Bylaws in relation to admission and practice rights

### 2.1 Decision-makers

Section 44 of the *PGA* authorizes ASTTBC Council to establish a Credentials Committee to, amongst other things, carry out functions consistent with Division 2. Section 45 authorizes the Credentials Committee or Registrar upon receipt of an application for enrolment, admission or reinstatement as a registrant the following:

1. grant the application,
2. grant the application subject to conditions or limitations on the registrant, or
3. reject the application, with written reasons

Section 47 of the *PGA* authorizes ASTTBC Council to make bylaws to do the following:

- (a) establish requirements, including academic requirements, and procedures for admission as a registrant;
- (b) set fees for admission;
- (c) establish requirements and procedures for the reinstatement of former registrants;
- (d) set fees for reinstatement
- (e) provide examinations to assess applicants for admission or reinstatement as registrants

Bylaws made under section 47(1) of the *PGA* may do either or both of the following:

- (a) establish different requirements and procedures, set different fees and provide for different examinations for the admission of registrants with different specializations in the regulatory body;
- (b) establish different requirements and procedures, set different fees and provide for different examinations for the reinstatement of registrants with different specializations in the regulatory body

If, under the *Labour Mobility Act* or in accordance with a prescribed trade agreement, the council of a regulatory body is required to admit a person as a registrant, the council may admit the person as a registrant in accordance with

- (a) regulations that the Lieutenant Governor in Council may make in respect of the council, including any bylaws the council must make, and
- (b) bylaws the council may make to administer the admission of the person as a registrant

The Credentials Committee has delegated the following powers and duties to the Registrar:

1. To approve all routine applications for annual registration renewal
2. To approve applications for registration:
  - (a) That have been reviewed independently by two qualified individuals, when both qualified individuals are of the view that both experiential and educational requirements are met; and
  - (b) The education requirements are met by accredited educational programs;
3. To approve applications for reclassification to the retired category when an applicant meets the requirements at section 41 of the *bylaws*;

4. To approve applications for registration from applicants who hold practising registration or licensure in good standing in another Canadian jurisdiction in accordance with section 36.1 of the *bylaws*;
  - (a) In an equivalent category, class, sub-class, discipline and/or endorsement to the category, class, sub-class, discipline and/or endorsement to that requested by the applicant; and
  - (b) When the requirements established at section 36(c), (d), and (e) of the *bylaws* are met;
5. To approve applications for enrolment as trainees when the registration requirements set out at section 39(a), (b), and (c) are met;
6. To approve applications for enrolment as students when the requirements set out at section 37(a) to (e) are met.
7. To approve applications for reinstatement in which:
  - (a) The applicant has been out of practice for less than three consecutive years; and
  - (b) The applicant has met the other requirements for registration set out at sections 48.1 and 48.2 of the *bylaws*
8. To approve applications for registration as a Fire Protection Technician where:
  - (a) Two qualified individuals are of the view that both experiential and education requirements are met

## 2.2 Definitions

Under section 1 of the *PGA*

“applicant”, in respect of a regulatory body, means person who applies for

- (a) enrolment in the regulatory body’s admission program for trainees, if applicable, or
- (b) admission or reinstatement as a registrant of the regulatory body

## 3 Examinations

All applicants will be expected to take one or more examinations. Schedule B of the *ASTTBC bylaws* itemizes the list of exams which an applicant may be required to successfully complete depending on the registration requirements for their respective designation.

### 3.1 Eligibility to write an examination

- (a) Applicants who have submitted their completed online application for admission along with the appropriate application fee, have met the educational and experiential requirements for registration (as recommended by the file reviewers and/or Credentials Committee), and have submitted the examination fee(s) are eligible to write an examination
- (b) Applicants who are applying to a registration class, sub-class, discipline, or endorsement, that require the successful completion of a challenge examination in order to satisfy the educational requirements for their registration class, sub-class, discipline, or endorsement are eligible to write an examination upon submission of their completed online application for admission along with the appropriate application fee and challenge examination(s) fee(s). The challenge examinations are considered a part of the application and must be successfully completed before the application can proceed to file review.

### 3.2 When can an applicant take an examination

An applicant will be permitted to proceed to the examination(s) once (1) a complete application is reviewed by two qualified file reviewers who both recommend that the applicant's education and experience meet the registration requirements for their sub-classes, disciplines, and endorsements of registration and (2) applicable examination(s) fees are received. ASTTBC Registration staff will advise applicants when they are permitted to sign-up to write an examination(s). Once payment for an examination is received and confirmed by Registration staff, Registration staff will provide access to an examination or proceed with booking a date to administer an examination.

If the application is not eligible for administrative approval ("AAA" file) as per the powers delegated to the Registrar by the Credentials Committee, the applicant will be permitted to proceed to examinations after the Credentials Committee has reviewed the application file in its entirety and determined their education and experience meet the registration requirements for their class of registration and applicable examination(s) fees are received. ASTTBC Registration staff will advise applicants when they are permitted to sign-up to write an examination(s). Once payment for an examination is received and confirmed by Registration staff, Registration staff will provide access to an examination or proceed with booking a date to administer an examination.

If an applicant is applying for a registration class, sub-class, discipline, or endorsement, that requires the successful completion of a challenge examination in order to satisfy the educational requirements for their registration class, sub-class, discipline, or endorsement, the applicant is to be given access to the required examinations as soon as a completed application is received, and the application fee and examination(s) fees are received.

### 3.3 Examinations Assigned by Credentials Committee

Schedule A of the *bylaws* lists the educational requirements for registrants.

For ASCT, the educational requirements state that an applicant must have either successful completion of a two-year diploma of post-secondary studies in applied science or engineering technology approved by the ASTTBC credentials committee, OR evidence of competence approved by the credentials committee as being equivalent to a two-year post-secondary diploma program, OR successful completion of one or more examinations listed in Schedule B as assigned by the credentials committee, AND successful completion of the ASTTBC Professional Practice and Ethics examination.

For CTech, the educational requirements state that an applicant must have either successful completion of a one-year diploma of post-secondary studies in applied science or engineering technology approved by the ASTTBC credentials committee, OR evidence of competence approved by the credentials committee as being equivalent to a one-year post-secondary certificate program, OR successful completion of one or more examinations listed in Schedule B as assigned by the credentials committee, AND successful completion of the ASTTBC Professional Practice and Ethics training program and examination.

During the application process, a file reviewer may decide that an applicant does not meet the educational requirements. The credentials committee will review the application and recommendations of the file reviewer and may then require the applicant successfully complete an examination(s) as listed in Schedule B in order to meet the educational requirements. ASTTBC staff will then inform the applicant

which exams they have been assigned to successfully complete. Upon receipt of the required examination fee(s), ASTTBC staff will provide permission to take the examination.

### 3.4 Examination Fees

Payment is to be submitted in full before proceeding to write the examination(s). Should an applicant unsuccessfully complete an examination(s) on the first attempt, the required fee will need to be submitted in full for each additional attempt of an examination(s). Permission to re-take an examination shall not be permitted until the required fee is received.

As per section 52.1 of the *bylaws*, the registrar may, in their discretion, reduce or waive a fee payable under Schedule C if satisfied that an applicant or registrant is facing undue hardship and there are extenuating circumstances that justify the reduction or waiver.

As per Schedule C of the *bylaws*, the required fee for each exam is listed below (GST included):

1. Professional practice and ethics (ASTTBC)	\$270.38
2. Technologist fundamentals (Yardstick)	\$286.65
3. Civil Engineering technologist (Yardstick)	\$286.65
4. Mechanical engineering technologist (Yardstick)	\$286.65
5. Electrical engineering technologist (Yardstick)	\$286.65
6. Petroleum engineering technologist (Yardstick)	\$286.65
7. Engineering Drafting and Design Technology (Yardstick)	\$286.65
8. Instrumental Engineering Technology (Yardstick)	\$286.65
9. Fire Protection RFPT Fire Extinguishers (ASTTBC)	\$270.38
10. Fire Protection RFPT Electronics basics (ASTTBC)	\$270.38
11. Fire Protection RFPT Fire Pumps (ASTTBC)	\$270.38
12. Fire Protection RFPT Commercial kitchen exhaust cleaning (ASTTBC)	\$270.38
13. Fire Protection RFPT Emergency generators (ASTTBC)	\$270.38
14. Fire Protection RFPT Unit Emergency Lighting (ASTTBC)	\$270.38
15. Fire Protection RFPT Water-based suppression systems (ASTTBC)	\$270.38
16. Fire Protection RFPT Fire Alarm system testing (ASTTBC)	\$270.38
17. Fire Protection RFPT Special suppression system (ASTTBC)	\$270.38
18. Fire Protection RFPT Smoke control systems (ASTTBC)	\$270.38
19. House Inspection Competency Examination HICE (ASTTBC)	\$270.38
20. Onsite Wastewater ROWP Jurisprudence ROWP (ASTTBC)	\$270.38
21. Onsite Wastewater Planner ROWP (ASTTBC)	\$270.38
22. Onsite Wastewater Installer ROWP (ASTTBC)	\$270.38
23. Onsite Wastewater Maintenance Provider ROWP (ASTTBC)	\$270.38
24. Construction Safety Officer CSO (ASTTBC)	\$270.38
25. Canadian Language Benchmark Test of English (External)	N/A

#### 3.4.1 Payment Methods

Payment for all examinations is submitted directly to the assigned ASTTBC staff person for processing. A copy of the receipt of payment is provided to the finance department for their records.

### 3.5 Method of Examinations (ASTTBC & Yardstick)

ASTTBC offers licensing examination(s) in different methods depending on the examination.

The following examinations are administered by a third-party platform, Yardstick:

- Technologist fundamentals (Yardstick)
- Civil Engineering technologist (Yardstick)
- Mechanical engineering technologist (Yardstick)
- Electrical engineering technologist (Yardstick)
- Petroleum engineering technologist (Yardstick)
- Engineering Drafting and Design Technology (Yardstick)
- Instrumental Engineering Technology (Yardstick)

ASTTBC has partnered with Yardstick to administer the above examinations. **(NOTE: Yardstick and ProctorU have merged to form Meazure Learning)**. An applicant who is required to write one of the above examinations is notified by ASTTBC staff and the examination(s) fee is requested. Once examination fee is received, ASTTBC staff will contact Yardstick and provide them with the applicant's contact information. Yardstick will then reach out directly to the applicant to arrange the details for writing the examination(s). Yardstick schedules exams throughout the year. If an examination is rescheduled, Yardstick will notify both the applicant and ASTTBC.

The Association of Science and Engineering Technology Professionals of Alberta (ASET) have published Certification Handbooks for the above examinations administered by Yardstick. ASTTBC, ASET, and CCTAM (Certified Technicians and Technologists Association of Manitoba) have collaborated to offer the above noted examinations to applicants where applicable. These handbooks may be found on the ASET website and provide information on: exam content, study material and practice exams, exam time and location, calculator policy, rescheduling/rewriting policy, examination results, and special accommodation requests. These handbooks should be made available to all applicants of ASTTBC to ensure full transparency and fairness of the application process.

The following ASTTBC examinations are administered through the online Classmarker platform and may be invigilated at a test center located in British Columbia or may be virtually proctored by ASTTBC staff using video and audio-conferencing capabilities at the applicant's home or office:

- Professional Practice and Ethics Examination
- Onsite Wastewater ROWP Jurisprudence

ASTTBC uses a paper-based method to administer the following exams:

- Fire Protection RFPT Fire Extinguishers
- Fire Protection RFPT Electronics basics
- Fire Protection RFPT Fire Pumps
- Fire Protection RFPT Commercial kitchen exhaust cleaning
- Fire Protection RFPT Emergency generators
- Fire Protection RFPT Unit Emergency Lighting
- Fire Protection RFPT Water-based suppression systems
- Fire Protection RFPT Fire Alarm system testing
- Fire Protection RFPT Special suppression system
- Fire Protection RFPT Smoke control systems
- House Inspection Competency Examination (HICE)

### 3.5.1 *Rules of Conduct and Confidentiality*

- The exam must be completed only by the applicant (exam taker).
- Prior to the start of the examination, the exam taker is required to provide government issued

identification for proof of identity.

- Prior to the start of the examination, the exam taker must read and agree to the confidentiality agreement as outlined in the exam declarations. If paper-based exam, the exam taker must sign the confidentiality agreement provided by Registration staff
- The exam taker should be prepared to be at their computer or exam room uninterrupted for the duration (time allotted) of the exam. The examination must be concluded in one session.
- If an urgent biological break is required, the exam taker shall advise the proctor of their need before leaving the room. The time away is considered a part of the maximum time allowed, no additional time will be added.
- The exam taker cannot receive any assistance from anyone else.
- Only approved resources and materials (list provided to applicant by ASTTBC staff for applicable examinations) may be used during an open book exam. The exam taker is responsible for having these documents ready before the start of the exam, they will not be provided by the proctor. All other programs or windows on the testing computer must be closed before starting the exam.
- Cheating is a serious offence and subject to disciplinary action and/or refusal or cancellation of registration.
- The exam is intended for the applicant's registration only and any disclosure of content or non-compliance to the exam rules and procedures or the ASTTBC Code of Ethics may lead to cancellation of ASTTBC registration or application for registration.
- The exam is confidential. It cannot be copied, printed, saved, recorded, or reproduced in any manner, at any time by anyone. Exam questions and answers cannot be disclosed or disseminated to anyone before, during, or after the exam.

### 3.5.2 *Procedures for Administering ASTTBC Examinations*

#### 3.5.2.1 *In-person Invigilated Exam Center*

- The examination center shall provide the exam taker a quiet, undisturbed environment for the duration of the exam.
- The invigilator will request each exam taker to confirm their identity by showing a government issued photo identification such as a driver's license or passport.
- If more than one person is in the same room, they shall be at least 2 meters apart. The exam invigilator will check to make sure there is no talking, sharing or exchange of information, books, codes, standards, calculators or instruments. The use of cell phones, tablets and other mobile communication devices for voice or text messaging is strictly prohibited.
- Open book exams allow the exam taker to provide their own copies of supporting reference documents such as: Standard of Practice, Practice Manuals, ASTTBC Code of Ethics, regulations, building codes and other standards, writing paper, pens, pencils, erasers, calculator. The exam taker should know what reference materials is required for the exam and is responsible for bringing the materials to the exam.
- The examination may be a paper-based (printed) exam or a link to an online exam. If the exam is paper-based, the invigilator will be permitted to download and print the exam before the scheduled start of the exam. The invigilator will not release the examination to the exam taker until the scheduled start date and time.
- The invigilator or the exam taker is not permitted to copy, photograph, record, save or transmit the exam by any means to anyone other than the exam taker and ASTTBC staff.
- The invigilator will follow the Exam Rules and Procedures as directed by ASTTBC staff

### 3.5.2.2 *Virtually proctored examinations*

- The exam taker must have access to a stable internet connection and a computer with a webcam and microphone for visual and audio conferencing. An online conferencing platform will be used for virtual proctoring.
- The exam taker will ensure they have a quiet, undisturbed environment for the duration of the exam. No other person is allowed to be in or to enter the room during the proctored exam.
- The room must be well lit, with the exam taker clearly visible on the webcam(s). Overhead lighting is recommended.
- The exam taker must sit at an uncluttered desk or table, with only the computer and approved open-book documents and materials listed in the 'Preparing for the Exam' section.
- The room must be as quiet as possible. Sounds or background noise such as music or television are not permitted.
- The computer used to take the exam should not have more than one display or monitor. For example, if you usually use a laptop with a monitor connected, disconnect your monitor and use only the laptop screen.
- If more than one monitor will be used during the exam, the exam taker must also position a secondary webcam and/or smart device behind them with the content on all screens clearly visible and connect the device(s) to the online conferencing platform, please test the camera set-up before the exam. If content on all screens is not clearly visible, multiple monitors will not be permitted.
- Immediately prior to the start of the examination, the exam taker will be requested to use the webcam to scan the area surrounding the exam taker.
- The exam taker will need access to their email account, they will be sent a direct link to the exam by the ASTTBC proctor.
- The exam taker will be required to use the online conferencing platform "share screen" feature with the proctor for the duration of the exam. All camera(s) shall be on and the microphone on the primary device un-muted at all times, enabling the exam taker to be visible and audible for the duration of the exam. The video and audio may be recorded by ASTTBC staff only.

### 3.5.2.3 *Paper-based examinations*

- Scheduling a paper-based exam requires a minimum of two weeks lead time for Canada post to deliver the pre-printed exam to the exam taker.
- ASTTBC staff will print the exam, and write the exam taker's name, scheduled exam date and time on the first page.
- The exam will be inserted and sealed in an envelope clearly labeled with the exam taker's name, date and time of the exam. The instruction: **DO NOT OPEN UNTIL AUTHORIZED BY ASTTBC STAFF** will be printed on the envelope.
- A pre-printed return envelope addressed to the assigned ASTTBC staff person is required for the exam taker to mail the completed exam back to ASTTBC.
- The 2 envelopes (sealed exam envelope and return envelope) plus a cover page with instruction are inserted in an envelope addressed to the exam taker.
- Upon receipt of the exam package, the exam taker may open the outer envelope but must not open the sealed envelope containing the exam.
- At the scheduled exam time, ASTTBC staff will instruct the exam taker to show the sealed envelope containing the exam and then authorize the exam taker to open the exam envelope and begin the exam.

- Upon completion of the exam or when time has elapsed, in view of the webcam, the exam taker must insert the exam in the return envelope and seal the envelope to be mailed back to ASTTBC.

### 3.5.3 Length of time provided for examination

• Professional practice and ethics (ASTTBC)	2 hours
• Technologist fundamentals (Yardstick)	3 hours
• Civil Engineering technologist (Yardstick)	3 hours
• Mechanical engineering technologist (Yardstick)	3 hours
• Electrical engineering technologist (Yardstick)	3 hours
• Petroleum engineering technologist (Yardstick)	3 hours
• Engineering Drafting and Design Technology (Yardstick)	3 hours
• Instrumental Engineering Technology (Yardstick)	3 hours
• Fire Protection RFPT Fire Extinguishers (ASTTBC)	3 hours
• Fire Protection RFPT Electronics basics (ASTTBC)	3 hours
• Fire Protection RFPT Fire Pumps (ASTTBC)	3 hours
• Fire Protection RFPT Commercial kitchen exhaust cleaning (ASTTBC)	3 hours
• Fire Protection RFPT Emergency generators (ASTTBC)	3 hours
• Fire Protection RFPT Unit Emergency Lighting (ASTTBC)	3 hours
• Fire Protection RFPT Water-based suppression systems (ASTTBC)	3 hours
• Fire Protection RFPT Fire Alarm system testing (ASTTBC)	3 hours
• Fire Protection RFPT Special suppression system (ASTTBC)	3 hour
• Fire Protection RFPT Smoke control systems (ASTTBC)	3 hours
• House Inspection Competency Examination HICE (ASTTBC) 3 parts	1.5 hours/part
• Onsite Wastewater ROWP Jurisprudence ROWP (ASTTBC)	1.5 hours

### 3.6 Study Modules

A study module for the Profession Practice and Ethics examination is made available only after the submission of an application and required application fee.

For examinations that are administered through Yardstick, the Association of Science and Engineering Technology Professionals of Alberta (ASET) have published Certification Handbooks as a resource for applicants who are required to write an examination. These handbooks may be found on the ASET website and provide information on exam content, study material and practice exams.

### 3.7 Pass/Fail Results for Each Examination

• Professional practice and ethics (ASTTBC)	80%
• Technologist fundamentals (Yardstick)	64%
• Civil Engineering technologist (Yardstick)	63%
• Mechanical engineering technologist (Yardstick)	69%
• Electrical engineering technologist (Yardstick)	69%
• Petroleum engineering technologist (Yardstick)	65%
• Engineering Drafting and Design Technology (Yardstick)	70%
• Instrumental Engineering Technology (Yardstick)	68%
• Fire Protection RFPT Fire Extinguishers (ASTTBC)	80%
• Fire Protection RFPT Electronics basics (ASTTBC)	80%
• Fire Protection RFPT Fire Pumps (ASTTBC)	80%

- Fire Protection RFPT Commercial kitchen exhaust cleaning (ASTTBC) 80%
- Fire Protection RFPT Emergency generators (ASTTBC) 80%
- Fire Protection RFPT Unit Emergency Lighting (ASTTBC) 80%
- Fire Protection RFPT Water-based suppression systems (ASTTBC) 80%
- Fire Protection RFPT Fire Alarm system testing (ASTTBC) 80%
- Fire Protection RFPT Special suppression system (ASTTBC) 80%
- Fire Protection RFPT Smoke control systems (ASTTBC) 80%
- House Inspection Competency Examination HICE (ASTTBC) 70%
- Onsite Wastewater ROWP Jurisprudence ROWP (ASTTBC) 70%

### 3.8 Failure of Examinations

#### 3.8.1 Three-Month Waiting Period

As per Schedule B of the *bylaws*, an applicant who fails an examination must wait at least three-months before re-writing the examination or may request a waiver of the three-month waiting period by demonstrating to the registrar that the waiting period would give rise to undue hardship.

#### 3.8.2 Request for waiver of three-month waiting period (undue hardship)

As per Schedule B of the *bylaws*, the Registrar may waive or reduce the three-month waiting period if satisfied that it would pose undue hardship to an applicant.

### 3.9 Retaking Examinations

Should an applicant fail an exam attempt and wish to re-take the examination, a request to take the examination must be submitted in writing along with the appropriate fee. If this is their third attempt at writing the examination, ASTTBC must provide notice to the applicant that as per the Schedule B of the *bylaws*, an applicant may only attempt an exam three times before having to request permission from the Credentials Committee for any further attempts.

In addition, prior to submitting a request to re-take an examination, ASTTBC staff should check that the three-month waiting period is complete unless the applicant has demonstrated to the Registrar that the three-month waiting period would cause them undue hardship.

#### 3.9.1 Number of Attempts Allowed

Applicants are allowed three attempts for successful completion of an examination as per Schedule B of the *bylaws*.

#### 3.9.2 Requesting additional attempts after failure limit reached

As per Schedule B of the *bylaws*, applicants who have failed an examination three times must apply to the Credentials Committee for permission to write the examination again.

#### 3.10 Rescheduling an examination

Should an applicant wish to reschedule an examination administered by ASTTBC, they must contact the ASTTBC Registrations Department as soon as possible to arrange a new exam date. There is no fee charged for rescheduling an exam.

#### 3.11 Refunds

Exam fees are non-refundable.

### 3.12 Challenge Examinations

As per Schedule A of the *bylaws*, the following classes/sub-classes of registration may require successful completion of a challenge examination to satisfy the educational requirements for that sub-class or endorsement:

- Certified Home Inspector (CHI) –
  - House Inspection Competency Examination (HICE)
- Registered Fire Protection Technician (RFPT)
  - Fire Protection RFPT Portable Fire Extinguishers
  - Fire Protection RFPT Unit Emergency Lighting
  - Fire Protection RFPT Fire Alarm system testing
  - Fire Protection RFPT Water-based suppression systems
  - Fire Protection RFPT Commercial kitchen exhaust cleaning
  - Fire Protection RFPT Special suppression system
  - Fire Protection RFPT Fire pumps (required for FP endorsement)
  - Fire Protection RFPT Smoke Control
  - Fire Protection RFPT Emergency generators (required for GS endorsement)

These challenge examinations are considered a part of an applicant's application for registration. An applicant's application will not proceed to file review until successful completion of applicable/required challenge examination(s).

### 3.13 Reclassification

A practicing registrant who is seeking to add an endorsement or reclassify into another class, sub-class and/or discipline must show proof of successful completion of the Professional Practice and Ethics examination as well as take any other examinations required as specified in Schedule A of the *bylaws*. A practicing registrant may not take an examination until a completed reclassification application has been submitted along with the appropriate fee(s) for the application and examination.

### 3.14 Reinstatement

As per section 48.3(d) of the *bylaws*, a non-practising registrant, retired registrant, former registrant or historical member who is not a disciplined person and who has been out of practice for three or more consecutive years may be admitted to practising registration by the credentials committee where the non-practising registrant, retired registrant, former registrant, or historical member provides evidence of successful completion of a professional practice and ethics examination approved by the credentials committee as listed in Schedule B, and a jurisprudence examination approved by the credentials committee, as listed in Schedule B, if required by the credentials committee.

### 3.15 Request for Accommodation

ASTTBC considers and evaluates any request for examination accommodation in accordance with its obligations as an "occupational association" under section 14 of the *British Columbia Human Rights Code*. Exam accommodations are designed to remove barriers related to individual characteristics of applicants that may prevent them from demonstrating their technical competencies on an exam. An appropriate accommodation is one that responds to specific individual characteristics but does so in a way that does not change the construct the test is measuring or the meaning of scores.

If an applicant believes they may require an accommodation, they are advised to contact ASTTBC for information on what supporting documentation or information they may need to provide. To protect

the integrity of the examination, documented evidence of the applicant's disability must be submitted to ASTTBC. Such evidence may include a formal diagnosis of the specific disability from an appropriate professional (i.e., physician, psychologist, physiotherapist) and supporting documentation citing the need for exam accommodations and what type of accommodations are required. Requests for accommodation must be submitted in writing, with supporting documentation, at least 30 days before the date of examination administration.

ASTTBC will review the candidate's written request for accommodation and determine if it can be supported. Depending on the candidate's individual needs, ASTTBC may modify the exam administration conditions, including exam setting, exam presentation, or the addition of the individuals to the exam (e.g. readers, scribes). Each request will be reviewed on a case by case basis.

Below is a non-exhaustive list of examples of reasonable exam accommodation for candidates with a disability\*:

- Separate room – a separate room may be provided to candidates who due to the nature of their disability require an exam environment that minimizes disruptions resulting from noise or movement or process information by talking loudly
- Additional time – extending additional time to candidates is a frequently used accommodation that is used with a variety of disability-related conditions
- Interpreter – Candidates with hearing impairments may request an interpreter who has proficiency in sign language
- Reader – A reader is an individual who reads exam instructions and/or exam questions to a candidate. Candidates with visual impairment or those with a learning disability may benefit from services of a reader during the examination
- Recorder – a recorder is an individual who fills in the answers for a candidate who has difficulty writing independently

**\*all costs related to exam accommodations will be the responsibility of the candidate**

#### 4 Communicating the Examination Process to Applicants

The website should be used as a resource to communicate the examination process to applicants. This will ensure full transparency and fairness of the application process and demonstrate to the public the standards for entry to practice for the regulated profession(s). Applicants should be advised the requirements of eligibility to write an examination as soon as an application is received (however preference would be to include this information on the ASTTBC website), as well as be provided adequate notice if the Credentials Committee has moved to assign any additional requirements to write an examination(s).

Information on exam content, study material and/or practice exams, scheduling an exam, notice of exam time and location, exam taking procedures, rescheduling/rewriting policy, examination results, and special accommodation requests should be provided as soon as a complete application and application fee has been received.

#### 5 Providing Notice to Applicants of Successful or Unsuccessful Completion of Examinations

For examinations administered through Classmarker, the pass/fail examination results are immediately calculated by the Classmarker platform and provided to the applicant. Prior to the examination, an

applicant is advised that these auto-generated results are preliminary, and the results are reviewed by ASTTBC staff before an official score is provided to the applicant. After ASTTBC staff review and confirm the examination results are accurate, written notice of the examination results is provided to the applicant. ASTTBC staff are not permitted to provide feedback or comments on examination performance and/or results.

For Yardstick examinations, each certification examination has its own pass/fail mark. Candidates will be emailed their exam results within two to three weeks after the exam date. Exam results are reported to the candidate as either “pass” or “fail”. Unsuccessful candidates receive a performance rating indicating failure to pass, their score, and areas of strength and weakness in the areas tested. These results are provided directly by Yardstick and ASTTBC are not permitted to provide feedback or comments on examination performance and/or results.

## 6 Examinations for Each Class of Registration

### 6.1 *Applied Science Technologist*

- Professional Practice and Ethics examination

Successful Completion of the following examinations may be assigned by the Credentials Committee to meet the education requirements:

- Technologist Fundamentals
- Civil Engineering technologist
- Mechanical engineering technologist
- Electrical engineering technologist
- Petroleum engineering technologist
- Engineering Drafting and Design Technology
- Instrumentation Engineering Technology

### 6.2 *Certified Technician*

- Professional Practice and Ethics examination

### 6.3 *Registered Technical Specialist*

#### 6.3.1 *Registered Fire Protection Technician (RFPT)*

- Professional Practice and Ethics examination

Challenges Examinations for endorsements:

- Fire Protection RFPT Portable Fire Extinguishers
- Fire Protection RFPT Unit Emergency Lighting
- Fire Protection RFPT Fire Alarm system testing
- Fire Protection RFPT Water-based suppression systems
- Fire Protection RFPT Commercial kitchen exhaust cleaning
- Fire Protection RFPT Special suppression system
- Fire Protection RFPT Fire pumps (required for FP endorsement)
- Fire Protection RFPT Smoke Control
- Fire Protection RFPT Emergency generators (required for GS endorsement)

#### 6.3.2 *Registered Onsite Wastewater Practitioner (ROWP)*

- Professional Practice and Ethics examination
- Onsite Wastewater ROWP Jurisprudence

#### 6.3.3 *Certified House Inspector (CHI)*

- Professional Practice and Ethics examination

**Challenge Examination:**

- House Inspection Competency Examination (HICE)
- 6.3.4 *Certified Property Inspector (CPI)*
  - Professional Practice and Ethics examination
- 6.3.5 *Registered Reserve Fund Analyst (RRFA)*
  - Professional Practice and Ethics examination
- 6.3.6 *Construction Safety Officer (CSO)*
  - Professional Practice and Ethics examination
- 6.3.7 *Registered Construction Safety Officer (RCSO)*
  - Professional Practice and Ethics examination
- 6.3.8 *Certified Public Works Inspector (CPWI)*
  - Professional Practice and Ethics examination
- 6.3.9 *Registered Public Works Technician (RPWT)*
  - Professional Practice and Ethics examination
- 6.3.10 *Registered In Site Improvements Surveys (RSIS)*
  - Professional Practice and Ethics examination
- 6.3.11 *Registered Steel Detailer (RSD)*
  - Professional Practice and Ethics examination
- 6.3.12 *Certified Steel Detailer (CSD)*
  - Professional Practice and Ethics examination
- 6.3.13 *Registered Building Designer (RBD)*
  - Professional Practice and Ethics examination
- 6.3.14 *Certified Residential Designer (CRD)*
  - Professional Practice and Ethics examination
- 6.3.15 *Registered Utility Locator Technician (RULT)*
  - Professional Practice and Ethics examination

## 7 Scheduling In-Person Invigilated Exam at Exam Center

In person proctored exams, can be scheduled by the exam taker at an exam center in their local area.

A list of ASTTBC approved exam centers is provided below.

- It is the exam taker's responsibility to pay any fees required by the exam center for proctoring services and/or parking if applicable.
- Please proceed as follows:
  - Contact an exam center and schedule a date and time for your exam.
  - Email the ASTTBC staff to inform them that you have scheduled the exam, include the following details:
    - Date and start time
    - Exam center name and address
    - Exam center contact person or proctor's full name, phone number and email address
- Staff will contact the exam center proctor and provide them with exam details.

## Exam Centers in BC

Institution / Agency	Address	City	Code	Telephone
University of the Fraser Valley	33844 King Road	Abbotsford	V2S 7M8	604 557 4006
Agassiz Library	7140 Cheam Avenue	Agassiz	V0M 1A0	604 796 9510
Brighton College	#300 - 4538 Kingsway	Burnaby	V5H 4T9	604 430 5608
North Island College	1685 South Dogwood Street	Campbell River	V9W 8C1	250 923 9715 x7715
Creative Employment Access Society	#103 - 555 4th Street	Courtenay	V9N 1H3	250 334 3425
North Island College	2300 Ryan Road	Courtenay	V9N 8N6	250 334 5014
College of the Rockies	2700 College Way	Cranbrook	V1C 5L7	250 489 8243
Northern Lights College	11401 - 8th Street (main campus)	Dawson Creek	V1G 4G2	250 782 5251
Institution / Agency	Address	City	Code	Telephone
Vancouver Island University	2011 University Way	Duncan	V9L 0C7	250 746 3509
College of New Caledonia	Fort St. James campus	Fort St. James	V0J 1P0	250 996 7019
Fort St. John Public Library	10015 - 100th Avenue	Fort St. John	V1J 1Y7	250 785 3731
College of the Rockies	RR# 4 #2 1535 - 14 <sup>th</sup> Street	Invermere	V0K 1K4	250 342 3210
Thompson Rivers University	Assessment Center Old Main building, Room OM1487 900 McGill Road	Kamloops	V2C 0C8	250 828 5470
Vancouver Island University Nanaimo	900 Fifth Street	Nanaimo	V9R 5S5	250 740 6276
Pemberton & District Public Library	7390A Cottonwood Street (in the community center)	Pemberton	V0N 2L1	604 894 6916

North Island College	3699 Roger Street	Port Alberni	V9Y 8E3	250 724 8741
North Island College	#140 – 8950 Granville Street	Port Hardy	V0N 2P0	250 949 7912 x2811
College of New Caledonia	Center for Student Success	Prince George	V2N 1P8	250 562 2131 x5837
Princeton & District Community Skills Center	206 Vermillion Ave	Princeton	V0X 1W0	250 295 4051
Okanagan College	2552 10th Avenue NE	Salmon Arm	V1E 2S4	250 832 2126 x8266
Northwest Community College	3966 2nd Avenue	Smithers	V0J 2N0	877 277 2288 x5807 250 847 4461
Northwest Community College	5331 McConnell Avenue	Terrace	V8G 4X2	250 635 6511 x5352
MOSAIC Language Center	#206 - 2555 Commercial Drive	Vancouver	V5N 5P4	604 708 3905
Vancouver Community College	1155 East Broadway, Rm. 4027	Vancouver	V5T 4V5	604 871 7093
Okanagan College	7000 College Way	Vernon	V1B 2N5	250 545 7291 x2204
Camosun College (Testing services)	3100 Foul Bay Road	Victoria	V8P 5J2	250 370 3598

Exam Centers in Alberta

Institution / Agency	Address	City	Code	Telephone
Airdrie Public Library	111 - 304 Main Street SE	Airdrie	T4B 3C3	403 948 0600
Chestermere Public Library	105B Marina Road	Chestermere	T1X 1V7	403 272 9025
Fairview Public Library	10209 109 Street	Fairview	T0H 1L0	780 835 2613
Grande Prairie Regional College	10726 106 Avenue	Grande Prairie	T8V 4C4	780 539 2050
High River Library	909 1st Street W	High River	T1V 1M7	403 652 2917

Other Exam Centers

For other exam (test) centers visit: <http://registrar.athabasca.ca/invignet/bc.php>

If there is no test center listed in your area, you can check with the following types of organizations to see if they provide exam invigilation/proctor services:

- post secondary institution
- public or private training institution
- high school
- public library
- employment service organization
- social services office
- notary's office
- local Health office
- some Chamber of Commerce offices

Other exam centers need to be approved by ASTTBC before you make the exam arrangements. Please email ASTTBC staff with details on the proposed center.