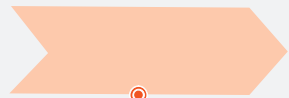


# The Application Process

## SUBMIT APPLICATION



### Applicant completes and submits:

- Self-assessment of competencies
- Proof of Education/Training
- Successful completion of challenge exam(s) (if applicable)
- Work experience
- Work samples (if applicable)
- Application form
- Application fee
- Additional documentation based on application type

## DOCUMENT COLLECTION



- Review of documentation to determine if any items outstanding or if clarification required
- Third party documentation collected (i.e. references, transcripts, credential assessment if applicable, etc.)

## FILE REVIEW\*



### Two Qualified File Reviewers review:

- Education/training
- Work experience
- Work samples (if applicable)
- Self-declared competencies
- References

### Registrar then notifies applicant:

- They have met the basic requirements for their application category
- Permission to proceed to exam(s)

## EXAMINATIONS



Successful Completion of Professional Practice & Ethics (PP&E) examination and/or other required examination(s)

## REGISTER



- Registrar notifies applicant that application for registration is approved
- Registration fee is requested
- ASTTBC sends certificate and seal
- Registrar places applicant on the register
- Once registered, registrant may apply for stamp (if applicable)

\*If one or both File Reviewers determine additional information is required or there are issues requiring further exploration, the application is referred to the credentials committee for further review.

The credentials committee may request additional evidence, seek clarification, or assign an examination(s) to determine if an applicant meets the requirements for registration.

The credentials committee notifies Applicant of deficiency(ies).

### Application may be:

- Rejected
- Limits and conditions may be placed on an applicant's registration, or
- Recommended for lower level of certification
- Granted

