

ASTTBC Application Guidance for Associates

What is happening to the Associate designation?

The associate, provisional, graduate technologist, graduate technician, and inspector-in-training categories of registration are in the process of “sunsetting” and will cease to exist as of January 1, 2025, to align with current legislation, bylaws, and regulations.

We are inviting all Associates to apply for reclassification of their registration to either practising or trainee status, dependent on whether the applicant can demonstrate they meet the minimum requirements for registration as specified in the *bylaws*.

When will the Associate designation be sunset?

The associate, provisional, graduate technologist, graduate technician, and inspector-in-training categories of registration will cease to exist as of January 1, 2025.

What are ASTTBC’s registration requirements?

An applicant for registration must demonstrate they meet the minimum educational, experiential and competency requirements as outlined in Schedule A of the *bylaws*, be of good character and repute and fit to practice, be proficient in the English language, and be entitled to work in Canada. Associate applicants are required to meet all registration requirements outlined in the *bylaws* for reclassification.

What if I do not meet the educational requirement?

An Associate applicant must demonstrate they meet the education requirements outlined in the *bylaws* for their respective class and discipline of registration. An applicant may be required to provide official transcripts or other relevant records if they have not already been provided to ASTTBC.

What if I do not meet the work experience requirement?

An applicant who has completed the educational requirements for entry to practice for their proposed class, sub-class, discipline, and/or endorsement but does not meet the experiential requirements as outlined in Schedule A of the *bylaws* may apply for reclassification into the trainee category of registration. By applying for registration as a trainee, the applicant undertakes to complete work experience requirements for entry to practice for their proposed class, sub-class, discipline, and/or endorsement.

A trainee registrant may only engage in applied science and technology practice while under supervision. The credentials committee must approve the trainee’s proposed supervisor prior to the trainee engaging in any applied science and technology practice.

Do I have to submit an application?

Yes, you will need to submit an application for reclassification. If you do not submit an application, your registration status as an Associate will cease effective January 1, 2025.

When do I need to submit my application by to meet the deadline?

We encourage all applicants to submit their completed application by end of June 2024 to allow for ASTTBC to process and assess an application for reclassification by the above noted statutory deadline.

What happens if I have previously applied for reclassification, but my application was unsuccessful?

If your previous application for reclassification to practising for either Applied Science Technologist or Certified Technician was rejected, you are required to submit a new application for reclassification. Your application will be assessed against the current minimum registration requirements outlined in the *bylaws*.

What can I expect during the application process?

The [application process](#) can be defined in the following steps:

- Step 1: Preparing your application
- Step 2: Submitting your application through the ASTTBC applicant portal
- Step 3: Document collection
- Step 4: File Review
- Step 5: Review by Credentials Committee or Registrar
- Step 6: Examinations
- Step 7: Placement on the Register

Please see the [ASTTBC website](#) for further details.

How do I submit an application?

Applications are submitted through ASTTBC's online application platform at [asttbcapply.ca](#). If you have submitted an application for reclassification and need to make changes or additions before the file review process is complete, please email registrations@asttbc.org and request that your application be "unlocked".

What do I need to provide in my application?

- Application form
- Declare all general competencies and rank them (please note Associates who completed an accredited educational program do not need to declare the general competencies)
- Select minimum of five discipline-specific competencies including indicators for performance
- Provided education and work experience related to each general (if applicable) and discipline-specific competency claimed (**IMPORTANT:** Applications without this supporting documentation will not be processed)
- A minimum of three References to support self-assessment of competencies and work experience including the applicant's current supervisor (and the applicant's previous supervisor, if they have been in their current position for 6 months or fewer or if they do not currently have a supervisor)
- Good character declaration section
- current or most recent job description (if current, must be signed by supervisor)
- Two pieces of acceptable ID, one of which must demonstrate Canadian citizenship or authorization to work in Canada, and one must include a photo (see acceptable list of IDs for reference)
- Proof of [English language proficiency](#)
- If NOT a Canadian citizen, a copy of valid permanent resident card or work permit
- Copy of Diploma/Certificate
- Transcript of grades (NOTE: Official Transcript must be emailed or mailed directly to ASTTBC by the academic institution)

- a course outline, if from non-accredited program
- For education completed outside of Canada: documentation is attached showing the applicant's completed educational program has been reviewed by an international credentialing agency (WES or ICES) as an equivalent to a Canadian recognized program. Full version of original assessment report (with marks of transcript) from the assessor is required and accepted in lieu of original and official transcript
- Application for Reclassification fee

Who may act as a reference for my application?

Referees who verify competencies and work experiences must themselves have adequate qualifications and competencies in order to do so credibly. Referees registered with ASTTBC in good standing, or another regulatory body or professional association are highly preferred. Referees must be in a position to verify specific details provided by applicants, such as approximate dates, duties, work experiences, and how competencies were demonstrated in the course of the applicant's work.

Individuals who are in a familial or intimate relationship with the applicant, in a position of subordination to the applicant, or there is a conflict of interest or apprehension of bias with the applicant, should not serve as a referee.

My work experience is not in the discipline of my completed education, can I still reclassify?

If an applicant is applying for a discipline that differs from their educational program, they must be able to demonstrate that they meet the discipline-specific competency requirements obtained through their work experience at the technologist or technician level or have completed additional course work in their area of practice. The credentials committee may assign a certification exam.

Do I need to write any exam(s)?

All applicants are required to successfully complete the Professional Practice and Ethics (PP&E) exam. Once your completed application has been reviewed and deemed to have met the minimum educational, experiential, competency, good character, and fitness to practice registration requirements, you will be eligible to write the PP&E exam.

Additionally, if you have completed a non-accredited educational program or are applying for a discipline that differs from your completed accredited educational program (and there is a discipline-specific exam available), you will be required to successfully complete a certification examination, as listed in Schedule B of the *bylaws*.

If you have successfully completed the PP&E exam as part of a previous application, you are not required to rewrite the exam.

How much does the application process cost?

The application fee for reclassification is \$203.70 (GST included).

The fee for the PP&E examination is \$283.90 (GST included).

The fee for Certification examinations assigned by the Credentials Committee which are administered through a third-party platform (Meazure Learning) is \$301.00 (GST included).

Once your application is approved, you will be required to pay a registration fee of \$431.65 (GST included) This fee is pro-rated in the 1st year of registration.

Please note under section 52.1 of the *bylaws*, the Executive Director or 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. Please see the [Fee Reduction and Waiver Policy](#) for further details.

How long does the application process take? How can I move my applicant along?

Most applicants have their applications reviewed and are moved to the examination phase within six (6) weeks from the date of receipt of a complete application (which is defined as ASTTBC's receipt of all application documentation, including receipt of completed reference questionnaires, third-party documentation, and applicable fees). Applicants are advised that delays in the initial processing of their application may be affected by the timeliness in their references completing the reference questionnaires, or ASTTBC receiving official third-party documentation, such as transcripts or credential assessments.

Length of time is significantly impacted by any leave or inactiveness on the part of the applicant, timeliness in studying for and taking examinations, success on examinations, and the accreditation status of the applicant's academic program.

You can avoid delays by responding promptly to any ASTTBC questions about your documentation, qualifications, course work, references etc. Applicants whose education is non-accredited or foreign, may also require additional time to complete the application process because additional information may be requested of them. If this is the case for you, responding promptly to requests for more information from ASTTBC will facilitate the processing of your file.

Make your examination(s) a priority – study well but do not “put them off”, which is a common cause for delayed registration.

Am I required to complete Continuing Professional Development (CPD) for the first year I am registered?

You are not required to complete the CPD requirements during the first year you are a practising registrant. Please note under section 54.1 of the *bylaws*, prior to November 30th of each year after your first registration renewal, practising registrants must complete 12 hours of CPD, unless the registrar exercises their discretion to extend the deadline for the completion of the CPD hours under section 55.3.