ASTTBC TECHNOLOGY PROFESSIONALS ROWP Application Instructions

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NOTICE: Educational, experiential, and competency requirements, as well as ASTTBC policies and procedures in place at the time a complete application is submitted will apply.

Registration Requirements

Prior to submitting an application, please review the registrations requirements on the ROWP page of our website and the ASTTBC Bylaws:

- **Section 36** outlines the admission requirements for all practising registrants
- **Schedule A Part 5** outlines the ROWP admission requirements
- **Appendix A– ROWP Competencies** outlines the competencies required for registration

ROWPs must be registered with one or more endorsements.

There are **four endorsement categories** which an applicant may apply for:

- **Planner** (PL) – is responsible for the assessment of site and soil conditions, system design, construction review, and certification of system construction. Individuals that are registered as a Planner are also permitted to perform private inspections without the requirement of the Private Inspector endorsement.

- **Installer** (IN) – is responsible for the physical installation and repair of onsite wastewater systems in accordance with specifications provided by a ROWP Planner or a Professional as defined in the *Sewerage System Regulation*.

- **Maintenance Provider** (MP) – is responsible for the maintenance of onsite wastewater systems in accordance with the maintenance plan provided by a ROWP Planner or Professional. Individuals that are registered as a Maintenance Providers are also permitted to perform private inspections without the requirement of the Private Inspector endorsement.

- **Private Inspector: Commercial** (PIC) or **Residential** (PIR) – is responsible for the assessment of existing systems – typically to support real estate transactions or building permit applications. This endorsement is split into two categories, Private Inspector Residential (PIR) or Private Inspector Commercial (PIC). ROWP Private Inspectors-Residential (PIR) inspect sewerage systems on residential properties whereas ROWP Private Inspectors-Commercial (PIC) inspect sewerage systems on commercial properties. Individuals that are registered as a Planner or Maintenance Provider are also permitted to perform private inspections without the requirement of the Private Inspector endorsements, however, are not authorized to use the Private Inspector designations.

Create an Account

To apply, you must have an account at www.asttbcapply.ca.

New to ASTTBC

If you are a new applicant and have not started or submitted an application at www.asttbcapply.ca before in any class of registration you must first Create an Account.

Remember your sign-in credentials.

Existing Account Holders

If you ever applied in any category or started an application at www.asttbcapply.ca, you may already have an account. Please sign-in using your existing credentials; **do not create a new account**. If you are unsure or have forgotten your login credentials, please contact registrations@asttbc.org for assistance.

Login at www.asttbcapply.ca

- **Email:** enter the email address used to set-up your account
  - Forgot your username, contact registrations@asttbc.org for assistance.
- **Password:** enter your password for the application site
  - 'Forgot Password?' use this link to reset. Check your junk/spam folders if the message is not in your Inbox.

Complete the Online Application Form

You may save your work and login to the application as many times as needed before submitting. Please do not submit an incomplete application, it will lock it for editing.

ASTTBC TECHNOLOGY PROFESSIONALS ROWP Application Instructions

To navigate the application, you may use the 'Save' and 'Next' buttons at the bottom of each page or the application menu on the left as shown in the screenshot below.

Please read and follow the instructions on each page of the form.

Note: The **Type of Application, Class of Registration** 'Onsite Wastewater' and **Endorsements** pages must be completed and saved first to ensure you complete the correct application.

All pages of the application need to be completed as outlined in the instructions before submitting.

! Remember to **'Save' your work regularly** and always save before changing pages, clicking a link, or navigating away otherwise information may be lost.

Preparing for the Online Application

You may start the online application at any time. You may prepare the following information offline, and then copy and save it to your online application.

1. Three Technical References

A minimum of 3 technical references are required.

Each competency must be attested to by at least one technical reference.

You must include as a technical reference(s) the Authorized Person(s) and/or direct supervisor(s) referred to in all project files submitted References will be requested to verify your work experience, technical competencies, and character. References registered with a regulatory body, or a professional association are preferred.

Individuals who are in a family or intimate relationship with the applicant, or in a position subordinate to the applicant (for example, if they are the applicant's employee) should not serve as referees.

- Contact information (address including postal code, phone number, and email) will be required for each reference, **please confirm with each reference.**
- An automated email with a unique and confidential link will be sent directly to each referee once your application is confirmed complete.

2. Competencies – General and Endorsement Specific

IMPORTANT: To avoid a technical issue of the system that could result in the loss of information that you enter in the online application, we recommend that you **use the applicable Word document(s) below to complete these sections for the online application.** You can then copy the information into the online form.

General Competencies (required for all applicants)	• General Competencies
Endorsement Competencies (complete for the endorsement(s) you are applying for)	• Planner Competencies • Installer Competencies • Maintenance Provider Competencies • Private Inspector Competencies

The application is an evidence-based process, the onus is on the applicant to provide the evidence to demonstrate they have met the competencies for registration. Please do not rush this section.

- Where a competency has been met through education, the program/course information should also be listed on the Education page of the online form. A copy of an official transcript noting completion and an applicable course outline is required.
- Where a competency has been met through work experience. The job should be listed on the Work Experience page of the online form and a supporting job description should be uploaded to the attachments section.

3. Attachments

Note: accepted formats are PDF, JPG, Word, and Excel; files must be no larger than 25MB.

For a complete application, the following documents **must** be uploaded to the Attachments page, unless noted otherwise.

Education

Applicants must request original/official transcripts to be **sent to ASTTBC directly by the issuing institution** by email (preferred) or mail. Upon receipt, staff will upload these to your application. In the interim, you may upload unofficial copies so we may begin processing your application.

- **Email:** registrations@asttbc.org
  - do not use a password, but if mandatory it must also be sent to this email address

- **Mail:** Attn: ROWP Coordinator
  ASTTBC
  10767 148 Street
  Surrey, BC V3R 0S4

  - if sent by courier or tracked mail, please do not require a signature for delivery or it may be returned to sender, please check and advise the sender of this

Identification (ID)

Applicants must be a Canadian citizen, a permanent resident of Canada, or otherwise authorized to work in Canada.

- Provide copies of two separate pieces of valid government issued ID, one must be a picture ID.
- A copy of a valid passport along with a copy of valid Permanent Resident card or work permit is required for non-Canadian citizens.

English Language Proficiency

Applicants must meet the English Language Proficiency Policy requirements, documentary evidence is required.

Official documents **must be sent to ASTTBC directly by the issuing institution**. Common forms of evidence are a transcript, indicating the applicant has completed either a secondary (high) school diploma, post-secondary certificate, diploma, or degree of a technology program, please read the policy for full details.

Work Experience

Provide a copy of your current job description signed by your current supervisor.

Other Attachments

Upload the following attachments by clicking the 'add another attachment' button at the bottom of the Attachments page.

Project Files with Endorsement Checklists

You must submit evidence of work completed (project files) on actual onsite wastewater systems for the endorsements you are applying for.

Please refer to the endorsement information sheets for the checklists and details.

- Endorsement Information Sheet – Planner
- Endorsement Information Sheet – Installer
- Endorsement Information Sheet – Maintenance Provider
- Endorsement Information Sheet – Private Inspector

If you are applying for more than one endorsement, please refer to all applicable endorsement information sheets, and complete the required checklists for all project files.

The finalized project files with the endorsement checklists must be uploaded in the attachments section.

List of Tools for Each Endorsement

You must submit a separate list of tools used for each of the endorsement(s) you are applying for. Refer to the applicable endorsement information sheets for details.

4. Prepare for Submission

Payment of the applicable application fee as outlined in Schedule C of the ASTTBC Bylaws is required for submission. Submitting the application locks the application for editing for the applicant and puts it in queue for staff review. Staff will contact the applicant by email once it has been reviewed for completeness.

ROWP Application Instructions

General Review Process

Please refer to the application process information on the ROWP page.

- Once an application submitted, it takes a minimum of 2-3 weeks for staff to review the application for completeness. Additional information may be requested.
- Once complete, staff will notify references to complete the reference questionnaires by email. Each referee is sent a unique link to provide their feedback.
- Once the application is complete, including references, it is forwarded to qualified individuals/file reviewers for evaluation and recommendation to the credentials committee.
- Once file reviewer recommendation(s) have been received, the application is forwarded to the credentials committee for review and decision. Applicants will be advised of their decision by email or mail.
- Applicants recommended by the credentials committee for registration approval must then pass two exams: the Professional Practice and Ethics (PP&E) Exam and the ROWP Jurisprudence Exam, fees apply. Please see the Exams page for general information and study materials. Staff will advise when the applicant is eligible to complete the exams.
- Once both exams are complete, applicants must submit payment for the annual registration fee (prorated after January) before registration is granted. Submission of a complete stamp application form and fee will also be required.

Questions

Contact ASTTBC registration staff at registrations@asttbc.org.