English Language Proficiency Policy

Policy Subject	English Language Proficiency Policy
Policy Section	Credentialling Policies & Procedures
Policy Number	
Approving Authority	Credentials Committee
Revision	1.0
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Responsible Officer	Deputy Registrar

REASON FOR POLICY

Effective communication is essential for the provision of competent, safe, and quality applied science and engineering technical services. Language efficiency enhances public protection by ensuring that registrants can communicate effectively with employers/employees, colleagues, clients, and other members of the public. For these reasons, the Credentials Committee believes that applicants must provide evidence of language proficiency in English.

APPLICABILITY

This policy applies to all applicants for registration in their respective category, class, sub-class, discipline, or endorsement. All applicants are required to provide evidence that demonstrates their proficiency in English.

POLICY STATEMENTS

1. 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

2. Policy Statement:

As per section 36(c) of the bylaws, all applicants must demonstrate proficiency in the English language to the satisfaction of the credentials committee.

ASTTBC accepts Canadian Language Benchmark (CLB) competency level 7 or above in reading, writing, speaking, and listening. CLB 7 is defined as "adequate" in Stage II – Intermediate Language Ability.

For further details on CLB 7 level, see the overview of CLB and NCLC competency levels table here.

The Credentials Committee has approved the following examinations to evaluate an applicant's English language proficiency:

- Canadian Language Proficiency Index Program (CELPIP) – General Test.
- International English Language Testing System (IELTS) – General Training
- Test of English as a Foreign Language (TOEFL)

Other exams may be considered if the applicant can provide formal evidence that the exam has been benchmarked to the CLB or another benchmark acceptable to the Credentials Committee.

The following test scores have been deemed equivalent to CLB 7:
CELPIP – 7.0 (see table below)

English Exam Results – minimum scores must be achieved in two or less sittings

Exam	Reading	Writing	Listening	Speaking
Canadian Language Proficiency Index Program (CELPIP) - General Test	7	7	7	7
International English Language Testing System (IELTS) – General Training	6.0	6.0	6.0	6.0
Test of English as a Foreign Language (TOEFL)	13	21	12	18

3. Terms and Conditions:

An applicant may meet the requirement by:

(a) Providing documentary evidence in the form of an official transcript, indicating the applicant has completed either a:
   i. secondary school diploma, post-secondary certificate[1], diploma, or degree from an educational institute where English is the primary language of instruction; or
   ii. a passing mark of secondary school English 12 or equivalent in an English-speaking country when English is the primary language of instruction, or

(b) providing a report of successful completion, directly from a language testing agency, to ASTTBC that the applicant has achieved minimum scores required by the Credentials Committee on a standardized language proficiency test listed above. An applicant must meet the minimum scores in each area (writing, speaking, listening, reading); or

(c) Providing documentary evidence sent directly from another regulatory body to ASTTBC that an applicant has already been assessed and met an equivalent standard for English language proficiency in their home jurisdiction.

Applicants who feel they have met the English language proficiency requirements, but are unable to provide any of the above supporting documentation may submit the following to the Credentials Committee for consideration:

(d) A letter written by the applicant outlining the reasons they are unable to provide the required evidence, including specific details on how, when, and where they have satisfied the English language requirements; and

(e) A sworn declaration or affidavit included at the end of the letter, stating: *"I am proficient in the English language at the CLB 7 level, and I wrote this letter on my own without assistance."*

[1] Post-secondary certificate consists of a minimum of 30 credit hours of coursework

Applicants may also provide in addition to the written letter and affidavit or sworn declaration:

(f) Evidence/supporting documentation of proficiency, if any; or
(g) Letter(s) of reference, if applicable;

Please note official documentation may be requested if referenced in the written letter and affidavit or sworn declaration.

An applicant who can provide acceptable evidence of proficiency will be deemed to have met the language proficiency requirement for registration. An applicant who cannot provide sufficient evidence of proficiency will be notified that they cannot be registered until they meet this requirement.