

Your Application for Reclassification...

Member Services & Benefits...

1. Titles protected under ASTT Act
2. Stamp/Seal
3. Technologist/Technician Ring
4. Professional Liability Insurance
5. Continuing Education Workshops
6. Career Manager
7. Awards
8. Annual Report & Directory
9. Member Compensation Survey
10. ASTT News
11. Web Site (www.asttbc.org)
12. M.L.A., M.P. Newsletter
13. Community Representatives
14. TechSearch (career search assistance)
15. TechWORKS! careers in technology video, booklets and TechBAR! display
16. Employment Assistance... CTEN
17. Credit Card for ASTTBC
18. Cellular Phone Services
19. Insurance Programs: Life, Home, AD&D and Dental
20. RRSP, RESP and more
21. New Car Purchase Plan
22. Regalia

TechSearch™

... bringing skilled technologists and technicians together with prospective employers

Internet... ASTTBC is a partner in **CTEN**, a web-based employment referral service for members and employers operated by a network of provincial technology associations.

Mail... ASTTBC mails career postings for employers who want to target specific groups quickly.

When you initially joined the Association if you were classified as an Associate Member, Graduate Technologist/Technician, or Certified Technician; your requirements for reclassification were probably outlined on the second page of your Acceptance Letter.

1. **Academics** – if academics were required, submit a copy of your Diploma or Certificate plus an original or certified copy of transcript of marks.
2. **Technical Report** – if a technical report was required, you must follow the ‘Suggested Guide for Preparation of a Technical Report’ and submit the ‘Declaration of Authorship’ Form.
3. **Experience** - if experience was required, please submit a *detailed* work history, which must be signed by your current supervisor (not just a resume), including the following information:
 - Name and address of employer(s)
 - Name of immediate supervisor
 - Position title
 - Date position began and ended (year/month/day to year/month/day)
 - Detailed job description
 - ◆ describe the primary function and purpose of each position
 - ◆ list and describe specific technical duties, level of responsibility, supervisory positions held and promotions received
 - ◆ state the degree of supervision received
 - ◆ describe any other unusual working conditions, specialized assignments or any other aspect of your work that you believe should be considered in evaluating the position
 - Please refer to PLAR Certification Bulletin attached for possible additional reclassification options
4. **References** – if experience was required, then you must submit (**on a separate list**) four (4) reference names (complete with accurate mailing address and phone number) who can verify your current and past technical experience. One reference should be your current supervisor. Do not include personal references.
5. **Submit** the attached ‘reclassification form’ completed, \$168.00 reclassification fee (\$150.00 + 12% HST) and the above noted information. To avoid unnecessary delays, please ensure that you and your supervisor have signed the form and that all information requested is supplied. A new certificate will be issued upon reclassification approval by the Board of Examiners.
6. **In order** to reclassify, current year’s dues must be paid. You will not be charged any further dues for the current year once you reclassify.

Professional Practice and Ethics Exam

Effective June 31, 1994

All regular applicants are required to pass the Professional Practice and Ethics Exam.

All Reclassification and reinstatement applicants will be required to pass the Professional Practice and Ethics Exam if they have not done so after June 30, 1994.

Students, Student Associates, Grad Technicians and grad Technologists will not be required to write the exam until applying for certification.

This is an open book exam based on the information found within the ASTTBC Act and Regulations and Code of Ethics, which will be mailed to you upon receipt of your application.

PROFESSIONALISM IN PRACTICE SELF-STUDY MODULE

Effective January 1, 2004

ASTTBC Council passed a motion that effective January 1, 2004, all applicants and members must complete the Professionalism in Practice Workplace Ethics Self-study Module.

LEVELS OF WORK AS APPROVED BY THE ASTTBC

Board of Examiners

<u>LEVEL</u>	<u>DESCRIPTION OF WORK</u>
1	Applies technical or trade skills under close supervision or as part of a working team. Performs routine technical procedures and makes few independent decisions.
2	Performs routine technical procedures with occasional direct supervision. Assumes limited responsibility for decisions.
3	Performs technical tasks and solves problems based on the principles of applied science technology. Makes some decisions and assumes responsibility for those decisions. Receives only limited direct supervision.
4	Works in complex technological areas without routine direction. May require knowledge in more than one area of technology. Receives broad task objectives from superiors, responsible for significant technical decisions, may train other technical or business professionals.
5	Occupies a senior position requiring a technical background. May act as a manager and/or consultant and be regarded as a technical expert in his/her field. Independently conceives programs and defines problems to be studied or departmental objectives to be attained. Participates in the development of operating policies and/or corporate objectives. Involved in long range planning of the organization.
6	Supervises the work of a team of professionals, ultimately responsible for projects; and/or an executive fulfilling a senior management role in significant technological undertakings.

INFORMATION FOR CANDIDATES SEEKING RECLASSIFICATION UNDER THE 'PLAR' CLAUSE OF BOARD OF EXAMINERS POLICY

Please read this carefully!

The following information is for Certified Technician and Associate members. When you originally applied for membership with ASTTBC, your classification was determined based on a careful review of your academics and experience. At that time the Board of Examiners determined that in order to reclassify to an Applied Science Technologist or Certified Technician you needed additional education and/or experience.

New policy (November 1998) now takes into account recognition of an assessment of prior learning (PLAR) and allows demonstration of course equivalency through experience demonstrating competence and capability. **If you know which courses are outstanding** you might choose to submit a sample(s) of your work or a mini-report(s) documenting how your professional experience meets the necessary course criteria. **If you do not know what academics are outstanding** you are advised to write to the Board of Examiners requesting an up-grading program. You should include with your letter a detailed synopsis of your experience (not just a resume) and proof of completion of any additional academics you have acquired (including certificates, transcripts of marks and course outlines).

Certified Technician certification has always taken into account work experience, permitting the awarding of experiential learning points; in addition, relevant continuing education and professional development was credited. **New policy now also grants the Board of Examiners the discretion to award limited academic points towards Technologist certification, based on senior experience.** If you have been working at a more senior level, you may wish to submit a detailed description of your work. This clause is designed to recognize individuals who are leaders in their field, but whose academics do not precisely match up to the Canadian Technology Standard (CTS) in that discipline.

The special consideration option is granted to exceptional applicants, exclusively at the discretion of the Board of Examiners. Special consideration has now been expanded beyond the comprehensive portfolio submission (guide available on request) and it includes the opportunity to submit a detailed, extended technical report, one conclusively demonstrating global competency and capability in a technology discipline. Alternatively, a combination of outstanding, continuing professional development (CPD) and samples of the applicant's work may be considered by the Board of Examiners.

The special consideration option is designed for applicants who may lack extensive academics, but have outstanding experience that demonstrates equivalency to the academics required for certification as either a Certified Technician, or Applied Science Technologist.

The Board of Examiners may require additional details or further proof of authenticity of any submission; it also reserves the right to conduct a work-place audit on a fee-for-service basis.

Whether you are applying for upgrading to Certified Technician or Applied Science Technologist, **the quality and presentation of your submission should be indicative of a technology professional.** You must describe your experience in terminology that assists the Board of Examiners to envision your professional role; this is key. Please review the Board of Examiner's descriptions of work and see how they relate to your professional life. As a guide, a senior Technician would *at least* be functioning at a level 3, a senior Technologist at level 4. Make sure you include details (transcript of marks, course outlines, certificates etc.) of any relevant CPD or other formal academics you have completed since certification.

If you are not completely sure of the competencies demanded by each CTS you are very strongly advised to obtain a copy from the Canadian Technology Human Resources Board Webster (www.cthrb.ca); they are available online for a nominal fee.

The preceding is a simplified guide and is not intended to be a definitive statement of Board of Examiners' policy. Your application for reclassification will be carefully and positively assessed by a Board of Examiners' academic reviewer. The recommendations of the Reviewer must then be endorsed by the Board of Examiners. A straightforward application may take up to 6 months to process, but you will be advised promptly of the result. If any additional submission is required, this will extend the process but would be required in order to assist your application; **so please do not anticipate a time frame or outcome for this re-certification process.**

This is not a 'grandparenting' provision and will likely involve you in considerable time and effort to complete a satisfactory submission. Staff may not anticipate decisions of the Board of Examiners, so please do not ask them to make any special provision for your application. Any decision of the Board of Examiners may be first appealed in writing to the Board and ultimately to the Council of ASTTBC. **You should also be aware that individuals certified under this policy and wishing to transfer membership out of British Columbia may be requested to complete additional academics.**

We look forward to working with you in this application for reclassification, **if you have any queries please use Fax or Email only for a prompt and definitive response.** It would be helpful if you include your full name, membership number, home and business phone numbers and Email address.