

**THE APPLIED SCIENCE TECHNOLOGISTS & TECHNICIANS
OF BRITISH COLUMBIA**

(ASTTBC)

2011 STEEL DETAILING CERTIFICATION POLICY

DISCLAIMER

This policy, prescribed by the Council of ASTTBC is issued to the ASTTBC Board of Examiners as its operational document. The Policy is also provided on our website for the general information of all registrants, the public and potential applicants.

ASTTBC staff are available, upon request, to provide guidance and general explanation of the Policy. In the instance that further clarification is required, such interpretation will be made by the Board or ultimately through special decisions of the Council of ASTTBC.

Constructive suggestions are welcomed and will be forwarded to the Board.

STEEL DETAILING CERTIFICATION POLICY

September, 2011

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1.0 Steel Detailing File Reviewer

1.1 Process

Annually, the Steel Detailing Institute of British Columbia (SDIBC) will recommend to the Registrar a Steel Detailing File Reviewer for appointment to the ASTTBC Board of Examiners (Board).

The candidate should be an experienced registrant of the special certification group and a certified member of ASTTBC.

This individual may be recommended by the Registrar to ASTTBC Council for appointment to the ASTTBC Board.

In the event that a suitable individual cannot be identified, the Chair of the Board or his designate will perform file reviews in cooperation with senior registrants from the specialization.

The appointed member may choose to seek guidance from senior registrants of the special certification group to assist in the certification decisions.

All participants in the certification process are bound by the ASTT Code of Ethics to confidentiality.

1.2 Responsibilities of the File Reviewer and Board of Examiners (Board)

1.2.1 The File Reviewer shall consider applications for certification and make recommendations to the Board who may:

- (a) approve the application,
- (b) refuse the application, or
- (c) defer the approval of the application until it is satisfied that the applicant has complied with a requirement made under this section.

1.2.2 The Board may, in its discretion, require an applicant for certification:

- (a) to pass one or more examinations set by the Board
- (b) to obtain more experience of a kind satisfactory to the Board for a period set by the Board.

1.2.3 The Board shall send a written notice of any decision made by it to the applicant. If the decision made by the Board is to refuse or defer certification of the applicant, reasons for the decision shall be sent in writing to the applicant.

1.2.4 Subject to the approval of the ASTTBC Council the Board shall establish and implement policies and procedures relating to:

- (a) Certification;
- (b) Standards for Certification;
- (c) Examinations;
- (d) Classes of Certification;

and such other matters as may be by ASTTBC Council. The Board shall regularly review its policies and methods and recommend changes to ASTTBC Council as required.

- 1.2.5 To meet its obligations the Board shall have the power to appoint *other* File Reviewers to assess whether applicants for certification satisfy the requirements for certification. The Board shall have the responsibility for the consistency of

2.0 Classes of Certification

2.1 Registered Steel Detailer (RSD)

A RSD is a person who has met the required standards of certification and who practices at the required level established by the Board.

A RSD will be required to demonstrate competency in accordance with the Profile which will normally require completion of the following:

EITHER OPTION 'A'

- (a) Applied Science Technologist (AScT) certification with ASTTBC in Building or Civil Technology, and
- (b) a minimum of three (3) years related and acceptable experience in Steel Detailing.

OR OPTION 'B'

- (c) Graduate of a recognized program in Building, Civil or Structural Technology, or equivalent who has completed a basic course in Steel Detailing, a Connection Design course and a course in Welding Fundamentals, and
- (d) In addition, the graduate must have completed three (3) years of related and acceptable experience in Steel Detailing.

OR OPTION 'C'

- (e) Certified Steel Detailer standing plus a minimum of four (4) advanced level courses selected from the Steel Detailing Course Guideline, and
- (f) a minimum of five (5) years total related and acceptable experience in Steel Detailing.

OR OPTION 'D'

- (g) Other equivalent qualifications acceptable to the Board.

PLUS ALL OPTIONS MUST

- (h) have knowledge of CSA-S16 Code, and
- (i) complete ASTTBC Professional Practice and Ethics Exam.

2.2 Certified Steel Detailer (CSD)

A CSD is a person who has met the required standards of certification and who practices at the required level established by the Board.

A CSD will be required to demonstrate competency in accordance with the Profile which will normally require completion of the following:

EITHER OPTION 'A'

- (a) Certified Technician (CTech) certification with ASTTBC in Building or Civil technology, and
- (b) a minimum of two (2) years related and acceptable experience in Steel Detailing.

OR OPTION 'B'

- (c) graduation from a recognized drafting program with specialization in Steel Detailing or graduation and at least three (3) intermediate level Steel Detailing or related courses selected from the Steel Detailing Course Guideline, and
- (d) a minimum of four (4) years related and acceptable experience in Steel Detailing.

OR OPTION 'C'

- (e) other qualifications acceptable to the Board.

PLUS ALL OPTIONS MUST

- (f) have knowledge of CSA-S16 Code, and
- (g) complete ASTTBC Professional Practice and Ethics Exam.

2.3 Associate Steel Detailer (ASD)

An ASD is a person who has met the required standards of certification and who practices at the required level established by the Board.

An ASD will be required to demonstrate competence in accordance with the Profile, which will normally require completion of the following:

EITHER OPTION 'A'

Graduate of a recognized program in Drafting-Architectural, Steel Detailing or Computer Aided Drafting, or equivalent.

OR OPTION 'B'

Other equivalent qualifications acceptable to the Board.

- 2.4 A **'Retired'** Member or Registrant is defined as a current Member or Registrant in good standing with ASTTBC, who has reached the age of 55 or older, and has decided to become non-practicing or provide limited works and services per Council approved policy for 'Retired' status. The Member or Registrant must commit in writing not to engage in engineering or applied science technology or a scope of practice beyond the practice limits established by ASTTBC Council policy.

A 'Retired' Member or Registrant is permitted to volunteer, without remuneration, as a mentor or trainer in the field of engineering and applied science technology or carrying out no more than 100 hours of work per year for compensation. In all activities the 'Retired' Member must abide by the ASTT Act & Regulations and ASTTBC Council policies (including Code of Ethics and Continuing Professional Development requirements) regarding practice guidelines, standards and processes.

While a 'Retired Member or Registrant will be shown on the ASTTBC Registry as having 'Retired' status, the member or Registrant is not required to show '(Retired)' after their certified designation. 'Retired' members and Registrants are required to inform potential clients or employers of their practice limitations.

3.0 Definition of Steel Detailing

3.1 The practice of Steel Detailing will encompass the following:

The Steel Detailer takes the original concept of the framework for the steel structure as shown on the contract design drawings, interprets them and translates the information into shop detail drawings and erection diagrams. These detail drawings, through sketches, lines, dimensions and notes, give complete instructions for cutting, punching and then assembling the various structural members with bolts and/or welds.

Through the shop drawings, the Detailer must convey in technical language all information required for the shop to fabricate many different types of structural members. To prepare these drawings a Detailer must have a thorough knowledge of the latest engineering specifications and be familiar with specialized techniques of shop fabrication and field erection.

The Detailer must also be acquainted with many details and construction methods used in connection with other types of material which may be installed on a steel frame.

A Detailer should have a general understanding of the manufacturing processes used at rolling mills. This knowledge will help the Detailer understand the different physical characteristics and forms or shape of structural steel as received at the fabricator's plant.

To perform his/her duties efficiently and to understand the functions of other departments the Detailer must have a working knowledge of the many operations of the fabrication and erection process.

4.0 Profiles

4.1 Registered Steel Detailer (RSD)

Function: Working independently or with limited supervision a RSD may perform routine steel connection designs and details with the minimum experience required for certification. More complex designs and details will be incorporated into the RSD's practice with added experience.

A RSD prepares and maintains accurate records, reports and other materials related to the work. A RSD is able to read and interpret plans and specifications in the discipline and jurisdiction in which the Detailer is working.

Responsibilities may include public relations, liaison and coordination with others incidental to the work. A RSD exercises sound judgment and has knowledge of government regulations, plans, specifications and policies.

Duties: Work assignments are normally in the form of designation of areas or portions of the project which he/she is to handle, together with engineering drawings,

specifications, standards, codes, etc., required by the contractual standards, codes, etc., required by the contractual requirements and/or legal authorities.

Within the scope of the particular assignment, the RSD exercises broad latitude in determining how best to accomplish the ends required. He/she works under minimum and general supervision.

The RSD personally prepares layouts, calculations and/or other design work of the most difficult and critical nature and, to the extent that others are designated to support him/her, he/she directs and supervises them in less difficult and/or critical work.

The RSD personally prepares the most difficult and critical finished drawings or portions, delegating and supervising simpler portions to the extent possible.

The RSD checks layouts, calculations and finished drawings prepared by others. He/she ensures that all work done by anyone within the scope of his/her assigned work is properly checked by a person other than the one whose work is being checked.

The RSD personally makes all checking corrections and engineering corrections on his/her own work and ensures that on work done by others under his/her supervision, that corrections are made by the individual who did the original work.

Responsibilities: To ensure that all work done by himself/herself and/or others under his/her supervision is correct and in full conformity with all contractual, legal and ethical standards. To ensure that details are such that fabrication will be as economical as possible to satisfy all requirements. To execute detailing as efficiently and economically as possible.

Qualifications: The RSD must have expert knowledge of all of the graphical, mathematical and analytical skills employed in steel detailing. These may have been acquired through any appropriate combination of formal training, study and/or experience. He/she must have the ability to determine the optimum approach to the problems to be solved and to carry out the work with minimum direction and/or supervision. He/she must also have the ability to direct and supervise lower level drafters.

Criteria for Evaluation: Completeness and accuracy of work; speed of work; relative number and types of checking and/or customer corrections required; effective utilization of personnel; speed and thoroughness of checking; reading and other activities to maintain and improve skills.

4.2 Certified Steel Detailer (CSD)

Function: Working independently or with limited supervision the CSD may perform routine steel detailing.

A CSD may perform steel detailing encompassing various types of construction works or must display a demonstrated expertise in a specialized field of detailing.

A CSD is responsible for compiling pertinent data and maintaining accurate records to be used in the preparation of reports.

Responsibilities may include public relations, liaison and coordination with others incidental to the work. A CSD exercises sound judgment and has knowledge of government regulations, plans, specifications and policies.

Duties: Work assignments to CSD are generally more limited in scope, more specific as to what is to be done, and more detailed as to how it is to be done than those to RSD.

The degree of latitude allowed the CSD varies with the complexity and criticality of the work and the development of the individual's skills. Perhaps a number of beam/column joints are to be similar but the specific sizes of members varies. The basic geometrics would have been established by a RSD and perhaps the limiting conditions worked out in detail. The CSD would then work out the details of each of the other combinations. Such work may be mathematical, graphical or any other combination.

Working from layouts and/or other data, developed by himself/herself or others, the CSD prepares finished drawings ranging from the simplest to the moderately complex.

The CSD checks work done by Associate Steel Detailers (ASD).

The CSD makes all checking and/or engineering corrections required on all work which he/she has done.

Responsibilities: To execute assignments accurately, thoroughly and efficiently. When situations are encountered where the CSD is uncertain as to what to do or how to do it, to request assistance, amplification, explanation, etc. from the responsible RSD or Project Supervisor. To read, take courses and otherwise expand and develop his/her capabilities.

Qualifications: The qualifications of the CSD differ from those of the ASD in that he/she must have demonstrated ability to execute assigned work with a minimum of supervision.

Criteria for Evaluation: Completeness and accuracy of work; speed of work; relative number and types of checking and customer corrections required; degree and frequency of supervision required; activity to maintain and improve skills.

4.3 Associate Steel Detailer (ASD)

Function: Appointed by the office manager, ASD are assigned by him/her as members of squads for specific projects and take directions from the Project Supervisor and/or higher level Detailer as assigned. ASD exercise no authority except as may be specifically delegated.

Duties: Under the direction and supervision of higher level Detailers ASD execute graphical and/or mathematical work ranging from the simplest to the moderately difficult. Assignments of work are relatively specific and detailed, both as to what to do and how to do it. The degree of latitude allowed increases as his/her knowledge increases and competence is demonstrated.

Most assignments, whether graphic or mathematical are detail work following layouts, samples, data, equations, etc. developed by higher level personnel or provided by standards or codes of various kinds.

The ASD personally makes all checking and/or engineering corrections required on work which he/she has done.

At times the ASD performs work of a clerical, general or manual nature as may be assigned.

Responsibilities: Prompt, thorough and accurate execution of assigned work; reading and studying to advance his/her skills.

Qualifications: The ASD is required to have working knowledge of the English language, written and oral, adequate for effective communication with others and the ability to read and understand reference materials. He/she is required to have good knowledge of mathematics, including arithmetic, algebra, geometry and trigonometry and of the tools and techniques of engineering drawings.

Criteria for Evaluation: Ability and grasp and follow oral and written instructions; completeness and accuracy of work; speed of work; relative number of errors to be corrected; supervision required; activity in improving skills.

5.0 Eligibility for Certification

5.1 General Requirements

The Board shall approve the certification of a person who proves to the satisfaction of the Board that:

- (a) completes in the proper manner the application form prescribed by the Board
- (b) demonstrates good character and reputation
- (c) documents Canadian citizenship or permanent residency of Canada
- (d) the applicant is of the minimum age for certification which is 19 years old
- (e) the applicant's education and experience meet the requirements of the Board

The Board must approve the certification of an applicant unless there is insufficient documentation to substantiate the certification requirements. In the event of a refusal under 5.1(b) the matter must be in writing, recognized by the Chair and immediately referred to the Registrar for consideration by the Practice Review Board.

5.2 Education & Experience

An applicant is eligible for certification at the appropriate class provided the applicant's academic plus experience qualifications demonstrate an intent and ability to become certified in Steel Detailing.

5.3 Language Proficiency

English is the accepted working language in British Columbia and, as such, each applicant for certification must demonstrate, to the satisfaction of the Board, a proficiency (written and spoken) in the English language before being certified.

5.4 Application Abeyance

Applicant files will be put into abeyance if the applicant has failed to meet application file completion requirements within a period of two years. The Registrar is required to

notify affected applicants of the status of their file and permit a request for file reactivation, provided that the applicant satisfies the Registrar that the outstanding application requirements will be fulfilled within a period of six months. Failure to notify the Registrar for an extension request, or to meet the six-month requirement, will result in the application file being put into permanent abeyance. Files put into permanent abeyance will require an applicant to re-submit a new application should they wish to apply at a future time.

5.5 Cancellation of Certification

The Practice Review Board *only* may initiate the process to cancel the certification if the certification was made in error, under false pretenses or if the applicant becomes ineligible for full certification.

5.6 Academic Requirements

5.6.1 Minimum Requirements

The minimum academic requirements for certification at each class are defined in Section 2.0

5.6.2 Documented Evidence of Academics

The Board shall grant credit for only those academics which are documented and substantiated with official evidence such as diplomas, certificates, transcripts of marks, etc. Original documentation is required from all non-recognized educational sources. Copies of originals may be accepted if notarized or endorsed by a recognized professional.

5.6.3 Continuing Education Units (C.E.U.'s)

Non-credit Continuing Education Units (C.E.U.'s) will be recognized for academic credit towards certification at the discretion of the Board.

In order for non-credit training to receive C.E.U. recognition, the following must be met:

- (a) The applicant applying for C.E.U. credit must supply acceptable documentation from the sponsor stating that they have successfully completed the seminar, program, course or workshop.
- (b) The instructor who has provided the training shall be qualified in the particular program area.
- (c) The course sponsor must show responsibility, maintain administrative control and ensure program objectives are met.
- (d) The program or courses must have relevancy.

5.6.4 Special Consideration

Special Consideration may be granted to an applicant at the discretion of the Board. An applicant under this regulation may be required to submit to interview or provide an extended, advanced report indicative of a technology professional, detailed portfolio or any other submission, acceptable to the Board. The burden of proof upon such applicants shall be stringent. They must be able to demonstrate broad technical competence and capability and provide evidence of having extensive work experience at the level of registration which they seek.

- (a) Applicants to be considered for special consideration must be functioning as a RSD for RSD Special Consideration or CSD for CSD Special Consideration or ASD for ASD Special Consideration and by any reasonable measure be considered to be a leading professional in their field. Some of the following criteria may be considered as guides when identifying applicants for Special Consideration:
- May be recognized by their peers as authorities in their field.
 - May have developed a successful business based on applied science.
 - May have written books or articles as authorities in their field.
 - May be instructing at the college/institute level.
 - May have invented or developed special processes.
 - May hold a B.Sc. or similar qualification in a science or technology discipline
 - May exhibit other attributes demonstrating professional excellence, acceptable to the Board.
- (b) Typically, a candidate for Special Consideration should have acceptable, progressive experience acceptable to the Board as a:
RSD for RSD Special Consideration
or CSD for CSD Special Consideration
or ASD for ASD Special Consideration
This experience should clearly show increasing responsibility and technical development in major competency areas.
- (c) The applicant will be recognized for special consideration by the Board, exclusively at its discretion.
- (d) As deemed appropriate by the Board the candidate for Special Consideration shall complete a submission as:
- (i) A comprehensive portfolio submission as outlined in the submission guide for special consideration candidates.
 - (ii) An extended, advanced and detailed technical report on a topic acceptable to the Board, conclusively demonstrating the competencies and capabilities required for appropriate registration in a discipline.
 - (iii) An example of current, major project work and/or extensive professional development may also be acceptable to the Board.
- The Board may at their discretion require additional substantiation of the above by a registered professional.
- (e) The applicant may also be required to submit to interview by an appointee(s) of the Board.
- (f) The applicant may also be required to pass an examination in professional practice.
- (g) The Board reserves the right to commission an ‘on-site’ work audit of any applicant for special consideration. This service is subject to fees, payable by the applicant, as may be approved by Council from time-to-time.
- (h) The Board may exercise reasonable discretion in all matters relating to ‘Special Consideration’.

5.6.5 High School Equivalency

1. High school graduation (BC) is a basic academic requirement for certification. Documentary evidence should be submitted to substantiate this qualification.

2. The following will be considered as being equivalent to high school graduation:
 - (a) Provincial High School Equivalency Certificate; or
 - (b) Academic achievement at a higher level than high school graduation. This academic achievement will be granted the appropriate credit towards certification and will include courses such as those required for certification.
3. If an applicant has not acquired high school or equivalent but has academic or experience qualifications in one or more of the disciplines the Board may waive this requirement.

5.6.6 Equivalency
All academics must be evaluated and offered full equivalency where appropriate.

5.6.7 Candidate Exams
Where an examination is used as one criteria for certification, a 'failing mark' may not generally be used as the single criteria for a refusal of certification.

6.0 Experience Requirements

6.1 Minimum Experience

For certification as an RSD or CSD the applicant must demonstrate to the satisfaction of the Board the minimum years of progressive, relevant experience as defined in Section 2.

6.2 Experience

At least one year of the experience requirement in policy 6.1 must have been attained in BC or be acceptable to the Board.

6.3 Method for Assessing Experience

The type of work experience performed by the RSD, CSD or ASD are outlined in the approved profiles, Section 4.0.

6.4 References

6.4.1 An applicant will provide names and addresses of four persons who are in a position to provide a personal assessment of the applicant's technical abilities, judgment, work accuracy, attitude, personal characteristics, and general professional outlook. The reference should also be in a position to provide information on the positions held by the applicant complete with approximate dates, duties involved and degree of responsibility. The references will be received and kept in strict confidence. except as required by law or for administrative purposes.

6.4.2 The Board will consider the applicant for certification based upon three satisfactory references.

6.4.3 An applicant should include his/her immediate supervisor or manager as a reference. A self-employed applicant may provide references from clients who can verify contract work performed.

6.4.4 If an applicant is working in an environment where there are no professionals to act as references, the Board may accept other references at their discretion.

6.4.5 For the purpose of determining acceptable references, registered professionals will normally include those preferred by the ASTTBC Board of Examiners.

7.0 General Certification and Registration

7.1 Certification at Other Classification

An applicant evaluated by the Certification Board as having full academic qualifications for RSD or CSD certification but is found to be lacking in the experience qualifications, will be certified at a level reflecting their experience.

(a) The applicant will be required to obtain additional experience as reasonably determined by the Board.

7.2 Reclassification

7.2.1 A registrant may apply for reclassification at any time upon submission of the appropriate application form.

7.2.2 The Board reviewer will note the requirements for reclassification as previously outlined by the Board and then take into consideration the additional academic and/or experience qualifications achieved by the applicant.

8.0 Appeal Process

The Process for an Appeal is:

- (a) Within 30 days of notification of classification an applicant may request a second review of the file by an alternate File Reviewer.
- (b) An applicant whose applications for registration have been refused by the Board of Examiners may, within 30 days of receiving a notice of final refusal, request the Council to review the application by serving on the Registrar a written request for a review by the Council setting out the reasons why, in his/her opinion, his/her registration as a member should be approved.
- (c) Where an applicant or registrant has applied to Council for leave to appeal a decision of the Board of Examiners and the Council may, in its sole discretion, decide either to deny leave to appeal or, alternatively, to grant leave to appeal in which latter case it shall hear such appeal at a time of its choosing. In either case, the applicant or registrant shall be advised forthwith by the Registrar of Council's decision concerning leave.
- (d) An appeal, including an application for leave to appeal, shall be commenced by a written notice of appeal that shall describe the decision appealed from and state the specific reasons for appeal and shall be served upon the Registrar not more than thirty (30) days after the date that the decision of the Board of Examiners was communicated to the investigated person.
- (e) In a timely manner the Council, on receiving a written notice of an appeal from the Registrar, shall have served on the applicant or registrant a notice of its willingness or not to hearing of an appeal, (stating the date, time and place on and at which council will seek to hear the appeal).
- (f) Any member of Council who has participated in any way in the decisions of the Board of Examiners which gave rise to the decision being appealed shall not participate in any deliberations or in any appeal before Council.

- (g) In a timely manner, Council on receiving a written notice of an appeal may do any or all of the following:
 - i) decide if an appeal is warranted and grant or deny leave to appeal
 - ii) as it sees fit make any adjournment of the proceedings
 - iii) refer the matter to an Appeals Committee for further consideration and a timely report, to be convened and conducted at the discretion of the Registrar
 - iv) receive further evidence in any manner it deems fits from and of the parties involved in the decision appeal
 - v) make a decision that ought to have been made by the Board of Examiners
 - vi) quash, verify or confirm the decision of the Board of Examiners or substitute or make a decision of its own
- (h) An investigated person may appeal, on any questions of law, fact or both, from a decision or direction of the Council to the court at any time within thirty (30) clear days from the date of the decision or direction.

9.0 Reinstatement of Registration

Previous registrants applying to reinstate their registration must...

- (a) Complete a reinstatement application form.
- (b) Provide two copies of legal identification (eg Canadian Passport and Canadian Birth Certificate OR Provincial Driver's License and Citizenship Card or Passport OR other Canadian/Provincial Government photo identification and Birth Certificate).
- (c) Successfully complete a Professional Practice and Ethics Exam.
- (d) Complete the Canadian Technology Human Resources Board (CTHRB) Professionalism in Practice Module.
- (e) Sign ASTTBC's Privacy Policy declaration.
- (f) Supply a resume which includes details of continuing education and additional work history acquired since original registration granted.
- (g) Provide two (2) technical references at the discretion of the Registrar.
- (h) Because archived files are eventually purged, an applicant may be required to supply additional information to ensure the application is complete and current before being considered for reinstatement.
- (i) There is no time limitation in which an application for reinstatement must be made, ie from the time the applicant ceased being registered to the time of the application for reinstatement.
- (j) Submit with the Application the current 'Reinstatement Fee'; \$125.00 + GST (\$133.75).
- (k) Pro-rated dues for the current year will be due and payable upon acceptance for reinstatement. There is no requirement to pay dues from the last year in which the applicant was registered.
- (l) The Registrar may waive or vary any or all of the foregoing.
- (m) All Applications for Reinstatement will be considered by the Board of Examiners..

10.0 Storage of Files

That the Registrar shall maintain the complete file of all certified registrants who were struck, resigned or deceased.

Five years following being struck, resigned or deceased the Registrar will remove and destroy by shredding all information from the file except for the following:

- (1) Application forms

- (2) Board Reviewers' Examiner Report forms
- (3) Registrar's letters of acceptance
- (4) Registrar's letters with respect to cancellation of registration
- (5) Any other significant correspondence

The Registrar will then place these files into long term storage.

(It is desirable and requested, that staff retain information for as long as is reasonably practical)

11.0. Freedom of Information

- (a) Applicant's files are treated as confidential documents insofar as is practical. Access to them is privileged to ASTTBC Registration Staff, the Board and designated File Reviewers, or others as may be reasonably authorized by the Registrar. In exceptional circumstances the file may be disclosed, on a confidential basis, to external audit teams.
- (b) An applicant, or registrant, may apply to the Registrar for an appointment to view their file (excluding references) during regular office hours. If refused, they have the right of appeal, within 30 days, to the Council of ASTTBC.
- (b 1) Based on advise from ASTT Legal Counsel, ASTT Council has passed the following Motion on February 25, 1999:

That ASTTBC Council authorize the release of files for review by the applicant or registrant during working hours. If the Registrar has cause to refuse, the matter shall be referred to Council.

12.0 Confidentiality Agreement

ASTTBC Board of Examiners

CONFIDENTIALITY AGREEMENT.....

To be signed by all members of the ASTTBC Board of Examiners.

ASTTBC is a professional association with information on individuals that may be regulated under privacy legislation. Board information may involve access to information that may be restricted, confidential or highly sensitive. Therefore, conditions of being a board member are as follows:

“All records, files, publications, minutes, documents, passwords, intellectual material and information created or used during the term on the Board, shall remain the property of ASTTBC. All computer software, forms, graphics or designs used or developed in conducting the affairs of ASTTBC shall remain the property of ASTTBC.

The Board person hereby acknowledges all such records will be held in strict confidence. In the event of termination, all such records or property outlined above will be delivered to the Board Chairman, or his designated representative”.

It is also understood that discussions pertaining to Board activities and decisions are confidential and may never be disclosed to a third party other than to Officers and designated staff of ASTTBC, or if required under applicable legislation.

Board members are also required to have read and adhere to the Practice Review Board Policy on Bias.

Print Name: _____

Signature: _____

Date: _____

13.0 Recording the Names of any Board Members Who Excuse Themselves from Discussion or Leave Prior to Adjournment of Meeting.

(a) The Practice Review Board approved the Policy for recording the names of any Board members who excuse themselves from discussion, leave the room or leave prior to adjournment of the meeting and that the time the member left is recorded. If the member returns to the meeting, this time also needs to be noted in the Minutes.

(b) This Policy is to become part of the PRB Operating Policies and Procedures Manual and applies to the ASTTBC Board of Examiners also.