

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

(ASTTBC)

2011 BOARD OF EXAMINERS 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.

ASTTBC

2011 BOARD OF EXAMINERS POLICY

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1.0 Constitution of the Board of Examiners

1.1 Purpose of the Board of Examiners

- (a) The Board of Examiners is established by Council of ASTTBC for the purpose of examining and approving candidates for membership as governed by the Applied Science Technologists and Technicians Act and those Regulations made under the Act
- (b) All policies of the Board of Examiners shall be approved annually by Council.
- (c) Nothing in these policies shall be construed or is intended as being in contravention of the Act or Regulations
- (d) No action or policy of the Board of Examiners may contravene the Act or Regulations.

1.2 Responsibilities of the Board of Examiners

- 1.2.1 The Board of Examiners shall consider applications for the registration of applicants as members and may with reasonable discretion:
 - (a) approve the registration
 - (b) refuse the registration
 - (c) defer the approval of registration until it is satisfied that the applicant has complied with a requirement made under this section.
- 1.2.2 The Board of Examiners may, at its exclusive discretion, require an applicant for registration:
 - (a) to pass one or more examinations set by the Board of Examiners
 - (b) to obtain more experience of a kind satisfactory to the Board of Examiners for a period set by the Board of Examiners
 - (c) to pass one or more examinations and obtain more experience before approving the registration
 - (d) to substantiate their application for registration in any other reasonable manner.
- 1.2.3 The Board of Examiners shall send a written notice of any decision made by it under the Act and Regulations to the applicant. If the decision made by the Board of Examiners is to refuse or defer registration of the applicant, reasons for the decision shall be given in writing to the applicant.
- 1.2.4 The Board of Examiners shall establish and implement policies and procedures relating to:
 - (a) Registration under the Act
 - (b) Examinations or other methods of establishing eligibility for registration
 - (c) Classifications of membership.
 - (d) Other relevant matters as may be referred to it by Council.
 - (e) Annually review its policies, methods and practices and recommend action of any necessary changes to Council.
- 1.2.5 To meet its obligations, the Board of Examiners shall have the power to appoint File Reviewers to assess whether applicants for membership satisfy the academic and experiential requirements of the various disciplines and classifications of certification. The Board of Examiners shall have the responsibility for the consistency of recommendations made by appointed File Reviewers.

1.3 Membership of the Board of Examiners

The Board of Examiners shall consist of a Chair and at least eight individuals appointed annually by Council. Their experience should be commensurate with their appointment and the composition should be representative of the disciplines of registration. Typically a member of the Board of Examiners shall be fully capable of performing academic reviews in their discipline.

Members of the Board will normally sit for a period of three (3) years and may be re-appointed by Council on an annual basis at the request of the Registrar.

The Registrar of the Association shall act as Secretary to the Board of Examiners and is responsible for the

proper and appropriate application of the policy by the Board of Examiners.

1.4 Meetings & Quorum

- 1.4.1 The Board of Examiners shall meet at such times and at such places as the Chair may deem necessary to fulfill the obligations of the Board of Examiners.
- 1.4.2 Board of Examiners decisions shall require a two-thirds majority. Five members of the Board of Examiners shall constitute a quorum.
- 1.4.3 File Reviewers, duly appointed by the Board of Examiners, when required by the Board shall attend a meeting of the Board of Examiners; alternatively they may be invited to attend, but in either case do so in a non-voting capacity.
- 1.4.4 Members of the Board are required to advise the Chair if unable to attend a meeting. It is an expectation of appointment that members of the Board of Examiners attend meetings.

1.5 Expenses

The Registrar may authorize reasonable and necessary travel, subsistence and meeting expenses for members of the Board of Examiners and File Reviewers to be reimbursed by the Association.

2.0 Membership Classifications

2.1 Categories of Membership

2.1.1 Certified Member

A certified member is one who has met the required standards of registration and who practices in a discipline approved by the Council of ASTTBC. Upon certification the certified member shall be registered either as an Applied Science Technologist or a Certified Technician.

- (a) An Applied Science Technologist (AScT) will hold a minimum of a Diploma of Technology or its equivalent.
- (b) A Certified Technician (CTech) will hold a minimum of a Certificate of Technology or its equivalent.
- (c) All certified members will have demonstrated to the Board of Examiners the required academic standards and the completion of two years, accumulated, progressive, relevant experience in an approved discipline.

2.1.2 Associate Member

Associate membership is a temporary membership category and is granted to a person approved by the Board of Examiners, and who, by his/her training, experience or employment meets the general standards of Registration and indicates their intent to seek, demonstrates a continuing interest and actively seeks certified membership, but does not currently meet either or both of:

- (a) The Association's academic standards
- (b) The Association's experience requirements.

Effective February 1, 2003 all Associate members are expected to achieve certified membership within five years of joining the Association as an Associate or re-apply to the Board for a new upgrading program (see 4.6).

2.1.3 Graduate Technologist and Technician (GradTech)

- (a) A Graduate Technologist is a person approved by the Board of Examiners, who has successfully graduated from an ASTTBC or National Accredited program of studies leading to registration as an Applied Science Technologist.
- (b) A Graduate Technician is a person approved by the Board of Examiners, who has successfully graduated from an ASTTBC or National Accredited program of studies leading to registration as a Certified Technician.

- (c) A Graduate Technologist/Technician is expected to seek certified membership within five years of graduation or of joining the Association.

2.1.4 **Student Member**

A Student Member is a person approved by the Board of Examiners, who is enrolled in a program of studies approved by the Board of Examiners, but has not completed the full requirements for registration as an Associate or Graduate Member.

2.1.5 **Provisional Membership for Internationally Trained Professionals (ITPs)**

This policy is designed to ensure that current ASTTBC standards of certification are maintained for ITPs, but also addresses some of the employment challenges ITPs face as new immigrants to Canada. The ITPs will have to meet all the current academic criteria and experience requirements, with 'Provisional Membership' being provided for those who only lack the one year Canadian experience. These applicants would be given full certification, to the appropriate level (AScT or CTech), provided that the individual meets the academic and total experiential requirements required at the time of their application. Their membership certification, however, would be '**Provisional**' and contingent on completion of the one year required Canadian experience. These 'Provisional' members would have a maximum period of three years, from the date of their registration approval; to complete the one year Canadian experience requirement. At anytime during the three year period, the 'Provisional' member can apply for reclassification to have their 'Provisional' status upgraded to regular membership. After the three years, their membership status would automatically be required to be reassessed by the Board of Examiners. Such a reassessment could result in the Board reclassifying the individual to Associate, if the expectation is that the individual is unlikely to be able to progress to having the 'Provisional' status removed.

The 'Provisional' member status would be identified by the member having his/her designation (AScT or CTech) followed by the word 'Provisional' in brackets after their name, i.e. **AScT (Provisional)** and this status would also be tracked within the internal data base of ASTTBC.

Their 'Provisional' membership certificate would be designed specifically for their status, clearly marked as 'Provisional' and be differentiated from the regular membership certificate for current AScT and CTech members.

Provisional ITPs will not be issued a stamp.

The ITPs will have to complete the Professional Ethics Examination and Canadian Technology Human Resources Board – Professionalism in Practice Module (PIP), or any other professional practice examination that would be required at the time of their application, prior to being certified and registered. The PIP module would have to be provided to ASTTBC for evaluation of completeness and acceptability. Their international work experience would also have to be validated by references that could be directly contacted by ASTTBC or supported by notarized confirmation letters. The one year of Canadian work experience would also have to be at the appropriate level of certification and supported by appropriate references. Council may also stipulate that ITPs be required to complete professional development in career orientation or pass a language competency test.

A technical report is a current requirement for AScT registration, unless waived by the Board of Examiners as part of the academic assessment. Technical reports for technologist level ITPs would also be required, unless previously waived by the Board, to be completed within the 'Provisional' time period of three years and before the 'Provisional' status is removed. The intent is to have the technical report reflect their Canadian experience.

This process for ITPs in no way degrades our current standards of membership and identifies for employers potential employees who have met the basic standards for ASTTBC certified membership. Employers will be readily able to identify that these individuals lack Canadian experience from their resumes, which employers would require to be supplied during the hiring process, and the 'Provisional' designation.

2.2 Honorary Member

An honorary member is a person who has contributed to the development, advancement and welfare of applied science technology and whose nomination is approved by council.

2.3 Life Membership

A Life Member is a certified member who has made an exceptional contribution to the Association and whose nomination is approved by Council.

2.4 Retired Membership

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.

2.5 Disciplines of Registration

2.5.1 The practice of Applied Science Technology will encompass the following disciplines:

- | | |
|---------------------------|----------------------|
| 1. Biological Sciences | 10. Gas & Petroleum. |
| 2. Biomedical Engineering | 11. Geomatics |
| 3. Building | 12. Industrial |
| 4. Chemical | 13. Information |
| 5. Civil | 14. Instrumentation |
| 6. Electrical | 15. Mechanical |
| 7. Electronics | 16. Metallurgical |
| 8. Environmental | 17. Mining |
| 9. Forest Engineering | |

(Refer to Appendix A - Disciplines/Specialties Bulletin)

2.5.2 The disciplines of registration can be amended upon the approval of Council, based on proposals providing information in the following areas:

- (a) Academic Training
- (b) Work Environment
- (c) Typical Job functions
- (d) National Recognition
- (e) Number of potential applicants for membership
- (f) Benefits to ASTTBC/Industry/Government/Society /Individual
- (g) Technological Impact

2.6 Profiles

The profiles of a Technologist or Technician shall be generally in accordance with the national definitions as published by CCTT; specifically, any definitions used for certification shall only be those approved from time-to-

time by the Council of ASTTBC.

2.6.1 The Applied Science Technologist in British Columbia

The Applied Science Technologist is a professional capable of assuming and exercising independent judgment to develop and manage technology. He/she does this by reason of his/her academics, training and experience in the application of known principles of science and mathematics. He/she is a graduate of an accredited diploma program, or equivalent, who has completed two or more years of progressive experience in an area of work directly related to the program.

The curriculum followed by an Applied Science Technologist is based upon a core of applied sciences which he/she will use in solving technical problems or managing technology. The curriculum includes the fundamentals of science applicable to a particular discipline or specialty of technology. The academic and theoretical portions of the technical curriculum is reinforced by suitable laboratory experiments, exercises and field work.

The Applied Science Technologist may carry out a wide range of complex work either on his/her own or under general direction in fields such as engineering, architecture, surveying, forestry, bio-science, allied health, and resource or systems management. Typical activities include design, estimating, quality control, inspection, diagnostic evaluation, supervision, management, technical sales, and teaching. Such activities may be carried out in association with other professionals.

The Applied Science Technologist uses an applied approach based on a comprehensive understanding of a specific technology. He/she evaluates assignments, determines procedures and implements solutions. He/she schedules work to meet objectives and participates in short and long-range planning. He/she may become involved in developing and promoting conceptual change.

He/she may assume managerial or administrative responsibility for a wide range of technical endeavors. He/she may supervise and coordinate a diverse working group and train less experienced technical and professional staff.

An Applied Science Technologist will assume responsibility for his/her work and is at all times bound by a professional code of ethics, the Applied Science Technologists and Technicians Act and other applicable law. He/she is recognized by the designation ASCT.

2.6.2 The Certified Technician in British Columbia

The Certified Technician is a professional capable of carrying out responsible and varied technical tasks in a specialized portion of the field of applied science technology. By virtue of his/her academic qualifications, training and experience, a technician is often assigned responsibility for aspects of work within this specialized portion of the field of training. He/she is a graduate of an accredited certificate program, or equivalent, who has completed two or more years of satisfactory, practical experience in an area of work directly related to the program.

The curriculum followed by a certified technician is based upon a core of applied mathematics and science fundamentals essential to his/her discipline. The academic and theoretical portion of a program of training is suitably reinforced by laboratory and project experience amounting to approximately one half of the total program.

The Certified Technician generally uses a practical approach based upon a detailed understanding of standard methods and techniques in solving technical problems. He/she works under general supervision in fields such as engineering, building, surveying, forestry, bio-sciences, allied health and resource or systems management. Typical activities include testing, trouble-shooting, inspection, calibration, design drafting, quality control, maintenance, modeling, data compilation, estimating, sales, surveying and field supervision.

The Certified Technician examines his/her assignments, objectives and instructions to select procedures and actions to resolve the assigned problem. While some duties of the technician may be similar to skilled crafts or trades-person, such activities would typically apply to sophisticated equipment or

processes and be of a non-routine nature.

Many of the duties of the technician are similar to those of technologists and other professionals, but normally will be in a select area of specialization. The Certified Technician may, through long experience in the field, become recognized as a technical expert.

The Certified Technician will assume responsibility for his/her work and is at all times bound by a professional code of ethics, the Applied Science Technologists and Technicians Act and other applicable law. He/she is recognized by the designation CTech.

3.0 Eligibility for membership

3.1 General Requirements

The Board of Examiners shall approve the registration as a member, of a person who, to the satisfaction of the Board of Examiners:

- (a) Completes in the proper manner the application form prescribed by the Board
- (b) Demonstrates good character and reputation
- (c) Documented Canadian citizenship or permanent residency of Canada through documents satisfactory to the Registrar; or a valid Canadian Government working visa for those individuals applying from out of Canada or recent immigrants to Canada who may fit the classification of a 'provisional' member.
- (d) Proves that their education and experience meet the requirements for certification
- (e) Graduate Technicians/Technologists, Associates, Certified Technicians and Applied Science Technologists must be at least 19 years of age at the time of registration.

Note: Concerning 3.1 (b) the application form requires a confidential declaration to the Registrar or their designate of any criminal record. The Registrar or their designate may choose to refer the matter to the Practice Review Board if considered significant or of consequence. Alternatively, if judged to be inconsequential to the application it will be sealed and attached to the membership file. Further, if the Board of Examiners refuses to register an applicant under this section the matter must be in writing, recognized by the Chair and immediately referred to the Registrar for consideration by the Practice Review Board.

3.2 Education & Experience

For other than Honorary & Student Membership, individuals are eligible for membership, at the appropriate classification, provided their academic and experience qualifications together demonstrate continuing intent and the ability to become certified in a recognized discipline of Applied Science Technology.

Canadian experience may include relevant work experience acquired outside of Canada where the applicant demonstrates a good knowledge of Canadian law, practices, standards, customs, codes, conditions and climates. Such experience may require validation through; an interview by peers in the discipline.

3.3 Language Proficiency

English is the accepted working language in British Columbia and, as such, each applicant for membership must demonstrate, to the satisfaction of the Board of Examiners, a reasonable command of the English language, before being registered with the Association.

3.4 Application in Abeyance

Applicant files to 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.

3.5 Cancellation of Registration

The Board of Examiners may cancel the registration of any member if the registration was made in error or by the false pretenses of the applicant or any party to the process.

4.0 Academic requirements for Membership

4.1 Minimum Requirements

To evaluate academic qualifications, a system of points has been established. Completion of Grade 12 (BC) or equivalent, is the minimum requirement and is regarded as zero academic points by the Board of Examiners. The minimum required for certification based on the relevant national standard as follows:

	CCTT Subjects	Academic Award	Points
CTech	12	Certificate of Technology (or equivalent)	120
AScT	21	Diploma of Technology (or equivalent) Bachelor of Technology	210

Note: A Bachelor of Science degree, in a recognized technology discipline, may be accepted as equivalent to a certificate or diploma in technology. This recognition is at the discretion of the Board of Examiners.

	ASTTBC				
CLASSIFICATION	COMPETENCY (Guide)	ASTTBC POINTS	AVERAGE CREDIT PER COURSE	COLLEGE CREDITS	RANGE OF HOURS (TOTALS)
TECHNICIAN	6 TF	60	6	42	± 60 – 70
	6 DS	60	7	35	± 70 – 100
	Sub Total	120	-	78	± 900 – 1200
TECHNOLOGIST	3 DS min.	30	7	21	± 70 – 100
	5 TM min.	50	10	50	± 100 – 150
	Tech Report	10	10	10	± 100 – 150
	Total	210	-	159	± 1800 – 2200

TF – Technology Fundamentals (Generics and Research Project or Technical Report must be included for Technologist only)

TM – Technology Majors (Discipline Specialization or Option Competencies)

DS – Discipline Supportive (Discipline Specific)

ASTTBC Points – 1 CCTT subject as a ‘rule of thumb’ equals 10 points; but it may take more than one College/Institute course to equal 10 ASTTBC points. Industry courses – 1 ASTTBC point per day approximately.

4.2 Documented Evidence of Academics

The Board of Examiners shall grant credit for only those academics which are documented and substantiated with ‘official’ evidence such as diplomas, certificates, transcripts of marks, etc. Copies of originals may require notarization or endorsement by a recognized professional.

At its exclusive discretion the Board of Examiner may recognize sworn affidavits concerning documents that cannot be produced.

4.3 Prior Learning Assessment and Recognition (PLAR)

4.3.1 The Board of Examiners will award academic points equivalency towards technician certification based on experiential learning guidelines. The minimum requirements that all applicants must first obtain before being granted any experiential learning credit, in addition to normal requirements for registration, are as follows:

- (a) An educational training equivalent to 9 CCTT exams - 90 ASTTBC points that includes mathematics, science and studies in the discipline of certification that demonstrate reasonable currency with respect to the relevant national standard.
- (b) Progressive, practical experience related to the applicant's training/education.
- (c) The maximum ELP's that can be awarded are equivalent to 3 CCTT exams – 30 ASTTBC points, for a total (academic plus ELP's) that cannot exceed 120 points (equivalent to 12 CCTT exams). Reviewers should note that this credit should be related to work experience, competence and capabilities in the areas where formal academics are lacking.

4.3.2 Applicants who have received an experiential learning credit towards certification as a Certified Technician and who wish to transfer their membership to another Constituent Member of CCTT, will be provided with an upgrading program for reclassification to Technologist, this shall include those subjects for which experience credit was applied.

4.3.3 Non-credit Continuing Education Units (C.E.U.'s) will be recognized for academic credit towards certification at the Technician level. At the discretion of the Board of Examiners C.E.U.'s may also be applied to Technologist certification.

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

- (a) The member 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 to the work of a technician in the discipline of registration.

C.E.U.'s will be recognized as follows:

- (a) One C.E.U. shall equal approximately 7 contact hours (one day) or 1 ASTTBC point.

4.3.4 Candidates for whom an academic review identifies missing courses(s) may be allowed by the Board of Examiners to demonstrate course equivalency by either:

- (a) Submission of samples of their work, those which conclusively demonstrate competency and capability in the required course(s).
- (b) Preparation of a detailed description conclusively describing how their work demonstrates competency and capability in the required course(s).

The Board of Examiners may, at its discretion, require certification of the authenticity of such submissions by a registered professional.

4.3.5 The Board of Examiners also reserves the right to conduct an 'on-site' audit of any applicant's work. This service is subject to fees, payable by the applicant, as may be approved by Council from time-to-time. The reasonable and necessary expenses of the auditor are also payable by the applicant. Any fee paid to the auditor includes the preparation of an appropriate report for the Board of Examiners.

4.3.6 In addition to the above, based on experience, the Board of Examiners may, at its exclusive discretion,

award some academic credit towards technologist certification. The minimum requirement that all applicants must first meet before being granted this credit, in addition to the regular requirements for registration, is an education equivalent to 17 CCTT exams (170 ASTTBC points). Clearly documented, relevant, extensive and senior-experience, verified by a registered professional and demonstrating the competency and capability of a technologist, may be credited as follows: As a guideline:

- up to 1 exam (10-points) *maximum* for 5 years at levels 4/5
- up to 2 exams (20-points) *maximum* for 10 years at levels 4/5
- up to 3 exams (30 points) *maximum* for 15 years at levels 5/6
- up to 4 exams (40 points) *maximum* for an individual with extended and senior experience at levels 5/6

Therefore, the maximum PLAR credit is 4 CCTT exams - 40 ASTTBC points added to a minimum academic credit of 17 exams - 170 ASTTBC points for a total that cannot exceed 21 CCTT exams - 210 ASTTBC points. Reviewers should note that this credit should be related to work experience, competence and capabilities in the areas where formal academics are lacking.

- 4.3.7 Applicants who have received PLAR or ELP credits towards certification as a Certified Technician or Applied Science Technologist in British Columbia, and who wish to transfer their membership, may be required to complete additional, formal academic studies.

4.4 Special Consideration

- 4.4.1 All Special Consideration certification opportunities granted to applicants are at the discretion of the Board of Examiners.

An applicant under this regulation may be required to submit to an interview and/or provide an extended and advanced report indicative of a technology professional, detailed portfolio or any other submission or activity that is reasonably required by the Board of Examiners.

The burden of proof upon is upon applicants and criteria shall be stringent. Applicants must normally be able to demonstrate broad technical competence and capability and provide evidence of having extensive, applicable and senior work experience at the level of registration which they seek. Special Consideration is applicable to all classes of certified membership including Provisional membership

- 4.4.2 (a) Applicants to be considered for special consideration must be or have functioned as a: Technologist for Technologist Special Consideration or a Technician for Technician Special Consideration in any jurisdiction, and by any reasonable measure be considered to have exemplified the activities of a technology professional in their field.

Some of the following criteria may be considered as guides when identifying applicants for Special Consideration:

Recognized by their peers as authorities in their field because they:

- Have developed a successful business based on applied science and have worked extensively as a technology professional.
- Have written books, articles and through actions be widely regarded as authorities in their field.
- Have instructed in their discipline at the college/institute level over a protracted period.
- Have invented or developed special processes - clearly indicative of a technology professional
- Hold a B.Sc. or similar qualification in a science, technology or related discipline.
- Have very extensive and senior experience at an advanced level
- May exhibit other attributes demonstrating professional excellence that is acceptable to the Board of Examiners.

- (b) Typically, a candidate for Special Consideration should have approximately 8 years of acceptable, progressive experience actually as a:
Technologist for Technologist Special Consideration; or Technician for Technician

Special Consideration. This experience should clearly demonstrate increasing responsibility and technical development in major competency and capability areas.

- (c) As deemed appropriate, the Board of Examiners may decide that a candidate for Special Consideration will provide:
 - (i) A comprehensive portfolio submission as outlined in the approved submission guide or...
 - (ii) An extended and advanced technical report on a topic acceptable to the Board of Examiners, conclusively demonstrating that the competencies and capabilities required for registration in a discipline are exceeded, combined with suitable professional development or...
 - (iii) An example of a current, major project acceptable to the Board of Examiners conclusively demonstrating that the competencies and capabilities required for registration in a discipline are exceeded combined with suitable professional development

4.5 Interviews

4.5.1 As an alternative to all and any of the above Special Considerations, the Board of Examiners may decide the applicant should submit themselves to a peer interview by appointees of the Board of Examiners. This service may be subject to fees and expenses, payable in advance by the applicant, as approved by Council.

- (a) Typically this will be recommended to the Board by a Reviewer , particularly where an applicant has academic points below the threshold for experiential points to become applicable, but has at least some 8 years of experience at the level of certification sought; all combined with superior references.

Following the interview, the written recommendations of the appointed interviewers shall receive due consideration by the Board.

Other factors that might cause a Reviewer to recommend an interview to the Board may include:

- (i) Academics that are claimed but for extraordinary reasons cannot be documented
- (ii) Experience that is claimed but for extraordinary reasons cannot be substantiated
- (iii) Academics and experience that suggest certification, but references are unacceptable
- (iv) Any other reason submitted by the Applicant or Reviewer and duly approved by a majority vote of the Board

4.5.2 The Board of Examiners may decide to require substantiation of the facts if any of the above criteria by a third party acceptable to them.

4.5.3 The Board of Examiners may decide to commission an ‘on-site’ work audit of any applicant to determine eligibility for special consideration. This service is subject to fees and expenses, payable in advance by the applicant, as approved by Council.

4.5.4 Any person granted Special Consideration will successfully complete the required and current examination(s) in professional practice and related matters.

4.5.5 Applicants who have received certification in British Columbia through Special Consideration, and who wish to transfer their registration outside of British Columbia may be required to complete additional, formal academic studies.

4.5.6 Guidelines for conducting interviews are outlined in Appendix A of this policy manual.

4.6 High School Equivalency

4.6.1. High School graduation (BC) is a basic academic requirement for membership in the Association. Documentary evidence must be submitted to substantiate this qualification.

4.6.2. 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. At the discretion of the Board of Examiners other criteria may-be considered in the absence of one of the above.

4.7 Notification of Upgrading Requirements

The Board of Examiners shall advise all Associate Members of the academic and experience requirements for progression to Certified Membership; it shall also provide reclassification requirements to Certified Technicians at the request of the applicant, or at the discretion of the Board of Examiners. Particularly and routinely this will be done where the applicant possesses academic points significantly in excess of the number required for registration as a Certified Technician.

Upgrading programs shall remain valid until a revision of the relevant national standard is published or for a maximum of five years from the time the upgrading program was issued. An upgrading program may be extended beyond the five years by a motion by the Board of Examiners.

4.8 Technical Report Policy

- (a) A Technical Report is mandatory for every candidate applying for registration as an Applied Science Technologist, but may be waived by the Board of Examiners should the applicant possess complete academic credits for registration as an Applied Science Technologist.
- (b) A candidate who successfully completes the BCIT TSYH 4199, Technical Report or equivalent course will normally have the requirement of a routine technical report waived. Candidates may be required to submit their technical report and must submit a transcript of marks to prove successful completion of TSYH 199, or equivalent, when applying for certification at Technologist level.
- (c) The Board of Examiners will consider the following as additional reasons for requiring a technical report:
 - (i) The applicant has not yet gained experience at the level required of a technologist, appropriate to be considered under this clause.
 - (ii) The candidate has not fully acquired the complement of skills typical of a technology professional.
 - (iii) The Board of Examiners judges that the applicant exhibits inadequate professional experience or skill based on the comments of their references or other persons who are qualified to advise the Board of Examiners.
 - (iv) The applicant is not a graduate of an accredited program or one recognized under CCTT transfer agreements

(None of the above clauses specifically applies to reports submitted under any 'Special Consideration' clause)

- (d) Any technical report shall be accompanied by a solemn declaration of sole authorship with the understanding that they may be called upon for an interview to discuss the report with a file reviewer or members of the Board of Examiners.
- (e) If submitted, the Board of Examiners File Reviewer will recommend the acceptance or rejection of a candidate's synopsis of proposed technical report. The candidate will be advised of the acceptance or rejection of this synopsis. If rejected, the candidate will be advised to submit an alternative topic.
- (f) Upon initial submission of any technical report by a candidate, a Board of Examiners reviewer will evaluate the report using the 'General Guide for evaluating a Technical Report' and recommend accordingly.
- (g) In rejecting a technical report the Board of Examiners may require the candidate to correct grammar, spelling, calculations or other items, for resubmission and reconsideration. Alternatively, the Board of Examiners may at its discretion reject the report entirely and advise the candidate to select a new topic for an alternative submission.
- (h) The Board of Examiners may decide that a technical report is inappropriate at this juncture in the applicant's career and direct that the applicant take additional training, or meet other reasonable requirements, before reconsidering their application.

4.9 Accredited Programs

Graduates of programs that have been accredited by CTAB, ASTTBC or any constituent member of the Canadian Council of Technicians and Technologists, or programs recognized under CCTT transfer agreements will be granted full academic credit towards certification at the level of program accreditation.

Applicants who are certified other than through CTAB accredited programs may be required to complete courses if they wish to transfer their membership outside of British Columbia.

5.0 Experience Requirements for Membership

5.1 Minimum Experience

For certification as a Certified Technician or Applied Science Technologist, a candidate must demonstrate to the satisfaction of the Board of Examiners that a minimum of two years of reasonably current, progressive,

accumulated and relevant experience has been attained in an approved discipline. At their discretion, the Board of Examiners may direct any applicant to substantiate or clarify their professional experience.

5.2 Canadian Experience

The senior experience-requirement of at least one year must have been attained in Canada. At its discretion-the Board of Examiners may vary this requirement.

5.3 Method for Assessing Experience

The type of work experience performed at the Technologist or Technician level is outlined in the approved profiles.

As a guide, at least one year at Level 3 is required for certification as a technologist and at least one year at Level 2 for certification as a technician. At their discretion the Board of Examiners may vary this requirement.

The Board of Examiners will use, as a guide, the following description of work in establishing the level of work performed by a candidate:

Level	Description of Work
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 planing 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.

5.4 References

Applicants should provide names and addresses of four persons who are in a position to provide a personal assessment of their technical abilities, judgment, work accuracy, character, and professionalism.

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 the degree of responsibility. The references will be received and kept confidence insofar as is practical, but may be discussed with the originator by a Board of Examiners' file reviewer and certification staff.

The Board of Examiners will consider an applicant for certified membership based upon three satisfactory references.

Applicants should normally include their immediate supervisor or manager as a reference. Self-employed applicants may provide references from clients who can verify the work performed.

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

For the purpose of determining acceptable references, registered professionals will typically include:

Applied Science Technologist	AScT
Appraiser	AACI
BC Land Surveyor	BCLS
Biologist	RPBio
Canadian Lands Surveyor	CLS
Certified Technician	CTech
Professional Agrologist	PAG
Professional Engineer	PEng
Professional Geoscientist	PGeo
Professional Quantity Surveyor	PQS
Registered Architect	MAIBC
Registered Forest Technologist	RFT
Registered Professional Forester	RPF

The Board of Examiners may accept other references at its discretion. The current format (Reference Questionnaire) to be used. Staff may accept fax or e-mail reproductions, however, the original Questionnaire must be mailed and put on file.

6.0 General Certification and Registration

6.1 Transfer of certification

6.1.1 Transfer of Certified, Registered or Licensed applicants under AIT or TILMA

The Agreements on Internal Trade (AIT) and the BC/AB Trade, Investment and Labour Mobility Agreement (TILMA), requires that the Applied Science Technologists & Technicians of British Columbia (ASTTBC) must certify and register applicants who are currently certified/registered/licensed in another jurisdiction in Canada, in accordance with the provisions of these Agreements. The Registrar is empowered by Council to administratively process all AIT/TILMA applications.

6.1.2. Transfer of Certified Members From Other Provinces to BC

The Association will accept for registration, applicants from other provincial associations in accordance with Agreements as may be made by the Council of ASTTBC. Notwithstanding any agreement, no registration may contravene the Act or Regulations.

6.1.3. Reciprocity Agreement with Other Organizations

The Association will accept applications in accordance with Agreements as may be approved by the Council of ASTTBC. Notwithstanding any agreement, no registration may contravene the Act or Regulations.

6.2 Registrations in One Discipline

All applicants will be registered in one and only one approved discipline.

Applicants with academics and experience in more than one area of applied science technology will be registered in the discipline which reflects their most current competencies.

Members may, at any time, apply for and be granted a change in discipline provided they satisfy all the requirements for certification in the requested discipline.

6.3 Certification in Discipline other than that in which the individual graduated

The Board of Examiners has determined that an applicant (or a member) who meets the certification policy academic requirements in one discipline of applied science technology, but has work experience in another discipline, may be eligible for, and may seek certification in the discipline of his/her experience.

To be granted certification as a **Certified Technician** in the discipline of his/her experience, the applicant/member must:

- (a) have at least two years of verified experience at minimum level 2, and may be asked to submit a Technical Report in the discipline of his/her work experience that is suitable to the Board of Examiners (experience must be verified by three appropriate references).

To be granted certification as an **Applied Science Technologist** in the discipline of his/her experience, the applicant/member must:

- (a) have at least five years of verified experience at minimum level 3, and demonstrate global competency and capability satisfactory to the Board of Examiners (experience must be verified by appropriate references);
or
- (b) have at least three years of verified experience at minimum level 3 and demonstrate global competency and capability satisfactory to the Board of Examiners; **and** complete a Technical Report in the discipline of his/her experience that is suitable to the Board of Examiners (experience must be verified by appropriate references).

The Board may choose to have candidates interviewed by a panel of their peers. The panel will include the Registrar or Designate, the Chair of the Board of Examiners or designated representative, one other Board member and one other appropriate member of the association.

6.4 Associate Member Policy

New applicants evaluated by the Board of Examiners as having full qualifications for registration at the Technologist level but found to be lacking in the experience qualifications (required for Technologist certification) will be admitted into membership as an Associate Member. The Board of Examiners then has the option of requiring the following for upgrading to the Technologist level:

- A satisfactory Technical Report and/or
- Additional experience at either current level of work or at an advanced level of work.

Those applicants who fall under the previous section (6.4.1) and have acceptable experience at the Technician level may, upon request, be certified, at the Technician level. The requirements for reclassification to Technologist level would remain the same.

6.5 Processing Student and Associate Member Applications

The Registrar will be responsible for the evaluation of student member applications, and applications from Graduates of accredited (recognized) programs. Student Member applications will be compiled by the Registrar and presented to the Board of Examiners on a regular basis. The report will include the following information on the applicants: applicant's name, registration number, course, discipline, and school, college or institute.

6.6 Reclassification

- 6.6.1 Members may apply for reclassification at any time, upon submission of the appropriate application form and proscribed fee.
- 6.6.2 The Board of Examiners File Reviewer will note any requirements for reclassification as previously outlined by the Board of Examiners, then take into consideration any additional academic and experiential qualifications achieved by the applicant.
- 6.6.3 Upgrading programs are and have only ever been valid for as long as an individual remains a member in good standing. Upon reinstatement a new evaluation against a more recent Standard will be undertaken and may result in a different upgrading program.
- 6.6.4 Student members shall be automatically reclassified to Associate, Graduate Technologist/Graduate Technician membership upon graduation or termination of full time study.

7.0 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. 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 as it sees fit make any adjournment of the proceedings
 - ii) 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
 - iii) receive further evidence in any manner it deems fits from and of the parties involved in the decision appeal
 - iv) make a decision that ought to have been made by the Board of Examiners
 - v) quash, verify or confirm the decision of the Board of Examiners or substitute or make a decision of its own
- (g) 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.

8.0 Reinstatement of Membership. This POLICY applies to individuals wishing to reinstate registration. Previous members applying to reinstate their membership must:

- (a) Complete a reinstatement application form.
- (b) Provide two copies of legal identification
 - Canadian passport and Canadian Birth Certificate or
 - Provincial Driver's Licence 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 membership granted.
- (g) Provide two (2) technical references
- (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'; \$185.00 + GST (\$197.95)
- (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.

9.0 Storage of non-member files

That the Registrar or Designate shall maintain the complete file of all Registered, Associate, Graduate Technologist Graduate Technician Members (when they joined as regular members - not Student members) and Registered Technical Specialist Registrants, including those who were cancelled, resigned or deceased.

Five (5) years following being cancelled, resigned or deceased, the Registrar or Designate will remove and permanently destroy all information from the file except for the following:

- Application forms
- Board of Examiners Review forms
- Registrar's letters of acceptance
- Registrar's letters with respect to cancellation of membership
- Any other significant correspondence

The Registrar or Designate will place such files into long-term storage and;

- (a) will destroy all Student, Graduate Technologist, Graduate Technician and Associate files (if they joined as a Student) 3 months from the date the member is cancelled, resigned or deceased.
(The information contained on Student, Graduate Technologist and Graduate Technician files is name, address and phone number, which can be captured if the individual re-applies)
- (b) ensure all historic information regarding name, address, classification, discipline and education shall be stored in electronic media.

Since an accurate electronic representation of any document is "legal" enough because a document is typically just evidence that something occurred, the ASTTBC should ensure that, as is practical, all documents would be created electronically. While it is recognized that it will be impossible to eliminate the need for hard copy records, this will set the stage to allow for the future storage of documents electronically.

Documents that pertain to the activities of Council, Board of Examiners, Accreditation Board, Practice Review Board, other Registration/Certification Boards and Committees will be retained for a period of seven (7) years. The Executive Director is empowered to determine which or how these records are retained after the seven (7) year period.

Historic types of documents may have value to be kept in hard copy. A certificate of incorporation, for example, might be nice to have in the original form with the red seal. The Executive Director is empowered to decide on which historic documents will be retained.

10.0 Freedom of Information

- (a) Applicant's files are treated as confidential documents. Access to them is privileged to ASTTBC Registration Staff, the Board of Examiners 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 member, 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 advice from ASTT Legal Counsel, ASTT Council has passed the following Motion on February 25, 1999:
That ASTTBC Council authorizes the release of files for review by the applicant or member during working hours. If the Registrar has cause to refuse, the matter shall be referred to Council

11.0 Confidentiality Agreement

ASTTBC BOARD OF EXAMINERS & REVIEWERS, & PRACTICE REVIEW BOARD

CONFIDENTIALITY AGREEMENT.....

To be signed by all members of the ASTTBC Board of Examiners & Reviewers and Practice Review Board, appointed Discipline Committee members and all investigators or experts appointed by the PRB.

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: _____

12.0 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 Board of Examiners also.

13.0 Requirement of Professional Practice Examinations for Existing Members Who Have Not Completed Practice Examinations in the Past.

All existing members and registrants, who have not completed a professional practice examination in the past, must complete either the ASTTBC Ethics Examination and/or Canadian Technology Human Resources Board – Professionalism in Practice Module; or whatever form of professional practice examination is required at the time when these members or registrants;

- (a) apply for Reinstatement
- (b) apply for Reclassification
- (c) apply to change or add a Discipline or Category of Registration
- (d) transfer from another Constituent Member of CCTT, if they did not complete a professional practice examination in the other jurisdiction
- (e) for Board of Examiners identified disciplines or technical specialist groups when continuing competency evaluations are required for members

14.0 APEGBC – ASTTBC Informal Transfer of Application Files

The current informal arrangement with APEGBC, whereby APEGBC and ASTTBC may choose to trade membership application files was approved by Council. The circumstances where this may occur is when either Association has opened a file and then realizes that the applicant could perhaps be best suited to the other Association. This would only happen, however, with the written consent of the Applicant. ASTTBC will waive the application fee for any applicants from APEGBC, on the basis that the fee was already paid to APEGBC.

15.0 Contents of the Register of Members

The Register of Members shall indicate ‘preferred’ first name versus ‘legal’ first name in the Registers of Members.

Appendix 'A'

DISCIPLINES

(The Specialties listed under each Discipline are a general guide only)

BIOLOGICAL SCIENCES

Agricultural Management
Agricultural Technology
Air, Water & Land Resources
Biotechnology
Food Technology
Landscape/Horticulture

BIOMEDICAL

Biomedical engineering

BUILDING (ARCHITECTURE)

Architecture
Building Economics
Building Envelope
Code Consultants
Construction Management
Fire Protection

CHEMICAL

Chemical Technology
Food & Drug Processing
Industrial Chemistry
Metallurgy
Pulp and Paper

CIVIL

Asphalt Technology
Civil technology
Construction
Geotechnical
Hydrology
Municipal
Structural Design
Traffic
Transportation Systems & Planning
Urban & Regional Planning
Water Resources
Water Treatment/Supply

ELECTRICAL

Commercial Electrical Design
Electrical Construction
Electrical Machinery Design
Electrical System Design
Electrical Technology
Industrial Electrical Controls
Power Generation/Distribution

ELECTRONICS

Automation & Robotics
Computer Control
Electronics Technology
Microelectronics
Process Automation &
Instrumentation
Telecommunications

ENVIRONMENTAL

Environmental
Environmental/Pollution Control
Environmental Management

FOREST ENGINEERING

Forest Engineering Technology

GAS & PETROLEUM

Exploration & Production
Gas & Petroleum Technology
Geological
Geophysical
Transmission & Distribution

GEOMATICS

Construction Surveys
GIS
Hydrography
Photogrammetry
Remote Sensing
Survey
Survey Technology

INDUSTRIAL

Fire Protection
Industrial Technology
Manufacturing Technology
Occupational Health & Safety
Operations Management
Process Piping
Project Management
Quality Assurance
Wood Products Manufacturing

INFORMATION

Computer Applications
Data Communications

INSTRUMENTATION

Industrial Process Analysis
Process Instrumentation
Control and Safety Systems
Robotic Systems
Data Communications
Quality Assurance

MECHANICAL

Aerospace
Building Services (HVAC)/
Plumbing Services
CAD/CAM
Energy Systems
Fire Protection
Industrial
Machine Design
Marine Engineering
Mechanical Design
Mechanical Technology
Naval Architecture
Power Engineering
Production
Robotics
Tool and Die Design

METALLURGICAL

Extractive Metallurgy
Geoscience
Materials
Metallurgical Technology
Physical Metallurgy
Welding

MINING

Geology
Geoscience
Mining Technology

SPECIALTIES

<u>SPECIALTIES</u>	<u>DISCIPLINES</u>	<u>SPECIALTIES</u>	<u>DISCIPLINES</u>
Aerospace	Mechanical	Hydrography	Geomatics
Agricultural Management	Biological Sciences	Hydrology	Civil
Agricultural Technology	Biological Sciences	Industrial	Mechanical
Air, Water & Land Resources	Biological Sciences	Industrial Chemistry	Chemical
Architecture	Building	Industrial Process Analysis	Instrumentation
Asphalt Technology	Civil	Industrial Electrical Controls	Electrical
Automation & Robotics	Electronics	Industrial Technology	Industrial
Biomedical Engineering	Biomedical	Landscape/Horticulture	Biological Sciences
Biotechnology	Biological Sciences	Machine Design	Mechanical
Building Economics	Building	Manufacturing Technology	Industrial
Building Envelope	Building	Marine Engineering	Mechanical
Building Services (HVAC)/ Plumbing Services	Mechanical	Materials	Metallurgical
CAD/CAM	Mechanical	Mechanical Design	Mechanical
Chemical Technology	Chemical	Mechanical Technology	Mechanical
Civil technology	Civil	Metallurgical Technology	Metallurgical
Code Consultants	Building	Metallurgy	Chemical
Commercial Electrical Design	Electrical	Microelectronics	Electronics
Computer Application	Information	Mining Technology	Mining
Computer Control	Electronics	Municipal	Civil
Construction	Civil	Naval Architecture	Mechanical
Construction Management	Building	Occupational Health & Safety	Industrial
Construction Surveys	Geomatics	Operations Management	Industrial
Control and Safety Systems	Instrumentation	Photogrammetry	Geomatics
Control Environmental Management	Environmental	Physical Metallurgy	Metallurgical
Data Communications	Instrumentation	Power Engineering	Mechanical
Electrical Construction	Electrical	Power Generation/Distribution	Electrical
Electrical Machinery Design	Electrical	Process Automation & Instrumentation	Electronics
Electrical System Design	Electrical	Process Instrumentation	Instrumentation
Electrical Technology	Electrical	Process Piping	Industrial
Electronics Technology	Electronics	Production	Mechanical
Energy Systems	Mechanical	Project Management	Industrial
Environmental	Environmental	Pulp and Paper	Chemical
Environmental/Pollution Control	Environmental	Quality Assurance	Industrial/Instrumentation
Environmental Management	Environmental	Remote Sensing	Geomatics
Exploration & Production	Gas & Petroleum	Robotics	Mechanical
Extractive Metallurgy	Metallurgical	Robotics Systems	Instrumentation
Fire Protection	Building/Industrial/Mechanical	Structural Design	Civil
Food & Drug Processing	Chemical	Survey	Geomatics
Food Technology	Biological Sciences	Survey Technology	Geomatics
Forest Engineering Technology	Forest Engineering	Telecommunications	Electronics
Gas & Petroleum Technology	Gas & Petroleum	Tool and Die Design	Mechanical
Geological	Gas & Petroleum	Traffic	Civil
Geology	Mining	Transmission & Distribution	Gas & Petroleum
Geophysical	Gas & Petroleum	Transportation Systems & Planning	Civil
Geoscience	Metallurgical/Mining	Urban & Regional Planning	Civil
Geotechnical	Civil	Water Resources	Civil
GIS	Geomatics	Water Treatment/Supply	Civil
		Welding	Metallurgical
		Wood Products Manufacturing	Industrial

APPENDIX B (i)

INTERVIEW PROCESS

Guidance Notes for Applicants

Introduction

This document has been designed to help you prepare for your interview with ASTTBC. Your application and accompanying documentation have been reviewed against the national certification requirements: the National Technology Benchmarks. This review indicated that more information is needed, particularly regarding your work experience.

Purpose of the Interview

The interview is an opportunity for you to describe your work experience and help ASTTBC address any potential experience gaps it identified in your original application. Your work experience will be evaluated during the interview so that credit for the work you have done and the responsibilities you have held can be given towards certification.

The interview panel will consist of three members:

1. A senior reviewer with extensive experience in your discipline – this person will lead the interview.
2. A second person with experience in your discipline – this person will assist the senior interviewer.
3. An ASTTBC staff person – this person will concentrate on ensuring that the interview process is fair and open, that ASTTBC's responsibilities as a certifying body are met, and that the interview is recorded electronically for the benefit of the applicant and ASTTBC.

You will already have been advised the names of the interviewers and have signed a consent form, agreeing to be interviewed by the proposed panel and stating that there are no known conflicts of interest in terms of working relationships. If this has not happened, please contact Registration at ASTTBC at your earliest opportunity.

Applicants should not contact the interviewers directly.

Location and Duration

Interviews are held at ASTTBC's office in North Surrey. The address is:

10767 – 148th Street, Surrey, British Columbia V3R 0S4

Phone: 604-585-2788

A map is attached to this document. Parking is available to the rear of the building or on 148th Street.

Interviews will vary in length but normally take 60 to 90 minutes.

The senior and second reviewers are both volunteers who donate their time to ASTTBC. If you find that you need to cancel your interview, please give as much notice as possible so that they may be informed and another interview time arranged.

At least ten days in advance of the interview, you will be provided with a copy of the National Technology Benchmarks check sheets that were used to evaluate your application. These sheets will identify the information gaps that will form the main focus of the interview.

What to Bring With You

The main focus of this interview is to assess your work experience. You are therefore encouraged to bring samples of your work that best illustrate your applied technical knowledge. These samples can be either of your own work or can demonstrate significant contributions you have made to projects.

They could include plans, renderings, drawings, photographs, reports, calculations and so on. Samples from two or three of your most technically challenging projects will usually be enough.

If you are not able to bring original samples, please prepare some sketches from memory. There will also be a white board or flip chart available in the interview room for you to make sketches to help illustrate your projects.

The Interview

Our goal is to provide you with a friendly, relaxed experience. You will be greeted by an ASTTBC staff member and introduced to the interview panel.

The ASTTBC staff person will open the meeting by explaining the purpose of the interview and asking you if there have been any changes in your circumstances, job description or responsibilities since your application.

The senior reviewer will then ask you to give a five to ten minute overview of your working experience. Remember that the panel has already reviewed your submission and a broad overview giving the highlights of your career is sufficient.

The panel will then ask specific questions to assess how you have applied your technical knowledge – this is where your work samples will be very useful. The focus of the interview is *your* personal experience so please use ‘I’ rather than ‘We’ when describing your role in the various projects and working environments.

You will be given an opportunity at the end of the interview to add anything that you feel is important or that may have been missed by the panel. The senior reviewer will then make some closing remarks and advise you on the next steps in the process.

Interview outline:

- 5 minutes: Introduction by the ASTTBC staff person
- 10 minutes: Applicant provides overview of career and work experience
- 40 minutes: Questioning of applicant by panel
- 5 minutes: Closing remarks by senior reviewer and applicant.

What Happens Next?

Following the interview, the panel makes its recommendation regarding your registration to the Board of Examiners. The Board of Examiners makes the final decision so the panel is not able to give you an indication of its recommendation at the end of the interview.

However, if the panel feels, after reviewing its notes from the interview, that there are still information gaps, it will contact you before making its recommendation to the Board so you have an opportunity to address them.

The Board of Examiners review process typically takes four to six weeks.

Our Commitment to You

ASTTBC is committed to providing you with a friendly, professional and open interview experience. We welcome your feedback at any time regarding the process and the support we provide.

APPENDIX B (ii)

INTERVIEW PROCESS

Guidance Notes for Interviewers

Introduction

This document has been designed to help you prepare for the upcoming interview of an applicant for registration. The interview is required because the review of the applicant's submission against the National Technology Benchmarks identified one or more information gaps, particularly in the area of work experience.

Purpose of the Interview

The interview is an opportunity for the applicant to describe their work experience and help ASTTBC address any experience gaps identified in the original application. Your task is to evaluate their work experience so that credit for work done and responsibilities held can be given towards registration.

The interview panel will consist of three members:

4. A senior reviewer with extensive experience in the applicant's discipline – this person will lead the interview.
5. A second interviewer with experience in the applicant's discipline – this person will assist the senior interviewer.
6. An ASTTBC staff person – this person will concentrate on ensuring that the interview process is fair and open, that ASTTBC's responsibilities as a certifying body are met, and that the interview is recorded electronically for the benefit of the applicant and ASTTBC.

The applicant has already been advised of the names of the interviewers to ensure that there is no conflict of interest that might influence the course of the interview. If you have had any reason to believe you might be in a conflict of interest situation, please contact Registration at ASTTBC at your earliest opportunity.

Applicants should not contact the interviewers directly.

Location and Duration

Interviews are held at ASTTBC's office in North Surrey. The address is:

10767 – 148th Street, Surrey, British Columbia V3R 0S4

Phone: 604-585-2788

A map is attached to this document. Parking is available to the rear of the building or on 148th Street.

Interviews will vary in length but normally take 60 to 90 minutes.

It is very important that the interviewers and staff person meet immediately prior to the interview to:

- review the results of the applicant's submission;
- determine the information gaps in the application, the focus of the interview and the key questions to be asked;
- who will lead the questioning and if certain questions will be allocated to the other panel member; and
- review the interview process, responsibilities and conduct as outlined in this document.

At ten days in advance of the interview, each panel member and the interviewee will be provided with a copy of the National Technology Benchmarks check sheets, as approved by the Board of Examiners. These sheets will identify the information gaps that will form the main focus of the interview. Panel members are encouraged to use these sheets to record their observations. Each panel member will also receive the Interview Checklist.

An organized, confident and relaxed panel will be both fair and reassuring to the applicant. It is expected that at least 30 minutes be dedicated to this preparatory meeting. Interviewers may also have communicated with one another over the telephone prior to the interview.

What The Applicant Will Be Bringing

The main purpose of the interview is to assess the applicant's work experience in relation to the information gaps identified in the submission review. The applicant has been encouraged to bring samples of their work that best illustrate their applied technical knowledge. These samples might be their own work or might demonstrate significant contributions they have made to projects. They could include plans, renderings, drawings, photographs, reports, calculations and so on. The applicant has been encouraged to limit the samples to those representing two or three of their most technically challenging projects.

The samples are to be returned to the applicant at the end of the interview.

In those cases where original samples are not available, the applicant is encouraged to prepare some sketches from memory. There will also be a white board or flip chart available in the interview room for the applicant to make sketches to help illustrate their projects.

The Interview

ASTTBC's goal is to provide the applicant with a friendly, relaxed experience. The applicant will be greeted by a staff member and introduced to the interview panel.

The ASTTBC staff person will open the meeting by explaining the purpose of the interview and asking the applicant if there have been any changes in their circumstances, job description or responsibilities since their application.

The applicant will then be asked by the senior reviewer to give a five to ten minute overview of their working experience. The applicant will be aware that the panel has already reviewed their submission and that a broad overview giving the highlights of their career is sufficient.

The panel members will then ask specific questions to assess how the applicant has applied their technical knowledge – this is where the work samples will be very useful. The focus of the interview is *their* personal experience and the applicant has been encouraged to use 'I' rather than 'We' when describing their role in the various projects and working environments.

The panel is not expected to assess academic qualifications as these have will already been reviewed.

It is important to give the applicant an opportunity at the end of the interview to add anything they feel is important or that may have been missed by the panel. The senior reviewer then makes some closing remarks and advises the applicant on the next steps in the process.

Interview outline:

- 5 minutes: Introduction by the ASTTBC staff person
- 10 minutes: Applicant provides overview of career and work experience
- 40 minutes: Questioning of applicant by panel
- 5 minutes: Closing remarks by senior reviewer and applicant.

Important Things to Remember

1. Candidates must be treated in a fair, open and non-discriminatory manner without in any way compromising ASTTBC's responsibilities to make enquiries and judgements about the applicant's technical experience and capabilities.
2. ASTTBC and the panel must protect the interests of the applicant and their employer with regards to publications, inventions, discoveries, trade secrets, disclosures and any work that has monetary value.
3. The candidate will have been advised in writing of the names of the proposed panel members and will have signed a consent form, agreeing to be interviewed by the proposed panel and stating that there are no known conflicts of interest in terms of working relationships.
4. There should never be any discussion, no matter how unintentional, that relates to race, colour, ancestry, national origin, political belief, religion, marital status, family status, physical or mental disability, sex (including sexual harassment or pregnancy), sexual orientation, age and criminal or summary conviction, either before, during or after the interview.

What Happens Next?

Following the interview, the panel members meet, typically for 15 minutes, to compare and consolidate its findings. The senior reviewer makes a recommendation regarding registration to the Board of Examiners.

Since the Board of Examiners makes the final decision, the panel is not able to – and should not – give the applicant an indication of its recommendation at the end of the interview.

However, if the panel feels, after reviewing its notes from the interview, that there are still information gaps, the senior reviewer will contact the applicant for additional information before making the panel's recommendation to the Board.

The Board of Examiners review process typically takes four to six weeks.

ASTTBC's Commitment to the Applicant

ASTTBC is committed to providing the applicant with a friendly, professional and open interview experience. We welcome feedback from the applicant and the panel members at any time regarding the process and the support we provide.

APPENDIX B (iii)

Interview Checklist

To be completed by Registration as the interview is planned and forwarded to the interviewers.

Applicant's name: _____ Discipline: _____

Senior reviewer: _____ 2nd Interviewer: _____

ASTTBC Staff person: _____

Interview date: _____ Location: _____

Documents to interviewers Documents to applicant At least 10 days ahead of interview.

To be Available for the Interview: Water Other beverages White board and pens Tape recorder

Interview Length: 60 Minutes. **Important:** Allow 30 min. for on-site panel preparation.

- 5 minutes: Introduction by the ASTTBC staff person and 'casual chat'.
- 10 minutes: Applicant invited to give review of career and work experience.
- 40 minutes: Questioning of applicant by panel to address gaps.
- 5 minutes: Closing remarks by senior reviewer and applicant.

Questioning:

- Focus is on how the applicant has applied their technical knowledge and how this addresses the gaps identified during the initial review against the NTB template.
- Ask to see samples of work and/or have the applicant describe and illustrate significant projects.

Topics to be Discussed:

- A short overview of the registration process.
- National Technology Benchmarks and what needs to be met.
- Experience requirements.

Other Thoughts:

- Ask and encourage questions from applicant.
- Explore options with the applicant such as courses but make no commitments.
- Ask their thoughts on any original Board of Examiners' decision.

Closing:

- Ask the applicant if they have anything they would like to add.
- Explain that the Board of Examiners makes the final decision regarding registration – the panel cannot give the applicant an indication of its recommendation.
- The Board of Examiners' review process typically takes four to six weeks.
- If the outcome is not favourable, the applicant will have the opportunity to send a written response prior to the panel's recommendation going to the Board of Examiners.

Approved by Council: April 2, 1987

Revised/approved: Nov. 1988, June 1991, June 1992, June 1994, Dec. 4, 1997 (9.0) & (2.3),

Revised/approved Feb. 1999 10.0 (b 1)

Revised/approved Feb. 24, 2000

Note: Temporary change to 8.0 Reinstatement of Membership for the period Jan. 1, 1999 to Dec. 31, 2001

Dec. 2001 Council approved indefinite moratorium.

Revised/approved Feb. 1, 2001 2.1.3 (a) and (b); 4.1; 4.3.1; 4.3.6; 5.4

Revised/approved March 7/02 1.3; 1.4.3; 2.1.2; 3.1 (f), 4.1

Revised/Approved Jan. 23, 2003 - 1.3; 2.12; 2.1.3 ©; 3.2; 4.1;4.3.1(a) & (c); 4.3.6; 4.4.2 (a); 4.6; 6.6.3(e) (f);

Revised/Approved Jan. 26, 2004 1.2(b); 1.2.2; 1.3; 2.2; 2.3; 2.4.1(9, 16);3.4; 4.1; 4.4.2(c);4.7(c) (iii), (iv); 4.8;6.1.1; 6.1.2; 6.4; 6.5(a);7, 8.0(a) (b), 10.0

Revised/Approved Sept. 16, 2004; 8.0

Revised/Approved Jan. 27, 2005 1.3; 2.3 (d); 3.1 (a), (b), (c) note; 3.2; 4.1; 4.3 (a) (c); 4.3.1, 4.3.3 (a); 4.3.6; 4.4.2 (c) (ii) (iii) , (d), (e); 5.4; 6.1.2; 8 (b)

Revised/Approved Feb. 23/06: 4.3.1 (a); 4.4.2 (a); 4.7 (d); 9;

11.0; 12.0; 13.0 - Approved by Council Sept. 28/06

2.1.5; 12.0; 13.0; 14.0 - Approved by Council Sept. 28/06

6.3; 15.0 approved by Council Nov. 2/07

2.4 (Appendix A) - Feb. 21/08

4.4, 4.5 - approved by Council May 22/08

6.1 approved by Council May 21/09

3.1 (c) approved by B/E Sept. 28/09

2.4, 2.5.1.14, 3.4 approved by Council Sept 29/11