Application Process

*(Important: For an academic program to be **accredited**, it **must be** listed on the www.cctt.ca website or **be accredited** under either the Sydney or Washington Accords listed at www.ieagreements.org). If your program is **not accredited**, you can only be certified as a Technician upon meeting the certification requirements.*

a) **Internationally** educated professionals are required to provide an ICAP (course-by-course) academic evaluation from World Education Services (W.E.S.). The W.E.S. website is located at https://www.wes.org/ca/evaluations-and-fees/professional-license-certification/engineering-related/ . You must have received your W.E.S. assessment to submit your application online.

b) Applicants must apply on-line at the Technology Registrations Canada website at www.technologyregistrationscanada.ca

c) Applicants who have graduated from a technical program are required to have two years of relevant Canadian work experience to be certified with CTTAM. Canadian co-op work experience is credited at 50%. CTTAM recognizes international technical work experience but one year of relevant Canadian supervised practice is still required to proceed with certification as Canadian references need to be provided.

d) If you are internationally educated but do not have the required two years of relevant Canadian work experience, you can still apply with CTTAM as you may qualify for "provisional" certification providing that you have more than one year of relevant international work experience.

e) References **do not need** to be provided if the applicant does not have the two years of relevant Canadian work experience. If you have the required Canadian work experience, you will need to provide the contact information for three references. One of the references **must be** your immediate supervisor and they do not have to be certified. The other two references need to be either a C.E.T. or a P.Eng. and **must** have directly worked with you for at least one year.

f) Applicants who graduated from a non-accredited program with Canadian work experience **must** select general competencies as well as a minimum of four (4) discipline specific competencies. It is also important to select as many indicators under each competency that are relevant. Applicants who graduated from an accredited program need only to selection a minimum of four (4) discipline specific competencies along with all of the relevant objectives under each competency.

g) The cost to apply is $150.00. CTTAM will waive the application fee for Red River College and Assiniboine College graduates who apply within one year of graduation.

h) When the applicant has received a letter from the Registrar stating that the Board of Directors have accepted their application, annual dues **will apply**. Certified fees are $200 and Associate fees are $155.00. Annual fees are due each calendar year in January.

i) CTTAM is currently not set up online to collect payments. After you have submitted your application and it has been reviewed to ensure that all the required documents/information have been provided, you will receive an email requesting payment of the $150 application fee. CTTAM accepts both Visa and Mastercard credit cards. To provide a credit card number over the phone, please call 204-784-1081 or 204-784-1082.

Documents that are required to be attached to the on-line application as .PDF formatted files:

1. Diploma or Certificate
2. Transcripts
3. An up-to-date work history which is the work experience portion of a resume. A full resume will also be accepted.
4. A current job description if you have met the requirement for relevant Canadian supervised practice. Your supervisor **must** sign the job description on each page.
5. W.E.S. ICAP academic assessment (for internationally educated professionals)
6. Two forms of Identification: Manitoba Driver's License; Manitoba Medical Card or Passport. Internationally educated professionals need to provide a copy of their permanent resident papers/card.
7. Applicants educated in the Philippines and who were a member of the Professional Regulatory Commission in the Philippines can attach a copy of their PRC card to their application which will recognize their academics at the technologist level.

Application Timeline:

Applications will only be processed once payment has been received. Most importantly, all applicants must pass the online Professional Practice Exam for their file to be reviewed along with all of the required documents must have also been uploaded to the application.

Applicants can "track" the progress of their application by logging into their account on the Technology Registrations Canada website.

Contact the Member Services Coordinator at 204-784-1081 or admin@cttam.com if more information is required.