

Certified Technologist

Application Handbook



CTTAM

*Certified Technicians & Technologists
Association of Manitoba*

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Introduction

The Certified Technologist Application Handbook has been prepared by the Certified Technicians and Technologists Association of Manitoba (CTTAM) to assist applicants with understanding the certification process. The handbook is designed to provide applicants with essential information regarding the application process.

Certified Technologist (C.E.T.) Requirements

The following sections outline the legislative and policy requirements and application components for the C.E.T. designation in Manitoba. The CTTAM Certification Board is responsible for reviewing C.E.T. applications and assesses all applicants according to Theoretical Knowledge, Practical Application, Professional Currency/Level of Experience, and Ethics/Law. Please review the following sections to ensure you understand the application requirements.

Theoretical Knowledge

All applicants for C.E.T. must have graduated from a three-year applied science, engineering or information technology program. The three key academic categories and related requirements are as follows:

TECHNOLOGIST	Stream 1	Stream 2		Stream 3
Applicant Category	Graduates from Technology Accreditation Canada accredited academic programs in Canada.	Graduates from non-accredited academic programs within or outside of Canada.		Non-graduates or applicants who cannot produce academic documentation and must demonstrate academic equivalency.
Academic Requirements	<ul style="list-style-type: none"> Provide original or true copies of academic transcripts 	<p><u>Canadian</u></p> <ul style="list-style-type: none"> Provide original or true copies of academic transcripts Complete a Learning Assessment 	<p><u>International</u></p> <ul style="list-style-type: none"> Provide WES academic assessment Complete a Learning Assessment 	<ul style="list-style-type: none"> PLAR assessment Complete competency summary report
Work Experience Requirements Certification Board	<ul style="list-style-type: none"> 2 years relevant to discipline Provide 3 references Complete work competency report Pass CTTAM Act, By-laws and Code of Conduct exam 	<ul style="list-style-type: none"> 2 years relevant to discipline Provide 3 references Complete work competency report Pass CTTAM Act, By-laws and Code of Conduct exam 	<ul style="list-style-type: none"> 2 years relevant to discipline Minimum of 1 year Canadian supervised practice Provide 3 references Complete work competency report Pass CTTAM Act, By-laws and Code of Conduct exam 	<ul style="list-style-type: none"> 2 years relevant to discipline Provide 3 references Complete competency summary report Pass CTTAM Act, By-laws and Code of Conduct exam

Practical Application

All applicants for C.E.T. must demonstrate at least four discipline-specific competencies by completing a Competency Summary.

Professional Currency/Level of Experience

All applicants for C.E.T. must demonstrate a minimum of two years of work experience of an applied science, information, or engineering technology nature that is acceptable to the CTTAM Certification Board. To demonstrate this experience, applicants must provide the following documentation:

- Current resume/work history
- Job description signed by their immediate supervisor
- Three professional references who have worked at least one year with the applicant

Co-op Experience

If an applicant has completed a co-op program, this experience may be counted towards the minimum of two years of relevant work experience. However, co-op experience will only be credited at 50% and up to a maximum of six months.

Residency Requirement

All applicants must also be Canadian citizens or permanent residents or provide a valid work permit indicating that the applicant is lawfully entitled to work in Canada.

Technician vs. Technologist

Technicians and technologists usually work in a team with other professionals. They are usually involved with the application or adaptation of technology. Performance as a certified technician or technologist requires the application of principles, methods and techniques appropriate to a field of technology. Practical knowledge of the construction, application, properties, operation and limitations of engineering systems, processes, structures, machinery, devices or materials, is usually required.

The following chart outlines the definitions of Technician and Technologist and may be of assistance to applicants in preparing a resume and job description.

Technician (C.Tech.)	Technologist (C.E.T.)
<p>An applied science, information, or engineering technology professional who performs routine technical procedures with occasional direct supervision and who may assume limited responsibility for any decision-making process.</p> <p>Typical activities include testing, troubleshooting, inspection, calibration, design drafting, quality control, maintenance, modeling, data compilation, estimating, sales, surveying, field supervision, technical sales and teaching.</p> <p>Uses a practical approach based on a detailed understanding of standard methods and techniques in solving technical problems.</p> <p>Examines assignments, objectives and instructions to select procedures and actions to resolve the assigned problem.</p>	<p>An applied science, information, or engineering technology professional who is capable of assuming responsibility and exercising independent judgment to perform technical tasks and solve problems in complex technological areas with limited direct supervision.</p> <p>Typical activities include design, production, marketing, testing, quality control, estimating, surveying, inspection, diagnostic evaluation, supervision, management, technical sales and teaching. Such activities may be carried out in association with other professionals.</p> <p>Uses an applied approach based on a comprehensive understanding of a specific technology.</p> <p>Evaluates assignments, determines procedures and implements solutions, schedules work to meet objectives, participates in short- and long-range planning, and may become involved in developing and promoting conceptual change.</p> <p>May assume managerial or administrative responsibility for a wide range of technical endeavors.</p> <p>May supervise and coordinate a diverse working group and train less experienced technical and professional staff.</p>

Ethics/Law

All applicants for C.E.T. must successfully complete the CTTAM Professional Practice Exam to demonstrate knowledge of the Certified Applied Science Technologists Act of Manitoba, CTTAM's By-law and Code of Ethics and related regulations and general knowledge related to the practice of applied science, information, or engineering technology. Applicants write the exam on-line as part of the application process through the Technology Registrations Canada website.

All applicants must also demonstrate good character and reputation, which are confirmed by the applicant's references, declared by the applicant as part of the online application process, and demonstrated through the applicant's conduct.

Application Process

Applicants for certification/membership with CTTAM must apply on-line at Technology Registrations Canada, www.technologyregistrationscanada.ca.