



Application Process

(Important: For an academic program to be **accredited**, it **must be** listed on the Technology Accreditation Canada website at <http://www.technologyaccreditation.ca/National-Accreditation/Overview> 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 online 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 work experience to be certified with CTTAM. CTTAM recognizes international technical work experience.
- d) The cost to apply is \$175.00.
- e) 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 \$225. Annual fees are due each calendar year in January.
- f) 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 \$175 application fee. CTTAM accepts E-transfer, Visa, Mastercard and American Express credit cards. To provide a credit card number over the phone, please call 204-784-1081 or 204-784-1083.

Documents that are required to be attached to the online 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. If you do not have Canadian experience, please upload your resume here.
5. W.E.S. ICAP academic assessment
6. Two forms of Identification. Acceptable types of ID: Driver's License; Passport; Permanent Resident card; Manitoba Medical 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. CTTAM will recognize their academics at the technologist level if a PRC card/certificate is provided.

Application Timeline:

Applications will only be processed once payment has been received. **Most importantly**, all applicants must pass the online CTTAM Act, Bylaw and Code of Conduct (ABC) exam for their file to be reviewed and assigned to a file reviewer.

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.