



Guide: Online Application System

Welcome to the online application system of the [Certified Technicians and Technologist Association of Manitoba \(CTTAM\)](#). Our handy guide will walk you through the process one step at a time.

You may begin the application process at any time. To save your information as you move forward in the application process, we ask you to create an account by entering your email address (your username moving forward) and a password. You may stop/log out at any time and then resume when ready to continue.

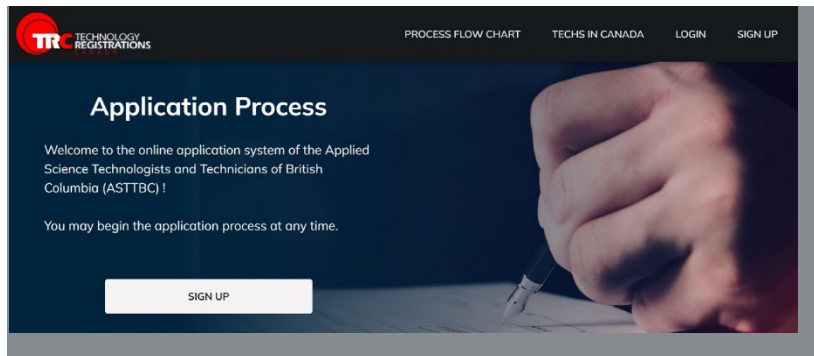
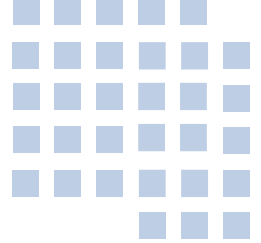
When your application is complete, has been submitted and been reviewed to ensure that you have included the relevant documents and information, you will be requested to pay the application fee which is **non-refundable**. It is suggested that you go to [CTTAM's website](#) to understand registration requirements for certification. It is important that you honestly provide the information as requested and fairly select the most appropriate option wherever applicable.

Let's begin if you don't have an account.
Let's continue if you do have an account.
Find out what's next.

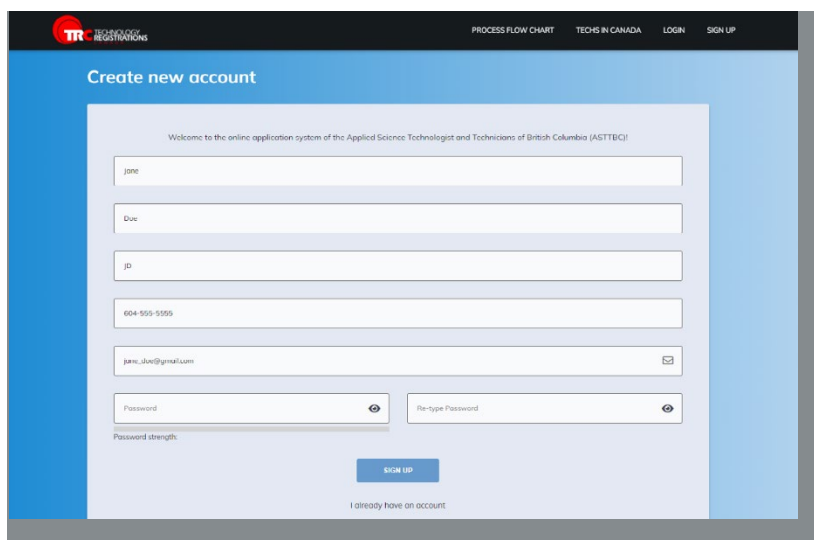
Details on registration requirements for each certification category can be found at www.cttam.com; "Registration"

Application Process

Let's begin...



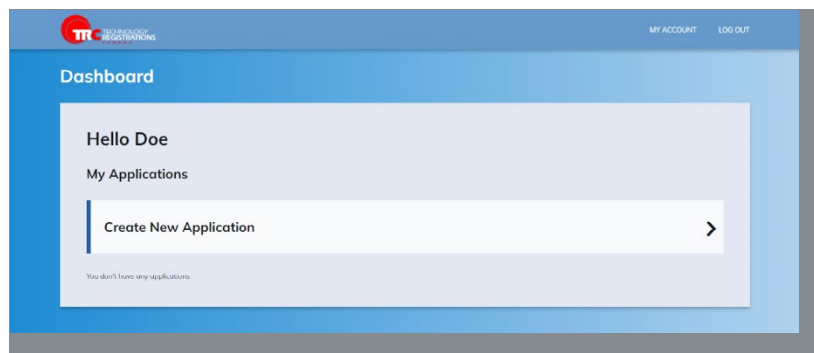
1. Click 'Sign Up' to create a new account. If you already have an account, click 'Log In' and continue where you left off.



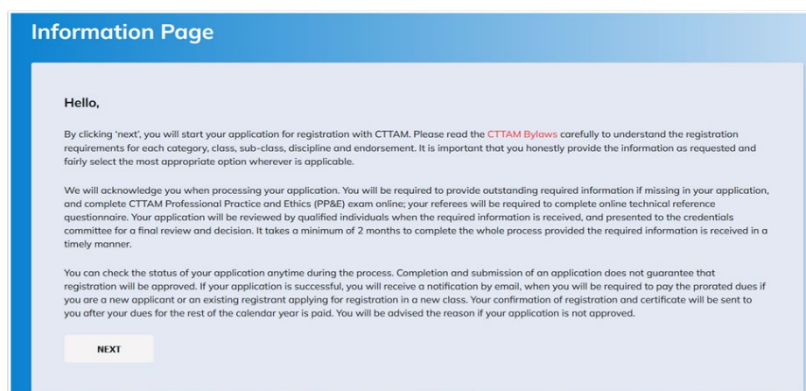
2. Enter your information including email and password. Click 'Sign Up'.

Recommendations to make your password stronger:

- » Make it at least 12 characters
- » Add lowercase letters
- » Add uppercase letters
- » Add numbers
- » Add punctuation



3. Click 'Create New Application' to initiate the application process.



4. Read the Information Page and click 'Next'.

Description of the Application Process

We recommend you to read [CTTAM's requirements for certification](#) to understand the registration requirements and prepare the required information accordingly. Please select the Type of Application and click 'Next' to move further.

Select 'Registration' if you are:

- » A new applicant applying for C. Tech. or C.E.T.

If you are a student enrolled in a technology diploma program at a post-secondary school, to [CTTAM's website](#) for more information on how to apply for student status.

Select 'Reclassification' if you are a current practicing registrant as a:

- » C. Tech. applying for C.E.T.; or
- » Associate applying for C. Tech. or C.E.T.

Select 'Transfer' if you are currently a registrant/member in another jurisdiction in Canada as a registrant/member in good standing, applying for registration with CTTAM as Certified Technician or Certified Technologist.

If you are wanting to reinstate your CTTAM membership, please contact the CTTAM office at admin@cttam.com or call 204-784-1081.

In the following pages, you will be required to provide information relevant to your education and work experience in addition to your personal and contact information. Go with the process flow to complete the required information as indicated.

Description of the application process

This is the beginning of your online application for **CTTAM Bylaws** registration.

To start your application, select type of application according to below statement.

Select '**registration**' if you are a new applicant applying for C.Tech. or C.E.T.

If you are a student enrolled in a technology diploma program at a post-secondary school, go to www.cttam.com, "Registration", "Become a Member" and click on the "Student application." (**Note:** We could add a link to the application on CTTAM's website if possible)

Select '**reclassification**' if you are a current practising registrant as

- An Associate applying for C.Tech. or C.E.T., or
- A C.Tech. applying for C.E.T.

Select '**reinstatement**' if you are a non-practicing registrant or former registrant.

If you wish to change your status to retired or non-practicing, please contact the office for assistance.

In the following pages, you will be required to provide information relevant to your education and work experience in addition to your personal and contact information. Go with the process flow to complete the required information as indicated."

5. Add your personal and character information by answering questions 1-14, then click 'Next'. It is **mandatory** that you answer the questions.

6. Enter your mailing address and contact information. Click 'Next'.

NOTE: You must fill out all required data throughout the process to submit your application. However, you can skip steps (and come back later) by clicking the section title on the left side menu. Your information saves as you click 'Next'. You can log out at any step and finish later.

Class of Registration

Check the appropriate box for the class of registration of your application. Select only one at a time. If you wish to apply for more classes or sub-classes, create a new application after complete and submit this one.

- ☐ Certified Technician (CTech)
- ☐ Certified Technologist (CET)
- ☐ Associate

Submit the application as a Trainee

☐ NO

SAVE

NEXT

7. Select your class of registration and click 'Next'.

NOTE: The Associate category is no longer utilized

Moving forward, this guide follows the Certified Technologist (C.E.T.) pathway.

Pathway

- ☒ Graduates of Canadian Nationally Accredited Technology Programs (Option A)

Select **Option A** if you graduated from a **national accredited program**. If you have completed more education programs, and any of them is an accredited program, select this option. You will be required to demonstrate work experience to meet five discipline specific competencies you select at a later step in your application.

Select the discipline that is most relevant to your education and work experience from the list. If you were trained and work in an employable 'hybrid' discipline, you may select up to three disciplines from which to identify your competencies.

In case of a 'hybrid' discipline:

- select up to three disciplines that closely matches your area of work
- you will be given opportunity to identify competencies and indicators related to the selected disciplines on 'competencies' page

Disciplines

- None -

- None -

ARCHITECTURAL, BUILDING AND CONSTRUCTION

BIOMEDICAL

BIOSCIENCE

CHEMICAL

CIVIL

ELECTRICAL

ELECTRONICS

ENVIRONMENTAL

Internationally educated professionals are required to obtain a World Education Services (W.E.S.) ICAP (course-by-course) academic assessment to provide a comparison to Canadian academics. This document is to be included in the Attachments as an "Other" attachment.

It is important for all applicants to attach all relevant degrees, diplomas or certificates as the certification process validates both education and work experience at either the Technician or Technologist level.

CPD information is required for application for reinstatement. Please include this information on your resume.

Education

Program List

- ☐ Degree
- ☐ Diploma
- ☐ Certificate
- ☐ Other Training

8. If your program of study is **accredited**, select education Option A. Otherwise select Option B. Click 'Next'. **Note:** For a list of Canadian accredited academic programs go to the [Technology Accreditation Canada website](http://www.technologyaccreditation.ca). International programs must be accredited under either the Sydney or Washington accords listed at: www.ieagreements.org.

9. Select the most relevant discipline to your work experience and click 'Next'.

10. Click 'Add Education' to expand an education form and fill it out. When complete, click 'Done' to save or 'Remove' to delete. You add more education by clicking 'Add Another Education'. Click 'Next' to save when done with this section.

Application

- Type of Application
- Personal Information
- Contact Information
- Class of Registration
- Pathway
- Discipline
- Education
- Work Experience
- Technical References
- Competencies
- Review Competencies
- Attachment
- Prepare for Submission
- Payment

List your work experience for a minimum of two years.

Employment Status

☒ Employed
☐ Self-employed
☐ Unemployed

NOC Classification

2 - Natural and applied sciences and related occupations

21 - Professional occupations in natural and applied sciences

211 - Physical science professionals

2111 - Physicists and astronomers

Employer

[ADD EMPLOYER](#)

[NEXT](#)

11. Select your employment status and NOC classification. You can select up to 4 NOC classifications and go into detail or select 'None'. *It is not mandatory to select a NOC (National Occupation Classification).*

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List your work experience for a minimum of two years.

Employment Status

☒ Employed
☐ Self-employed
☐ Unemployed

NOC Classification

2 - Natural and applied sciences and related occupations

21 - Professional occupations in natural and applied sciences

Employer

Name of Employer

Business Summary

Starting Date: mm/dd/yyyy Ending Date: mm/dd/yyyy

Current: ☒ Yes ☐ No

Industry: Name

Supervisor

Name

Job Title

Phone Number: Email:

Your Job Title

Your Job Description

Work Address Line 1: Work Address Line 2:

Country: Name City:

Province/State: Postal Code:

[DONE](#) [REMOVE](#)

[ADD ANOTHER EMPLOYER](#)

[NEXT](#)

12. Click 'Add Employer' to expand an employment form and fill out. When complete, click 'Done' to save or 'Remove' to delete. Create another entry by clicking 'Add Another Employer'. Click 'Next' to save when done with this section.

Application

- Type of Application
- Personal Information
- Contact Information
- Class of Registration
- Pathway
- Discipline

Please provide a minimum of three technical referees including your directly supervisor who can verify your work experience and technical competencies. It is preferred to provide referees who are registrants in a professional association and jurisdiction.

Technical References

ADD TECHNICAL REFERENCE

NEXT

13. Click 'Add Technical References' to expand a reference form and fill out. When complete, click 'Done' to save or 'Remove' to delete. Create another entry by clicking 'Add Another Technical Reference'. Click 'Next' to save when done with this section.

Application

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Please provide a minimum of three technical referees including your directly supervisor who can verify your work experience and technical competencies. It is preferred to provide referees who are registrants in a professional association and jurisdiction.

Technical References

Name: [] Title: []

Organization: [] Professional Designation: []

Telephone: [] Extension: []

Email: [] Address Line 1: []

Address Line 2: [] City: []

Province/State: [] Country: []

Postal Code: []

This is my current supervisor: ☐ NO

DONE REMOVE

ADD ANOTHER TECHNICAL REFERENCE

NEXT

You need to provide three technical referees (references), including your direct supervisor, who can verify your work experience and the technical competencies you selected. It is preferred to provide referees who are registrants in a professional association and jurisdiction (ex. C.E.T., P.Eng. or E.I.T.).

Application

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Claim 5 discipline specific competencies that can most reflect your work experience, select the indicators of performance you believe you can satisfy for each claimed competency.

Discipline: ARCHITECTURAL BUILDING AND CONSTRUCTION

☒ ARCTY12 - CAD software electronic messages

☒ Demonstrate

☐ Interpret, s

☒ Evaluate p

☐ Evaluate a

☒ Solve con

☐ Design and illustrate projects using latest technology.

☐ Manipulate, import and integrate data between architectural drawings and database applications.

☐ Interpret evaluation of software used in architectural construction projects.

☐ Organize effective management of electronic drawing files.

☐ plan safe storage and retrieval of electronic documents in a timely manner.

☐ ARCTY09 - Codes, Bylaws, and Regulations - Interpret and apply applicable codes, zoning bylaws, and regulations.

☐ Interpret and apply the function and organization of applicable codes.

☐ Analyze and design gross building areas.

☐ Interpret and prepare building code reports.

☐ Interpret analyze, and apply the principles behind code regulations with respect to the protection of occupants, emergency assistance providers, and property.

NEXT PREVIOUS

14. Based on the discipline selected earlier (you can change it here), claim a minimum of 4 discipline specific competencies that most reflect your work experience. It is important to select as many objectives listed under each claimed competency that you believe you can validate with work experience. C.Tech. path will require applicants to also select general competencies. When done, click 'Next' to save.

Application

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- Review Competencies**
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Review the claimed competencies and selected indicators, use the 'move up' or 'move down' buttons to move and rank your competencies so that the ones in which you have the most training and experience are at the top of the listing.

Provide information of your work experience and/or education that is relevant to each the claimed competency and all general competencies in the text box below each competency

ARCHITECTURAL, BUILDING AND CONSTRUCTION

☒ ARCTY12 - CAD Systems - Select, interpret and apply computer software programs including word processors, CAD, database, electronic messaging, and information/data.

☒ Interpret, select, and apply electronic systems to store and retrieve information.

Education

Work Experience

NEXT

15. Review the claimed competencies and selected check boxes. Use the move up/down cursor (highlighted in red) to move and rank your competencies, so that the ones in which you have the most training and experience are at the top of the listing.

Provide the program name, name of educational institution and work experience that is relevant to each claimed competency in the text box below each competency. Click 'Next' to save when done with this section.

Attachment

You are required to upload the information as indicated. The accepted format of document are PDF, JPG, Word and Excel, the uploaded file must be no larger than 25MB.

Education

Add additional Diploma / Certificate

Name / Description

Add additional transcript of grades

Identification

ID

Immigration Document

Criminal Record

Name / Description

Work Experience

Letter of Reference

Current job Description

Courses

Course outlined

Technical Report

Other

No Other added yet.

NEXT

16. You are required to upload the information as indicated as a PDF document. The uploaded file must be no larger than 25MB. Click 'Next' to save.

Internationally educated professionals must upload a copy of their W.E.S. ICAP academic assessment and attach a copy of their Permanent Resident Card or papers.

Application

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-  Prepare for Submission

Use the navigation bar on the left to review each section of your application, make sure entered information is correct and complete.

Review

How did you hear about the The Certified Technicians and Technologists Association of Manitoba?

Ex. A Friend, Co-worker, etc.

I have read and understand the CTTAM Code of Ethics and Practice Guidelines.

YES ☒

SUBMIT MY APPLICATION

17. Use the navigation menu bar on the left to review each section of your application. Ensure entered information is correct and complete.

Please provide feedback in the text box and toggle the indicator to 'Yes' after reading the CTTAM Code of Ethics and Practice Guidelines.

Click 'Submit My Application' to save and submit your application to CTTAM.

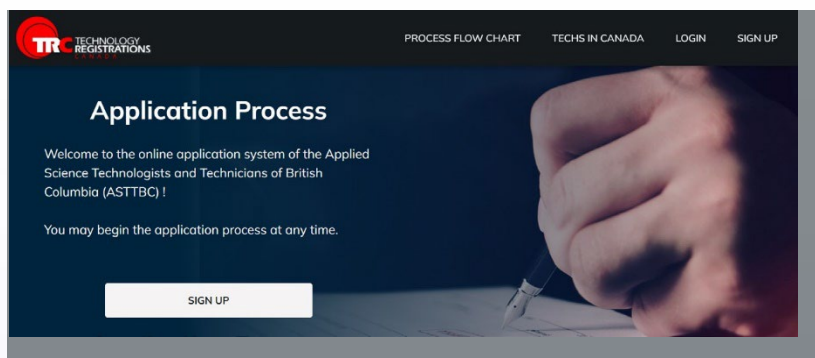
18. **Important Note:**

After you have submitted your application to CTTAM, it will be reviewed by CTTAM staff to ensure that all relevant information and documents have been provided. You will receive an email requesting payment of the application fee if your application is correct and complete.

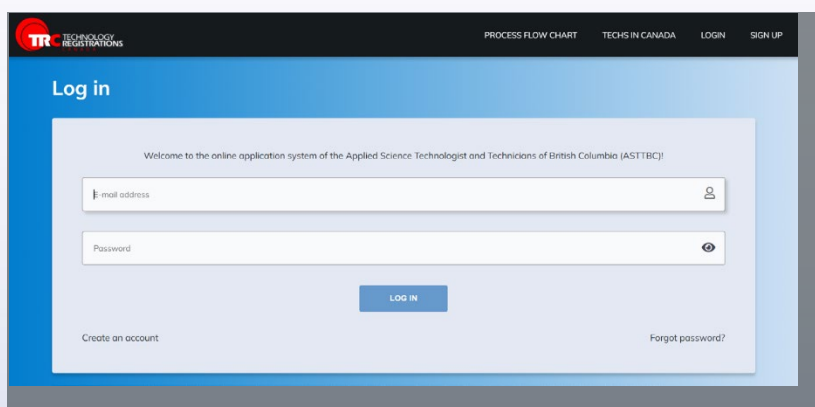
Contact the CTTAM office at 204-784-1081 or email admin@cttam.com if you have any questions about the application process.

Application Process

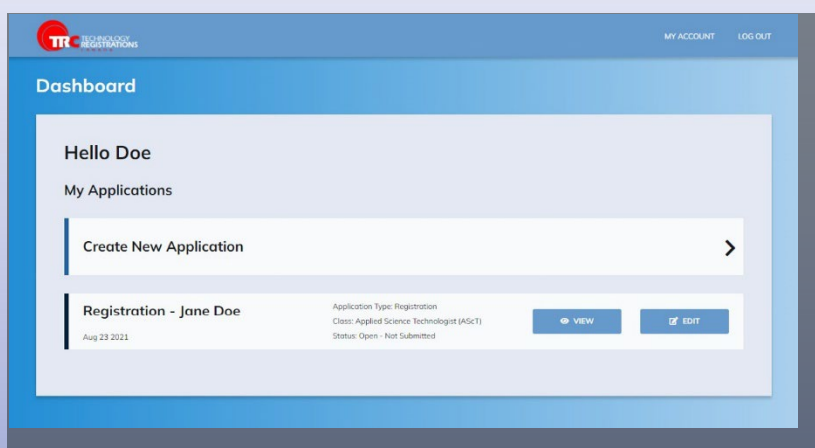
Log Into Application



1. If you already have an account, click 'Log In'.



2. Type in your credentials: email address and password; click 'Log In'.
Forgot your password?
Click the link and follow the recovery process.



3. To continue your application process from where you left off, click 'Edit'. You will come to the same menu/progress bar as seen previously with outstanding items highlighted in orange and completed items in green.

Application

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-  Competencies
-  Review Competencies
-  Attachments
-  Prepare for Submission

What's next?

After you pay and submit your application, you will receive an email letting you know your application is complete and will be processed. If needed, you will be asked to provide required information if missing in your application.

As part of the application process, you will need to write and pass CTTAM's ABC Exam exam online and your referees will need to complete an online technical reference questionnaire. You also will have to write and pass the CTTAM ABC exam and all of your references must have completed the reference questionnaire in order for your application to be reviewed by a qualified file reviewer. It takes a minimum of 3 weeks to complete the whole process provided the required information is received in a timely manner.

You can check the status of your application anytime during the process by logging into your TRC application account. Completion and submission of an application **do not** guarantee that registration will be approved. If your application is successful, you will receive a notification by email requesting payment of the corresponding member fee if you are a new applicant or a pro-rate fee if you are an existing registrant reclassing.

Your confirmation of registration and certificate will be sent to you after your member fee is paid. CTTAM will advise the reason if your application is not approved.

More Information

Please contact registration staff for further assistance:

Lauren Gluck
Deputy Registrar
Email: admin@cttam.com
Tel: 204-784-1081

Cathy Penner
Administrative Assistant
Email: adminassistant@cttam.com
Tel: 204-784-1082