

# ASET

# MEMBERSHIP APPLICATION

*The Association of Science and Engineering Technology Professionals of Alberta (ASET) is a self-regulating professional association that certifies technicians and technologists and regulates practice in accordance to the ASET Code of Ethics with a mandate to protect the public.*

*Certified members of the profession meet a standard of excellence in academics and experience. ASET works closely with colleges, technical institutions, national organizations and industry to maintain this standard.*

## BENEFITS OF MEMBERSHIP

### Professional Credential

The primary reason for becoming an ASET member is to become certified and achieve a professional credential. Many employers require or prefer that their employees hold an ASET credential, since they are marks of quality for both the individual and the employer. Becoming certified indicates to your peers, your colleagues, your employer and yourself that you have met the national standards for education, experience, and professionalism in your discipline.

When you earn certification from ASET, you earn the right to use one of the following professional designations:

- **Certified Technician (C.Tech.);**
- **Certified Engineering Technologist (C.E.T.); or**
- **Professional Technologist (Engineering) P.Tech.(Eng.)**

Certified members may wear the ASET ring and all members are able to point to ASET's Code of Ethics as proof of their professionalism.

### Transfer Your Credentials

An ASET credential is transferable between Canadian provinces and with certain countries around the world.

### National Job Bank

Canadian Technical Employment Network (CTEN), a national job bank for technicians and technologists gives ASET members access to jobs across the country. You can access CTEN at [www.cten.ca](http://www.cten.ca), or from ASET's web site, [www.aset.ab.ca](http://www.aset.ab.ca).

### Other Benefits

In addition, ASET members receive a number of other benefits, including many different group plans, discount offers, publications, networking opportunities through a vibrant chapter network across the province, and professional development opportunities.



# CATEGORIES OF MEMBERSHIP

## Student Member

- Enrolled in a recognized, full-time technology program that will lead to certification.

## Associate Member

- Does not currently have the requirements for certification, but is actively pursuing them and is working in the field of technology.
- Does not have one year of appropriate Canadian experience.
- Requires academic upgrading or additional experience for certification as specified by the ASET panel of Examiners.
- Not required to write the Professional Practice Exam.
- At least one reference required.

## Technician/Technologist in Training (T.T.)

- Has a diploma from an ASET recognized technical program, but does not yet have the necessary working experience.
- Official transcripts required.

## Certified Technician (C.Tech.)

- Diploma from a Canadian Technology Accreditation Board (CTAB) accredited program at the technician level OR meets the academic requirements of the National Technology Benchmark (NTB) at the technician level.
- Minimum of two years acceptable post-secondary technical experience. (Minimum of one year work experience must be in Canada.)
- Three professional references required.
- Completion of ASET's Professional Practice Examination.

## Certified Engineering Technologist (C.E.T.)

- Diploma from a Canadian Technology Accreditation Board (CTAB) accredited program at the technologist level OR meets the academic requirements of the National Technology Benchmark (NTB) at the technologist level.
- Minimum of two years acceptable post-secondary technical experience. (Minimum of one year work experience must be in Canada.)
- Three professional references required.
- Completion of ASET's Professional Practice Examination.

## Professional Technologist (Engineering) P.Tech.(Eng.)

- **This form is not a P.Tech.(Eng.) application form. A P.Tech.(Eng.) application is available on line ([aset.ab.ca](http://aset.ab.ca))**
- Must be a C.E.T. (or R.E.T.) with ASET, but can be a recent C.E.T. with 6 years of engineering team experience.
- Experience must include a high degree of understanding and application of engineering and/or scientific principles.
- Manages/supervises the work of a team of professionals involved in the application of engineering and/or scientific principles.
- Three professional references required.
- Completion of ASET's Professional Practice Examination for P.Tech.(Eng.)

# APPLICATION PROCESS

Below are some guidelines to help you complete the application. Please include all items requested to ensure timely processing of your application.

## Residency requirement

Only Canadian citizens or landed immigrants residing in Alberta are eligible to apply for ASET certification and membership. Individuals in Alberta on visitor or student visas are not eligible to apply.

## Academic Documentation

There are two types of academic documentation: Canadian Technology Accreditation Board (CTAB) **accredited program** documentation and **non-accredited program** documentation.

### *Accredited Program*

If you graduated from a CTAB accredited program, the program has been audited and found to be in compliance with the National Technology Benchmarks for academics. The status of programs change over time, so to confirm the accreditation status of the program you graduated from at the time of your graduation, please check the list of accredited programs at CCTT.ca. With your application please provide:

- An official transcript sent directly from the educational institution.
- Any other documented academics you have acquired in addition to the accredited program, complete with course outlines explaining the content of the course.

### *Non-Accredited Program*

If your academics are from a non-accredited program, your academics will have to be assessed for compliance with the requirements of the National Technology Benchmark for academics. With your application please provide:

- An official transcript sent directly from the educational institution.
- Course outlines explaining the content of the courses.
- True copies of degrees/diplomas.
- A completed Applicant Self-Assessment form.

The Applicant Self-Assessment form and detail of how to complete the form can be found at [aset.ab.ca](http://aset.ab.ca). Your application can not be processed without a completed self-assessment.

### Note:

- If you cannot arrange with your institution or college to provide an official transcript of subjects and marks photocopies can

be provided, but the photocopies must be notarized as a true copy before a Commissioner of Oaths, a certified member of ASET, or other professional association.

- If your documents are not in English, please provide copies of a certified translation.

## Current job description

You are required to include a detailed description of your current job. ASET uses your job description as one component of assessing your experience for the technician or technologist category. Include your job title, section, department, company, the date you started your job and the name and title of your supervisor. Include all parameters of your job, i.e. budget responsibilities, number of staff supervised or managed.

Describe specific functions or equipment used in your job and how you use them. Please have your supervisor verify your job description by signing each page.

## Resume

You are required to include a separate, dated resume describing your work experience that shows:

- Dates of employment (year/month)
- Job description
- Detailed technical experience, responsibilities and/or achievements
- Names of employers and locations.

## References

List your references in the space provided on the form. Choose three professional references who have supervised or are familiar with your practice, including your current assignment. Together, your references must attest to at least 24 months of your work experience. If you are self-employed, you may use clients as references. ASET will send a confidential referee evaluation form to each of your references. At least three completed evaluations must be received by ASET before the application can be evaluated.

## Declaration and fee information

Your signature at the bottom of the application form indicates that you have read the ASET Code of Ethics and agree to abide by it. Application fees are listed in this application form. Separate, annual membership dues are billed on a pro-rated basis after a category of membership has been assigned. Call ASET or visit the ASET web site for current fees and dues.

# APPLICATION FEES AND MEMBERSHIP DUES

## Application fees (one time)

Certification (C.Tech., C.E.T.) **\$160**  
(\$50 exam fee is additional, if required)  
Technician/Technologist in Training (T.T.)  
**\$75**  
Transfer Application **\$55**  
Associate **\$160**  
Experiential Evaluation **\$100**

## Member Reclassification fees (one time)

Current T.T. to certified member **\$100**  
(\$50 exam fee is additional, if required)  
Dual certification **\$125**  
Associate Member to certified member **\$100**  
(\$50 exam fee is additional, if required)

All fees shown are for 2010. All fees and annual dues are tax deductible. New members will be billed on a pro - rated basis. Check the ASET website for the most current application form and fee information.

## Membership Dues

Please refer to the ASET website, [www.aset.ab.ca](http://www.aset.ab.ca), for information on membership dues.

## *What's next?*

When ASET has received your application, fee and supporting documents, ASET examiners will evaluate your application. The process usually takes several months. Note: The greatest delay in processing applications is often awaiting the receipt of completed referee evaluations. Contact your references to ensure they return them as quickly as possible.

If you don't meet the requirements for certification as a technician or technologist, you may qualify for registration as an Associate Member while you work towards satisfying the certification requirements. ASET will advise you by mail of the decision.

If you need more information, call the ASET Registration Department at 780-425-0626, toll free 1-800-272-5619; or visit ASET's web site: [www.aset.ab.ca](http://www.aset.ab.ca).

### **Professional Practice Examination**

ASET will notify you when you are eligible to write the professional practice exam and provide study material. Please check the ASET web site or contact the ASET office for the current exam schedule.

# THE ASET CODE OF ETHICS

By applying for or continuing membership in ASET, every member agrees to uphold the ethical standards set out in this Code of Ethics. The purpose of the Code of Ethics is to give general statements of the principles of ethical conduct in order that the members of ASET may fulfill their duty to the public, the profession and other ASET members.

The following excerpts from the ASET Code of Ethics shall be construed as a general guide, and not as a denial of the existence of other duties equally imperative and other rights though not specifically mentioned. The members are bound by its provision just as they are bound by the controls of Council and the bylaws of the Association. A complete copy of the code is posted on ASET's web site or is available from the office.

## MEMBERS OF ASET SHALL

1. Hold paramount the safety, health and welfare of the public, the protection of the environment and the promotion of health and safety within the workplace;
2. Undertake and accept responsibility of professional assignments only when qualified by training and experience;
3. Provide an opinion on a professional subject only when it is founded upon adequate knowledge and honest conviction;
4. Act with integrity towards clients or employers, maintain confidentiality and avoid a conflict of interest but, where such conflict arises, fully disclose the circumstances without delay to the employer or client;
5. Uphold the principle of appropriate and adequate compensation for the performance of their work;
6. Keep informed to maintain proficiency and competence, to advance the body of knowledge within their discipline and further opportunities for the professional development of their associates;
7. Conduct themselves with fairness, courtesy and good faith toward clients, colleagues and others, give credit where it is due and accept, as well as give, honest and fair professional comment;
8. Present clearly to employers and clients the possible consequences if professional decisions or judgments are overruled or disregarded;
9. Report to the appropriate agencies any hazardous, illegal or unethical professional decisions or practices by fellow members or others;
10. Promote public knowledge and appreciation of applied science, information and engineering technology and protect the Association from misrepresentation and misunderstanding.

## *Vision*

To be publicly recognized as certifying and promoting technology professions to support Alberta's success.

## *Mission*

To benefit the public and the profession by being the premier regulator, service provider to and promoter of safe, high-quality professional technology practice.





# APPLICATION FOR CERTIFICATION/MEMBERSHIP

The Association of Science and Engineering Technology Professionals of Alberta  
1630 - 10020 101A Ave. NW, Edmonton AB T5J 3G2  
Tel: 780-425-0626 or 1-800-272-5619

E-mail: asetadmin@aset.ab.ca Web Site: www.aset.ab.ca Fax: 780-424-5053

## CRITICAL "TO DO" LIST - HAVE YOU....

- Completed Self-Assessment (non CTAB accredited programs only)?
- Arranged for official transcripts to be sent to ASET?
- Included a detailed, current job description signed by your supervisor?
- Contacted 3 professional references and have their current addresses?
- Included a resume of your past experience?
- Included the application fee?

NOTE: Your application can't proceed without these items-be sure to include them!

### A. Personal Information

Name: \_\_\_\_\_  Male  Female  
(Last name) (First name) (Middle Name) (Maiden name, if any)

Current ASET # (If applicable) \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Home Address : _____	Employer name : _____
Apt. / Suite / Unit #: _____	Apt. / Suite / Unit #: _____
Street: _____	Street: _____
City / Town: _____	City / Town: _____
Province: _____	Province: _____
Postal Code: _____	Postal Code: _____
Tel.: _____ Fax: _____	Tel.: _____ Fax: _____
e-mail: _____	e-mail: _____

Preferred mailing address:  Home  Office

### I am applying for membership as:

- Associate Member
- Technician/Technologist in Training
- Certified Technician
- Certified Engineering Technologist
- Re-classification: From \_\_\_\_\_ To \_\_\_\_\_
- Reinstatement or reactivation of previous membership
- Dual Certification
- Experiential Evaluation

Discipline and occupation in which you are seeking registration: \_\_\_\_\_

Military applicants - Name of program completed and Military Occupation (MOC) number: \_\_\_\_\_

Post secondary	Location	Dates of attendance		Diploma or grade achieved
		From	To	

Part time studies	Location	From	To	Diploma or grade achieved

Secondary / high school	Location	From	To	Diploma or grade achieved

Please use additional pages if required.

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**B. Employment information and references-** Please submit :

– A detailed job description for your current position, a complete resume of past work experience, the names and addresses of three professional references who can attest to at least 24 months of your work.

**References should include:**

- Your past and/or current supervisors who ideally are Certified Technicians (Ctech.), Certified Technologists (C.E.T.), Registered Engineering Technologists (R.E.T.), Professional Technologist (Engineering), Professional Licensee (Engineering), or Professional Engineers (P.Eng.). ASET will contact these individuals and ask them to fill out referee evaluation forms. Applicants for Technician/Technologist in Training (T.T.) status are not required to provide reference names.

1. Reference Name: (Mr./Mrs./Ms) \_\_\_\_\_

Company name: \_\_\_\_\_ Phone number: \_\_\_\_\_

Reference relationship (e.g.: Supervisor, etc.) \_\_\_\_\_ Prof. designation: \_\_\_\_\_

Address: \_\_\_\_\_  
City/Town Province Postal code

Is this a home or work address?  Home  Work

2. Reference Name: (Mr./Mrs./Ms) \_\_\_\_\_

Company name: \_\_\_\_\_ Phone number: \_\_\_\_\_

Reference relationship (e.g.: Supervisor, etc.) \_\_\_\_\_ Prof. designation: \_\_\_\_\_

Address: \_\_\_\_\_  
City/Town Province Postal code

Is this a home or work address?  Home  Work

3. Reference Name: (Mr./Mrs./Ms) \_\_\_\_\_

Company name: \_\_\_\_\_ Phone number: \_\_\_\_\_

Reference relationship (e.g.: Supervisor, etc.) \_\_\_\_\_ Prof. designation: \_\_\_\_\_

Address: \_\_\_\_\_  
City/Town Province Postal code

Is this a home or work address?  Home  Work

**C. Payment of application fees**

Cheque or money order enclosed for \$ \_\_\_\_\_ or bill my:  VISA  MASTERCARD

Card number: \_\_\_\_\_ Expiry date: \_\_\_\_\_

Authorized signature for credit card payment: \_\_\_\_\_

*(Cardholder will pay to the Issuer's agreement with the cardholder)*

**\* IMPORTANT – ASET PRIVACY STATEMENT/CONSENT**

ASET maintains address information of all members to keep them informed on pertinent issues, to prepare annual invoices and to verify membership to outside organizations or individuals. ASET ensures that this information is secure and that the privacy of members is respected. On occasion, membership mailing information is made available to suppliers of ASET member benefit programs or other organizations to provide members with information pertinent to their careers. These one-time-use agreements are strictly limited by contract for specific, ASET-approved promotions. Member e-mail addresses are never provided to outside organizations or individuals.

If you wish to be excluded from such mailings, please contact ASET or check the box below. Thank you.

Please remove my name from all lists provided to outside organizations for the purpose of marketing ASET member benefit programs or other professional development information.

**D. Declaration and signature**

To the best of my knowledge, the answers given on this application are true and all documentation in support of my application is authentic. If membership is granted, I agree to abide by the Code of Ethics of the Society and its Objects and Bylaws. In applying for registration, I understand and agree that the information provided on the Referee Evaluation Forms by the references I have designated will be confidential and for the use of ASET's Registration Board and its sub committees only.

I declare that I am a Canadian citizen or landed immigrant residing in Alberta

By signing this application you agree to the current ASET privacy policies. The policy can be viewed at [www.aset.ab.ca](http://www.aset.ab.ca).

Signature of applicant \_\_\_\_\_ Date \_\_\_\_\_