



THE ASSOCIATION OF SCIENCE
AND ENGINEERING TECHNOLOGY
PROFESSIONALS OF ALBERTA

Certified Technician **(C.Tech.)**

Application Handbook



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Overview

The Association of Science and Engineering Technology Professionals of Alberta (ASET) is the professional organization for applied science, information, and engineering technicians and technologists in the province of Alberta and the Northwest Territories.

Designation

Certification with ASET means meeting a high standard of academic excellence, technical experience and professional practice. Even though ASET offers two certification designations, defined by the ASET Board of Examiners, this handbook is specific to the C.Tech. designation:

- A C.Tech. is a technology professional who performs routine technical procedures with occasional direct supervision and who may assume limited responsibility for any decision-making process.

Disciplines

ASET certifies applicants in the following disciplines:

- Architectural
- Biomedical
- Bioscience
- Chemical
- Chemical engineering
- Civil
- Construction
- Electrical
- Electronics
- Engineering design and drafting
- Environmental
- Geological and geophysical
- Industrial
- Information
- Instrumentation
- Materials engineering
- Mechanical
- Nanotechnology
- Petroleum
- Survey and geomatics
- Welding engineering

Applicants with training and/or experience in a discipline not listed above may contact ASET staff at registration@aset.ab.ca to discuss assessment options.

Eligibility requirements at a glance

Applicants seeking ASET certification must show competency in their discipline of applied science, information or engineering technology. The ASET Board of Examiners assesses all applicants according to the following areas to determine eligibility.

CERTIFIED TECHNICIAN (C.Tech.)		
Theoretical knowledge (one of the following)	Practical application	Ethics and law
<ul style="list-style-type: none"> • Prior Learning Portfolio (non-graduates) • technician diploma • technical certificate accepted by Board of Examiners • technical military program* • journeyperson program** 	<ul style="list-style-type: none"> • minimum two years technician- level work experience within last five years of practice • Canadian citizenship, permanent residency or valid work permit • proficiency in English language sufficient to practice safely and competently • work or be seeking work in Alberta or the NWT 	<ul style="list-style-type: none"> • good character • Professional Practice Exam

* Military

ASET is proud to provide a path for active/former members/officers of the Canadian Armed Forces who have gained competencies and theoretical knowledge within an applied science, information or engineering/geoscience technology discipline. Whether the applicant has a military trade (journeyman equivalent) or has transitioned to a civil occupation, ASET will assess experience gained within the past five years. Applicants will use the Military Personnel Records Resumés (MPRR) to demonstrate their completed training at the QL5 level or higher as the academic component of an application.

** Journeyman

A journeyman, including Red Seal certified, in accordance with the *Designated Trades and Restricted Activities Regulations* in Alberta, engages in restricted activities (tasks or functions that a tradesperson performs as part of a designated trade) that require authorization to perform. Alberta is proud to have [more than 50 designated trades](#)¹ spanning many industries including mechanical, electrical, manufacturing, building and service. ASET's certified designations allow those holding a journeyman certificate to further demonstrate their gained competencies and theoretical knowledge within an applied science, information or engineering/geoscience technology discipline; perform routine technical procedures with occasional direct supervision; and assume limited responsibility for any decision-making process. As each province issues different credential documentation, applicants can use the chart in [Appendix 3](#) to determine the required documents to submit as the academic component of an application.

Application checklist

It is recommended that you prepare all documentation **prior** to applying. Your application will not be reviewed by the Board of Examiners until all application documents (including exam requirements) have been completed and submitted.

Documentation

- Proof of Education (Section 2.1)
- Job Description (Section 2.2)
- Resume (Section 2.3)
- 3 Professional References (Section 2.4)
- 24 Months Technical Experience (Section 2.4)
- Competency Summary (Section 2.5)
- Proof of Identity (Section 2.6)

Additional Requirements (if applicable)

- English Language Proficiency (Section 2.7)
- Work Permit (Section 2.8)
- Employment Confirmation (Section 2.9)

Examination

- ASET Professional Practice Exam (ethics) (Section 2.11)




Assessment process and timeline

Applicants have **one calendar year** from the application date to complete all documentation and the exam. The deadline date is shown in the online application portal. The application will close if requirements are not met by this deadline. To reopen an incomplete closed application, the applicant may need to pay reapplication fees.

Applicants can submit an extension request prior to the application expiry date to registration@aset.ab.ca with detailed reasons for the Registrar to consider the extension.

Step 1 Applicant submits application and pays fees	<ul style="list-style-type: none">• all fees are non-refundable
Step 2 Applicant submits documents and writes PPE exam	<ul style="list-style-type: none">• online application portal closes to initiate review• applicant is registered in the ASET Professional Practice Exam (PPE)
Step 3 Staff review documentation	<ul style="list-style-type: none">• applicant notified of any application issues• applicant resubmits documentation if applicable• staff contact applicant references
Step 4 Subject matter experts (SME) review documentation	<ul style="list-style-type: none">• SME 1 evaluates competency summary• if required, applicant resubmits competency summary and resubmitted competency summary is rereviewed• SME 2 evaluates application and makes recommendations
Step 5 Board of Examiners issues decision	<ul style="list-style-type: none">• Board discusses SME reviews and makes decision• applicant receives notification of decision

1 year deadline to complete application | Average application timeline: four – six months.

-  Application delays often result from the length of time an applicant takes to prepare all application documentation and the length of time references take to complete the required reference forms.
-  Applicants are encouraged to review all application requirements carefully before applying, to prepare and upload documentation in a timely manner, and to follow up with references and ensure they submit reference forms.
-  Applicants can submit an extension request prior to the application expiry date to registration@aset.ab.ca with detailed reasons for the Registrar to consider the extension.

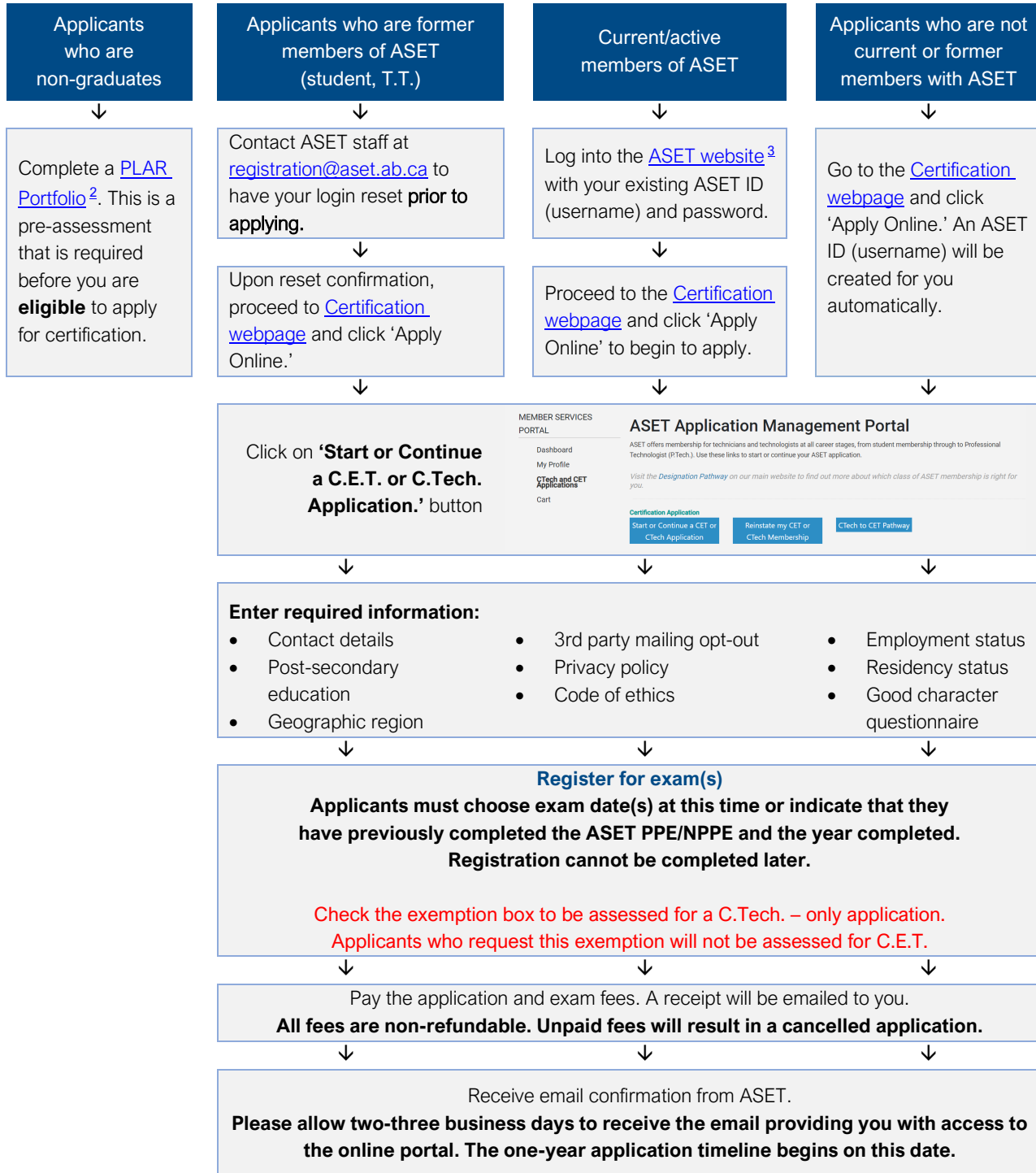
Reclassification from C.Tech. to C.E.T.

Please see Appendix 3 for more information about the process for reclassifying from C.Tech. to C.E.T.

Step 1: Submit initial application

Begin your application in one of four ways by choosing the appropriate category below.

Note: Internet Explorer is not supported and will not work with ASET’s online application system. Please use another leading web browser service.



Step 2: Complete your application

The following graphic shows the online application portal. The checklist on the next page aligns with this online application dashboard:

The screenshot shows an application portal dashboard. At the top right, there are fields for 'ASET ID:' and 'Name:'. Below these, it says 'Application for: CTECH' and 'Deadline: Apr 14, 2023'. The main heading is 'Application Status: In Process / Not Submitted'. Below this, there are two columns: 'Requirements' and 'Status'. The 'Requirements' column lists: Proof of Education (with a green checkmark), Current Job Description (signed by supervisor) (with a green checkmark), Current resume (with a green checkmark), Completed Applicant Reference Forms (3) (with a green checkmark), Competency Summary Logbook (with a green checkmark), Proof of Identity (with a green checkmark), and Professional Practice Exam (with a green checkmark). The 'Status' column lists: Submitted (with a 'Click here' link), Not submitted (with a 'Click here' link), Not submitted (with a 'Click here' link), Not submitted (with a 'Click here' link), Not submitted (with a 'Click here' link), and Not submitted (with a 'Click here' link). Below the 'Requirements' column, there is a section for 'Additional Requirements'.

As you complete each part of the application, a **green** check mark and the status 'Submitted' indicates that the component is completed. Applicants have **one year** from the date they begin applying to complete all requirements.

Applicants with additional requirements may also see the following sections on the dashboard:

- English language proficiency
- Employment status
- Valid work permit

To upload documentation for a requirement on the dashboard, select '**Click Here**' and follow the instructions provided.

Documents in a language other than English **must** be officially translated into English. Applicants must submit the original document before it was translated and the official translated document. [ATIA](#)⁴ and [EISA](#)⁵ offer translation services.

Documents uploaded to the online application portal **must** meet the following technical requirements:

- a file size that is under two megabytes
 - appropriate page orientation; and
 - clear and typed content (handwritten documentation will not be accepted).
-

Please note, once your competency summary has been submitted, your application will be locked and no further changes can be made.

Application documentation




2.1 Proof of Education

Mailing address:

ASET

1600, 9888 Jasper Ave

Edmonton, AB T5J 5C6

-  ASET will mail back original document(s) after processing
-  ASET will mail back original document(s) after processing.
-  As an alternative to mailing original documents, applicants can have the original document copied and certified by a notary public or a regulated member of ASET or APEGA, **OR** contact registration@aset.ab.ca to arrange an appointment to copy the document.

*** WES assessments:** ASET will accept the electronic submission of a completed assessment through WES's secure online delivery system, thus eliminating the need to mail it. See [here](#)⁶ for more information if a WES assessment has been previously completed. *Please do not email the assessment to ASET personally; rather request it to be sent electronically from WES directly, for ASET to accept it officially.*

All applicants

All applicants for C.Tech. must give proof of academic credentials or demonstrate academic equivalency. See [Eligibility requirements at a glance](#) for more details.

Non-graduates (PLAR)

Non-graduates who have completed a Prior Learning Assessment and Recognition portfolio will have their portfolio results added to the online application by ASET staff.

ASET student and T.T. members (current and former)

ASET may have your transcripts on file. Please go to the “Proof of Education” section and check “Yes” to request that ASET search for and upload your transcripts (if applicable). ASET will notify you by email if the transcripts are not on file.

Canadian post-secondary graduates

Mail **official transcripts** for your post-secondary program to ASET. The transcripts must:

- state the transcript is **official**
- be an **original** copy from your school
- show graduation/credential awarded; and
- be in **English**.

Canadian journeyperson program graduates

Mail an **official transcript** from your provincial regulator (AIT for Alberta) to ASET. As not all provinces issue an official transcript, please review the chart in [Appendix 3](#).

Canadian Armed Forces members/officers

Mail an official copy of the Military Personnel Records Resumés (MPRR) showing completion of relevant training at the QL5 level or higher to ASET.

International program graduates

Mail (See *for WES instructions) a **basic, document-by-document credential assessment** to ASET. Acceptable assessment services include one of the members of the **Alliance of Credential Evaluation Services of Canada** (IQAS, WES*, ICAS, ICES, CES, MIDI). The ECA or ICAP assessment service from WES* is also acceptable. Note applicants can still choose to mail the WES if desired.

- **Foreign transcripts are not required** in addition to the credential assessment.
- Canadian equivalency to international education is determined by the results of the international credential assessment. In some cases, three to four-year programs will be eligible for C.Tech. only.

The IQAS credential evaluation service does not evaluate **trades or vocational/technical professional training** (e.g., City and Guilds of London Institute). The credential assessment will include an evaluation of secondary schooling and a description of any trades or vocational/technical training completed, which qualifies applicants for C.Tech. application admission.

2.2 Job Description

- ① A job description [template](#) is available to download from this section in the online application portal.
- ① Applicants who cannot provide a supervisory signature may request special consideration by the Board of Examiners. Please contact registration@aset.ab.ca to discuss the request.
- ① It is acceptable to use previous position(s) if the applicant is not currently employed. This document will need the previous supervisor's signature.

All applicants


- Upload a **detailed job description** (either one from your company or one you prepare) that includes the following:
 - company name
 - position title
 - duration of employment (dates)
 - applicant's name
 - supervisor's signature, printed name and date; and
 - details of specific job responsibilities, duties, and activities that reflect the definitions of technician or technologist (see Appendix 1).

Applicants with multiple positions

- Additional job description(s) are required if:
 - The applicant is using a combination of current/previous positions to demonstrate the work experience requirement **OR**
 - The applicant uses more than one position within the examples provided in the competency summary.

The supervisor(s) who signs the job description(s) **must** be included as one of the three required references (see [Section 2.4](#)).



2.3 Resume

-  A [template](#) is available for download from this component in the online application portal.

All applicants

- Upload a resume that includes **dates and details** for the following:
 - chronological listing of work experience
 - post-secondary education; and
 - professional development history.
- Include a concise summary of duties/tasks and your level of responsibility **for each technical position relevant to the application**.
 - Refer to the definition of technician for assistance with describing your technical duties/tasks (see [Appendix 1](#)).

2.4 Professional References

-  It is recommended (not required) that references be regulated members of ASET or APEGA (C.E.T., R.E.T., P.Tech., P.L.(Eng.), P.Eng., P.Geo.).
-  In accordance with privacy law, completed reference forms may be provided to applicants upon request.

All applicants

- All applicants must demonstrate a minimum of **24 months of post-graduate technical work experience** in their discipline of practice.
- Enter contact information for a minimum of **three (3) professional references** who have direct knowledge of your technical work experience. One or more of the minimum references must be the supervisor(s) who signed your job description(s) and competency summary.
 - Up to five (5) references may be entered, but a minimum of three (3) are required.
 - ASET will send reference forms directly to references.
 - The applicants must attest to a **minimum** of 24 unique months of work experience within the past five (5) years. Overlapping time periods will **NOT** count towards the minimum experience requirement.

The “**Ready to be contacted**” box must be checked next to **all** references, or reference forms will not be sent.

Applicants with academics different than discipline

If an applicant’s academics do not match their discipline of practice (e.g., diploma in civil engineering technology and work experience in petroleum engineering technology), the applicant must complete a ‘Special Consideration’ form detailing the reasons why their experience falls outside of their post-secondary discipline and explain why their work experience should be considered acceptable work experience by the Board.

Applicants with multiple positions

Applicants submitting references from **multiple companies/positions** **must** use the supervisor of each position as one of the three references.

International applicants




International experience may also be recognized by the Board of

Examiners. ASET does not have a Canadian work experience requirement.

Applicants with co-op programs

The Board of Examiners may recognize some experience gained during an academic co-op program.

2.5 Competency Summary

-  A template (various disciplines) can be downloaded from the [Certification webpage](#) or the online application portal. If your discipline is not listed, complete the **General Competency Summary**.
-  A [sample competency summary](#) is available for download from this component in the online application portal.
-  Applicants who cannot provide a supervisory signature may request special consideration by the Board of Examiners. Please contact registration@aset.ab.ca to discuss the request.

All applicants

- Prepare a competency summary to describe your technical work experience demonstrating the common and technician level indicators. There are six sections of key competency indicators, with multiple indicators per section.

Applicants must carefully review the instructions provided on the [competency summary page](#). **Failure to follow these instructions will result in application delays and may result in the Board of Examiners rejecting the application because of lack of demonstrated competency.**

How to upload

- Type responses directly into the current competency summary template or the online logbook. The applicant will only need to complete the summary using the PDF template **OR** the online version and will not need to fill out both. More information is available in the competency summary handbooks found in the application portal.
- Electronic signatures are optional for those who have this capability set up in Adobe. Otherwise, print and sign the signature page, then scan and upload it as a separate document. If completing online, references will fill out an online form.

The competency summary **must** be prepared and submitted using the provided template or the online logbook.

Applicants using the PDF competency summary **must** ensure the document is uploaded in its original template format. Printing and scanning the document will cut off any text that extends beyond the page border and ASET will not accept the summary. The completed signature page can be uploaded separately.

- To upload multiple documents, upload each file individually to the competency summary component of the online portal. Once you have uploaded all files, click “**Submit**.” The portal will lock after you click “**Submit**” so it can advance your application to the review stage.


Applicants with multiple projects/positions

- Applicants describing position tasks or projects from multiple companies/positions **must** have the supervisor for each of these positions/projects review and sign off on the competency summary. Applicants should attach a signature page from each supervisor to their competency summary.
- The supervisors signing off on the competency summary must also serve as references (see [Section 2.6](#)).

2.5.1 Competency Summary Advisors

Applicants may request the assistance of a competency summary advisor (a volunteer ASET-certified member) with the content of their competency summary. It may be helpful for applicants to first utilize existing resources to assist them with their competency summary (mentor, supervisor, colleagues) **prior** to requesting an advisor. These advisors can help applicants understand the competency summary requirements through preparation of work experience examples; provide technical advice in relation to a specific indicator; and provide feedback. Generally, the advisor and applicant connect through email, phone and/or virtual communication methods that suit both parties. **The advisor is available for a maximum of 30 days once assigned.**

Applicants can submit a detailed competency summary advisor request to registration@aset.ab.ca with specific questions/enquiries for their competency summary. ASET staff review the applicant's request and follow up with them either for clarification or when the advisor has been assigned. ASET staff will provide further details and instructions of the assignment in their email to the applicant.

-  Note: Advisors **do not advise** on other application components; please contact ASET staff at the above email address for that information.

2.6 Proof of Identity

All applicants

- Upload a scanned copy of a current government-issued identity document such as a driver's license or passport. (PDF, JPG, JPEG or PNG are acceptable file formats.)

2.7 English Language Proficiency (if applicable)

i Applicants who cannot provide IELTS, PTE or CELPIP-G test results must complete the Board of Examiners [Special Consideration Form](#). Please upload the completed and signed form into your application portal.

Applicants who are not graduates of a program delivered in English

- Upload a copy of [IELTS Academic or General, PTE, or CELPIP-G](#)² English language test results.
- The following minimum test scores are accepted as demonstrations of proficiency:

Test	C.Tech.
IELTS General Test	5
IELTS Academic Test	6
PTE Academic/Online	50
CELPIP-G General Test	5

2.8 Work Permit (if applicable)

Applicants who are not Canadian citizens or permanent residents

- Upload a copy of a valid work permit to confirm legal ability to work in Canada.



The work permit must not be expired. Once you apply, ASET monitors the status of work permits. The association will contact you when your work permit is about to expire so that you can provide updated documentation.

2.9 Employment Confirmation (if applicable)

Applicants employed outside of Alberta/NWT

- Applicants must be working or living in Alberta or the Northwest Territories to apply for certification with ASET.
- Upload a copy of the requested documentation to confirm your employment situation. (See [Appendix 2](#) of the employment/residency chart for more information on this requirement.)

2.10 Good Character

-  Criminal record documentation is not submitted in the online application portal.
-  A criminal record does not automatically result in a rejected application. The Board of Examiners requests information on the offence or conviction as part of a good character assessment.

All applicants

- An applicant demonstrates good character through their references' statements, declarations during the online application process (i.e., the good character questionnaire) and their conduct.



Plagiarism of any part of the application (e.g., competency summary) will result in an applicant being automatically referred to the Registrar. It may result in the Board of Examiners rejecting the application.

Applicants who select “yes” to an indictable offense or summary conviction

- ASET staff will contact applicants by email to discuss this requirement.
- Applicants must provide ASET staff with a scanned copy of a recent criminal record check from the local police service or RCMP.

Examination

2.11 Professional Practice Exam (Law and Ethics)

-  Download the examination handbook from the ASET [website](#) for information on the syllabus and required study materials.
-  Applicants who previously completed the National Professional Practice Exam may request an exemption prior to applying for certification. Contact registration@aset.ab.ca with your exam date and the ID and name on file with ASET or APEGA to request exemption.

All applicants

All applicants must successfully complete the ASET Professional Practice Exam to demonstrate knowledge of the [Engineering and Geoscience Professions Act](#) and related [Regulations](#)⁸, the [general practice](#) of engineering and geoscience technology, [legal topics](#)⁹ applicable to the profession, the [Occupational Health and Safety Act](#)¹⁰, and the [ASET Code of Ethics](#)¹¹.

- Applicants register for the exam at the time of application by selecting the preferred date and location (geographic or virtual) during the initial application process and paying the necessary fees.

Your exam writing time and testing centre location (if applicable) will be sent to you via email from Meazure Learning (ASET's exam administrator) one to two weeks prior to the exam date.

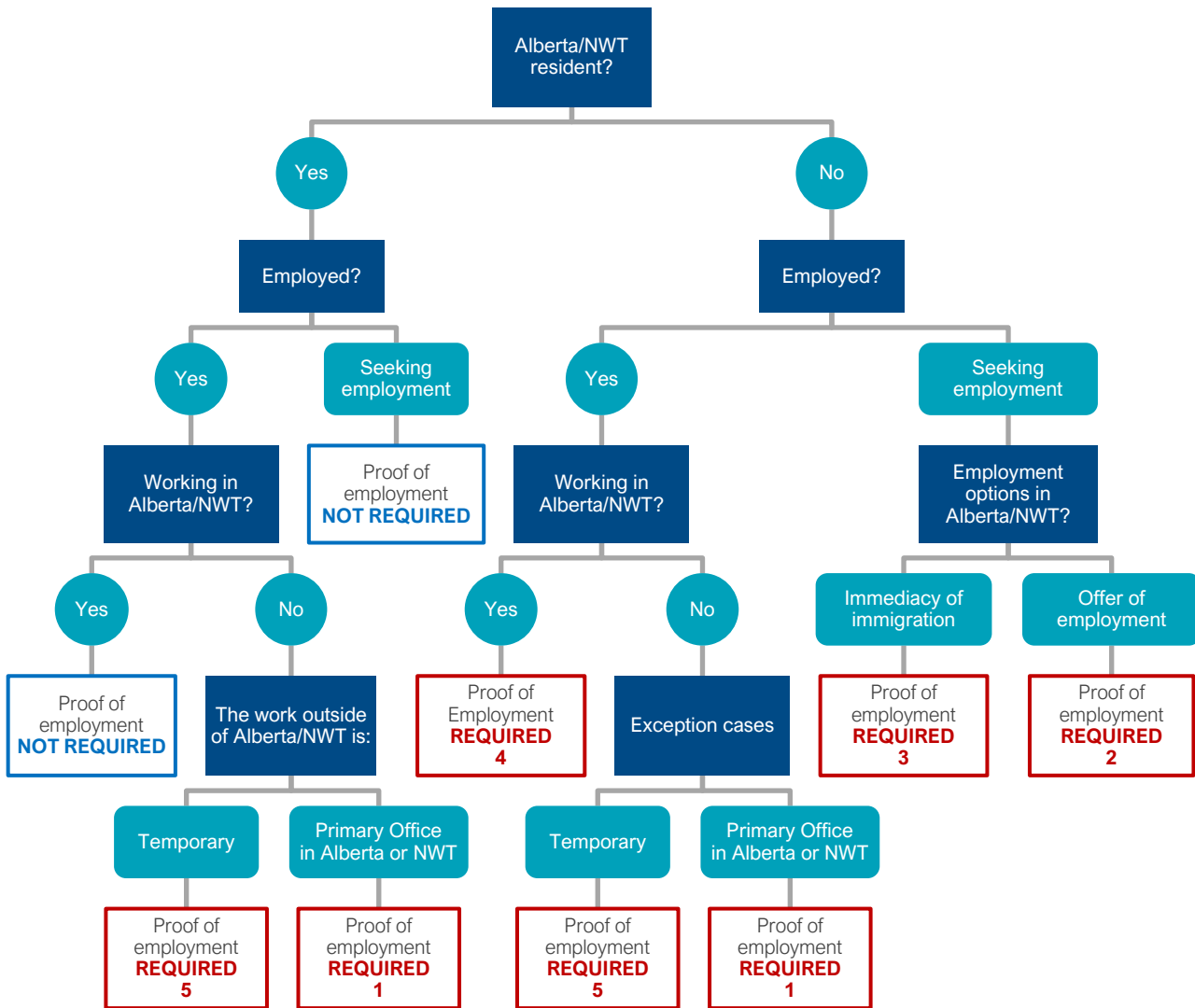
The exam must be written within the one-year application timeline. The application deadline is noted in the online application portal.

Appendix 1 — Definition of Technician and Technologist

Performance as a certified technician or technologist requires the application of principles, methods and techniques appropriate to a field of technology. Practical knowledge of engineering systems, processes and materials is required. The following chart outlines ASET’s definitions of technician and technologist, and should be used for preparing the resume, detailed job description and competency summary.

Technician (C.Tech.)	Technologist (C.E.T.)
<ul style="list-style-type: none"> • 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. • Typical activities include testing, troubleshooting, inspection, calibration, design drafting, quality control, maintenance, modeling, data compilation, estimating, sales, surveying, field supervision, technical sales and teaching. • This professional uses a practical approach based on a detailed understanding of standard methods and techniques in solving technical problems. • They examine assignments, objectives and instructions to select procedures and actions to resolve the assigned problem. 	<ul style="list-style-type: none"> • An applied science, information or engineering technology professional capable of assuming responsibility and exercising independent judgment to perform technical tasks and solve problems in complex technological areas with limited direct supervision. • 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. • They use an applied approach based on a comprehensive understanding of a specific technology. • They evaluate assignments, determine procedures and implement solutions, schedule work to meet objectives, participate in short and long-range planning, and may become involved in developing and promoting conceptual change. • They may assume managerial or administrative responsibility for a wide range of technical endeavors. • They can supervise and coordinate a diverse working group and train less experienced technical and professional staff.

Appendix 2 — Employment confirmation requirement



Based on the number above, the proof of employment required would be as follows:

1. A letter from your employer whose primary office is located in Alberta.
2. An offer of employment from an Alberta company.
3. Proof of employment is required showing that you will be immigrating to Alberta in the near future.
4. A letter from your employer indicating that you are a non-resident but working in Alberta.
5. Employment documentation that indicates that you are on a temporary contract and expect to return to Alberta in the near future.

Appendix 3 — Reclassification from C.Tech. to C.E.T.

All applicants

Existing C.Tech. members who have obtained the necessary qualifications for technologist-level certification may apply for C.E.T. reclassification according to the steps either in **section I** (Within one year) or **section II** (After one year).

Newly certified C.Tech. members will have one year from the date of their certification in which to reclassify without paying the reclassification fee.

I. Members applying within one year of Their C.Tech. certification:

1. Complete all [documentation currently required for C.E.T. applicants](#)¹² (excluding resubmission of any transcripts or foreign credential assessments on file with ASET).
 - This may include updating references, resume, job description and the competency summary previously on file.
2. Complete the competency summary to demonstrate common and technologist-level indicators.
3. Demonstrate equivalency to a TAC-accredited two-year technologist diploma program by passing the [ASET Certification Exam](#)¹³. *Exam fee applies.*
4. Submit the [Reclassification Application Form](#)¹⁴ including the ASET Certification Exam form and all required documentation to registration@aset.ab.ca.
5. Once ASET receives all required documentation, the application requires a subject matter expert review, beginning in Step 4 of the *Assessment process and timeline* located on page 5. After completion, the application is reviewed by the ASET Board of Examiners for a decision.

II. Members applying after one year of C.Tech. certification:

After one year of certification, members must be reassessed through the submission of a full application for C.E.T. consideration by the Board of Examiners. The reclassification fee and the applicable exam fees apply to your reclassification application.

1. Complete all [documentation currently required for C.E.T. applicants](#)¹⁵ (excluding resubmission of any transcripts or foreign credential assessments on file with ASET. This includes updating all references, resume and job description).
 - The member is required to update their competency summary¹⁶ to demonstrate the common and technologist level indicators.
2. Demonstrate equivalency to a TAC-accredited two-year technologist diploma program by passing the [ASET Certification Exam](#)¹⁷. *The exam fee applies to this requirement.*
3. Submit the [Reclassification Application Form](#)¹⁸ and all required documentation, including the ASET Certification Exam fee (if required) to registration@aset.ab.ca.
4. If applicable, pass the [ASET Professional Practice Exam \(PPE\)](#)¹⁹ (for members who have not written a PPE, or who wrote the ASET PPE prior to May 2015).
5. Once ASET has received all required documentation, the application requires a subject matter expert review, beginning in Step 4 of the *Assessment process and timeline* located on page 5. After completion, the application is reviewed by the ASET Board of Examiners for a decision.

Appendix 4 — Journeyperson required documentation / academic component

Province/ Territory	Required document(s) to submit to ASET	Provincial contact
Alberta	Official transcript from apprentice board	Alberta Advanced Education, Apprenticeship and Industry Training ²⁰
British Columbia	Official transcript from apprentice board	SkillsTradeBC ²¹
Manitoba	Official transcript from apprentice board	Apprenticeship Manitoba ²²
New Brunswick	True copy* of certificate containing a CQ number on the certificate	New Brunswick Post-Secondary Education, Training and Labour, Apprenticeship and Occupational Certification branch ²³
Newfoundland and Labrador	Official post-secondary transcripts ** and true copy* of certificate	Newfoundland and Labrador Department of Advanced Education and Skills, Apprenticeship and Trades Certification Division ²⁴
Northwest Territories	Official post-secondary transcripts** and true copy* of certificate	Northwest Territories, Department of Advanced Education and Skills, Apprenticeship, Trades and Occupation Certification ²⁵
Nova Scotia	Official post-secondary transcripts and true copy* of certificate	Nova Scotia Apprenticeship Agency, Labour Development and Standards ²⁶
Nunavut	True copy* of certificate	Government of Nunavut, Apprenticeship, Trade and Occupation Certification ²⁷
Ontario	Official post-secondary transcripts** and true copy* of certificate of qualification Note: The Ontario Certificate of Apprenticeship is not recognized as a certificate at a journeyperson level in Alberta.	Skilled Trades Ontario ²⁸
Prince Edward Island	True copy* of certificate	SkillsPEI ²⁹
Quebec	True copy* of certificate	Centre administratif de la qualification professionnelle, Ministère du Travail, de l'Emploi et de la Solidarité sociale ³⁰
Saskatchewan	Final official transcripts from Apprenticeship Board showing journeyperson being awarded	Saskatchewan Apprenticeship & Trade Certification Commission ³¹
Yukon	True copy* of certificate	Yukon Apprenticeship ³²

* **True copy:** Applicants may have the original document copied and certified by a notary public or a regulated member of ASET or APEGA. The member would write on the copied document "I attest that this is a true copy of the original" then print and sign their full name, date of signature, designation, association, and member ID. The applicant would mail the copy to ASET's [office](#)³³ while retaining the original. Applicants may also contact registration@aset.ab.ca to arrange an appointment to copy the original document.

** **Official post-secondary transcripts:** can either be mailed or sent electronically from the post-secondary institution to ASET via registration@aset.ab.ca.

Website links

- ¹ <https://tradesecrets.alberta.ca/trades-in-alberta/designated-trades-profiles/>
- ² <https://aset.ab.ca/Home/Registration/Resources/Non-Graduate>
- ³ <https://www.aset.ab.ca/>
- ⁴ <https://atia.ab.ca/>
- ⁵ <https://www.eisa-edmonton.org>
- ⁶ <https://www.wes.org/ca/>
- ⁷ <https://www.aset.ab.ca/Home/Registration/Become-a-Member/International-Applicants>
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