



## INTERPROVINCIAL TRANSFER FORM FOR CERTIFIED MEMBERS\* of Applied Science and Engineering Technology Associations

BC	AB	SK	MB	ON	QC	NB	NS	PEI	NL
\$112.00	\$105.00	\$100.00	\$100.00	\$113.00	\$114.98	\$100.00	\$100.00	\$100.00	\$115.00

**INSTRUCTIONS TO APPLICANT:** Complete sections A to E, attach all required documentation, and forward the completed form with the transfer fee as noted above to the association / society / ordre in your new province. \*Associate, student, life, honorary, etc. are not transferable. You will be awarded the corresponding title to use in the province you are transferring to. **NOTE: RECLASSIFICATION AND EXAMINATION PROGRAMS FOR CERTIFIED TECHNICIANS MAY NOT BE TRANSFERABLE.** You must be a registered professional in good standing in the province(s) in which you are registered from before a transfer will be accepted. Some provinces may require applicants to pass a Professional Practice Examination or meet other administrative requirements. Applicants are expected to meet the language requirements in the province to which they are transferring.

**PLEASE PRINT**

**A. PERSONAL AND BUSINESS INFORMATION:**     Man     Woman     Non-binary     Prefer Not to Say

**Name:** \_\_\_\_\_  
First                      Middle Initial                      Surname

**Maiden Name** (if applicable): \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_  
Month              Day              Year

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**Home Address:**  
 Apartment/Suite No.: \_\_\_\_\_ Street: \_\_\_\_\_ Box No.: \_\_\_\_\_  
 City/Town: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
 Phone Numbers (include area code) Home: \_\_\_\_\_ Cell: \_\_\_\_\_  
 Home Email\*: \_\_\_\_\_ Preferred mailing address:  Home  Work

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**Business Information/Address:**  
 Employer's name: \_\_\_\_\_  
 Date started: \_\_\_\_\_ Job Title: \_\_\_\_\_  
 Suite No.: \_\_\_\_\_ Street: \_\_\_\_\_ Box No.: \_\_\_\_\_  
 City/Town: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
 Telephone (include area code): \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Work Email\*: \_\_\_\_\_  
 \* Generic email addresses are **not accepted** (i.e.: abcflowers@)

**B. ACADEMIC ACHIEVEMENTS:**

Institute, College of Applied Arts & Technology, University	Location	Years in Attendance		Diploma, Certificate, or Degree (Obtained in the field of Electrical, Civil, Mechanical, etc.)
		From	To	

**C. CURRENT PROFESSIONAL REGISTRATION:**

1. I am currently a registered / certified:  **TECHNICIAN**  **TECHNOLOGIST**  
in the Province(s) of \_\_\_\_\_ Registration No.: \_\_\_\_\_  
\*List **ALL** provinces in which you hold current registration
2. I  **HAVE**  **HAVE NOT** written the Professional Practice Examination in the Province(s) of \_\_\_\_\_
3. I wish to  **MAINTAIN**  **TERMINATE** my current registration in the Province(s) of \_\_\_\_\_  
upon completion of my transfer to the Province of \_\_\_\_\_

**D. PRIVACY STATEMENT, APPLICANT'S DECLARATION, AND SIGNATURE: All applicants must answer the following questions.**

**Definition of "Good Character"**

The provincial association that application is being made to, will examine the character of an applicant to determine if they meet the good character requirement in any circumstances that provide reasonable grounds to believe that the applicant will not practice applied science/engineering technology in accordance with the provincial association's Act, Bylaws, Code of Ethics and Practice Guidelines, and in particular where the applicant:

- a) has a record for professional misconduct or incompetence
- b) has committed a criminal offense for which a pardon has not been granted pursuant to the *Criminal Records Act*
- c) has been found to be at fault in a civil action suit related to negligence in their professional practice
- d) willfully obtains or attempts to obtain registration or renewal of registration by:
  - i. cheating on an examination
  - ii. making, or cause to be made, a false statement on their application
  - iii. committing any other impropriety during the application process.

I, \_\_\_\_\_, **declare that:** (initial beside each that applies)

- \_\_\_\_\_ a. I have never been refused registration or had registration/certification revoked or suspended by another engineering technology regulator or engineering licensing body.
- \_\_\_\_\_ b. There is no record on any register of any technology regulator or licensing body, of a finding against me of professional misconduct, incapacity or incompetence.
- \_\_\_\_\_ c. I have not been disciplined or had a license restriction in the past by any engineering technology regulator or engineering licensing body, either as an individual or as a corporate officer, nor, to the best of my knowledge, is there any investigation, disciplinary action or license restriction currently pending against me, either as an individual or as a corporate officer.
- \_\_\_\_\_ d. I have never been found guilty of any offence under the Association Act or Bylaws, of another regulator body.
- \_\_\_\_\_ e. I declare that I have never been found guilty of a criminal offence related to the practice of the profession.
- \_\_\_\_\_ f. I affirm that I have read and I am familiar with the current Bylaws, and Code of Ethics and Practice Guidelines applicable to the province in which I am transferring to, and if admitted to that province, I agree to be governed by such.
- \_\_\_\_\_ g. I have read the *Definition of "Good Character"*. (Page 2 – Titled: Definition of "Good Character".)

If you have been disciplined or are currently under investigation, enclose an explanation in a sealed envelope marked "Confidential to the Registrar".

**I solemnly declare that the statements made in this application are true and correct. I acknowledge that any false or misleading statement in this application, or relating to any document in support of this application, including concealment of any material fact, is found to be contrary to the "Definition of "Good Character", it may lead to revocation of my registration. I consent to and authorize the originating province's regulator to share and release information and records in their possession regarding my registration with the receiving province's regulator following the completed transfer.**

Date: \_\_\_\_\_ Applicant's Signature: \_\_\_\_\_  
MONTH DAY YEAR

**Note: Transfer fee is non-refundable and all fees are subject to change without notice.** Applicants who wish to maintain registration with more than one regulator are required to remit annual professional fees to each regulator. Applicants may be charged a professional fee in the new province upon approval as a registered professional.

**E. PAYMENT METHOD:**

VISA  MASTERCARD  CHEQUE / MONEY ORDER ENCLOSED **Amount: \$** \_\_\_\_\_

Card Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_ / \_\_\_\_\_ CVV: \_\_\_\_\_  
Month Year

Name of Cardholder: \_\_\_\_\_ Signature: \_\_\_\_\_

**F. ORIGINATING PROVINCE INFORMATION – FOR STAFF USE ONLY**

This information is to be provided by the province of original registration/certification upon request by the province of new residence.

**Applicant's Name:** \_\_\_\_\_

1. Information in **Section C** confirmed?  Yes  No  
If no, please explain:

2. Was the applicant a transferee from another province?  Yes  No  
If yes, provide previous province: \_\_\_\_\_

3. Discipline of registration/certification (including specialty or option): \_\_\_\_\_  
Date of registration/certification at the classification level: \_\_\_\_\_  
(mm/dd/yyyy)

4. The applicant has successfully passed the Professional Practice Examination in the Province of \_\_\_\_\_  
on \_\_\_\_\_  
(mm/dd/yyyy)

5. Province of original registration/certification to attach the following documentation: (Not required in Alberta)

- Transcripts  Yes
- Academics or File Evaluation Summary  Yes
- Experience Evaluation Summary  Yes
- Reclassification Program  Yes

Current Category of Registration/Certification (Please select exact category)

**TECHNOLOGIST:**  ASCT  A.Sc.T.  PTech  P.Tech.  CET  C.E.T.  T.Sc.A.  T.P.  R.E.T.

**TECHNICIAN:**  CTech  C.Tech.  CET  C.E.T.

6. The technologist applicant has completed a technology report.  Yes  No  
If no, please explain:

7. Is the applicant currently under or has been under any investigation, discipline action, or license restriction?  Yes  No  
If yes, please explain:

8. Does the applicant have the current year's annual professional fee paid in full?  Yes  No  
If yes, registration valid until? \_\_\_\_\_  
(mm/dd/yyyy)

*Affix Seal Here*

**Registrar:** \_\_\_\_\_

**Date:** \_\_\_\_\_  
(mm/dd/yyyy)

**G. NEW PROVINCE INFORMATION – FOR STAFF USE ONLY**

Upon acceptance, the "transfer-to" province shall complete this section and return a copy to the "transfer-from" province.

\_\_\_\_\_ (provincial regulator) acknowledges that registration of the above named application was completed on \_\_\_\_\_  
(mm/dd/yyyy)

# Interprovincial Transfer Application Fee Form

## **\*FOR TRANSFER IN APPLICANTS ONLY\***

### **Transferring From Other Provinces**

As other provincial associations in Canada grant similar designations to Alberta, it is important to note that a designation only has effect within the province in which it was issued. Since designations from various associations currently represent different scopes of practice, individuals who possess designations from another province must apply for a designation transfer.

1. Applicants transferring from another Canadian province must complete the Interprovincial Transfer Form (Sections A to F). Upon submitting the Transfer Form to ASET, applicants must submit the Transfer Fee and Exam Payment Form (next page), and pay the current transfer fee (\$100 + GST) and exam fee (\$240 + GST).
2. Only regulated membership categories are transferable between provinces. Applicants will be awarded the corresponding title in use in Alberta.
3. Transfer applicants must be members in good standing in their province of origin before a transfer of membership will be accepted.
4. Transfer applicants must successfully complete the ASET Professional Practice Exam (PPE) as a condition of transfer regardless of whether the member has completed a PPE in another province.\* Transfer applicants who have completed the National Professional Practice Exam (NPPE) in Alberta are exempt from this requirement (ASET will confirm with APEGA that the applicant has passed the NPPE).

\*This policy is designed to ensure transfer applicants have an understanding of legislation and regulations in Alberta, including their obligations under the *Engineering and Geoscience Professions Act*. Section 705 3(f) under Chapter 7 of the *Canadian Free Trade Agreement (CFTA)* permits provincial regulators to ensure certified professionals transferring in from another province or territory have knowledge of the measures maintained by the receiving province applicable to the practice of the occupation in that province. ASET requires certified members transferring to Alberta to complete the ASET PPE in order to demonstrate this knowledge.

### Transfer Application Fee Payment:

The Transfer Application Fee.....	\$100 + GST = \$105.00
ASET Professional Practice Exam .....	\$240 + GST = \$252.00
 Total Fees.....	 \$340 + GST = \$357.00

Payment options and exam registration form available on following page.

## Transfer Fee and ASET PPE (Ethics) Registration Form

1. <b>FIRST &amp; LAST NAME:</b>	2. <b>ASET ID #:</b> <i>(If applicable)</i>
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3. <b>Email Address:</b>	4. <b>Contact Phone #:</b>
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<b>5. CHOOSE EXAM DATE:</b> <input type="checkbox"/> <b>January 29, 2024</b> <i>(Registration Deadline December 18, 2023)</i> <input type="checkbox"/> <b>February 27, 2024 (VIRTUAL)</b> <i>(Registration Deadline January 23, 2024)</i> <input type="checkbox"/> <b>March 18, 2024</b> <i>(Registration Deadline February 12, 2024)</i> <input type="checkbox"/> <b>April 22, 2024 (VIRTUAL)</b> <i>(Registration Deadline March 17, 2024)</i> <input type="checkbox"/> <b>May 27, 2024</b> <i>(Registration Deadline April 22, 2024)</i> <input type="checkbox"/> <b>June 17, 2024 (VIRTUAL)</b> <i>(Registration Deadline May 13, 2024)</i> <input type="checkbox"/> <b>July 22, 2024</b> <i>(Registration Deadline June 16, 2024)</i>	<b>6. CHOOSE EXAM LOCATION:</b> <input type="checkbox"/> Edmonton <input type="checkbox"/> Calgary <input type="checkbox"/> Grande Prairie <i>(limited seats available)</i> <input type="checkbox"/> Lethbridge <i>(limited seats available)</i> <input type="checkbox"/> Virtual Proctored Exam
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**EXAM TIME AND LOCATION DETAILS:**

You will receive an email from Meazure Learning to select your booking time two (2) weeks before the date of your exam. It is your responsibility to select an appropriate time. If you have not been contacted by Meazure Learning **within 2 weeks of your exam date**, please contact Meazure Learning directly at [testingsupport@meazurelearning.com](mailto:testingsupport@meazurelearning.com) to have the details re-sent. ASET does not have this information and cannot provide it to you via phone or email.

Location Exams - Please bring the booking email from Meazure Learning **AND** valid Government issued photo ID to exam.

Virtual Exams - This method has **specific requirements that must be met:**

- A computer or laptop with a free-standing or integrated functioning webcam and microphone
  - Tablet, smartphones, or iPads **are not acceptable devices**
- Updated Chrome web browser, with a good stable internet connection – this is the only one used to write exams
- A closed room/office with a door – no interruptions of any kind for the duration of the exam
- ASET encourages candidates to use a personal computer as opposed to a work computer

**IMPORTANT:** Instructions for compatibility testing are emailed by Meazure Learning **before** the exam date and must be completed before the examination date, including resetting the password of your Meazure Learning User ID. **Please watch the following video explainer to understand the online proctoring process.** <https://www.youtube.com/watch?v=5gdh46rBvbU>

**7. Required Study Materials**  
 All required textbook listings, PDF required materials, syllabus for the textbooks, and PDF materials, as well as legislation handbooks can be found by accessing the [ASET Professional Practice Exam Candidate Handbook](https://www.aset.ab.ca/Home/Registration/Resources/ASET-Professional-Practice-Exam) online. The handbook can be found at the ASET webpage: <https://www.aset.ab.ca/Home/Registration/Resources/ASET-Professional-Practice-Exam>

<b>8. Select Payment Method:</b> <input type="checkbox"/> Cheque (Made out to ASET) <input type="checkbox"/> VISA <input type="checkbox"/> MasterCard <input type="checkbox"/> AMEX	<b>Name on Credit Card</b> (Please print/type):	<b>Expiry Date (MM/YY):</b>
	<b>Credit Card #</b> (Please print/type):	<b>Signature:</b>

<b>9. Exam &amp; Transfer Fee:</b>	<b>PPE Fee</b>	<b>\$240.00</b>
	<b>Transfer Fee</b>	<b>\$100.00</b>
	<b>GST</b>	<b>\$17.00</b>
	<b>TOTAL AMOUNT OWED</b>	<b>\$357.00</b>

**Date Form Submitted:**

Please return the completed form, including payment, **with** your completed Interprovincial Transfer Form for Certified Members. You can send to the Registration department by email to [registration@aset.ab.ca](mailto:registration@aset.ab.ca), or by fax to 780-424-5053, or mail (if paying by cheque) to ASET 1600-9888 Jasper Ave, Edmonton, AB T5J 5C6