Professional Technologist (Engineering/Geoscience) Application Handbook

Table of Contents

Introduction

The Professional Technologist (Engineering/Geoscience) Application Handbook has been prepared by the Association of Science and Engineering Technology Professionals of Alberta (ASET) to assist applicants with understanding the certification process. The handbook is designed to provide applicants with essential information regarding the application process.

P.Tech Requirements

The following sections outline the legislative and policy requirements and application components for the P.Tech designation in Alberta. The ASET/APEGA Joint Board of Examiners is responsible for reviewing P.Tech applications and assesses all applicants according to Theoretical Knowledge, Practical Application, Professional Currency/Level of Experience, and Ethics/Law. **You must meet the requirements in all four of these application sections.** Please review the following sections to ensure you understand the application requirements and then refer to the Application Checklist at the end of the handbook for more detailed information about specific documentary requirements.

Applicants must hold the certified engineering technologist (C.E.T.) designation with ASET in order to be eligible to apply for the P.Tech designation. This is a legislative requirement that cannot be waived.

1. Theoretical Knowledge

All applicants for P.Tech must be graduates of a two-year diploma program in areas that relate to engineering and geoscience that is acceptable to the Joint Board of Examiners. Applicants must fall into one of the three academic categories:

Applicant Category	Graduates from a 2 year technology diploma program in areas that relate to engineering or geoscience that is acceptable to the Joint Board of Examiners;	Graduates of another relevant technical program(s) equaling two years of post-secondary education in areas that relate to engineering or geoscience that is acceptable to the Joint Board of Examiners and who have successfully completed the ASET certification exam(s) to demonstrate equivalency;	Applicants who have completed an ASET technologist reclassification program (academic upgrading) equaling two years of post-secondary education in areas that relate to engineering or geoscience that is acceptable to the Joint Board of Examiners and who have successfully completed the ASET technologist certification exam(s) to demonstrate equivalency.
Academic Requirements	• Provide original or true copies of academic transcripts/ third party academic assessment	• Provide original or true copies of academic transcripts/third-party academic assessment • Pass the ASET Certification Exam as assigned by the Joint Board of Examiners	• Provide original or true copies of academic transcripts/third-party academic assessment • Pass the ASET Certification Exam as assigned by the Joint Board of Examiners

Note: Applicants who have education from outside Canada will need to submit an original or true copy of a third party credential assessment to confirm the level and discipline of their education. Applicants will be evaluated on the Canadian equivalency of their credential.

The Joint Board of Examiners have established a number of additional policies relating to the academic requirements for P.Tech applicants:

- The applicant must have post-secondary education in the proposed scope of practice or must have at least 10 years of relevant experience, of which 4 years must be under the direct supervision and control of a professional member of APEGA, within the discipline in which the applicant is seeking registration as a professional technologist.

- Two-year Engineering Design and Drafting Technology diplomas are not recognized as academically sufficient for the P.Tech. designation on their own. Applicants must provide evidence of at least 10 years of relevant experience, of which 4 years must be under the direct supervision and control of a professional member of APEGA.

- Apprenticeship programs leading to a journeyman certificate are not recognized as academically sufficient for the P.Tech. designation.

**Please note that under the *Engineering and Geoscience Professions Act* the Joint Board of Examiners has the right under law to determine what they consider acceptable education. As such, ASET staff do not make any decision on education or experience for P.Tech applications. The final decision on all educational programs will be made by the Joint Board of Examiners. **

ASET Certification Exam
(Graduates Required to Demonstrate Equivalency Only)
The ASET Certification Exam tests applicants' skills and knowledge in relation to their field of practice. Discipline-specific exams are available in the Civil, Electrical, Electronics, Mechanical, and Petroleum disciplines. All other applicants must complete the Fundamentals of Technology exam. Exam manuals are available for download on the website with full information about the exams. The ASET Certification Exam will be assigned by the Joint Board of Examiners if they make the determination that the applicant's academic program does not have sufficient theoretical knowledge.

2. Practical Application

All applicants for P.Tech must demonstrate their competency in their defined scope of practice and scope activities through the completion of the P.Tech Experience Spreadsheet. Applicants must draft a proposed scope of practice and scope activities based on their individual work experience and specializations and must provide sufficient details of how they perform each of their scope activities using the experience spreadsheet. Please see the separate document on how to draft a proposed scope of practice for more details.

3. Professional Currency/Level of Experience

All applicants for P.Tech must demonstrate at least one year of their professional level experience of a technical nature that is acceptable to the Joint Board of Examiners within the last 7 years. To demonstrate this experience, applicants must provide the following documentation:

- Completion of the online CPD log for the current audit year (the previous calendar year)
- Summary tab on the P.Tech Experience Spreadsheet, which details their working history through Work Experience Records
- A minimum of three professional references including at least one P.Eng./P.Geo. registered in Alberta

References
References for the same timeframe will not be counted towards the 6 year (72-month) work experience requirement. Applicants must demonstrate 72 unique months of experience. It is recommended that referees be regulated members of ASET or APEGA (for example, C.E.T., R.E.T., P.Tech. (Eng./Geo.), P.L.(Eng./Geo.), P.Eng., or P.Geo.)

In addition to demonstrating 6 referenced years at the professional level, applicants must also obtain a reference from a P.Eng./P.Geo. registered in Alberta who signed off on and took professional responsibility for their work for at least 2 years for each scope activity. The same reference can be used for all scope activities, but if different activities were performed under different professional members, you will require a professional reference from each scope activity. If a scope activity does not have a professional member attesting to a minimum of 24 months experience in that area, the scope activity will not be included in the approved scope of practice.

Working under the supervision and control of a P.Eng./P.Geo. is not limited to your direct supervisor. Instead, the Joint Board of Examiners considers supervision to mean that the P.Eng./P.Geo. signed off on your work and took professional responsibility for it.

Academics Different From Professional Experience
If an applicant's academics do not match the applicant's discipline of practice (for example, a diploma in chemical engineering technology and work experience in petroleum engineering technology), the applicant must demonstrate a minimum of 10 years of experience in the discipline of practice, with a minimum of 4 years under the supervision and control of a professional member (P.Eng./P.Geo.) registered in Alberta.

English Language Proficiency
Applicants for whom English is a second language must also demonstrate proficiency in the English language that is sufficient to enable the applicant to responsibly practice the profession. Applicants will be asked to provide English language proficiency test results if they are not available in the applicant's C.E.T. file. Graduates from academic programs delivered in English are exempt from this requirement.

Residency Requirement
All applicants must also be Canadian citizens or permanent residents, or provide a valid work permit indicating that the applicant is lawfully entitled to work in Canada. Applicants must also live and work in Alberta. The P.Tech. designation is unique to Alberta and there is no legislation granting the right to independent practice for a P.Tech. in any other Canadian jurisdiction. As such, the P.Tech. designation can only be used in Alberta.

4. Ethics/Law

All applicants for P.Tech. must successfully complete the National Professional Practice Exam (NPPE) to demonstrate knowledge of the *Engineering and Geoscience Professions Act* and related Regulations and general knowledge related to the practice of applied science, information, or engineering technology. Applicants register for this exam online as part of the application process.

If an applicant has already written the NPPE through ASET as a part of their C.E.T. application or through APEGA, they will not have to re-write the examination as long as ASET staff can confirm that the exam was passed. Please contact ASET if you have already written the examination for more details.

All applicants must also demonstrate good character and reputation, which are confirmed by the applicant's references, declared by the applicant as part of the online application process (good character questionnaire), and demonstrated through the applicant's conduct. **Note: Answering "Yes" to a question(s) on the good character questionnaire does not mean automatic rejection; you may, however, be asked to provide more information (e.g., criminal record check).**

Joint Board of Examiners Meetings

Currently, meetings for the Joint Board of Examiners are scheduled for the end of the month in January, March, May, August, and October 2018. In order to have your file eligible to be reviewed at a meeting, all of your references must have responded to the questions at least one full month prior to the meeting date. Once all of your references have been received, your application will be put in the queue for the next available meeting. Files are reviewed on a first completed, first reviewed basis. Completing your application prior to the deadline therefore does not guarantee that your file will be reviewed at the next meeting.

Application Checklist

The following checklist provides additional details regarding each step in the application process and specific documentary requirements.

Step	Notes to Applicant	Complete?
1. Download and complete the P.Tech Experience Spreadsheet	• The P.Tech Experience Spreadsheet must be uploaded through the online application system before an application can be submitted • Please see the document on drafting a proposed scope of practice for more details on completing the spreadsheet.	
2. Complete the ASET Online CPD (Continuing Professional Development) log for the audit year	• You are required to have completed the online CPD log for the audit year, which is the calendar year prior • You will not be able to access the P.Tech Application portal if the online log is not complete • Details on the CPD requirements can be found here: http://www.aset.ab.ca/Become-a-Member/Professional-Pathway-(1)/Maintaining-Your-Membership/Overview/CPD.aspx	
3. Pay any outstanding dues or fees for the current year	• You will not be able to access the P.Tech Application portal if there are outstanding fees/dues on your account.	
4. Submit application and payment of required fees online.	• Processing times for this step is between 2-5 business days. Applicants receive an email when the initial application is approved.	
5. Provide contact information for a minimum of three professional references, including at least one P.Eng./ P/Geo.	• References are contacted directly by ASET and are asked to complete the Reference Use Only tab on the P.Tech Experience Spreadsheet. • It is recommended that referees 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 with personally-identifying information about the referees removed. • Reference information is provided via the Work Records on the Summary tab of the P.Tech Experience Spreadsheet. • If a reference needs to be changed/updated, the applicant is required to add a *new* Work Record for the added reference(s) and must leave the original Work Record and Reference on the spreadsheet. Contact ASET for details.	

Step	Notes to Applicant	Complete?
6. Mail academic transcripts or third-party academic assessment to ASET, if not available from the applicant's C.E.T. file.	• Transcripts must be final and note that graduation was awarded. • Transcripts and assessments must be original or true copies certified by a notary, a regulated member of ASET or APEGA, or an ASET staff member. • ASET accepts basic assessments completed by the International Qualification Assessment Service (IQAS) or other assessments services with membership in the Alliance of Credential Evaluation Services (WES, ICES, ICAS, CES, MIDI). o Please note that IQAS does not evaluate trades training or vocational/technical professional training (e.g., City and Guilds of London Institute). The basic assessment will include an evaluation of secondary schooling completed and a description of any trades training or vocational/technical professional training completed. *Trades training or vocational/technical professional training qualifies applicants academically for C.Tech. only.* • Documents in a language other than English must be officially translated into English. Applicants must submit the original document that was translated and the official translated document. • ASET staff will confirm if transcripts are on file and will contact you to provide a copy if required.	
7. Successfully complete the National Professional Practice Exam.	• Required study materials, syllabus/handbook, and exam dates are available on the ASET website. • The exam is written in exam windows. The applicant will indicate their *preferred* date and time (AM/PM) for the exam, which is forwarded to Yardstick Inc., the exam administrator. • Yardstick Inc. will provide the exact date, time, and location, via email three to four weeks before the exam date. • Exam results are sent to applicants within one to two weeks of the examination date. • Applicants who have already successfully completed the National Professional Practice Exam are not required to re-write the examination, subject to confirmation of the result by ASET.	
8. Successfully complete the ASET Certification Exam, if applicable. **(Graduates Required to Demonstrate Equivalency Only)**	• Required study materials, syllabus/handbook, and exam dates are available on the ASET website. • The exam writing time and testing centre locations will be provided by Yardstick Inc., ASET's exam administrator, via email two weeks before the exam date. • Exam results are sent to applicants within one to two weeks of the examination date.	
9. Upload evidence of English language proficiency, if applicable.	• Applicants may provide IELTS or CELPIP_G test results. The following minimum test scores are accepted: 5 (C.Tech.)/ 6 (C.E.T.) for the IELTS General Training test or 5 (C.Tech.)/7 (C.E.T.) for the CELPIP-G General test. • If an applicant cannot provide IELTS or CELPIP_G test results, applicants may request special consideration by the Joint Board of Examiners. Contact ASET for more information.	
10. Upload a copy of a valid work permit, if applicable.	• The work permit must not be expired.	

Sample Reference Questionnaire

REFERENCE QUESTIONNAIRE				
Applicant Legal Surname	0		Date (dd/mm/yyyy)	00/01/1900
Applicant First Name	0		Applicant's ASET ID No.	0
Reference Name			Reference Designation	
Reference Association			Reference Association ID No.	
Relationship to Applicant		**Was the Applicant's work completed under your supervision and control?		
Employer at which work was performed				
Time period during which work was performed	Start (mmm-yy)		Finish (mmm-yy)	

PROPOSED DEFINED SCOPE OF PRACTICE FOR APPLICANT			
Please indicate if you support/attest to each of the Scope Activities and the overall scope of practice			

To engage in the practice of professional engineering or geoscience in the province of Alberta within, and only within, the following defined scope of practice:			Yes/No
Discipline	0		
Field of Practice	0		
Other Field of Practice	0		
limited to:			Yes/No
SA 1	0		
SA 2	0	0	
SA 3	0	0	
SA 4	0	0	
SA 5	0	0	
Proposed Scope of Practice	Within the discipline of <enter discipline here> and field of practice of <enter field of pratice here>: <enter scope activities here> that is the routine application of industry recognized codes, standards, procedures and practices using established engineering or applied science principles and methods of problem solving.		

Applicant Legal Surname	0	Date (dd/mm/yyyy)	00/01/1900
Applicant First Name	0	Applicant's ASET ID No.	0

QUESTIONNAIRE

Please describe the engineering/geoscience work that the applicant completed under your control:	
Comments	
Did you sign off on the above described work and take professional responsibility for it?	
Comments	
Please describe the frequency with which you took professional responsibility for the above describe work? Ie. Daily, regularly, on occasion **How many months did you take responsibility for the applicant's work?**	
Comments	
Do you verify that you have received the work experience record for this referenced work and it is accurate and valid for the time period you are referencing?	
Comments	
Is/was the work performed by the applicant at a professional engineering/geoscience level?	
Comments	
Does the applicant demonstrate the ability to work independently within the proposed scope of practice?	
Comments	
Does the applicant exhibit good character and reputation?	
Comments	
Does the applicant understand and apply the principles of the ASET Code of Ethics? (See last tab for the ASET Code of Ethics)	
Comments	
Has the applicant demonstrated an acceptable working knowledge of spoken and written English?	
Comments	
Has the applicant become aware of the societal implications of his/her work?	
Comments	
Do you recommend that the applicant be registered as a Professional Technologist with ASET?	

YES/ NO If not, please explain.
If you do not agree with the proposed scope of practice but support the applicant for Professional Technologist, please provide a more appropriate scope.
Additional Comments