Certified Technician Application Handbook

CTTAM
Certified Technicians & Technologists Association of Manitoba

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Introduction

The Certified Technician Application Handbook has been prepared by the Certified Technicians and Technologists Association of Manitoba (CTTAM) to assist applicants with understanding the certification process. The handbook is designed to provide applicants with essential information regarding the application process.

Certified Technician (C.Tech.) Requirements

The following sections outline the legislative and policy requirements and application components for the C.Tech. designation in Manitoba. The CTTAM Certification Board is responsible for reviewing C.Tech. applications and assesses all applicants according to Theoretical Knowledge, Practical Application, Professional Currency/Level of Experience, and Ethics/Law. Please review the following sections to ensure you understand the application requirements.

Theoretical Knowledge

All applicants for C.Tech. <u>must</u> be graduates of a two to three year applied science, engineering or information technology technician program, any relevant technical program of less than two years or a military program. The three key academic categories and related requirements are as follows:

TECHNICIAN	Stream 1	Stream 2		Stream 3
Applicant Category	Graduates from Technology Accreditation Canada accredited academic programs in Canada.	Graduates from non-accredited academic programs within or outside of Canada.		Non-graduates or applicants who cannot produce academic documentation and must demonstrate academic equivalency.
Academic Requirements Panel of Examiners	• Provide original or true copies of academic transcripts	***Canadian*** • Provide original or true copies of academic transcripts • Complete a Learning Assessment	***International*** • Provide WES academic assessment • Complete a Learning Assessment	• PLAR assessment • Complete competency summary report
Work Experience Requirements Certification Board	• 2 years relevant to discipline • Provide 3 references • Complete work competency report • Pass CTTAM Act, By-laws & Code of Conduct exam	• 2 years relevant to discipline • Provide 3 references • Complete work competency report • Pass CTTAM Act, By-laws & Code of Conduct exam	• 2 years relevant to discipline • Minimum of 1 year Canadian supervised practice • Provide 3 references • Complete work competency report • Pass CTTAM Act, By-laws & Code of Conduct exam	• 2 years relevant to discipline • Provide 3 references • Complete competency summary report • Pass CTTAM Act, By-laws & Code of Conduct exam
Bridge to Technologist	• Pass Technologist Certification Exam • Complete work competency report signed by CTTAM/EGM Member	• Pass Technologist Certification Exam • Complete work competency report signed by CTTAM/EGM Member	• Pass Technologist Certification Exam • Complete work competency report signed by CTTAM/EGM Member	• Return to Stream 1 or Stream 2

Bridging to Certified Technologist (C.E.T.)

Applicants who qualify academically for C.Tech. may challenge the CTTAM Technologist Certification Exam to be considered for the C.E.T. designation. Successful completion of the exam does not guarantee that an applicant will be granted the C.E.T. designation. The CTTAM Certification Board makes the final decision on applications and considers training, competency, work experience, and professional currency as part of the review process.

The CTTAM Technologist 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 study handbooks are available for download on the CTTAM website with full information about the exams.

Practical Application

All applicants for C.Tech. must demonstrate at least five discipline-specific competencies by completing a Competency Summary. A sample summary is available to assist applicants with completing this requirement.

Professional Currency/Level of Experience

All applicants for C.Tech. must demonstrate a minimum of two years of work experience of an applied science, information, or engineering technology nature that is acceptable to the CTTAM Certification Board. To demonstrate this experience, applicants must provide the following documentation:

- Current resume/work history
- Job description signed by their immediate supervisor
- Three professional references

Co-op Experience
If an applicant has completed a co-op program, this experience may be counted towards the minimum of two years of relevant work experience. However, co-op experience will only be credited up to a maximum of six months.

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.

Technician vs. Technologist
Technicians and technologists usually work in a team with other professionals. They are usually involved with the application or adaptation of technology. Performance as a certified technician or technologist requires the application of principles, methods and techniques appropriate to a field of technology. Practical knowledge of the construction, application, properties, operation and limitations of engineering systems, processes, structures, machinery, devices or materials, is usually required.

The following chart outlines the definitions of Technician and Technologist, and may be of assistance to applicants in preparing a resume and job description.

Technician (C.Tech.)	Technologist (C.E.T.)
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. Uses a practical approach based on a detailed understanding of standard methods and techniques in solving technical problems. Examines assignments, objectives and instructions to select procedures and actions to resolve the assigned problem.	An applied science, information, or engineering technology professional who assumes 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. Uses an applied approach based on a comprehensive understanding of a specific technology. Evaluates assignments, determines procedures and implements solutions, schedules work to meet objectives, participates in short- and long-range planning, and may become involved in developing and promoting conceptual change. May assume managerial or administrative responsibility for a wide range of technical endeavors. May supervise and coordinate a diverse working group and train less experienced technical and professional staff.

Ethics/Law

All applicants for C.Tech. must successfully complete the CTTAM Act, By-laws & Code of Conduct Exam to demonstrate knowledge of the Certified Applied Science Technologists Act of Manitoba, CTTAM's By-law and Code of Ethics and related Regulations and general knowledge related to the practice of applied science, information, or engineering technology. Applicants write the exam on-line as part of the application process through the Technology Registrations Canada website.

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, and demonstrated through the applicant's conduct.

Application Process

Applicants for certification/membership with CTTAM must apply on-line at Technology Registrations Canada, www.technologyregistrationscanada.ca.