



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.

## 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

A technician will have their focus in a particular discipline. ASET certifies applicants in the following disciplines:

- Architectural
- Biomedical
- Bioscience
- Chemical
- Chemical engineering
- Civil
- Construction engineering
- Electrical
- Electronics
- Engineering design and drafting
- Environmental
- Geoscience
- Industrial
- Information
- Instrumentation
- Materials engineering
- Mechanical
- Nanosystems engineering technology
- 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](mailto:registration@aset.ab.ca) to discuss assessment options.

## Eligibility requirements

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

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

### \*Military

ASET proudly offers a pathway for current and former Canadian Armed Forces members with competencies in applied science, information, or engineering/geoscience technology. Whether in a military trade (journeyperson equivalent) or a civilian role, ASET assesses experience from the past five years. Applicants use the Military Personnel Resumés (MPRR) to verify QL5-level or higher training as the academic component of their application.

### \*\*Journeyperson

A journeyperson, including Red Seal certified, performs restricted activities under Alberta's *Designated Trades and Restricted Activities Regulations*, requiring authorization. Alberta has over [50 designated trades](#) across industries such as mechanical, electrical, manufacturing, building and service. ASET's certified designations enable journeypersons to further demonstrate their competencies and theoretical knowledge in applied science, information, or engineering/geoscience technology; perform routine technical procedures with occasional direct supervision; and assume limited responsibility for decision-making.

As credential requirements vary by province, applicants can refer to the chart in [Appendix 5](#) for required academic documentation.

## 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)

- Good Character (Section 2.7)
- Work Permit (Section 2.8)
- English Language Proficiency (Section 2.9)
- Employment Confirmation (Section 2.10)

### Examination(s)

- ASET Professional Practice Exam (Section 2.11)

- i** International applicants who meet the necessary academic and work experience requirements for certification in Alberta may begin the online application process before leaving their home country. If your visa has not yet been approved, you may begin preparing your documentation, apply to ASET, and register for the required exam. However, your application will not be reviewed by the Board of Examiners until you receive approval notification from Immigration and Citizenship Canada and have provided ASET with the approval notification.

## Assessment process and timeline

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Applicants have **one year** from the application date to submit all required documents and complete any exams. The deadline is displayed in the online application portal. Incomplete applications will be closed after this date. Reopening an incomplete application may require additional fees.

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\*All fees are non-refundable. Applicants will be notified of any application issues, and if more information is needed, your application will be returned (*between Step 1 and 3*).

\*\*After the required documentation and examination(s) have been received and successfully been completed, the Board of Examiners (BoE) will review your application. The BoE has the authority to approve, defer, or refuse your application based on whether you have fulfilled the requirements or not.

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

- i** Application delays often occur due to the time applicants take to prepare and upload required documents, as well as the time references take to complete their forms
- i** Applicants should carefully review all requirements before applying, promptly prepare and upload their documents, and follow up with references to ensure timely submission of reference forms
- i** Applicants may submit an extension request (with detailed reasons) prior to the application expiry date by emailing [registration@aset.ab.ca](mailto:registration@aset.ab.ca).

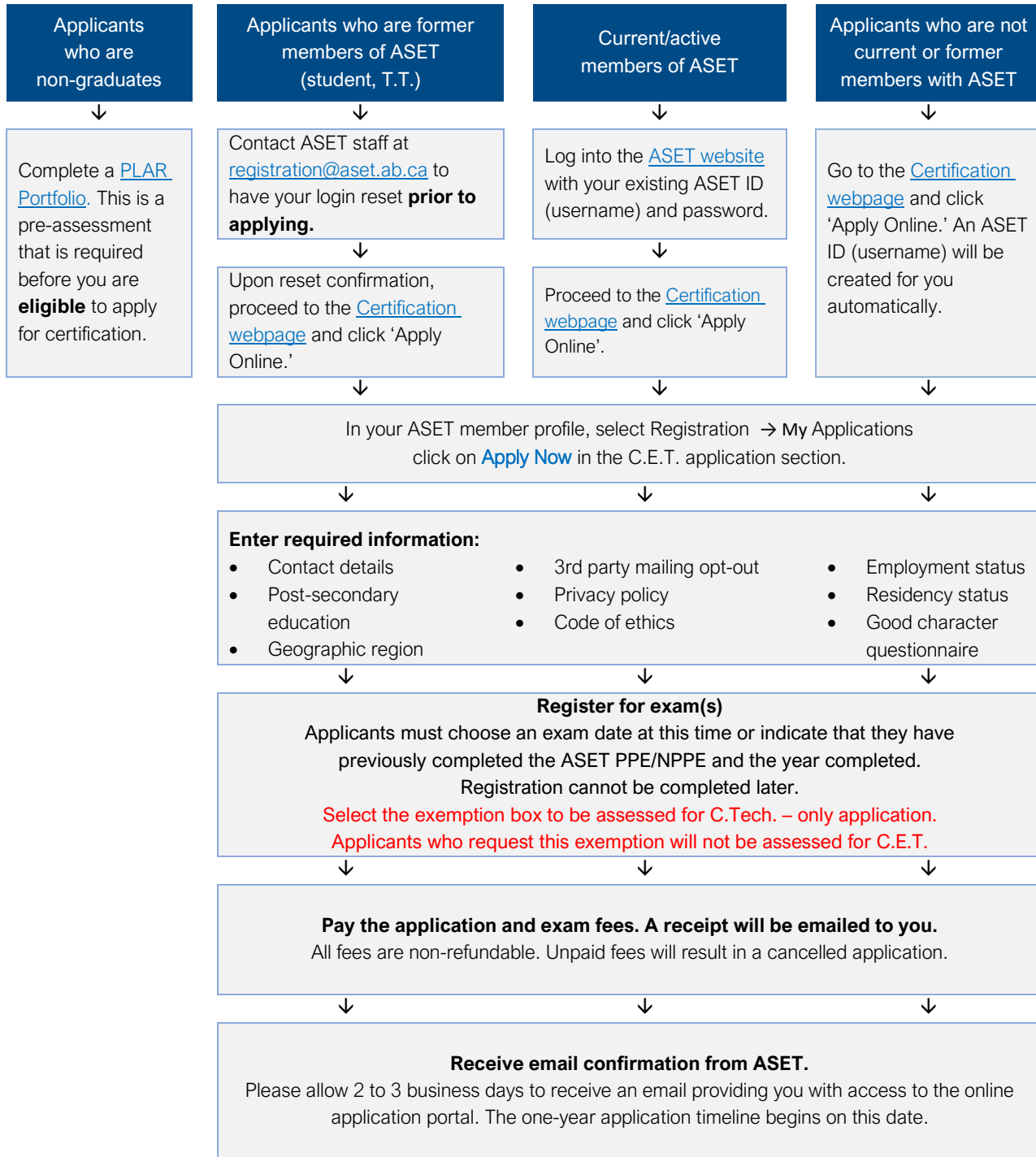
## Reclassification from C.Tech. to C.E.T.

Please see [Appendix 4](#) for more information about the process for reclassifying from C.Tech. to C.E.T.

## Step 1: Submit initial application

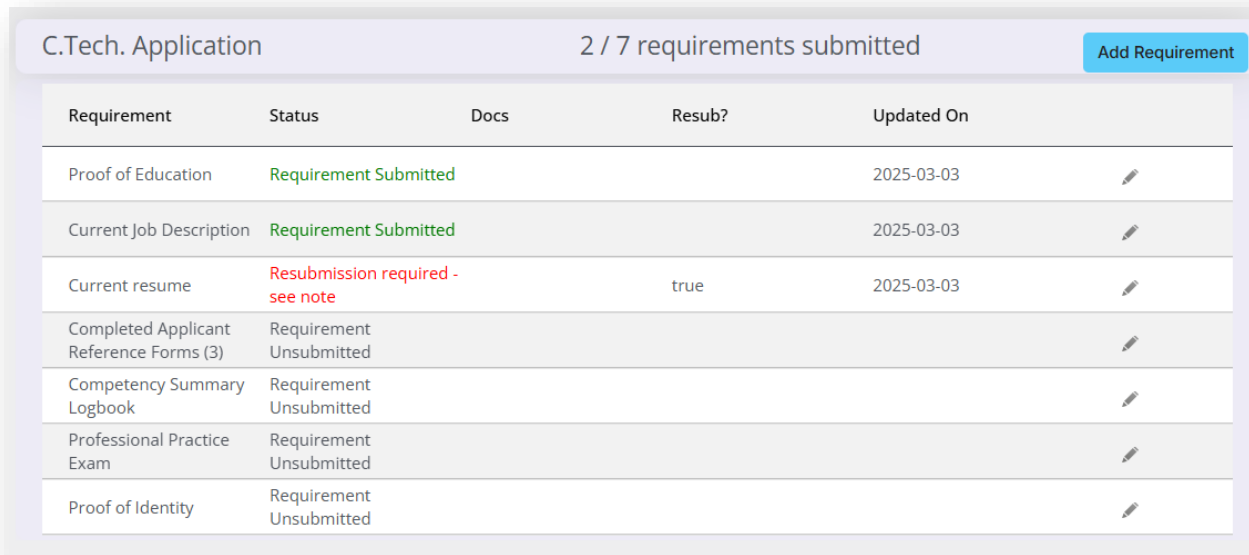
Begin your application in one of four ways by choosing the appropriate category below.

**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 screenshot shows a dashboard for a C.Tech. Application. At the top, it says "C.Tech. Application" and "2 / 7 requirements submitted". There is a blue button labeled "Add Requirement". Below this is a table with the following columns: Requirement, Status, Docs, Resub?, and Updated On. The table lists seven requirements: Proof of Education (Requirement Submitted), Current Job Description (Requirement Submitted), Current resume (Resubmission required - see note, Resub? true), Completed Applicant Reference Forms (3) (Requirement Unsubmitted), Competency Summary Logbook (Requirement Unsubmitted), Professional Practice Exam (Requirement Unsubmitted), and Proof of Identity (Requirement Unsubmitted). Each row has a pencil icon in the rightmost column.

Requirement	Status	Docs	Resub?	Updated On	
Proof of Education	Requirement Submitted			2025-03-03	
Current Job Description	Requirement Submitted			2025-03-03	
Current resume	Resubmission required - see note		true	2025-03-03	
Completed Applicant Reference Forms (3)	Requirement Unsubmitted				
Competency Summary Logbook	Requirement Unsubmitted				
Professional Practice Exam	Requirement Unsubmitted				
Proof of Identity	Requirement Unsubmitted				

As you complete and submit each requirement of the application, the status will be updated to 'Requirement Submitted' indicating that the component is satisfied. 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.

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

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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




Requirement (application component)

Description of requirement

### 2.1 Proof of Education

#### All applicants

All applicants for C.E.T. must provide proof of academic credentials or demonstrate academic equivalency.

-  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](mailto:registration@aset.ab.ca) to arrange an appointment to copy the document.
-  ASET will mail back original document(s) after processing
-  For electronic transcripts ASET only accepts official eTranscripts which can be sent directly from Canadian post-secondary institutions to [registration@aset.ab.ca](mailto:registration@aset.ab.ca) or via MyCreds®. You can share your verified and official transcript by purchasing a share credit on MyCreds and choosing the option of “Send my documents to a registered organization” and selecting “Association of Science and Engineering Professionals of Alberta (ASET)” from the list. We do not accept letters of completion or unofficial transcripts.

#### 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**.

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In Alberta, Ontario diploma programs are equal to one-year technician programs. The Ontario advanced diploma is therefore required for C.E.T. application.

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#### 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.

### Canadian journey person 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 5](#).


### 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


To obtain a third-party assessment of your academic transcripts, 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.

- **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.

 **\* WES Assessments:** ASET will accept the electronic submission of a completed assessment (a **basic, document-by-document credential assessment**) through WES's secure online delivery system, thus eliminating the need to mail it.

 For all other credential assessment services (IQAS, ICAS, ICES, CES, and MIDI), please mail in your original official credential assessment to the ASET office.

 For an application checklist, see [Appendix 2](#).

 Sample documents are available on the [C.Tech. application webpage](#) and the application portal.

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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.


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## 2.2 Job Description


### 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
- applicant's name
- supervisor's signature, printed name and date; and
- descriptive details of specific job responsibilities, duties, and activities that reflect the definitions of technician or technologist (see [Appendix 1](#)).

 A job description template is available to download in the application portal.

 Applicants who cannot provide a supervisory signature may request special consideration by the Board of Examiners. Please contact [registration@aset.ab.ca](mailto:registration@aset.ab.ca).

 It is acceptable to use previous position(s) if the applicant is not currently employed. This document will need the previous supervisor's signature.

### 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 employer within the examples provided in the competency summary.

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

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## 2.3 Resume


### 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 technologist for assistance with describing your technical duties/tasks (see [Appendix 1](#)).

 A resume template is available to download in the application portal.


## 2.4 Professional References

### All applicants

All applicants must demonstrate a minimum of 24 months 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.

-  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.).

### Applicants with different academics vs. 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 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 required 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.

-  In accordance with privacy law, completed reference forms may be provided to applicants upon request.
-  A reference sample, which is completed on the applicant’s behalf, is available on the application portal.

## 2.5 Competency Summary

### 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.


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Applicants must carefully review the instructions provided in the online competency summary in your application portal. **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.**

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### How to prepare and submit

- Your competency summary **must** be completed and submitted by entering your responses directly into the online competency summary logbook. For more details, refer to the discipline-specific competency summary handbooks available in the application portal.
- The validation of your competency summary online logbook is completed through an online form by references. Once the references have completed the validation, the portal will lock after you click “Submit” so it can advance your application to the review stage.

 Applicants who cannot provide a supervisory signature may request special consideration by the Board of Examiners. Please contact [registration@aset.ab.ca](mailto:registration@aset.ab.ca) to discuss this request.

### 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.

## 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. However, applicants must have a draft of their competency summary completed **prior** to requesting an advisor. It may also be helpful for applicants to first utilize existing resources (supervisor, colleagues) to assist them with their competency summary **prior** to requesting an advisor.

Competency Summary Advisors can:

- help applicants understand the competency summary requirements through preparation of work experience examples
- provide technical advice in relation to a specific indicator
- provide feedback

Generally, the advisor and applicant connect through email, phone and/or virtual communication methods that suit both parties. **Once assigned, the advisor is available for a maximum of 30 days.**

Applicants can submit a detailed competency summary advisor request to [registration@aset.ab.ca](mailto:registration@aset.ab.ca) with specific questions/enquiries for their competency summary.

 Note: Advisors **do not advise** on other application components.

## 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 Good Character

### 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.


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

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### 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.

-  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 the good character assessment.

## 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 English Language Proficiency (if applicable)

### Applicants who are not graduates of a program delivered in English

- Upload a copy of IELTS Academic or General, PTE, or CELPIP-G English language test results.
- The following minimum test scores are accepted as demonstration of proficiency:

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

-  Applicants who are unable to provide IELTS, PTE or CELPIP-G test results must complete the Board of Examiners [Special Consideration Form](#). Please upload the completed form into your application portal.

## 2.10 Employment Confirmation (if applicable)

### Applicants employed outside of Alberta



- Applicants must be working or living in Alberta to apply for certification with ASET.
- Upload a copy of the requested documentation to confirm employment. (See [Appendix 3](#) of the employment/residency chart for more information on this requirement.)

## Examination

## 2.11 Professional Practice Exam (Law and Ethics)

### 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, the general practice of engineering and geoscience technology, legal topics applicable to the profession, the Occupational Health and Safety Act, and the ASET Code of Ethics.

- 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 pay the necessary fees.
-  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](mailto:registration@aset.ab.ca) with the exam date, your ID and name on file with ASET or APEGA to request exemption.

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Your exam writing time and testing centre location (if applicable) will be sent to you via email from Measure Learning (ASET's exam administrator) 1 to 2 weeks prior to the exam date.

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

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## 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 is to be used for preparing the applicant’s resume, detailed job description and competency summary.





Technician (C.Tech.)	Technologist (C.E.T.)
<ul style="list-style-type: none"> <li>• 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.</li> <li>• Typical activities include testing, troubleshooting, inspection, calibration, design drafting, quality control, maintenance, modeling, data compilation, estimating, sales, surveying, field supervision, technical sales and teaching.</li> <li>• This professional uses a practical approach based on a detailed understanding of standard methods and techniques in solving technical problems.</li> <li>• They examine assignments, objectives and instructions to select procedures and actions to resolve the assigned problem.</li> </ul>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• They use an applied approach based on a comprehensive understanding of a specific technology.</li> <li>• 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.</li> <li>• They may assume managerial or administrative responsibility for a wide range of technical endeavors.</li> <li>• They can supervise and coordinate a diverse working group and train less experienced technical and professional staff.</li> </ul>



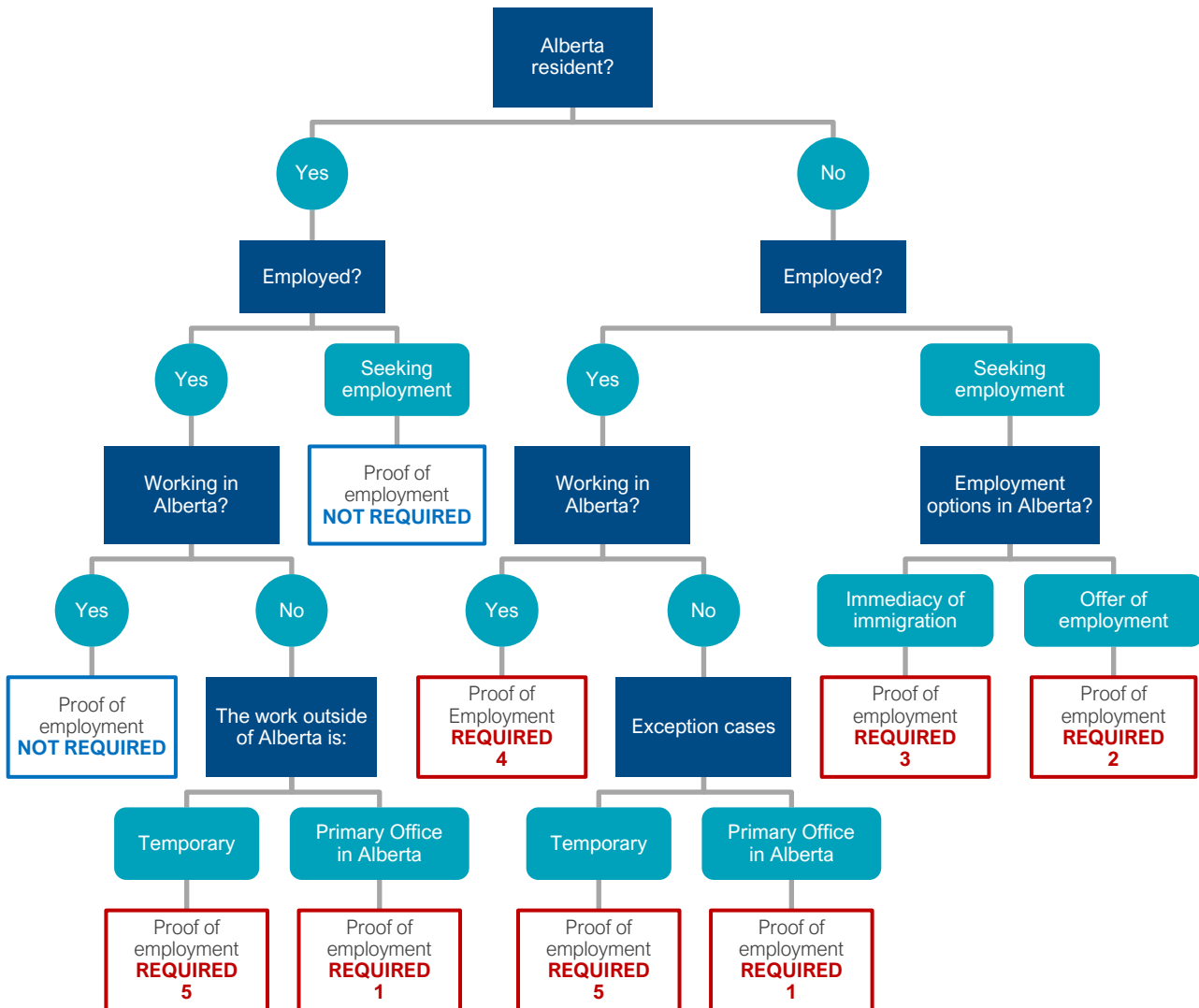
## Appendix 2 — International Applicant Checklist

The checklist below will help you prepare for your certification application. We encourage you to **gather as much documentation as you can before leaving your home country and to read the application handbook before applying**. You will likely have an easier time obtaining academic transcripts, references, and signatures from your supervisor(s) there than you would in Canada.

- Step 1:** Obtain an official copy of your transcripts from your academic institution.
- Step 2:** Obtain a third-party assessment of your academic transcripts.
- Step 3:** Apply Online to gain access to the ASET Application Management Portal.
- Step 4:** Submit and complete application.
- Step 5:** Proof of Identity
- Step 6:** Upload a current job description signed by supervisor.
- Step 7:** Upload a current resume.
- Step 8:** Provide contact information for a minimum of three professional references.
- Step 9:** Complete the online Competency Summary (signed by a supervisor).
- Step 10:** Upload evidence of English language proficiency (if required).
- Step 11:** Upload a copy of a valid Canadian work permit (post-arrival).
- Step 12:** Successfully complete the ASET Professional Practice Exam (PPE).

-  Additional resources such as translation services, immigration agencies, and microlending are listed on the [International Applicants webpage](#).
-  To obtain a third-party assessment of your academic transcripts, 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.
-  Documents in a language other than English must be officially translated into English. Applicants must submit the original document before it is translated along with the official translated document. [ATIA](#) and [EISA](#) offer translation services.
-  Sample documents are available on the [C.Tech. application webpage](#) and the application portal.

## Appendix 3 — 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 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 soon.
4. A letter from your employer indicating that you are a non-resident but working in Alberta.
5. Employment documentation indicates that you are on a temporary contract and expect to return to Alberta soon.

## Appendix 4 — 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 (excluding resubmission of any transcripts or foreign credential assessments on file with ASET).
  - This may include updating references, resume, and job description.
  - Complete the competency summary to demonstrate common and technologist-level indicators.
2. Demonstrate equivalency to a TAC-accredited two-year technologist diploma program by passing the [ASET Certification Exam](#) *Exam fee applies*.
3. Submit the [Reclassification Application Form](#) including the ASET Certification Exam form and all required documentation to [registration@aset.ab.ca](mailto:registration@aset.ab.ca).
4. Once ASET receives all required documentation, the application requires subject matter expert review. 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 (excluding resubmission of any transcripts or foreign credential assessments on file with ASET).
  - This includes updating all references, resume and job description.
  - Complete the competency summary 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](#) *Exam fee applies*
3. Submit the [Reclassification Application Form](#) including the ASET Certification Exam form and all required documentation to [registration@aset.ab.ca](mailto:registration@aset.ab.ca).
4. If applicable, pass the [ASET Professional Practice Exam \(PPE\)](#) 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 subject matter expert review. After completion, the application is reviewed by the ASET Board of Examiners for a decision.

## Appendix 5 — Journeyperson required documentation / academic component

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

\* **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 is to 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 shall mail the copy to ASET's office while retaining the original. Applicants may also contact [registration@aset.ab.ca](mailto: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](mailto:registration@aset.ab.ca).