

## Internationally Trained Application Handbook

In Alberta, engineering and science technicians and technologists are certified by the Association of Science and Engineering Technology Professionals of Alberta (ASET). An ASET designation shows a member has met strict national criteria for certification in their field. Internationally trained professionals can apply with ASET for the following:

- Certified Technician (C.Tech.); or
- Certified Engineering Technologist (C.E.T.).

To qualify for C.Tech. or C.E.T. membership applicants must:

- Be graduates of a technical certificate or diploma program,
- Have at least two years of technical work experience, and
- Work or be seeking work in Alberta or the Northwest Territories

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 certification documentation and apply to ASET once you receive approval notification from [Immigration and Citizenship Canada](#). Most of the application documentation can be uploaded to ASET's online application portal.

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**. You will likely have an easier time obtaining academic transcripts, references, and signatures from your supervisor(s) there than you would in Canada.

- \_\_\_ Obtain an official copy of your transcripts from your academic institution.
- \_\_\_ Obtain a third-party assessment of your academic transcripts.
- \_\_\_ [Apply Online](#) to gain access to the ASET Application Management Portal.
- \_\_\_ Submit application and payment of required fees online.
- \_\_\_ Mail your third-party academic assessment to ASET.
- \_\_\_ Upload a current job description signed by supervisor.
- \_\_\_ Upload a current resume.
- \_\_\_ Provide contact information for a minimum of three professional references.
- \_\_\_ Upload a Competency Summary signed by a supervisor.
- \_\_\_ Upload evidence of English language proficiency.
- \_\_\_ Upload a copy of a valid Canadian work permit (post-arrival).
- \_\_\_ Successfully complete the ASET Professional Practice Exam (post-arrival).
- \_\_\_ Successfully complete the ASET Certification Exam (if required) (post-arrival).

Additional information regarding each of the items above is itemized below which can also be found in the C.Tech./C.E.T. Application Handbook, and the ASET [website](#).

Additional resources such as translation services, immigration agencies, and microlending are listed in our [International Applicants webpage](#).

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The detailed 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**. You will likely have an easier time obtaining academic transcripts, references, and signatures from your supervisor(s) there than you would in Canada.

Please note that any documentation you submit to ASET as part of your application must be in English. Translations will be accepted only when certified by a professional translator and accompanied by the original source documents.

Step	Notes to Applicant	Complete?
<p>1. Obtain an official copy of your transcripts from your academic institution for the assessment in Step 2.</p>	<ul style="list-style-type: none"> <li>• Transcripts are a copy of your permanent academic record. They typically include:               <ul style="list-style-type: none"> <li>○ your name and address;</li> <li>○ the name of the program or credential you completed;</li> <li>○ all courses you completed as part of your program; and,</li> <li>○ the grade obtained in each course.</li> </ul> </li> </ul> <p>Transcripts must be final, certified, and demonstrate that you graduated from your program.</p>	
<p>2. Obtain a third-party assessment of your academic transcripts</p>	<ul style="list-style-type: none"> <li>• A third-party academic assessment is a review of your transcripts that determines how your certificate, degree, or diploma compares to credentials issued in Canada. This assessment helps ASET determine if you are eligible to apply for certification.</li> <li>• ASET accepts basic, document by document, assessments completed by the <a href="#">International Qualification Assessment Service (IQAS)</a> or other assessment services with membership in the <a href="#">Alliance of Credential Evaluation Services (WES, ICES, ICAS, CES, MIDI)</a>.</li> <li>• You must send your transcripts to one of these service providers for a basic academic assessment according to the service provider's specifications (i.e., directly from the institution to the service provider)</li> </ul>	
<p>3. Apply Online</p>	<ul style="list-style-type: none"> <li>• Once you apply online, you will gain access to the ASET Application Management Portal so that you can upload your documentation.</li> </ul>	

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Step	Notes to Applicant	Complete?
4. Submit application and payment of required fees online	<ul style="list-style-type: none"> <li>Processing time for this step is between 2 and 5 business days. You will receive an email when the initial application is accepted.</li> </ul>	
5. Mail your third-party academic assessment to ASET	<ul style="list-style-type: none"> <li>Your assessment must be the original document you received from the service provider, or a true copy certified by a notary and sent to:            ASET            1600-9888 Jasper Avenue            Edmonton, AB T5J 5C6</li> </ul>	
6. Upload a current job description signed by supervisor	<ul style="list-style-type: none"> <li>A job description is an overview of the tasks and responsibilities you perform in your current position.</li> <li>Provide detailed information clearly explaining these tasks and responsibilities as they relate to a <a href="#">technician or technologist</a> role.</li> <li>If you do not have a current job description readily available, a template is available on the ASET applicant portal..</li> <li>If you are unable to provide a supervisory signature, you may request special consideration by the ASET Board of Examiners. Please contact <a href="mailto:registration@aset.ab.ca">registration@aset.ab.ca</a> for more information.</li> </ul>	
7. Upload a current resume.	<ul style="list-style-type: none"> <li>A resume is a detailed history of your work experience and academic training.</li> <li>Provide detailed information clearly explaining your work history as it relates to a <a href="#">technician or technologist</a> role.</li> </ul>	
8. Provide contact information for a minimum of three professional references	<ul style="list-style-type: none"> <li>References are contacted directly by ASET and are asked to complete the ASET Applicant Reference Request Form.</li> <li>We recommend that your referees be regulated professionals equivalent to a C.E.T. or a P.Eng.. If you lack access to such regulated professionals, your references should be qualified technical practitioners with direct knowledge of your work. This includes your supervisor, if he or she is available.</li> </ul>	

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9. Upload a Competency Summary signed by a supervisor	<ul style="list-style-type: none"> <li>The <a href="#">Competency Summary</a> is a point-form description of your work experience in relation to six key competencies. Instructions for completing the summary are included within the document and a sample summary is available for review on the ASET website.</li> <li>If you are unable to provide a supervisory signature, you may request special consideration by the ASET Board of Examiners. Please contact <a href="mailto:registration@aset.ab.ca">registration@aset.ab.ca</a> for more information.</li> </ul>	
10. Upload evidence of English language proficiency	<ul style="list-style-type: none"> <li>You must provide your <a href="#">IELTS</a>, <a href="#">CELPIP-G</a>, <a href="#">PTE Academic</a>, or <a href="#">PTE Academic Online</a> results.</li> <li>If you do not have these test results, you may request special consideration by the ASET Board of Examiners. Please contact <a href="mailto:registration@aset.ab.ca">registration@aset.ab.ca</a> for more information.</li> <li>This requirement is in place because without an adequate understanding of English, you will be unable to pass either the Certification Exam or the PPE, both of which employ complex language.</li> </ul>	
11. Upload a copy of a valid Canadian work permit	<ul style="list-style-type: none"> <li>You must be legally entitled to work in Canada before you can be registered by ASET. The work permit must be valid and current.</li> </ul>	
12. Successfully complete the ASET Certification Exam	<ul style="list-style-type: none"> <li>Required study materials, syllabus/handbook, and exam dates are available on the <a href="#">ASET website</a>.</li> </ul> <p><b>(**must be challenged in Alberta**)</b></p>	
13. Successfully complete the ASET Professional Practice Exam (if applying for the C.E.T. designation)	<ul style="list-style-type: none"> <li>Required study materials, syllabus/handbook, and exam dates are available on the <a href="#">ASET website</a>.</li> </ul> <p><b>(**must be challenged in Alberta**)</b></p>	

Should you have any questions, please [contact](#) us or email the Registrations department at [registration@aset.ab.ca](mailto:registration@aset.ab.ca).