

# Certified Technician Applicant Reference Form

Applicant Name

ASET No.

## INFORMATION FOR REFEREE

1. This form must be completed and signed by the referee.
2. Applicants must have at least 24 months of technical work experience to be considered for registration as a certified technician.
3. In accordance with privacy legislation, completed reference forms may be provided to applicants upon request.

## REFEREE CONTACT INFORMATION

Name  ASET / APEGA No. (if applicable)  Designation (if applicable)

Employer

Street Address

City  Prov./Terr.  Postal Code

Phone Number  Email

## WORK EXPERIENCE

1. At what employer did you work with the applicant (if different from above)?

2. What is your relationship to the applicant?

Supervisor  Colleague  Mentor  Client  Other (specify)

3. What role did/does the applicant hold in your organization?

4. How long did/have you worked with the applicant?

Total No. of Months  From  To   
(MM/YY) (MM/YY)

5. Based on the period above in which you worked with the applicant, please indicate the applicant's level of practice.

**IMPORTANT:** The total number of months you enter below must match the number of months you have worked with the applicant as noted in question four above. This total should be distributed between technician and/or technologist (E.g., 24 total = 8 technician and 16 technologist). **Do not repeat the total number of months in both boxes.** Click the link for more details on the heading regarding the type of level in the FAQs.

*Additional comments may be included on page 2 for further explanation of the distribution of months below.*

### Certified Technician level

**No. of Months**

The applicant is capable of performing routine technical procedures with occasional direct supervision and may assume limited responsibility for any decision making process.

### Certified Engineering Technologist level

**No. of Months**

The applicant is capable of assuming responsibility and exercising independent judgment to perform technical tasks and solve problems in complex technological areas with limited direct supervision.

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6. Select one option below that best describes the initiative and complexity of the applicant's position.

Applies technical skills under close supervision or as part of a work team. Performs routine technical procedures and makes few decisions.

Performs routine technical procedures with occasional direct supervision. Assumes limited responsibility for decisions.

Performs technical tasks and solves problems based on the principles of applied technology. Makes frequent decisions and assumes responsibility for those decisions. Receives limited direct supervision.

Occupies a senior position requiring a technical background. May act as a consultant or be regarded as a technical expert in his/her field. Independently conceives programs and defines problems to be studied. Participates in the development of operating policies and program objectives. Involved in long-range planning.

Supervises the work of a team of professional, ultimately responsible for projects and/or an executive fulfilling a senior management role in significant technological undertakings.

### GOOD CHARACTER AND REPUTATION

7. Does the applicant exhibit an appropriate level of professionalism and ethical practice in their role?

Yes      No

### COMMUNICATION SKILLS

8. Does the applicant demonstrate an acceptable level of verbal and written communication in the workplace?

a. Verbal      Yes      No

b. Written      Yes      No

### ADDITIONAL COMMENTS

If you have any additional comments about the competency or level of practice of the applicant, please include them here:

### REFEREE DECLARATION

"I, the undersigned, certify that I have direct knowledge of the applicant's work and that the information provided on this form is complete, true, and accurate to the best of my knowledge. I authorize ASET to use this information for the purposes of evaluating the applicant's eligibility for certification. I understand that, in accordance with privacy legislation, this reference may be shared with the applicant upon request with the referee's personal information removed."

Signature

Date

Please sign and return to ASET by email to [registration@aset.ab.ca](mailto:registration@aset.ab.ca). You may also print, sign, scan, and return the form to ASET by email. All personal information you provide is subject to the conditions and protection of the ASET Privacy Policy, which can be viewed online at [aset.ab.ca](http://aset.ab.ca).