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## ASET Technical Report Overview

The Board of Examiners has established an alternate assessment option for C.E.T. candidates who do not achieve a passing mark on the technical certification examination. Candidates who do not pass the certification exam may apply for special consideration to complete a technical report in lieu of the exam requirement. The technical report assignment allows candidates to demonstrate the theoretical knowledge necessary to practice safely and competently at the technologist level.

### Special consideration application process

Those applying for special consideration must complete the following steps:

1. Review the technical report guidelines and requirements and the technical report marking rubric to ensure a thorough understanding of the assessment process. A technical report writing training guide and a sample technical report are also available as resources for additional support if needed.
2. Complete and submit the Board of Examiners special consideration form, including a proposed topic for the technical report.
  - a. When selecting a report topic, applicants must choose a subject that directly relates to the discipline in which they are seeking certification. The report must demonstrate engineering/applied science competence at the technologist level (including elements of design and application of theory) with extensive technical and mathematical depth.
3. Once the Board of Examiners' designated reviewer has approved of the technical report proposal, complete and submit the technical report in accordance with the technical report guidelines and requirements. The technical report must be no fewer than 3,000 words (excluding executive summary, table of contents, references, bibliography, and appendices).

### Important notes

Applicants approved to write a technical report in lieu of the certification exam may submit a report previously prepared as part of a capstone academic project or as part of work assignment, but the report must have been authored solely by the applicant (not as part of a group or team assignment), meet the technical report requirements set by the Board of Examiners, and be signed by a sponsor with direct knowledge of the applicant's work. Acceptable report types include: research reports, analytical (laboratory) investigative reports, construction project reports (see the technical report guidelines and requirements for more information on these report types).

In preparing a technical report, applicants should pay particular attention to demonstrating:

- a. critical analysis of a technical issue (i.e., a technical thought pattern leading from the identification of an issue to the creation of a hypothesis, and ultimately to a conclusion)
  - b. analysis of a technical issue, evaluation of alternate resolutions, and how the recommendations were reached.
  - c. a conclusion that supports the recommendations made in the report; and
  - d. acknowledgment of all sources using the APA format.
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