

Application for Special Consideration

POLICY

Certification Exam

1. Applicants who fail the ASET Certification Exam may request special consideration to write a technical report in lieu of the exam.

References

1. Applicants who are unable to obtain three professional references due to exceptional circumstances may request special consideration.
2. Applicants must supply at least one professional reference to validate his or her work experience.

Signatures

1. Applicants who are unable to obtain a supervisor signature for their Competency Summary or Job Description due to exceptional circumstances may request special consideration.
2. Applicants must have their Competency Summary and/or Job Description signed by another professional with direct knowledge of the applicant's work.

English Language Proficiency

1. Applicants who are unable to provide IELTS or CELPIP-G test results may request special consideration
2. Applicants must explain in at least 300 words how they became proficient in the English language.
3. The applicant's supervisor must sign the Special Consideration Form to attest to the authenticity of the applicant's submission.

Certification Exam Exemption (Technical Report)

1. Applicants who fail the technical Certification Exam may request special consideration to complete a technical report in lieu of the exam.
2. A technical report proposal must be submitted for approval by a subject matter expert reviewer designated by the Board of Examiners (see page 3).

Technical Report Sponsor

1. Applicants who are approved to write a technical report but do not have a report sponsor who is a registered member of ASET or APEGA may request special consideration.
2. Applicants must have their technical report sponsored by another professional who can attest to the authenticity of the applicant's report.

Application Process

1. Applicants must apply for special consideration by completing the Special Consideration Form.
2. The ASET Registrar will approve special consideration requests or refer applications to the Board of Examiners in accordance with policy.
3. Applicants will not be reviewed by the Board of Examiners until a completed application is submitted and has undergone a first and second level review.

APPLICANT INFORMATION

First Name

ASET No.

Last Name

The logo for ASET, featuring the letters 'ASET' in a bold, white, sans-serif font. The letters are set against a blue background that is part of a larger graphic element consisting of overlapping, curved bands of varying shades of blue.

DETAILS OF SPECIAL REQUEST

Explain why you are requesting special consideration from the Board of Examiners. Include as much detail as possible so the Board has sufficient information to determine if alternate assessment activities can be assigned. **Note:** *If you are requesting special consideration after failing the Certification Exam, you must also complete the Technical Report Proposal Form (attached).*

DECLARATION

“I certify that the information provided on this form is complete, true, and accurate to the best of my knowledge. I understand that the Board of Examiners assigns alternate assessment activities at its discretion and that completion of this form does not guarantee that any application requirements will be waived by the Board.”

Signature Date

Office Use Only

- Applicant request accepted
- Applicant request rejected

Notes

Technical Report Proposal

APPLICANT INFORMATION

First Name

ASET No.

Last Name

PROPOSED TECHNICAL REPORT TOPIC/TITLE

DETAILS OF PROPOSED TECHNICAL REPORT

Explain your proposed technical report topic. The proposal should demonstrate that this topic and report are sufficient to evaluate your *theoretical* knowledge in the practice of the discipline at the technologist level. Your proposal may include: information on the technical background of the topic, recommendations, results of surveys, information about feasibility, and so on. Include as much detail as possible so the proposal reviewer has sufficient information to determine if a technical report can be assigned.

DECLARATION

"I certify that the information provided on this form is complete, true, and accurate to the best of my knowledge and that I am the author of this document. I understand that the Board of Examiners accepts technical reports at its discretion and that completion of this form does not guarantee that my application for certification will be approved by the Board."

Signature

Date

The logo for ASET (Association for Science and Technology) is located in the bottom right corner. It features the word "ASET" in a bold, white, sans-serif font, set against a blue background with a curved, wave-like design.