

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 or Certified Engineering Technologist. Within these 24 months, applicants must have at least 9 months at the technologist-level to be considered for registration as a Certified Engineering Technologist.
3. In accordance with privacy legislation, completed reference forms may be provided to applicants upon request.

INFORMATION FOR APPLICANT

1. Applicants must provide a minimum of three references. At least one of the three references should be provided by the applicant's current supervisor.
2. References for the same timeframe will not be counted towards the 24-month work experience requirement. Applicants must demonstrate 24 unique months of experience.
3. The Board of Examiners requires demonstration of relevant technical experience within the past five years to appropriately assess professional currency.
4. It is recommended that referees be regulated members of ASET or APEGA (for example, C.E.T., R.E.T., P.Tech., P.L.(Eng.), P.Eng., or P.Geo).
5. The Board of Examiners may accept co-op work experience validated by a reference for the purposes of evaluation. Co-op work experience may be used towards the 24-month work experience requirement, but not as part of the 9-month technologist-level requirement.

REFEREE CONTACT INFORMATION

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

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

The logo for ASET (Association of Science and Engineering Technicians) is located in the bottom right corner. It features the letters 'ASET' in a bold, white, sans-serif font, set against a blue background that is part of a larger decorative graphic consisting of overlapping blue waves.

Applicant Reference Form - Page 2

5. Based on the period in which you worked with the applicant, please indicate the applicant's level of practice. The total number of months below should match the number of months you have worked with the applicant.

Certified Technician

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

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.

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 his or her 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

REFEREE DECLARATION

"I 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