

Membership Status Form

Please complete this form to notify ASET of a change in membership status or to re-apply for reduced dues.

Step 1: Provide your contact information on page 1 (below).

Step 2: Proceed to the appropriate status page, review requirements, and sign the declaration.

[Unemployed](#) [Low-Income](#) [On Leave](#) [Illness](#) [Out of Province](#) [Retired](#) [Active](#) [Resign](#)

Step 3: Complete the payment information section on page 7, if applicable.

Step 4: Return your completed form and any required documents to registration@aset.ab.ca.

CONTACT INFORMATION

Name		ASET ID No.
Street Address		
City	Prov./Terr.	Postal Code
Email Address		Phone No.

UNEMPLOYMENT STATUS

1. A member who meets the criteria below may request a temporary reduction in membership dues:
 - a. Unemployed at any point in the last three consecutive months immediately preceding the mailing of the first notice of annual membership dues, or
 - b. Subsequently becomes unemployed within the first three months of the calendar year.
 - c. Members who apply for temporary unemployment status outside of this time-frame are not eligible for a refund of membership dues.
 - d. New members who are granted membership at any time throughout the calendar year have three months upon receiving their invoice for prorated dues to apply for temporary unemployment status and a temporary reduction in membership dues for that calendar year. Full dues will be applied for the next billing cycle unless the member re-applies for temporary unemployment according to the criteria outlined above.
2. For the purposes of defining this status with ASET, **unemployed means not working in any capacity**. The definition of unemployed is not restricted to unemployment in an applied science, information, or engineering technology field.
3. Members must certify temporary unemployment status by completing the declaration on the Membership Status Form. **This declaration is required annually.**
 - a. Upon application for a third year of temporary unemployment status, a Proof of Income Statement will be required to demonstrate continued unemployment. Please visit the Canada Revenue Agency [website](#) for more information.
4. Members who are approved for temporary unemployment status agree that upon returning to work in the calendar year for which the reduction was granted to pay the outstanding balance of dues for that year.
5. Failure to pay the outstanding dues within three months of returning to work or by October 31 of the current year (whichever comes first) will result in cancellation of membership.
6. Members who are granted temporary unemployment status may continue to use their designation and will remain on the ASET membership roster as active members.

UNEMPLOYMENT DECLARATION

"I certify that I am unemployed and wish to apply for a reduction of my ASET membership dues. When I return to work, I am required to inform ASET and provide appropriate payment for my membership status. I understand that I will be subject to annual CPD requirements upon return to active practice."

I am applying for a third year of unemployment status and have attached a Proof of Income Statement for the current tax year.

Signature

Date

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.

The logo for ASET (Alberta Society of Engineering Technicians) is displayed in a bold, white, sans-serif font against a blue background. The letters 'A', 'S', and 'E' are connected, and the 'T' is separate. The logo is positioned in the bottom right corner of the page, partially overlapping a decorative blue wave graphic.

LOW-INCOME STATUS

1. A member who meets the criteria below may request a temporary reduction in membership dues:
 - a. Employed in a low-income position at any point in the last three consecutive months immediately preceding the mailing of the first notice of annual membership dues, or
 - b. Subsequently moves into a low-income position within the first three months of the calendar year.
 - c. Members who apply for low-income status outside of this time-frame are not eligible for a refund of membership dues.
 - d. New members who are granted membership at any time throughout the calendar year have three months upon receiving their invoice for prorated dues to apply for low-income status and a temporary reduction in membership dues for that calendar year. Full dues will be applied for the next billing cycle unless the member re-applies for low-income status according to the criteria outlined above.
2. For the purposes of defining this status with ASET, ***low-income means working in a position at a low-income level as published annually by the Government of Canada.***
3. Members must certify low-income status by completing the declaration on the Membership Status Form. **This declaration is required annually.**
 - a. Upon application for a third year of low-income status, a Proof of Income Statement will be required to demonstrate continued income below the threshold. Please visit the Canada Revenue Agency [website](#) for more information.
4. Members who are approved for this status agree that, upon returning to work at an income level above the low-income threshold in the calendar year for which the reduction was granted, to pay the outstanding balance of dues for that year.
5. Failure to pay the outstanding dues within three months of returning to work or by October 31 of the current year (whichever comes first) will result in cancellation of membership.
6. Members who are granted low-income status may continue to use their designation and will remain on the ASET membership roster as active members.

LOW-INCOME DECLARATION

"I certify that I am in a low-income situation and wish to apply for a reduction of my ASET membership dues. When I return to work at an income level above the low-income threshold, I am required to inform ASET and provide appropriate payment for my membership status. I understand that I will be subject to annual CPD requirements upon return to active practice."

I am applying for a third year of low-income status and have attached a Proof of Income Statement for the current tax year.

Signature

Date

TEMPORARY LEAVE STATUS

1. A member who meets the criteria below may request a temporary reduction in membership dues:
 - a. On employment leave at any point in the last three consecutive months immediately preceding the mailing of the first notice of annual membership dues, or
 - b. Subsequently takes leave within the first three months of the calendar year.
 - c. Members who apply for temporary leave status outside of this time-frame are not eligible for a refund of membership dues.
 - d. New members who are granted membership at any time throughout the calendar year have three months upon receiving their invoice for prorated dues to apply for temporary leave status and a temporary reduction in membership dues for that calendar year. Full dues will be applied for the next billing cycle unless the member re-applies for temporary leave status according to the criteria outlined above.
2. For the purposes of defining this status with ASET, ***temporary leave means not working in any capacity due to circumstances such as maternity/paternity leave, compassionate leave, or return to full-time study.***
3. Members must certify temporary leave status by providing a letter from their employer confirming employment leave or confirmation of full-time study from an education provider, and completing the declaration on the Membership Status Form. **This declaration is required annually.**
4. Members who are approved for this status agree that, upon returning to work in the calendar year for which the reduction was granted, to pay the outstanding balance of dues for that year.
5. Failure to pay the outstanding dues within three months of returning to work or by October 31 of the current year (whichever comes first) will result in cancellation of membership.
6. Members who are granted temporary leave status may continue to use their designation and will remain on the ASET membership roster as active members.

TEMPORARY LEAVE DECLARATION

"I certify that I am on employment leave and wish to apply for a reduction of my ASET membership dues. When I return to work, I am required to inform ASET and provide appropriate payment for my membership status. I understand that I will be subject to annual CPD requirements upon return to active practice."

I have attached a confirmation letter from my employer or confirmation of full-time study from my education provider

Signature

Date

ILL STATUS

1. A member who meets the criteria below may request a temporary reduction in membership dues:
 - a. On employment leave at any point in the last three consecutive months immediately preceding the mailing of the first notice of annual membership dues, or
 - b. Subsequently takes leave within the first three months of the calendar year.
 - c. Members who apply for ill status outside of this time-frame are not eligible for a refund of membership dues.
 - d. New members who are granted membership at any time throughout the calendar year have three months upon receiving their invoice for prorated dues to apply for ill status and a temporary reduction in membership dues for that calendar year. Full dues will be applied for the next billing cycle unless the member re-applies for ill status according to the criteria outlined above.
2. For the purposes of defining this status with ASET, ***ill means not working in any capacity due to illness.***
3. Members must certify ill status by providing providing a letter from their employer confirming employment leave or supporting medical documentation, and completing the declaration on the Membership Status Form. **This declaration is required annually.**
4. Members who are approved for this status agree that, upon returning to work in the calendar year for which the reduction was granted, to pay the outstanding balance of dues for that year.
5. Failure to pay the outstanding dues within three months of returning to work or by October 31 of the current year (whichever comes first) will result in cancellation of membership.
6. Members who are granted ill status may continue to use their designation and will remain on the ASET membership roster as active members.

ILL DECLARATION

"I certify that I am on employment leave due to illness and wish to apply for a reduction of my ASET membership dues. If I return to work, I am required to inform ASET and provide appropriate payment for my membership status. I understand that I will be subject to annual CPD requirements upon return to active practice."

I have attached a confirmation letter from my employer or supporting medical documentation.

Signature

Date

OUT OF PROVINCE STATUS

1. A member who meets the criteria below may request a temporary reduction in membership dues:
 - a. Temporarily employed outside of Alberta at any point in the last three consecutive months immediately preceding the mailing of the first notice of annual membership dues, or
 - b. Subsequently obtains temporary employment outside of Alberta within the first three months of the calendar year.
 - c. Members who apply for out of province status outside of this time-frame are not eligible for a refund of membership dues.
 - d. New members who are granted membership at any time throughout the calendar year have three months upon receiving their invoice for prorated dues to apply for out of province status and a temporary reduction in membership dues for that calendar year. Full dues will be applied for the next billing cycle unless the member re-applies for out of province status according to the criteria outlined above.
2. For the purposes of defining this status with ASET, ***out of province means temporarily working in the applied science or engineering technology field in another province or country with the intent of returning to permanent employment in Alberta***
 - a. ASET members working in another province in Canada may NOT use their ASET designation in that province and must register with the appropriate provincial association in order to be recognized as a certified professional in that province.
 - b. ASET members working in another country may be able to use their ASET designation but should verify registration requirements in that country. If using the ASET designation while abroad, ASET members must include (Alberta) or (AB) after their designation to demonstrate the jurisdiction of their registration (e.g., C.E.T. (Alberta)).
3. Members must certify out of province status by providing a letter from their employer confirming temporary employment outside of Alberta and completing the declaration on the Membership Status Form. **This declaration is required annually.**
4. Members who are approved for this status agree that, upon returning to work in Alberta in the calendar year for which the reduction was granted, to pay the outstanding balance of dues for that year.
5. Failure to pay the outstanding dues within three months of returning to work or by October 31 of the current year (whichever comes first) will result in cancellation of membership.
6. Members who are granted out of province status will remain on the ASET membership roster as active members and are still subject to annual Continuing Professional Development (CPD) requirements.

OUT OF PROVINCE DECLARATION

"I certify that I am employed temporarily outside of Alberta and wish to apply for a reduction of my ASET membership dues. When I return to work in Alberta, I am required to inform ASET and provide appropriate payment for my membership status. I understand that I am still required to complete annual CPD requirements."

Signature

Date

RETIRED MEMBERSHIP

1. Any member who meets the criteria below may request retired membership:
 - a. Has been a regulated member of a national organization of technicians and technologists for a minimum of 10 years, of which at least the last three have been with ASET; and
 - b. Has retired from the practice of applied science, information and/or engineering technology.
2. Retirement from the practice of applied science, information, and/or engineering technology means that ***the member is not active in the profession in any manner, including full-time or part-time consulting, teaching, and/or contract employment.***
3. Members must certify retired status by completing the declaration on the Membership Status Change Form. They must be retired prior to submitting this application. **This declaration is required once.**
4. To meet the minimum membership requirement for retired status, the member must have at least ten **consecutive** years of membership. Members from a national organization who did not complete the transfer process are considered to have a break in service and will not have their previous membership counted towards the minimum requirement.
5. Requests for retired membership are accepted throughout the year. If a request is received after June 1, the reduced membership rate will take effect the following billing year.
6. Retired members who wish to return to active practice may be reinstated at no cost with payment of the outstanding balance of regulated membership dues for the current year and proof of Continuing Professional Development compliance to demonstrate professional currency.
7. Individuals who hold retired membership with ASET are eligible for any retirement benefits programs offered by the Association.
8. Once granted retired membership with ASET, the retired member may continue to use their designation with (Retired) or (Ret.) in brackets following the designation (e.g., C.E.T. (Retired)).

RETIREMENT DECLARATION

"I certify that I am now retired from the practice of engineering or applied science technology and wish to apply for retired membership. Should I return to the active practice of the profession at any time, I am required to inform ASET and meet the requirements for reinstatement as described on the Membership Status Form. I understand that I will be subject to annual CPD requirements upon return to active practice."

Signature

Date

PAYMENT INFORMATION

I would prefer to pay my annual dues using the following method of payment. Please refer to the ASET website for current dues. NOTE: Credit card numbers are not kept on file in accordance with privacy law.

VISA

AMEX

MasterCard

Enclosed Cheque (payable to ASET)

Credit Card No.

Expiry (mm/yy)

RETURN TO ACTIVE PRACTICE

1. Members seeking reinstatement after unemployment, low-income, temporary leave, illness, or retired status must:
 - a. Pay the remainder of the current years' membership dues, and
 - b. Complete their Continuing Professional Development (CPD) requirement for the current year. For more information about CPD requirements visit aset.ab.ca.

"I certify that I am returning to active practice and I will provide appropriate payment for outstanding dues and proof of Continuing Professional Development to demonstrate professional currency."

Signature

Date

VOLUNTARY RESIGNATION

1. Pursuant to section 29(2) of the *Engineering and Geoscience Professions Act*, when a request for cancellation of registration is approved, the member requesting the cancellation must immediately:
 - a. Complete the **Former ASET Member Declaration Form (page 8)** and
 - b. Cease using their designation and/or permit number.

"I authorize ASET to cancel my membership. I understand that after cancellation I am no longer entitled to use my ASET designation and that should I wish to return to ASET in the future I will be subject to current reinstatement and application policies."

Signature

Date

FOR RESIGNING MEMBERS

Could your resignation have been prevented? Yes No

Reasons for Resignation (check all that apply)

Did not feel part of the organization
Did not help in job search or promotion
Left field/industry/profession
Lack of engagement with organization

Unclear about member benefits
Could not justify membership cost
Did not help job function
Employer will not pay or stopped paying my dues

Property Return Declaration Form

*****FOR MEMBERS WHO ARE RESIGNING ONLY*****

CANCELLATION ON REQUEST

U~!~ æ ç Á ^ & ç } Á G C D Á - Á @ Á Engineering and Geoscience Professions Act, Á @ } Á Á
! ^ ~ ^ . Á | Á ç & || ç } Á - Á Á * ä ç } Á Á } | | ç á Á ^ Á @ Á [~ } & Á @ Á | | - . . ä } ç Á
{ ^ { à | Á Á } . ^ Á | { ä Q | á | Á | Á . d & ç á Á | ç ç } ^ | Á ^ ~ ^ . ç * Á @ Á ç & || ç } Á
• @ Á } Á ^ ä * Á | ç á á Á - Á @ Á } | | ç ç

Æ ä { ^ ä æ | ^ Á | | ^ } á | Á Á @ Á ^ * ä ç

C D @ Á | ç ç Á - Á * ä ç } Á Á } . ^ Á á Á @ Á ç } Á | Á ^ ç Á Á @
& ç Á - Á | | - . . ä } ç Á ^ { à | Á Á } . ^ Á | Á . d & ç á Á | ç ç } ^ | Á |

C D @ Á | { ä Á á Á } ~ ç Á | ç ç Á Á @ Á ç Á - Á | | { ä Q | á | É
ç á Á

Æ & ç Á . ä * Á @ Á | { ä } ~ { à | Á Á @ Á ç Á - Á | | { ä Q | á | É

Q Á á á } Á [~ Á ^ Á [Á ^ ~ á á Á & ç Á . ä * Á [~ | Á É Ö Á . ä } ç } Á { ^ ä æ | ^ Á

DECLARATION

% Á ^ Á - Á | | ^ } á | Á Á | ç Á @ Á ç Á ^ Á . d | ^ á Á @ Á É Ö Á | ç ç Á Á } . ^ Á | { ä Á
ç á Á @ Á ç } Á . ^ á Á Á ^ Á Á É Ö Á Á } | É ^ { à | Á - Á É Ö Á Á | Á | ^ Á & ç Á
~ . ä * Á ^ Á | | ç & ç á Á . ä } ç } Á á | Á à | ç ç } Á { ^ ä æ | ^ Á } á | . ç á Á @ Á
{ ~ . ç } | Á | Á á Á & ç . ~ | | Á @ Á ç Á | ç ç } Á á É Ö Á @ | á Á ä @ Á Á . ^ Á
| | ç & ç á Á . ä } ç } Á á | Á à | ç ç } Á Á @ Á ç | ^ Á

Name

ASET ID No.

Signature

Date