

Organizing your documents is key. Use this checklist to ensure that you have gathered and are ready to submit all required documents at each step of the registration process.

### Step 1: Application (CTTAM)

- |   |  |
|---|--|
| <input type="checkbox"/> CTTAM Membership/Certification application form  | <input type="checkbox"/> Part A of the application form – Academic Documentation                         |
| <input type="checkbox"/> Original educational transcripts (with notarized English translations, if required) and photocopies of all documents | <input type="checkbox"/> Part B of the application form - Work History                                   |
| <input type="checkbox"/> Original(s) of diploma(s) (with notarized English translations, if required) and photocopies of all documents        | <input type="checkbox"/> Part C of the application form - Detailed Current Job Description and Affidavit |
| <input type="checkbox"/> A syllabus or course outlines may be requested   | <input type="checkbox"/> Names and contact information of three Canadian professional references         |
|   | <input type="checkbox"/> Application fee   |

***All required documents must be translated into English and notarized***

### Step 2: Technical Report (CTTAM)

- |   |   |
|---|---|
| <input type="checkbox"/> For Technologists and if applicable, Synopsis or proposal for technical report | <input type="checkbox"/> Completed technical report |
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### Step 3: Examination (CTTAM)

- |   |  |
|---|--|
| <input type="checkbox"/> Professional Practice Exam registration form |  |
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### Step 4: Registration (CTTAM)

- |   |  |
|---|--|
| <input type="checkbox"/> Registration fee |  |
|---|--|

### Contact Information

**Certified Technicians and Technologists Association of Manitoba (CTTAM)**  
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