

## STEPS FOR OBTAINING THE LIMITED TECHNOLOGIST/TECHNICIAN 'M' LICENCE

The licence holder is permitted to:

- “Install/work on electrical equipment excluding building wiring; and,
- to perform modification, maintenance, condition assessment, repair, manufacture, commission, configuration, program, calibrate, test, and assemble equipment in accordance with CTTAM Code of Ethics as recommended by the Joint Assessment Committee.”

In order for an individual to obtain and maintain the Limited 'M' Licence, the following requirements and procedures must be met:

- Be a member in good standing with CTTAM and hold use of the C.E.T. or C.Tech. designation.
- CTTAM requires successful completion of an Electrical Safety Course. This course is available through CTTAM. Individuals who wish to apply for an exemption in this course must provide all documentation related to previously completed electrical safety courses.
- In order to be processed you must submit all of the following to the CTTAM office:
  - A signed CTTAM registration form for the Limited 'M' Licence.
  - Payment to CTTAM in the amount of \$125.00.
  - A signed Provincial Government Application Form available on our website.
  - A complete detailed work history resume relating to the 'M' Licence. This should include the number of hours and/or a percentage of time you have spent working in the electrical field, also indicate the voltage worked with. Also, see our website for a “Work History” template, which needs to accompany your detailed resume.
  - A signed letter from your employer outlining your length of employment and work history.
  - A signed Statutory Declaration is required and should include present and previous employers, this form is available on our website.
  - If applying for an exemption in the Electrical Safety course submit course outlines and certificates related to previously completed electrical safety courses.

When all of the above information has been received, the Joint Assessment Committee will then review your application and file.

The Committee consists of Industry, CTTAM and the Department of Labour representatives.

Applicants must have all required documentation submitted to the CTTAM office no later than two weeks prior to the committee meetings.

The Committee will determine whether an 'M' Licence should be granted.

If you are successful, you will receive a classification letter notifying you as to the 'M' Licence granted and its limitations. This letter must be signed and returned to the CTTAM office along with a cheque made payable to The Minister of Finance. The Joint Assessment Committee will then recommend to the Department of Labour that you be granted an 'M' Licence.

If you are unsuccessful, you will be advised of your deficiencies.