

Application Process

Graduates of Accredited Programs

(Important: Program **must be** listed on the www.cctt.ca website or **be accredited** under either the Dublin, Sydney or Washington Accords listed at www.ieagreements.org).

- New applicants are required to apply on-line at the Technology Registrations Canada website at www.technologyregistrationscanada.ca
- All applicants are required to have two years of relevant Canadian work experience when applying for certification with CTTAM. CTTAM recognizes co-op work experience up to a maximum of 6 months.
- If you do not have the required two years of relevant Canadian work experience, you can still apply with CTTAM. You **do not** have to provide technical references if you **do not** have the two years of relevant Canadian work experience.
- Those applicants who **do not** have the relevant Canadian work experience will receive Associate status with CTTAM. Only those applicants who have the relevant Canadian work experience can be certified at either the Technician or Technologist levels and must provide contact information for three technical references, one of which must be your supervisor. The other two references need to be either a C.E.T. or a P.Eng.
- CTTAM will provide Associates with a letter of assessment that includes the requirements for certification such as obtaining two years of relevant Canadian work experience and passing the Law & Ethics exam.
- The cost to apply is \$140.00 but Red River College and Assiniboine College graduates who apply within one year of graduation will only have to pay \$25.00.
- When the applicant has received a letter from the Registrar stating that the Board of Directors have accepted their application, annual dues will apply. The Associate fees are \$130.00 and Certified Member dues are \$175.00 and are due each calendar year.
- CTTAM is currently not set up on-line to collect payment. You will need to contact the CTTAM office at 204-784-1083 upon submitting your application and provide a credit card number. You are also welcome to come into the office in person to pay by debit card, cheque or cash (exact change only please).

Documents that are **required** to be attached to the on-line application as .pdf files:

1. Diploma or Certificate
2. Transcripts
3. Work History (list current work experience too & include time frames using month/year)
4. Current Job Description (must be signed on each page by your current supervisor)
5. Two forms of Identification: Manitoba Driver's License; Manitoba Medical Card

Documents that are **not required** to be attached to the on-line application:

1. Letters of reference from employers

Application Timeline:

Applications will only be processed once payment has been received. If you have work experience and have provided three references on your on-line application, all three references must have completed the on-line reference questionnaire in order for your application to go forward for review. **Most importantly**, applicants **must** have written and passed the Law & Ethics exam in order for their file to be reviewed for certification. All of the required documents must have also been uploaded to your application as well.

Applicants will be able to "track" the progress of their application by logging into their account on the Technology Registrations Canada website.

If you have any questions, please contact the Registration & Member Services Coordinator at 204-784-1082 or via email at adminassistant@cttam.com.