

# Application Process

## Applicants with Relevant Canadian Work Experience

**(Important:** For an academic program to be **accredited**, it **must be** listed on the [www.cctt.ca](http://www.cctt.ca) website or **be accredited** under either the Dublin, Sydney or Washington Accords listed at [www.ieagrements.org](http://www.ieagrements.org)). If your program is **not accredited**, you can only be certified as a Technician.

- If you are an **internationally** educated professional and have at least one year of relevant Canadian supervised practice, you are required to provide an ICAP (course-by-course) academic evaluation from World Education Services (W.E.S.). The W.E.S. website is located at: <https://www.wes.org/ca/>. You must have received your W.E.S. assessment in order to proceed with applying on-line.
- Applicants are required to apply on-line at the Technology Registrations Canada website at [www.technologyregistrationscanada.ca](http://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. CTTAM also recognizes international work experience but one year of relevant Canadian supervised practice is still required to proceed with certification. This is to ensure understanding of Canadian processes and standards.
- 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.
- Applicants who have the relevant Canadian work experience can be certified at either the Technician or Technologist level and must provide contact information for three technical references, one of which must be your immediate supervisor. The other two references need to be either a C.E.T. or a P.Eng.(E.I.T. accepted as well).
- 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 Professional Practice 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 receive an email one you have submitted your application requesting payment of the \$140 application fee. CTTAM accepts both Visa and MasterCard credit cards. You are also welcome to come into the office in person to pay by debit card, cheque or cash (exact change only please). To provide a credit card number over the phone, please call 204-784-1083.

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

1. Diploma or Certificate
2. Transcripts
3. Work History (It is important to list your current work experience & 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. Internationally educated professionals need to provide a copy of their permanent resident papers.

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

1. Letters of reference from employers as only Canadian references will be contacted.

### **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 on-line Professional Practice 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](mailto:adminassistant@cttam.com).