

Application Process

Applicants Without Relevant Canadian Work Experience

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

- **Internationally** educated professionals 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 must apply on-line at the Technology Registrations Canada website at www.technologyregistrationscanada.ca
- Applicants who have graduated from a technical program are required to have two years of relevant Canadian work experience in order to be certified with CTTAM. Co-op experience is credited at 50%. CTTAM 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.
- Applicants **without** the relevant Canadian work experience will receive Associate status with CTTAM. References do not need to be provided if the applicant does not have the two years of relevant Canadian work experience.
- 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 are due each calendar year.
- CTTAM is currently not set up on-line to collect payment. You will receive an email once 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. Two forms of Identification: Manitoba Driver's License; Manitoba Medical Card. Internationally educated professionals need to provide a copy of their permanent resident papers.

Application Timeline:

Applications will only be processed once payment has been received. Most importantly, all applicants pass the on-line Professional Practice exam in order for their file to be reviewed. 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.