

On-Line Applications for New Applicants

Effective, Monday, May 15, 2017, paper applications for new CTTAM Members will no longer be accepted except for Student applications. New applicants must now apply on-line using the Technology Registrations Canada website, www.technologyregistrationscanada.ca. Click on the "Road to Certification" link and then click on "Self-Assessment & Application Process" to begin your application.

New applicants will need to set up an account with Technology Registrations Canada and provide .pdf copies of their diploma, degree or certificate as well as a .pdf copy of their academic transcripts. For those applicants who have relevant Canadian work experience, you will be required to provide three (3) references. One of the references must be your immediate supervisor and the other two references need to be people who have worked with you at least one year and are either a Certified Technologist (C.E.T.) or a Professional Engineer (P.Eng.). You will also be required to fill out competencies related to your work experience.

Internationally educated professionals are required to provide CTTAM with a W.E.S. ICAP academic evaluation reference number. Applications will not be processed until the W.E.S. ICAP academic evaluation is entered on the on-line application. W.E.S. website link: <https://www.wes.org/ca/>

New applicants will be required to write the CTTAM Law and Ethics Exam. The registration form for the Law & Ethics exam can be found on CTTAM's website at www.cttam.com under the "Forms and Downloads" link or under "Upcoming Events". Once you have submitted your application and have paid the application fee of \$140.00, you will be able to schedule your exam date and will receive the Professional Practice Manual which is used to study for the exam. It is only necessary to fill out the top portion of the registration form and select an exam date. Email the completed form (.pdf file) to admin@cttam.com or fax it to 204-784-1084.

Only those Members who are re-classing from an Associate to either a Certified Technician or Technologist or Members who are re-classing from a Certified Technician to a Technologist are able to attend in person to the CTTAM office to apply. The appropriate "Request for Re-class" form can be found on the CTTAM website under "Forms and Downloads". Members re-classing are also able to scan their re-class application form and email it to admin@cttam.com or fax it to 204-784-1084. It is the Member's responsibility to contact the CTTAM office at 204-784-1083 to arrange for payment of the \$45 re-class fee.

Applying on-line provides the applicants with an opportunity to track their application process as well as applications can be submitted 24/7.

New applicants are welcome to book an appointment to discuss certification but no **new** applications will be accepted at the CTTAM office (except for Student applications).

If more information is required, please contact the Registration & Member Services Coordinator at 204-784-1082 or via email at adminassistant@cttam.com.