

Reclassification from Technician to Technologist

Certified Engineering Technicians should consult with the Registrar prior to making application for reclassification to Technologist. Most situations involving reclassification from Technician to Technologist require that the applicant write and pass a competency exam and submit a competency summary. Very few Technicians require only work experience to achieve Technologist.

A complete application for reclassification will include the following:

- A completed CTTAM Application Form for Reclassification from Technician to Technologist can be found on the home page under "Forms and Downloads".
- Part A of the application form includes academic documentation and/or course transcripts and applies only to Technicians who had academic requirements for reclassification
- Part B of the application form - A detailed [work history](#)
- Part C of the application form - A detailed [current job description](#) signed by the applicant's supervisor plus the supervisor must sign the affidavit on page 2 of the application form
- The names and contact information for three [professional references](#)
- The reclassification fee of \$45

*Applicants for reclassification for Technician to Technologist who were certified as Technician within the prior 12 months and are in the same job with same employer may not be required to submit Parts B and C and professional references. Applicants should consult with the Registrar.

The Application Process for Reclassification from Technician to Technologist

Application Submission

Complete applications are accepted at the CTTAM office, Monday to Friday, 8 AM - 3:30 PM. Applications for reclassification can be mailed.

Applications are received at any time. The CTTAM office recommends that applications are submitted no later than the 15th of the month prior to the assessment meetings scheduled for the months of September, November, January, March and May.

Professional Reference Questionnaires

The CTTAM office will mail professional reference questionnaires (PRQ's) to the three references provided.

It is the obligation of the applicant to follow-up with their references to ensure that the completed questionnaires are returned to the CTTAM office.

All three PRQs must be received by the CTTAM office before the application is reviewed by the Certification Board.

Application Review

If additional academics are submitted, the Panel of Examiners reviews those documents. If a Technical Report has been submitted, additional time may be required to complete the evaluation.

The Certification Board assesses the work experience and the 3 PRQs and combined with the academic assessment determines the membership classification of the applicant.

If additional information is required, the review of the application will be deferred until the information is received and the next scheduled meetings occur.

Application Review Results

All application review results are sent to the applicants by mail.