Submitting an On-Line Application to CTTAM

Go to www.technologyregistrationscanada.ca

Step 1:

Click on "Create an Account".   You must create an account in order to proceed.

Select Program

✖
Status message
Registration successful. You are now logged in.

Select the certification program you want to apply for (choose "Applied Science Technologist or Certified Technician (AScT or CTech)

- ⦿ Applied Science Technologist or Certified Technician (AScT or CTech)
- ○ Professional Technologist (PTech)
- ○ Registered Technology Manager (RTMgr)
- ○ Construction Safety
- ○ Electrical Work Practitioner
- ○ Fire Protection
- ○ House and Property Inspection
- ○ Onsite Wastewater
- ○ Public Works Inspection
- ○ Residential Design or Building Design
- ○ Site Improvements Survey
- ○ Steel Detailing
- ○ Underground Utility Locator

Click on "Proceed with Application".

Self-Assessment

The following steps allow trained individuals to assess their skill sets and capabilities against Canada's National Technology Benchmarks (NTBs) for technicians and technologists.

There is no charge for self-assessment but application to a provincial association for certification requires payment of a non-refundable application fee.

Use the 'Go to Next Step' and 'Return to Step' buttons to navigate between the self-assessment pages.

Applicants for certification or change of discipline must complete a self-assessment.

Applicants for **reclassification** should first contact their association to confirm if they need to complete a self-assessment.

Applicants for **reinstatement** or **transfer** may bypass the self-assessment.

Bypass self-assessment

STEP 1 LEVEL | STEP 2 DISCIPLINE | STEP 3 COMPETENCY | STEP 4 REVIEW | STEP 5 GENERAL | STEP 6 SUMMARY

Step 1: Technician or Technologist?

Before you can begin a self-assessment against the National Technology Benchmarks (NTBs), you need to find out if you may be eligible to be certified as a technician or technologist in Canada.

Always work through your self-assessment from beginning to end or as directed within the instructions. Do not return to a self-assessment step using a bookmark.

Graduates of Canadian Nationally Accredited Technology Programs (Option A)

Applicants who graduated from a nationally accredited program at a Canadian college or institute automatically qualify for certification in terms of the academic requirements for their chosen technology discipline.

Applicants are required to demonstrate work experience to meet the National Technology Benchmarks (NTB) standards they select and to provide technical references and other documentation to support their application.

Graduates of Other Technology Programs (Option B)

Applicants who are graduates of:

- a Canadian Technology program that is NOT nationally accredited, or
- a technology program outside of Canada

should first contact the provincial association to which they are planning to apply to confirm if the association recognizes the academic standing of the program. If the association has completed a successful academic assessment of the program, the applicant will be directed to submit an application using Option A of the self-assessment.

All other applicants are required to demonstrate both academic achievement and work experience to meet a minimum of five substantial competencies selected from the National Technology Benchmarks (NTB) standards and provide technical references and other documentation to support their application. These applicants should use Option B of the self-assessment.

Notes:

- Completion of a self-assessment and submission of an application does not guarantee that certification will be granted.
- It is important that you fairly and honestly select the most appropriate option. If your skills and working experience do not match the definition of a technologist, you should apply as a technician. This will save time in processing your application. Reviewers will make the final determination when you apply to a provincial association for certification.
- If your application is successful, you will be certified in one discipline.

Select if your program was at the Technician or Technologist level. **(Click on the correct level)**

Proceed as Technician   **Proceed as Technologist**

Self-Assessment

Step 2: Select Your Discipline

Technologist Disciplines

If you were trained and work within one NTB discipline – for example, in Mechanical Engineering or in Environmental – select one NTB discipline during your self-assessment and then identify your competencies within that discipline.

If you were trained and work in an employable 'hybrid' discipline made up of more than one NTB discipline – for example, Robotics which combines competencies from the Mechanical and Electronics NTBs – you may select up to three disciplines from which to identify your competencies.

In the case of a 'hybrid' Discipline: Start with the Discipline that you believe most closely matches your area of work then go to the next step to identify your competencies and indicators related to that Discipline.

- Once complete, you will be given an opportunity to add another Discipline.

You may only be registered in one of the current disciplines.

You may add details of any applied science/engineering technology education and work experience outside the selected NTB discipline(s) when you complete your application form.

Select	Discipline
○	Architectural and Building
○	Biomedical
○	Bioscience
○	Chemical Engineering
○	Civil Engineering
○	Electrical Engineering
●	Electronics Engineering
○	Environmental
○	Industrial Engineering
○	Information Technology
○	Instrumentation Engineering
○	Marine Engineering Systems
○	Mechanical Engineering
○	Mineral Resource
○	Naval Architecture
○	Petroleum Engineering
○	Renewable Resources
○	Survey/Geomatics

Go to Next Step

Self-Assessment

Step 3: Identify Your Competencies and Indicators of Performance

1. Select only those competencies for which you can provide evidence of your work experience.
2. Select the indicators of performance you believe you can satisfy for each selected competency.

Click on the arrows (▶)(▼)at the end of each competency to see the related indicators.

For a Technologist level of certification, you need to meet 80% of 5 competencies and you work experience must be backed up by documentation such as your work history document or resume. It is important to select the indicators that apply to your work performance and experience.

Go to Next Step

Self-Assessment

Step 4: Review

You have made the following selections: *Sample is for "Electronic Engineering"*

Program: Applied Science Technologist (AScT)

Level: Technologist

Discipline: Electronics Engineering Return to Step 3   **Return to Step 3**

Competencies

You identified that your education and working experience address the following 5 competencies.

Electronics Engineering	ELC01:	Analog Circuits: Specify, select, design, construct, and troubleshoot both DC and AC analog circuits. ▶
Electronics Engineering	ELC02:	Digital Circuits: Specify, select, design, construct, troubleshoot, and characterize digital circuits. ▶
Electronics Engineering	ELC03:	Communications Systems: Specify, design, construct, troubleshoot, and characterize communications systems. ▶
Electronics Engineering	ELC04:	Troubleshooting: Specify, select, design, and troubleshoot computer programs using appropriate coding and debugging environments. ▶

Next steps...

- If your working experience and education cover more than one discipline, select Add Discipline and repeat Steps 2 and 3
- When you have finished selecting your competencies use the Move Up & Move Down buttons to move and rank your competencies so that the competencies in which you have the most training and experience are at the top of the listing.
- All selected competencies will be carried forward to your application for evaluation.

Go to Next Step

Self-Assessment

| STEP 1 LEVEL | STEP 2 DISCIPLINE | STEP 3 COMPETENCY | STEP 4 REVIEW | STEP 5 GENERAL | STEP 6 SUMMARY |

Step 5: Review The General Requirements

Please review the General Competencies and rate your ability with each competency:

- 1 = I have little or no knowledge of any of these topics
- 2 = I have a basic understanding and adequate working knowledge of some or all these topics
- 3 = I have a good working knowledge of most or all these topics
- 4 = I have a detailed understanding of most or all these topics
- 5 = I am able to instruct others in all these topics

Click on the arrows (▶)(▼)at the end of each competency to see the related indicators.

General Requirements

Competencies

GC01

Technology Report:
Research, analyze, prepare, document, submit, and defend a Technology Report (Capstone Project) relating to a significant technology-related issue. ▶

GC02   [dropdown ▾]

Mathematics:
**Educational Agencies must select one (or more) of the following outcome statements consistent with the discipline requirements. All Technology programs that include the word "Engineering" in their titles will require substantial coverage of 2.1, 2.2 and 2.3. ▸

GC03   [dropdown ▾]

Project Management:
Apply current industry practices of project management and business principles. ▸

GC04   [dropdown ▾]

Physical & Natural Science:
Apply the principles of physical and natural science. ▸

GC05   [dropdown ▾]

Ethics, Sustainability, Contracts, and Codes: ▸

GC06   [dropdown ▾]

Communication:
Obtain and analyze data. Prepare charts and reports and present to stakeholders. ▸

GC07   [dropdown ▾]

Computer Knowledge:
Utilize a variety of appropriate computer hardware and software necessary to the performance of tasks within the discipline. ▸

GC08   [dropdown ▾]

Health & Safety:
Apply knowledge of safe working practices, including Occupational Health & Safety Regulations. ▸

Go to Next Step

Self-Assessment

Step 6: Summary

You have now completed the self-assessment steps.

Your self-assessment has been saved and you can return to review and change it at any time. Your final selections will be automatically inserted into your application for certification. If you change your self-assessment, your earlier selections will be removed.

You made the following selections:

Competencies

You identified that your education and working experience address the following 5 competencies.

Electronics Engineering	ELC01	Analog Circuits: Specify, select, design, construct, and troubleshoot both DC and AC analog circuits
Electronics Engineering	ELC02	Digital Circuits: Specify, select, design, construct, troubleshoot, and characterize digital circuits.
Electronics Engineering	ELC03	Communications Systems: Specify, design, construct, troubleshoot, and characterize communication systems.
Electronics Engineering	ELC08	Automated Control Systems: Specify, select, design, build, commission, and troubleshoot automated control systems for industrial applications.
Electronics Engineering	ELC04	Troubleshooting: Specify, select, design, and troubleshoot computer programs using appropriate code and debugging environments.

Understanding Your Results

- You have now completed your self-assessment.
- You can make changes to your self-assessment by selecting 'Return to Modify My Self-Assessment' above.
- If you are satisfied with your self-assessment and have not already done so, you can create an account and begin completing your application for certification.
- The final decision regarding certification is the responsibility of the certification board for the provincial association to which you apply.
- Certification cannot be granted to internationally-trained professionals until they have arrived in Canada.

Competencies Claimed and Misrepresentation

The competencies you selected during your self-assessment will appear on the form sent to your technical references if you decide to proceed with an application for certification. The references will be asked to confirm your experience, knowledge, work history and competency. It is strongly recommended that you talk to your references about what they will be asked to provide on your behalf.

Any misrepresentation made during the application process will result in the immediate cancellation of any certification granted.

What would you like to do next?

Print my Results	<mark>Apply for Certification</mark>

<mark>**If you have selected "Apply for Certification", you will be directed to the following page**</mark>:

My Application / My Application

My Application

Self-Assessment and Application for Certification

These are the steps to apply to a Canadian provincial association for certification

1. Complete a Self-Assessment

   ✔ SELF-ASSESSMENT COMPLETED (change) | Review or Print your self-assessment

2. Select the provincial association to which you wish to apply.

   *Important: Apply to only **one** association at this time. Once certified in one province you will have the opportunity to join another provincial association under the existing transferability agreement.*

   Select a Provincial Association now...   ***This is where you select "CTTAM"***

3. Complete an application that gives details of your academic qualifications and work experience.
4. Submit your application to the provincial association.

   Supporting documents can follow. Your application will be processed when all required documents and the application fee payment have been received.

   CTTAM is currently not set up to accept on-line payments. Applicants must contact the CTTAM office at 204-784-1083 to pay for the application fee of $140.00. Both Visa & MasterCard credit cards are accepted.
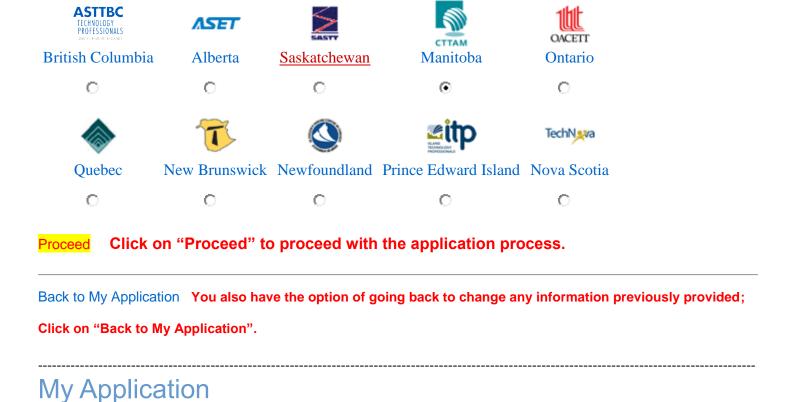

Select Provincial Association

First review the requirements for the provinces that interest you by clicking on the province name above the button

Select the province to which you plan to apply for certification by clicking on the button below the province name. In most cases this will be the province in which you will be living and working.

Printable information about the specific requirements for each province is available by clicking on the province name above the button.

British Columbia	Alberta	Saskatchewan	Manitoba	Ontario
○	○	○	◉	○

Quebec	New Brunswick	Newfoundland	Prince Edward Island	Nova Scotia
○	○	○	○	○

Proceed   **Click on "Proceed" to proceed with the application process.**

Back to My Application   **You also have the option of going back to change any information previously provided;**

Click on "Back to My Application".

My Application

Self-Assessment and Application for Certification

These are the steps to apply to a Canadian provincial association for certification

1. Complete a Self-Assessment

   ✔SELF-ASSESSMENT COMPLETED (change) | Review or Print your self-assessment

2. Select the provincial association to which you wish to apply.

   Important: *Apply to only* **one** *association at this time. Once certified in one province you will have the opportunity to join another provincial association under the existing transferability agreement.*

   ✔**ASSOCIATION: Manitoba (CTTAM)** (change)

4. Submit your application to the provincial association.

   Supporting documents can follow. Your application will be processed when all required documents and the

   application fee payment have been received.

Application Form/Application Form

Application Form

Save My Application

Select English or French using the menu in the top right corner **before** you begin filling out your application form. Any data entered will be cleared if you change language after you start filling out the form.
Choisissez l'anglais ou le français à l'aide du menu sur le coin supérieur droit **avant** de remplir votre formulaire de demande. Toute information entrée sera supprimée si vous changez de langue après avoir commencé de remplir le formulaire.

- Take your time filling out this application form - you can save it and return to it at any time prior to submission
- Make sure you complete all sections and save your entries after each session using the Save My Application button at the top of the screen
- Take special care to ensure email addresses and other contact information are correct
- All claims for competency made on this form must be supported by appropriate evidence such as academic documentation, work samples and technical reports and be supported by technical references

ShowApplication for Certification TypeShowPersonal InformationShowHome AddressShowContact Information
ShowEducation 1
Add Another Education Section
  Add other education relevant to your application.

Employment Status

◉ Employed

◯ Self-employed

◯ Unemployed

You still need to document your previous work history if you are unemployed or self-employed, starting with your most recent previous employer. Use Employer 1 to document your self-employment.

NAICS (North American Industry Classification System) code that corresponds to the general category of your area

of work | Manufacturing (1) ▾ |

NAICS (North American Industry Classification System) code that corresponds to your specific area of work
| Please first select a category in the field above. ▾ |

[Show](#)[Employer 1 (current or most recent)](#)
Add Another Employer Section
  Add other employers relevant to your application.

Technical References

A **Technical Reference** is an individual who works in the applied science and engineering fields - such as a

technologist, technician, engineer, architect, surveyor, your supervisor or other relevant practitioner - who is able to

validate from first-hand knowledge and professional experience your claims for competency.

A minimum of four technical references are needed to support your application, including one from your supervisor,

BUT you should provide as many as are needed to support all your claims for competency.

If you are having difficulty identifying technical references, contact [the association to which you are planning to](#)

[apply](#) for guidance.

[Show](#)[Technical Reference 1](#)Add Another Technical Reference Section
  Add other technical references relevant to your application.

[Show](#)[Work Experience related to each Self-assessed Competency claimed (must be provided)](#)
[Show](#)[Work Experience Not Covered by Self-assessed Discipline(s) and](#)
[Competencies](#)[Show](#)[Attachments](#)
How did you hear about the Certified Technicians and Technologists Association of Manitoba (CTTAM)?*

[   ]

☐   I have read and understand the
CTTAM Code of Ethics and Public Interest statement
You will be required to successfully complete a series of online Professional Practice and Ethics (PP&E) exams

after you submit your application. The exams are based on an online PP&E manual. You will be notified by email

when you can begin studying the manual.

Attachments

==Please note:== Only JPEG/JPG, PNG, GIF or PDF file types to a maximum of 20MB are allowed for each

attached file.

It will expedite the certification process if you attach supporting documentation pertaining to your application.

You may view or delete your attachments by saving this form and then reopening from APPLICATION

STARTED (change) on My Application.

Diploma / Certificate

Remove Diploma Attachment

Name/description _____

Transcript of grades.   *NOTE: The original transcript must also be mailed in or brought to the association*.

Remove Transcript Attachment

Name/description _____

ID #1 (passport, birth certificate, driver's license, etc)

Remove Id Attachment

Name/description _____

ID #2 (passport, birth certificate, driver's license, etc)

Remove Id2 Attachment

Name/description _____

Letter of Reference from Current or Previous Employer (**Currently not required for applying with CTTAM**)

Remove Reference Attachment

Name/description _____

Current Job Description **(Must be signed by your supervisor**)

Remove Job Description Attachment

Name/description

Syllabus or Course Outlines of Academic Attainment (Required for Non-Accredited Academics)

Remove Course Attachment

Name/description

If *NOT* a Canadian citizen, scanned image of Permanent Resident Card OR Work Permit

Remove Immigration Attachment

Name/description

Additional attachment

Name/description

How did you hear about the Certified Technicians and Technologists Association of Manitoba (CTTAM)?*

☑ I have read and understand the **CTTAM Code of Ethics and Public Interest statement**

You will be required to successfully complete a series of online Professional Practice and Ethics (PP&E) exams after you submit your application. The exams are based on an online PP&E manual. You will be notified by email when you can begin studying the manual.

Important Information When Applying On-Line

1. Payment of the application fee of $140.00 must be paid before your application will be processed. The admin clerk will contact you to obtain a credit card number (Visa or MasterCard) to pay for the application fee. You can also come in person to the CTTAM office and pay by debit card, cheque or cash (exact change only). A cheque can also be mailed to CTTAM.
2. A file reviewer will be assigned to your application once payment has been received and all of the required backup information is attached/completed.
3. Internationally educated professionals who do not have at least one year of relevant Canadian work experience are not required to provide references on their application. CTTAM cannot contact international references.
4. Applicants are able to track the process of their application by logging into their account on the Technology Registrations Canada website.
5. When your file has been processed and reviewed, you will receive a letter from Robert Okabe, CTTAM's Registrar, informing you about your status/certification as well as how to pick up your certificate.
6. *Please note* that membership dues will now apply and will need to be paid before you can get your certificate. Application fees are separate from Membership Dues.
7. You will also be required to write the Law & Ethics exam and must pass the exam before your application will be approved by Certification Board. The Professional Practice Manual will be mailed out to you or you can come down to the CTTAM office in person to pick it up. The exam is three hours long and is written in the CTTAM office boardroom located at 602 – 1661 Portage Avenue. A study guide and review will be provided.
8. You can contact the CTTAM office at 204-784-1082 or via email at adminassistant@cttam.com if you have any questions.

Please note:

Once you have submitted your application through the Technology Registrations Canada website, you will be unable to make changes to your application. You can, however, see the progress of your application.

If changes are required such as providing new references, attaching documents, you will need to contact the CTTAM office at 204-784-1083.