

Fair Registration Practices Report

Engineering Technicians and Technologists (2012)

The answers that you submitted to OFC can be seen below.

This Fair Registration Practices Report was produced as required by:

- the Fair Access to Regulated Professions Act (FARPA) s. 20 and 23(1), for regulated professions named in Schedule 1 of FARPA
- the Health Professions Procedural Code set out in Schedule 2 of the Regulated Health Professions Act (RHPA) s. 22.7 (1) and 22.9(1), for health colleges.

Provision of Information About Registration Practices (1 / 13)

Describe how you make information about registration practices available to individuals applying or intending to apply for registration. Specify the tools used to provide information, and the manner in which you make that information available, current, accurate and user friendly in each of these subcategories:

a) steps to initiate the registration process

Applicants initiate the registration process by submitting an online or paper application and the requested accompanying documents and fees. Information on how to initiate the process is available through the following: website, brochures, chapter outreach, via phone or email and information sessions.

Applicants are sent to the Technology Registrations Canada (TRC) site to complete a self-assessment if deemed necessary by the Admissions Committee due to not having graduated from a 2 or 3 year post-secondary engineering or applied science technology program, or if they have graduated from an unknown program. Prospective applicants may be sent to the site prior to applying if they require more information about certification and their likelihood of success.

A flow chart outlining steps and timelines is on the website.

Applicants have access to a table of acceptable alternatives for experience and academics on the website.

OACETT reviews its information annually for accuracy and readability.

b) requirements for registration

*** SAME AS LAST YEAR ***

For applicants to be eligible for certification with OACETT, they must:

- Have the appropriate education/academic training or equivalent
- Write and pass OACETT's Professional Practice Exam (PPE)
- Write a Technology Report (for Certified Engineering Technologist [C.E.T.] only)
- Have minimum of two years related work experience, normally, one of these years must be in Canada
- Be of good character, as verified by professional references and declaration on application form
- Complete the certification requirements within 3 or 6 years from date of file review depending on whether they have been assigned further academic competencies to complete
- Be at least 18 years of age.

Information is available through the following means: website, brochures, chapter outreach, via phone or email and information sessions. OACETT reviews its information annually for accuracy and readability.

c) explanation of how the requirements for registration are to be met, such as the number of years of schooling required for a degree to be deemed equivalent to an Ontario undergraduate degree, length and type of work experience, credit hours or program content

*** SAME AS LAST YEAR ***

A Certified Technician must be a graduate from a recognized (Ontario) 2-year post secondary engineering technician or applied science diploma program or equivalent.

A Certified Engineering Technologist must be a graduate from a recognized (Ontario) 3-year post secondary engineering technologist or applied science diploma program or equivalent.

Applicants must have two years of work experience in their chosen discipline. Volunteer work will be considered. OACETT normally requires one of those years to be acquired in Canada to ensure that the applicants are familiar with local codes, practices and standards. Members may be given credit and have their Canadian experience requirement reduced for courses taken in applicable codes, or regulations such as the Ontario Building Code or Ontario Electrical Code up to a maximum of six months.

Co-op experience while attending a post-secondary engineering or applied science technology program may be credited at 50% of the time worked up to a maximum of six months. Up to one full year may be credited if an applicant attended or is attending a nationally accredited program or, if the applicant's supervisor during the co-op placement is a certified member of OACETT or a licenced professional such as a P.Eng, OAA, P.GEO, or O.L.S.

Information is available on our website and through phone or email. OACETT reviews its information annually for accuracy and readability.

d) any education or practical experience required for registration that must be completed in Ontario or practice that must be supervised by a member of the profession who is registered in Ontario

To become Certified Technicians or Certified Engineering Technologists, applicants must have two years of work experience in their chosen discipline at the level at which certification is sought. Volunteer work will be considered. OACETT normally requires one of those years to be acquired in Canada to ensure that the applicants are familiar with local codes, practices and standards. Members may be given credit and have their Canadian experience requirement reduced for courses taken in applicable codes, or regulations such as the Ontario Building Code or Ontario Electrical Code up to a maximum of six months.

Co-op experience while attending a post secondary engineering or applied science technology program may be credited at 50% of the time worked up to a maximum of six months. Up to one full year may be credited if an applicant attended or is attending a nationally accredited program or, if the applicant's supervisor during the co-op placement is a certified member of OACETT or a licenced professional such as a P.Eng, OAA, P.GEO, or O.L.S.

An applicant for certification must provide a resume, a detailed job description and three professional references. A supervisor must sign each page of the job description. These documents will serve as proof of an applicant's work experience and will be used to assess whether an applicant's work experience meets OACETT requirements.

Information is available on our website, brochures, via phone or email. OACETT reviews its information annually for accuracy and readability.

e) requirements that may be satisfied through acceptable alternatives

For our academic requirements, if an applicant has not graduated from a recognized program or equivalent as determined by the Institute of Engineering Technology of Ontario (IETO), OACETT's registration and certification arm, the missing academic competencies will be identified and the candidate may choose to address these by taking college courses, or through OACETT technical exams. Members can also be given credit for significant experience (more than 10 years) directly related to a missing competency; for example project management. Applicants may also be asked to self-assess against the National Technology Benchmarks (NTB) in these situations in order for the Admissions Committee to have comprehensive information about an applicant's academics and experience and gain the most possible credit towards certification. The Admissions Committee will advise the member when this is required or advisable. The NTB are an evolving series of Canada-wide standards that define the competencies needed to become certified and registered as a Certified Technician or Certified Engineering Technologist and that define the national accreditation standards for applied science and engineering technology programs.

For our experience requirement, internationally trained members who are having difficulty acquiring Canadian experience, may be given credit and have their Canadian experience requirement reduced for courses taken in applicable codes, or regulations such as the Ontario Building Code or Ontario Electrical Code up to a maximum of six months.

A table of acceptable alternatives for academics, experience, the Professional Practice Exam, original transcripts and job description is available as a table called *Acceptable Alternatives* on the website.

Information is available on our website and via phone or email. OACETT reviews its information annually for accuracy and readability.

f) the steps in the assessment process

When an application is received, a preliminary review is conducted to ensure that the applicant has engineering technology or applied science academics. If so, the applicant is first admitted to membership as an Associate member while they work towards fulfilling our certification requirements. The application is entered into our database and professional reference questionnaires are sent via email or mail to the referees listed on the application. The member is able to track the status of their application on the OACETT website, www.oacett.org by clicking on “Track Progress of Application” on the home page which allows them to keep track of the following:

- Application received
- Documents received or outstanding
- Annual dues received or outstanding
- Reference questionnaires sent and received
- File complete and put in the queue for review
- File awaiting review
- File review completed

A minimum of two professional reference questionnaires must be returned and annual fees paid for the current year prior to the application being sent on for an academic and experience review.

IETO's Admissions Committee is the panel of expert members that reviews and evaluates an applicant's post secondary education and experience to determine if the applicant's level of training and experience are equivalent to OACETT standards. The committee determines if an applicant is ready for certification or if there are any outstanding or additional requirements that the applicant must complete before certification. For example, if the applicant's academic training does not meet the requirements for certification, he/she will be advised of what further training is needed. The applicant may be asked to complete technical competencies relevant to his/her discipline for registration, or to write technical exams set by OACETT.

The results of the academic and experience review may be one or more of the following:

- Member has met and completed all requirements for certification and will be certified at next admissions date
- Member requires further academics – we would specify the missing competencies
- Member requires further experience – we would specify the amount of time or level (i.e. technician or technologist) of experience required
- Member needs to pass the Professional Practice Exam (PPE)
- Member needs to write the Technology Proposal and Report, for those on track for Certified Engineering Technologist only

Once the file has been reviewed, the results will be conveyed to the member via email. Each member is also able to see the results of their file review on the OACETT website, www.oacett.org by logging onto “Track PPE, TR, Courses and Experience” from the home page.

It takes approximately three to four months from the time OACETT receives an application and the necessary accompanying documents for the applicant to be notified of the Admissions Committee's decision.

Two other certification requirements that involve assessment are the Professional Practice Exam (PPE) and

the Technology Proposal and Report.

All members are required to write the Professional Practice Exam (PPE) and links are available to its online registration from our home page. If a member has registered for the exam they will be able to view where they are writing and on what date as well as obtain their results once written. Exam results are available 2 to 4 weeks after the exam.

Members pursuing Certified Engineering Technologist (C.E.T.) are required to complete the Technology Report (TR); they can find a link to the Proposal and Report Guidelines and TR samples on our website. Members can also track the status of their proposal and report once submitted. Members must submit a proposal for the Admissions Committee to review for suitability and relevance prior to the report itself being submitted. Comments are issued, if required, to assist the member in preparing a passing report. Once the proposal has been accepted, the member has one year to complete the report. A mark of 60% is required to pass. In the case of a report achieving a failing mark, it will be given to another reviewer. If this second reviewer also gives it a failing mark, the member will be given the opportunity to address the shortcomings and resubmit the report once within three months of the notification of the results. If the newly updated report also receives a failing mark, the member will need to submit a new proposal for a new report.

For those members who are graduates from nationally accredited programs in Canada or are graduates from international programs where reports meeting our standards have been completed, the Technology Report and proposal are waived.

Information is available on our website, brochures, via phone or email. OACETT reviews its information annually for accuracy and readability.

g) the documentation of qualifications that must accompany each application; indicate which documents, if any, are required only from internationally trained applicants

- a photocopy of the applicant's birth certificate, passport or Canadian Permanent Resident Card
- a detailed job description, stating the applicant's duties and responsibilities and the length of time he/she worked at the job, signed by the applicant's former or current supervisor(s)
- the names and email addresses of three persons who can act as professional references and attest to the applicant's work experience
- a detailed resume stating the dates of employment, names and addresses of employers and a detailed description of the applicant's technical experience, responsibilities and/or achievements
- official academic transcripts of subjects and marks, indicating graduation (if applicable) or copies notarized in Ontario/Canada
- documentation detailing industry-related courses or other courses related to engineering or applied science technology taken through related associations, continuing education, professional development or as part of any other specialized training
- any other information that the candidate feels is appropriate to his application
- a non-refundable application fee

Note: the above are requirements from all candidates, both domestic and international

Information about documents that must accompany each application is available on our website, brochures, on the application and via phone or email. There are no documents which are only required from internationally trained applicants. OACETT reviews its information annually for accuracy and readability.

h) acceptable alternatives to the documentation if applicants cannot obtain the required documentation for reasons beyond their control

If individuals cannot arrange for official transcripts to be sent from their post secondary institutions, copies of official transcripts notarized in Ontario/Canada are acceptable. OACETT has never faced a situation where an internationally trained individual has not been able to produce notarized photocopies. However, Prior Learning Assessment Recognition (PLAR) policy has been developed and is available for any internationally trained applicant who cannot obtain documents to address their competency through a PLAR Portfolio submission and, if necessary, an interview.

A table of acceptable alternatives for academics, experience, the Professional Practice Exam, original transcripts and job description is available on the website.

Information may be obtained via phone or email. OACETT reviews its information annually for accuracy and readability.

i) how applicants can contact your organization

*** SAME AS LAST YEAR ***

Applicants can contact us via phone, email or mail and they will find this information on our website and in our brochures.

j) how, why and how often your organization initiates communication with applicants about their applications

*** SAME AS LAST YEAR ***

OACETT communicates with its members primarily through email, or phone; although official letters welcoming applicants to membership, and then once certification is achieved, are sent by mail. We initiate communication with our applicants whenever something changes that they should know about; for example, documents are missing, documents have been received, references are outstanding, references have been received, their file is now ready for review, etc.

Upon receipt of an application, the applicant is notified by email that their application and supporting documents have been received. Reference questionnaires will be emailed to the professional references supplied on the application within 5 to 10 working days. If the applicant's supporting documents are not complete, emails are sent as a reminder every 2 to 3 months. Whenever something changes with an application, an update to the application status is sent.

Applicants are encouraged to check through the "Road to Certification" module on the OACETT website to track the status of their applications, documents outstanding, and the status of their files (currently awaiting review, in review, etc.).

Once a file has been reviewed, an applicant will be sent the results of the review via email and also be able to view the results from our home page by logging onto our “Track PPE, TR, Courses and Experience” page.

Information is available on our website regarding how and how often we communicate with our applicants. OACETT reviews its information annually for accuracy and readability.

k) the process for dealing with documents provided in languages other than English or French

Academic documents that are not in English must be translated into a notarized English translation prepared by a service in Ontario/Canada that is certified by the Association of Translators and Interpreters of Ontario (ATIO).

Information is available on our website and through phone or email. OACETT reviews its information annually for accuracy and readability.

l) the role of third-party organizations, such as qualification assessment agencies, organizations that conduct examinations or institutions that provide bridging programs, that applicants may come into contact with during the registration process

OACETT does its own assessment and evaluations and does not rely on third-party assessments. We investigated with WES their ability to conduct full assessments for OACETT, but in the end, their recommendation was that the profession must do its own evaluation for specific competencies. We do not require applicants to complete any bridging programs but we do collaborate voluntarily with other organizations that provide such programs and can refer members to them if the member so wishes. An Employment Resources Fact Sheet is available on our website. It can be found on the Internationally Trained Professionals' page under the Be a Certified Professional tab.

OACETT reviews its information annually for accuracy and readability.

m) any timelines, deadlines or time limits that applicants will be subject to during the registration process

OACETT requires Associate members who have not been assigned further academic competencies to reach certification within three years of receiving their file review by the Admissions Committee. For those members who do not meet our minimum academic level for certification and have therefore been assigned further academic competencies, they are given six years after file review to reach certification. Extensions will be granted if warranted.

For those members eligible for certification as Certified Engineering Technologists, their technology report must be submitted within one year after approval of their technology report proposal. Extensions are also granted if warranted.

Information regarding the timelines for certification is on our website and is also sent to members in stages during the process of the review. OACETT reviews its information annually for accuracy and readability.

n) the amount of time that the registration process usually takes

It takes approximately 3 to 4 months from the time OACETT receives an application and documents for the applicant to be notified of the Admissions Committee's decision.

Information regarding registration timelines is on our website and is also emailed to members after initial contact. A Registration/Certification flowchart outlining the steps and timelines for the registration process was added to the website. OACETT reviews its information annually for accuracy and readability.

o) information about all fees associated with registration, such as fees for initial application, exams and exam rewrites, course enrolment or issuance of licence

*** SAME AS LAST YEAR ***

The current year Fee Schedule is posted on our website and specific fees are also on our applications.

OACETT reviews its information annually for accuracy and readability.

p) accommodation of applicants with special needs, such as visual impairment

Accommodation of applicants with special needs can be arranged by OACETT and if necessary with the assistance of outside agencies. For example, members with learning disabilities can be accommodated on our Professional Practice Exam (PPE) through extra time or writing with an invigilator in a private session. Our study manual for the OACETT PPE is available in an accessible electronic version (PDF with images & text) through a collaboration with Durham College. This electronic format can be used with TextHelp Read&Write 8.1/PDFAloud (screen reading software).

The homepage of our website has a link to our "Accessibility Standards for Customer Service Policy".

Information is on our website asking applicants to phone or email the office for assistance. OACETT reviews its information annually for accuracy and readability.

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

The following information was added to our website in 2012:

- Information regarding the Technology Registrations Canada website where applicants can complete self-assessments if required to do so by the Admissions Committee
- A flow chart outlining registration steps and timelines

- A table of acceptable alternatives for academics, experience, the Professional Practice Exam, original transcripts and job description
- Technology Report samples
- Accessibility Standards for Customer Service Policy per the Accessibility for Ontarians with Disabilities Act

We clarified our acceptance of notarized copies of official transcripts by adding the words "notarized in Ontario/Canada" to our applications and website information.

OACETT is no longer on the Advisory Committee for Engineering Your Future at Skills for Change in Toronto

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Amount of Fees (2 / 13)

Are any of the fees different for internationally trained applicants? If yes, please explain.

*** SAME AS LAST YEAR ***

There are no different fees.

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

*** SAME AS LAST YEAR ***

There are no changes to report.

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Provision of Timely Decisions, Responses and Reasons (3 / 13)

a) What are your timelines for making registration decisions?

*** SAME AS LAST YEAR ***

For files with academic information, we register applicants as Associate members at our next admissions date which occurs at the beginning of every month. After that, for files with complete information, file reviews announcing certification categories or programs to reach certification are made within 3 to 4 months.

b) What are your timelines for responding to applicants in writing?

*** SAME AS LAST YEAR ***

For general business inquiries, applicants are responded to within 3 to 5 business days at the most. Many inquiries are able to be returned within 24 hours (volume dependent). Applicants are sent reminder emails every 2 to 3 months regarding missing documents.

c) What are your timelines for providing written reasons to applicants about all registration decisions, internal reviews and appeal decisions?

For registration decisions, internal reviews and 2nd file review decisions, applicants receive notice of the decision within 10 to 15 business days after the file review is finished. If there is an internal review, the actual review itself, may take as few as 10 to 15 days or up to 8 to 10 weeks depending on when the admissions committee next meets and volume of applications. The committee typically meets twice per month.

OACETT encourages members to request a 2nd File Review if they disagree with the results. Starting in 2012 we no longer ask members to send in a 2nd File Review if they have new information as this will constitute a new review and not a 2nd review of existing information. The 2nd File Review takes a minimum of 8 weeks.

There is also a formal Certification Appeal process outlined in our IETO Terms of Reference, Section 3.3 that a member may undertake within 30 days of the notice of the decision by the Registrar. The appeal will then be heard within 90 days by 3 members of the Institute of Engineering Technology (IETO) Board, OACETT's certification division and the candidate will be notified thereafter of the decision in writing. There is a fee for the appeal which is refunded if the appeal is successful.

d) Explain how your organization ensures that it adheres to these timelines.

*** SAME AS LAST YEAR ***

Our Admissions Coordinators work diligently to ensure that they respond to all inquiries in a timely manner. If they need to consult with the Admissions Committee in order to answer a question, they will respond to the member first within the timelines stated above alerting them to the extra time needed for the information. These times are monitored at staff meetings and the staff are asked to alert management if they cannot be met so they may be adapted or other measures undertaken.

Our Manager, Admissions and Certification keeps a close watch on the files moving through the Admissions Committee and manages the 2nd File Review process and can hold extra meetings or call in extra Admissions Committee Members to the committee meetings if necessary to ensure that our published timelines are being met.

Our Registrar handles any Certification Appeals to the Registrar and all material received for this is date stamped. More importantly, all timelines are communicated to members when inquiring about appeals.

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

We no longer ask members to send in a 2nd File Review if they have new information as this will constitute a new review and not a 2nd review of existing information.

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Access to Records (4 / 13)

a) Describe how you give applicants access to their own records related to their applications for registration.

Members or their designate (as indicated in writing) are allowed access to their own records in accordance with FARPA and the Freedom of Information & Protection of Privacy Act through written request addressed to the Registrar. Records are made available either in person by pre-arranged appointment, or by mail or email.

Our *Access to Records* form is on our website under *Become a Member* section and in the *Frequently Asked Questions (FAQs)* section. OACETT's file (document) retention policy is also stated on our website and on the form.

b) Explain why access to applicants' own records would be limited or refused.

Applicants do not have access to the professional reference questionnaires in their files as these are confidential and applicants are aware of this. They also do not have access to the name of the actual file reviewer on the Admissions Committee who reviewed their file. Examination papers and results are not provided as OACETT uses a bank of reusable exam questions and does not want them in circulation. Furthermore the Professional Practice Exam (PPE) is a multiple choice exam and the results indicating the letter chosen and whether it is correct or not is not meaningful without reference back to the question.

c) State how and when you give applicants estimates of the fees for making records available.

Members will be referred to the *Access to Records* form that is now available on our website in the *Become a Member* section and in the *Frequently Asked Questions (FAQs)*. Members must complete the form and pay the fees which are clearly stated on the form.

d) List the fees for making records available.

The fee for accessing a file is \$30.00 plus HST which includes up to 6 photocopy pages (if required, and if so, postage will be additional). In 2012 we changed our fees for additional photocopies to equal that charged by the Toronto Public Library. The current photocopy fee is 15 cents per copy.

e) Describe the circumstances under which payment of the fees for making records available would be waived or would have been waived.

*** SAME AS LAST YEAR ***

Since OACETT accepts notarized copies and advises applicants against submitting their only original to us we are not expecting many requests for access to, or documents from, our files. We will however consider requests for the fees to be waived upon written request to the Registrar for such reasons as financial hardship or extenuating circumstances such as illness. Proof must be supplied at the time of the request.

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

Access to Records form has been added to the *Become a Member* section and in the *Frequently Asked Questions (FAQs)*.

OACETT's document retention policy is stated in the *Access to Records* form and can be viewed and printed from OACETT's website in a link to the form from either the *Become a Member* section or the *Frequently Asked Questions (FAQs)*.

In 2012 we changed our fees for additional photocopies to equal that charged by the Toronto Public Library. The current photocopy fee is 15 cents per copy.

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Resources for Applicants (5 / 13)

a) List and describe any resources that are available to applicants, such as application guides, exam blueprints or programs for orientation to the profession.

OACETT has detailed information about the application process and the certification process on our website including detailed frequently asked questions and exam information. We have the following brochures available in hardcopy, as well as placed on the website in the *Be a Certified Professional* section.

- New Applicant FAQ - Certification Answers
- Join OACETT – Build Your Career

- The Road to Certification

OACETT provides a study outline for the Professional Practice Exam (PPE) and both it and the study manual have sample questions. We also provide detailed technology report guidelines and samples for our C.E.T. track members.

We have two optional seminars to help members prepare for the PPE (one of which is online) and one for the Technology Report.

Information and links to Technology Registrations Canada (TRC) website and links to the National Technology Benchmarks are available on our website in the *Frequently Asked Questions (FAQs)*.

A table of Acceptable Alternatives is available in the *Become a Member* section of the website and includes information on acceptable alternatives for academics, work experience, Professional Practice Exam, original transcripts and job description.

A link to our *Accessibility Standards for Customer Service Policy* is posted on OACETT website.

A Registration/Certification flowchart that outlines steps and timelines for the registration process is accessible in the *Be a Certified Professional* section of the website.

b) Describe how your organization provides information to applicants about these resources.

*** SAME AS LAST YEAR ***

Applicants are referred to the OACETT website. Email blasts are also employed.

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

TR samples were added to our website.

The above three brochures have been added to the *Be a Certified Professional* tab on our website.

Information and links to Technology Registrations Canada (TRC) website and links to the National Technology Benchmarks were added on our website in the *Frequently Asked Questions (FAQs)*.

A table of Acceptable Alternatives was added in the *Become a Member* section of the website and includes information on acceptable alternatives for academics, work experience, Professional Practice Exam, original transcripts and job description.

A link to the *Accessibility Standards for Customer Service Policy* is posted on the homepage of our website.

A Registration/Certification flowchart that outlines steps and timelines for the registration process was added in the *Be a Certified Professional* section of the website.

Internal Review or Appeal Processes (6 / 13)

In this section, describe your internal review or appeal process. Some regulatory bodies use these two terms (*internal review* and *appeal*) for two different processes, some use only one of these terms, and some use them interchangeably. Please use the term that applies to your profession. If you use both terms (for two different processes), please address both.

a) List your timelines for completing internal reviews or appeals of registration decisions.

Internal reviews take up to 8 to 10 weeks (they are often able to be completed in as little as 2 weeks depending on when the Admissions Committee next meets and volume of files waiting). The committee typically meets twice per month. OACETT encourages members to request a 2nd File Review if they disagree with the results. Members are also asked to read the 2nd File Review Evaluation Troubleshooting Guide. The 2nd File Review takes a minimum of 8 weeks. There is also a formal certification appeal process outlined in our IETO Terms of Reference, Section 3.3, that a member may undertake within 30 days of the notice of the decision by the Registrar. The appeal will then be heard within 90 days by 3 members of the Institute of Engineering Technology (IETO) Board, OACETT's certification division and the candidate will be notified thereafter of the decision in writing. There is a fee for the appeal which is refunded if the appeal is successful.

i. State the number of internal reviews or appeals of registration decisions that exceeded your timelines.

*** SAME AS LAST YEAR ***

None

ii. Among internal reviews or appeals that exceeded your timelines, state the number that were from internationally trained applicants.

*** SAME AS LAST YEAR ***

None

b) Specify the opportunities you provide for applicants to make submissions regarding internal reviews or appeals.

An internal review is initiated by a staff member who is concerned about the file review that the applicant has received and sends it back for review; no action is required by the member.

A 2nd File Review can be requested by a member if a member disagrees with the evaluation.

If a member disagrees with the 2nd File Review assessment, they must submit a formal Certification Appeal as per the IETO Terms of Reference, Section 3.3.

There is no time limit on when an applicant can request a 2nd File Review; however, a 2nd File Review is not to be used when an applicant has newly acquired education or experience that needs to be evaluated.

c) Explain how you inform applicants about the form in which they must make their submissions (i.e., orally, in writing or by electronic means) for internal reviews or appeals.

Applicants are informed about second reviews when they are given their certification summaries. Information is also on our website. Members are told that they must review the 2nd File Review Evaluation Troubleshooting Guide and then complete the Request for 2nd Review Form. The Form can be submitted in writing or by electronic means. Requests for a 2nd File Review will not be accepted over the telephone. The member may submit supporting documents along with the form. If a member is still dissatisfied with the results of the 2nd File Review, they will be directed to the certification appeal procedure in the IETO Terms of Reference, Section 3.3, either by email or phone depending on how they have communicated with us. For Appeals, the member will launch an appeal in writing within 30 days by sending the Certification Appeal Form to the Registrar which is available at the *Certification Appeals* tab in the *Get Certified* section of the OACETT website.

d) State how you ensure that no one who acted as a decision-maker in a registration decision acts as a decision-maker in an internal review or appeal of the same registration decision.

*** SAME AS LAST YEAR ***

The examiner who reviewed the file must sign the review panel sheets kept in the member's file. By our definition of an internal review, it is a staff Admissions Coordinator who initiates the review and will then consult with a different senior examiner than originally reviewed the file, usually the Team Leader of the Admissions Committee. For 2nd File Reviews, depending on the issue, the file may be reviewed by the following: Manager, Admissions & Certification, Deputy Registrar, Admissions Committee or 2nd File Review Committee. Anyone who worked on the original review which is evident by their signature will excuse him/herself from that file.

e) Describe your internal review or appeal process.

Internal Review: an Admissions Coordinator who, when processing the results of a file review, believes that a review is necessary, will forward the file to a different senior examiner or the Team Leader of the Admissions Committee.

Summary of Procedures for 2nd File Review of Academics

1. Request for 2nd File Review received from member.
2. Manager, Admissions & Certification reviews academic program if known program (IAD, IETO Rules, Accreditation, etc), otherwise the file goes to the 2nd File Review Committee. (Go to Step 6 below)
3. If no change in academics, Manager, Admissions & Certification will initial file and note that a 2nd review of academics was completed.
4. Deputy Registrar will initial review completed by the Manager, Admissions & Certification if in agreement.
5. If not in agreement, file will be sent to the 2nd File Review Committee.
6. 2nd File Review Committee reviews academics.
7. File given to the appropriate Admissions Coordinator to inform the member of the results of the file review.
8. If member disagrees with the 2nd file review assessment, submit a formal Certification Appeal as per IETO Terms of Reference, Section 3.3.

Summary of Procedures for 2nd File Review of Experience

1. Request for 2nd File Review received from member.
2. Manager, Admissions & Certification consults with senior examiner in the appropriate discipline other than the initial review.
3. If Senior Examiner disagrees with initial review then the file will go to the 2nd File Review Committee.
4. 2nd File Review Committee to review work experience.
5. File given to the appropriate Admissions Coordinator to inform the member of the results of the experience review.
6. If member disagrees with the 2nd file review assessment, submit a formal Certification Appeal as per IETO Terms of Reference, Section 3.3.

Formal Certification Appeals

OACETT's appeal procedure appears in the IETO Terms of Reference, Section 3.3.

3.3 Appeal Procedures (Certification)

3.3.1 The appeal of a decision to refuse registration of an applicant may be made within thirty (30) days of the notice of the decision by the Registrar.

3.3.2 Such appeal shall be launched by a Notice of Appeal in writing delivered to the Registrar with the appropriate fee. The Notice of Appeal shall set out the grounds for appeal in a short and summary manner, and shall contain a list or description of the evidence or record upon which the person appealing intends to rely. If the appeal is successful, the fee will be refunded. If the applicant has new information not previously seen by IETO's Admissions Committee, this information must first be reviewed before the appeal may proceed.

3.3.3 An appeal shall be heard by the IETO Board, consisting for this purpose of a minimum quorum of three members of the Board, within ninety (90) days next following the day on which the Notice of Appeal was delivered to the Registrar, and the Registrar shall give the person appealing two weeks notice of the day, time and place set for the hearing.

3.3.4 The Registrar shall make available to the IETO Board all information in his/her possession relating to the matter under appeal, and shall provide to the person appealing an opportunity to examine, and at his/her own expense to make a copy of, any such information which is in written or electronic form.

3.3.5 After the hearing and after conferring privately among themselves, the Board shall determine the appeal by the vote of a majority of its members present at the hearing.

3.3.6 The Registrar shall notify the person appealing of the decision of the IETO Board following the determination of any appeal.

f) State the composition of the committee that makes decisions about registration, which may be called a Registration Committee or Appeals Committee: how many members does the committee have; how many committee members are members of the profession in Ontario; and how many committee members are internationally trained members of the profession in Ontario.

The 2011-2012 Admissions Committee had 13 members all of whom are/were members of the profession in Ontario or are OACETT staff. Seven members are internationally trained. Certification Appeals are heard by a minimum quorum of 3 members of the IETO Board which in 2012 had 8 members in total, 7 of whom are elected. All Board members are members of OACETT or related special interest organizations and are practicing/teaching (or are retired from) engineering or applied science technology. Three Board members are

internationally trained.

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

A 2nd File Review can be requested by a member if a member disagrees with the evaluation and not if new information is provided for assessment. Members may always submit new academic or experience information that has not been previously assessed without requiring a 2nd File Review.

One Admissions Committee member retired and 4 others who have been inactive were therefore taken off the Committee.

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Information on Appeal Rights (7 / 13)

This section refers to reviews or appeals that are available after an internal review or appeal. Describe how you inform applicants of any rights they have to request a further review of or appeal from a decision.

There is information in our Frequently Asked Questions (FAQs) about our Certification Appeal procedure and in our IETO Terms of Reference, Section 3.3; both are available on our website. We also advise members regarding the appeal when their 2nd File Review has not been successful. There is no further appeal process after a formal Certification Appeal has been held. A member is always allowed to submit newly acquired information for evaluation, however.

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

*** SAME AS LAST YEAR ***

No changes occurred.

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Assessment of Qualifications (8 / 13)

This category covers your processes for assessing all qualifications, such as academic credentials,

competencies, language ability or practical experience.

a) List the criteria that must be met in order for an applicant's qualifications to satisfy the entry-to-practice requirements for your profession.

*** SAME AS LAST YEAR ***

OACETT certification grants a right to title not an entry-to-practice. For an Associate member to reach certification with us the following requirements must be met:

Minimum requirements for certification as a Certified Technician are:

- you are a graduate of a 2-year Ontario post secondary engineering technician or applied science diploma program or equivalent
- you successfully pass our Professional Practice Examination (PPE)
- you submit documentation of at least two years of appropriate level experience
- you must demonstrate a facility with the working language of the discipline(s) and facility with the standards, codes and practices of the discipline(s) in which you are seeking certification. Normally this is gained by working in Canada for one year.
- you are at least 18 years old and of good character
- you must complete the certification requirements within 3 or 6 years from date of file review, depending on whether you have been assigned further academic competencies to complete. You will be given a completion date.

Minimum requirements for certification as a Certified Engineering Technologist are:

- you are a graduate of a 3-year Ontario post secondary engineering or applied science technologist diploma/degree program or equivalent
- you successfully pass our Professional Practice Examination (PPE)
- you submit a Proposal and a Technology Report for review and approval
- you submit documentation of at least two years of appropriate level experience. You must be able to demonstrate a facility with the working language of the discipline(s) and a facility with the standards, codes and practices of the discipline(s) in which certification is being sought. Normally this is gained by working in Canada for one year.
- you are at least 18 years old and of good character
- you must complete the certification requirements within 3 or 6 years from date of file review, depending on whether you have been assigned further academic competencies to complete. You will be given a completion date.

b) Describe the methodology used to determine whether a program completed outside of Canada satisfies the requirements for registration.

Graduates from non-Canadian institutions will be evaluated using the IETO Academic Database (IAD) as well as other relevant resources such as the National Technology Benchmarks (NTB) which are nationally recognized standards for technicians and technologists, and the International Handbook of Universities.

c) Explain how work experience in the profession is assessed.

*** SAME AS LAST YEAR ***

Two years of appropriate level experience is required to assure IETO that the applicant has a facility with the working language of the discipline and can apply the principles of engineering/applied science technology to those practical applications and procedures required in the discipline in a manner consistent with the codes, standards and practices prevalent in Ontario. The experience will be evaluated against the Profiles of a Technician or Technologist that are available on our website. Activities during this experience should involve the application of engineering principles to solve equipment, process or system problems, and should foster the development of technical competence, business judgement, communication ability, responsibility and self-confidence.

Using detailed job descriptions, verified by the candidate's immediate supervisor, resumes and professional references, IETO evaluates acceptable and progressive experience. Initiative and Complexity-Judgement level definitions are used to appropriately identify whether experience is at the trade, technician or technologist level.

d) Describe how your organization ensures that information used in the assessment about educational systems and credentials of applicants from outside Canada is current and accurate.

*** SAME AS LAST YEAR ***

Information regarding international programs is shared among our ten affiliated provincial associations and as previously mentioned in b) above, the IETO Academic Database (IAD). Where we do not have an evaluation on a program, a small committee is struck to review and make recommendations to IETO and then added to the IAD.

e) Describe how previous assessment decisions are used to assist in maintaining consistency when assessing credentials of applicants from the same jurisdictions or institutions.

*** SAME AS LAST YEAR ***

IETO uses the IETO Academic Database (IAD) and continually adds records of assessments from institutions and jurisdictions for this purpose. These are catalogued and made available for our Admissions Committee for its use in future assessments.

f) Explain how the status of an institution in its home country affects recognition of the credentials of applicants by your organization.

*** SAME AS LAST YEAR ***

We find that the status of an institution in its own country is often a good indication of how credentials will be recognized by OACETT. For example, from India, we recognize the institutions accredited by the All India Council on Technical Education, from the Philippines we recognize full members registered with the Philippines Regulation Commission and from Pakistan, full members registered with the Pakistan Engineering Council.

g) Describe how your organization accommodates applicants with special needs, such as visual impairment.

*** SAME AS LAST YEAR ***

We work with candidates to determine the assistance required. Previously, we have accommodated various candidates with physical limitations or learning disabilities requiring extra time or physical assistance to write our Professional Practice Exam (PPE). Normally requests need to be accompanied by appropriate information such as a doctor's note. See also 1. p) above.

h) State the average length of time required to complete the entire registration process, from when the process is initiated to when a registration decision is issued.

*** SAME AS LAST YEAR ***

When an application arrives, on average we begin working with it within 3 to 5 business days. One of the first steps we take is to request professional references. We send questionnaires to the references indicated by the applicant on their application within 5 to 10 days. As soon as these have been returned to us and the other required documentation has been received, the applicant's file can be sent to the Admissions Committee for review. The file review can take up to 3 to 4 months depending on how many files are currently in the "Queue for Review" in the candidate's specific discipline. Please note that some members have chosen to remain Associate members.

i. State whether the average time differs for internationally trained individuals.

*** SAME AS LAST YEAR ***

No, the time does not differ if the application is complete as in h) above.

ii. If the average time differs for internationally trained individuals, state whether it is greater or less than the average for all applicants, and the reasons for the difference.

*** SAME AS LAST YEAR ***

N/A

i) If your organization conducts credential assessments:

i. Explain how you determine the level (e.g., baccalaureate, master's, Ph.D.) of the credential presented for assessment.

*** SAME AS LAST YEAR ***

OACETT does not conduct credential assessments. We only do competency assessments for our own use.

ii. Describe the criteria that are applied to determine equivalency.

*** SAME AS LAST YEAR ***

N/A

iii. Explain how work experience is taken into account.

*** SAME AS LAST YEAR ***

N/A

j) If your organization conducts competency assessment:

i. Describe the methodology used to evaluate competency.

*** SAME AS LAST YEAR ***

IETO assesses based on the IETO Academic Database, the National Technology Benchmarks (NTB) and other available resources see b), e) and f) above.

ii. Explain how the methodology used to evaluate competency is validated, and how often it is validated.

*** SAME AS LAST YEAR ***

The IETO Academic Database (IAD) is continuously updated and validated through us and our sister associations in the other provinces and we can also check with them regarding other assessments. The National Technology Benchmarks (NTB) are reviewed, revised and maintained by the Council of Registrars (COR) with input from many different stakeholders and subject matter experts. COR is an affiliation of registrars from every provincial technician and technologist association in Canada.

iii. Explain how work experience is used in the assessment of competency.

*** SAME AS LAST YEAR ***

Work experience is taken into consideration and may be used to assess competency where an applicant falls short on the academics required. We have an associate curve and technician curve where appropriate-level, discipline-specific experience may allow some academic points based on years of experience.

k) If your organization conducts prior learning assessment:

i. Describe the methodology used to evaluate prior learning.

*** SAME AS LAST YEAR ***

A candidate who does not meet our academic requirements for certification but who believes they have acquired the prior learning for the missing competency(ies) in question will self-assess using the National Technology Benchmarks and then provide evidence of their prior learning submitted in a formal portfolio.

The Admissions Committee assessor will be looking for evidence of prior learning for each competency/benchmark that the member is addressing in the portfolio submission using the following criteria adapted from guidelines of the Canadian Labour Force Development Board (CLFDB) and the Canadian Association of Prior Learning Assessment:

- Is the prior learning clearly linked to the competency in question?
- Is the prior learning for each competency clearly proven and distinguished from experience?
- Is the evidence (documentation) valid and verifiable and does it directly relate to the learning claimed?
- Is the evidence sufficient to prove that the competencies have been met?
- Is there enough evidence (at least 3 relevant and valid pieces of evidence to prove that the skill or knowledge claimed can be transferred from one context to another, i.e. the member has transferable skills to another job or industry, doesn't just know something by rote)?
- Does the evidence represent current professional/vocational levels of competency?

ii. Explain how the methodology used to evaluate prior learning is validated, and how often it is validated.

*** SAME AS LAST YEAR ***

The National Technology Benchmarks are reviewed annually by the Council of Registrars comprised of the registrars from OACETT and its sister organizations across the country. They are open for input from a variety of stakeholders from academia and industry.

Ongoing training in Prior Learning Assessment Recognition (PLAR) theory is undertaken by OACETT staff and assessors.

iii. Explain how work experience is used in the assessment of prior learning.

*** SAME AS LAST YEAR ***

Work experience is an important part in the assessment of prior learning and we take it into account as in j) iii.

above. Also, through our experience assessment we may be able to cover off competencies, for example, project management.

l) If your organization administers examinations:

i. Describe the exam format, scoring method and number of rewrites permitted.

Professional Practice Exam (PPE) is a mandatory, certification requirement. It is non-technical covering Canadian civil law, ethics, and the practice of engineering technology in Ontario. The format is multiple choice and it is written online at invigilated exam centres across the province. It consists of three sections:

Part A – Law: Total of 30 marks

Twenty (20) multiple choice questions (1 mark for each answer -Total 20 marks)

One (1) Case Study multiple choice (10 marks)

Part B – Ethics: Total of 40 marks

Ten (10) multiple choice questions (1 mark for each answer – Total 10 marks)

Two (2) Case Study multiple choice questions (15 marks each case study – Total 30 marks)

Part C – Practice: Total of 30 marks

Ten (10) multiple choice questions (1 mark for each answer – Total 10 marks)

Two (2) Case Study multiple choice questions (10 marks for each case – Total 20 marks)

You must achieve a passing grade of 50% in each section or rewrite the failed section(s) at a subsequent exam session. There is no limit on the number of rewrites but after 3 attempts the Registrar will review the member's situation to determine the reasons for failing in an effort to assist. Where a language barrier has been found, we have held exam interviews with members to gauge their level of competence of the exam material.

Technical Exams may be written by members who have been assigned one or more subject competencies in order to achieve certification instead of taking courses through various community colleges, institutions or through online learning. A guide will be prepared, if not already available, listing the study texts required. Once the member is ready to write the exam, a date, time and location will be arranged. The complete process including preparation of study guide, candidate study time and then writing of the exam should take no more than 12 months to complete. This timeframe will be shorter if an exam is already available in the subject competency required. The format of the exam is subject dependent and could be a combination of short answer, essay, and multiple choice, and may include the need for drawings, calculations, etc. The passing mark for a technical exam is 55%. Any exam, which fails to achieve 55%, will be reread automatically by the examiner. Candidates who achieve a mark between 48% and 54% on an IETO technical exam may apply to the Registrar to write a supplemental exam in the same subject. The supplemental exam will be based on the same material as the original exam. Application must be made within 30 days of issuance of the exam results. Candidates who are ineligible for a supplemental exam may apply to write an exam in the same subject at a future exam session and apply through the regular application. There is no limit on the number of rewrites but excessive failure will result in investigation by the Registrar.

ii. Describe how the exam is tested for validity and reliability. If results are below desired levels, describe how you correct the deficiencies.

*** SAME AS LAST YEAR ***

Professional Practice Exam (PPE): The pass rate for the exam is monitored and is historically stable. The online, multiple choice version introduced in 2008, allows for quicker validation of questions and we can now adjust for questions that have a poor success rate.

Technical Exams are prepared by college professors or other discipline experts with experience setting exams to test the competency area in question. If we were concerned about a particular technical exam, another senior examiner or the Examination Committee would be asked to review the exam and make any required changes.

iii. State how often exam questions are updated and the process for doing so.

*** SAME AS LAST YEAR ***

Professional Practice Exam (PPE): The questions for the PPE are updated by our Examination Committee or subject experts such as lawyers or professors when necessary. For example, they were reviewed and updated in 2007-2008 in preparation for transition to the multiple choice format. We will continue adding to our database of exam questions for this new format to replace questions we find that are not testing well.

Technical Exams: If we already have a technical exam in a competency area that is more than 2 years old, it will be sent for review and updating, if required, by the original author or other discipline expert.

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

No changes occurred.

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Third-Party Organizations (9 / 13)

a) List any third-party organizations (such as language testers, credential assessors or examiners) relied upon by your organization to make assessment decisions.

*** SAME AS LAST YEAR ***

OACETT does not use third-party organizations to make assessment decisions.

b) Explain what measures your organization takes to ensure that any third-party organization that it relies upon to make an assessment:

i. provides information about assessment practices to applicants

*** SAME AS LAST YEAR ***

N/A

ii. utilizes current and accurate information about qualifications from outside Canada

*** SAME AS LAST YEAR ***

N/A

iii. provides timely decisions, responses and reasons to applicants

*** SAME AS LAST YEAR ***

N/A

iv. provides training to individuals assessing qualifications

*** SAME AS LAST YEAR ***

N/A

v. provides access to records related to the assessment to applicants

*** SAME AS LAST YEAR ***

N/A

vi. accommodates applicants with special needs, such as visual impairment

*** SAME AS LAST YEAR ***

N/A

c) If your organization relies on a third party to conduct credential assessments:

i. Explain how the third party determines the level (e.g., baccalaureate, master's, Ph.D.) of the credential presented for assessment.

*** SAME AS LAST YEAR ***

OACETT does not use third party organizations to conduct credential assessments.

ii. Describe the criteria that are applied to determine equivalency.

*** SAME AS LAST YEAR ***

N/A

iii. Explain how work experience is taken into account.

*** SAME AS LAST YEAR ***

N/A

d) If your organization relies on a third party to conduct competency assessments:

i. Describe the methodology used to evaluate competency.

*** SAME AS LAST YEAR ***

OACETT does not use third party organizations to make assessment decisions.

ii. Explain how the methodology used to evaluate competency is validated, and how often it is validated.

*** SAME AS LAST YEAR ***

N/A

iii. Explain how work experience is used in the assessment of competency.

*** SAME AS LAST YEAR ***

N/A

e) If your organization relies on a third party to conduct prior learning assessments:

i. Describe the methodology used to evaluate prior learning.

*** SAME AS LAST YEAR ***

OACETT does not use third party organizations to conduct prior learning assessments.

ii. Explain how the methodology used to evaluate prior learning is validated, and how often it is validated.

*** SAME AS LAST YEAR ***

N/A

iii. Explain how work experience is used in the assessment of prior learning.

*** SAME AS LAST YEAR ***

N/A

f) If your organization relies on a third party to administer examinations:

i. Describe the exam format, scoring method and number of rewrites permitted.

*** SAME AS LAST YEAR ***

OACETT does not use a third party to administer examinations.

ii. Describe how the exam is tested for validity and reliability. If results are below desired levels, describe how you correct the deficiencies.

*** SAME AS LAST YEAR ***

N/A

iii. State how often exam questions are updated and the process for doing so.

*** SAME AS LAST YEAR ***

N/A

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

*** SAME AS LAST YEAR ***

There have been no changes to report.

Training (10 / 13)

a) Describe the training that your organization provides to:

i. individuals who assess qualifications

*** SAME AS LAST YEAR ***

It is the members of our Admissions Committee who assess qualifications, make registration decisions and carry out internal and 2nd file reviews. Members of the committee should normally be certified members of OACETT at the technologist level or licensed professionals from sister organizations such as PEO, or OAA. Committee members should have a number of years of work experience in their discipline area, and not less than two years after their professional registration. Individuals may be selected on the basis of having specific experience or knowledge in an area where technology professionals are employed such as the military. They may have knowledge of education systems in other countries or other specialized knowledge required by the committee. New committee members are trained to familiarize them with the operation of the admissions process. An experienced member of the committee is assigned to train each new member. On satisfactory completion of training, the candidate may be recommended to the IETO Board for appointment as a regular member of the Admissions Committee or as a resource for the committee to call on an as needed basis. The training includes attendance at six scheduled admissions committee meetings along with other training as appropriate. This period may be extended at the candidate's request or if the committee chair deems further training is required. Candidate evaluation will include: candidate trainer's assessment, and consistency, completeness and correctness of reviews. We also train our Admissions Committee on cultural awareness through the Ontario Regulators for Access Consortium's Managing Cultural Differences workshop. We also train discipline representatives in Prior Learning Assessment Recognition.

ii. individuals who make registration decisions

See i. above.

All our registration staff have completed the anti-discrimination training, Human Rights 101 eLearning module and quiz through Ontario Human Rights Commission. An overview and review was also conducted at our staff meeting.

A conflict-of-interest policy for all staff was developed in 2012 and staff were notified of the policy and the procedure to disclose any conflict(s).

iii. individuals who make internal review or appeal decisions

*** SAME AS LAST YEAR ***

See i. above

For 2nd File Reviews, we also rely on seasoned reviewers with staff overlap. Registrar and Deputy Registrar are also available for consultation.

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

All our registration staff have completed the anti-discrimination training, Human Rights 101 eLearning module and quiz through Ontario Human Rights Commission. An overview and review was also conducted at our staff meeting.

A conflict-of-interest policy for all staff was developed in 2012 and staff were notified of the policy and the procedure to disclose any conflict(s).

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Agreements on the Recognition of Qualifications (11 / 13)

Examples of agreements on the recognition of professional qualifications include mutual recognition, reciprocity and labour mobility agreements. Such agreements may be national or international, between regulatory bodies, associations or jurisdictions.

a) List any agreements on the recognition of qualifications that were in place during the reporting period.

OACETT and the other Canadian provincial associations have a long-standing agreement allowing certified engineering and applied science technicians and technologists to transfer to another province and retain their certified status. This is in keeping with the Agreement on Internal Trade, (AIT). It is also compatible with The Ontario Labour Mobility Agreement with Quebec.

OACETT also has an agreement with the National Institute for Certification in Engineering Technologies (NICET) in the United States and the Institution of Incorporated Engineers (IIE) in the United Kingdom allowing for the mobility of certified members.

Since OACETT is no longer a member of the Canadian Council of Technicians and Technologists (CCTT), previous agreements under the Dublin and Sydney Accords are no longer in force.

b) Explain the impact of these agreements on the registration process or on applicants for registration.

*** SAME AS LAST YEAR ***

These agreements result in members having their certification status recognized in other jurisdictions so members' accomplishments do not need to be proven again and requirements repeated.

National transferability for certified members within Canada allows for a seamless system for member transfer at the same level wherever possible except when there are differences in the use of titles, or if the titles are no longer in use by IETO, or the discipline of the transferee is not recognized by IETO. As well, the transferee does not have to write our Professional Practice Exam if they have written one with the other provincial association allowing for immediate recognition upon transfer.

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

Since OACETT is no longer a member of the Canadian Council of Technicians and Technologists (CCTT), previous agreements under the Dublin and Sydney Accords are no longer in force.

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Data Collection (12 / 13)

Languages in which application information materials are available

a) Indicate the languages in which application information materials were available in the reporting year.

Language	Yes/No
English	Yes
French	No
Other (please specify)	

Paid staff employed by your organization

b) In the table below, enter the number of paid staff employed by your organization in the categories shown, on December 31 of the reporting year.

When providing information for each of the categories in this section, you may want to use decimals if you count your staff using half units. For example, 1 full-time employee and 1 part-time employee might be equivalent to 1.5 employees.

You can enter decimals to the tenths position only. For example, you can enter 1.5 or 7.5 but not 1.55 or 7.52.

Category	Staff
Total staff employed by the regulatory body	29.5

Staff involved in appeals process	5
Staff involved in registration process	9.5

Countries where internationally educated applicants were initially trained

c) In the following table, enter the top source countries where your applicants¹ were originally trained in the profession (**excluding** Canada), along with the number of applicants from each of these source countries.

Enter the country names in descending order. (That is, enter the source country for the greatest number of your applicants in the top row, the source country for the second greatest number in the second row, etc.)

Use the dropdown menu provided in each row to select the country.

Note that only one country can be reported in each row. If two or more countries are tied, enter the information for these tied countries in separate rows.

Country of training (Canada excluded)	Number of applicants in the reporting year
India	59
Philippines	45
Pakistan	12
Romania	11
China	10
Ukraine	7
Russia	6
U.K.	6
Iran	5
Sri Lanka	5

¹Persons who have applied to start the process for entry to the profession.
Select "n/a" from the drop-down list if you do not track this information. Enter "0" in a "Number of applicants" field if you track the information, but the correct value is zero.

Jurisdiction where members were initially trained

d) Indicate where your members² were initially trained in the profession (use only whole numbers; do not enter commas or decimals).

The numbers to be reported in the **Members** row are the numbers on December 31st of the reporting year. For example, if you are reporting registration practices for the calendar year 2009, you should report the numbers of members in the different categories on December 31st of 2009.

	Jurisdiction where members were initially trained in the profession (before they were granted use of the protected title or professional designation in Ontario)					
	Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
Members on December 31st of the reporting year	12985	586	60	3239		16870

² Persons who are currently able to use the protected title or professional designation of the profession.

Enter "n/a" if you do not track this information. Enter "0" if you track the information, but the correct value is zero.

Additional comments:

The five staff involved in the Appeals process are part of the nine involved in the Registration process and include the Registrar and Deputy Registrar

Applications your organization processed in the past year

e) State the number of applications your organization processed in the reporting year (use only whole numbers; do not enter commas or decimals).

from January 1 st to December 31 st of the reporting year	Jurisdiction where applicants were initially trained in the profession (before they were granted use of the protected title or professional designation in Ontario)					
	Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
New applications received	1233	33	3	215	0	1484
Applicants actively pursuing licensing (applicants who had some contact with your	1233	33	3	215	0	1484

organization in the reporting year)						
Inactive applicants (applicants who had no contact with your organization in the reporting year)	0	0	0	0	0	0
Applicants who met all requirements and were authorized to become members but did not become members	0	0	0	0	0	0
Applicants who became FULLY registered members	619	19	2	173		813
Applicants who were authorized to receive an alternative class of licence³ but were not issued a licence	0	0	0	0	0	0
Applicants who were issued an alternative class of licence³	0	0	0	0	0	0

³ An alternative class of licence enables its holder to practise with limitations, but additional registration requirements must be met in order for the member to be fully licenced. Please list and describe below the alternative classes of licence that your organization grants, such as student, intern, associate, provisional or temporary.

Enter "n/a" if you do not track this information. Enter "0" if you track the information, but the correct value is zero.

Additional comments:

	Class of licence	Description
a)	Certified Technician, C.Tech.	To be granted the title Certified Technician, a member must be a graduate from a recognized 2-year Ontario post secondary engineering technician or applied science diploma program or equivalent, have passed the Professional Practice Exam (PPE) and have a minimum of two

		years relevant experience in their discipline.
b)	Certified Engineering Technologist, C.E.T.	To be granted the title Certified Engineering Technologist, a member must be a graduate from a recognized 3-year Ontario post secondary engineering or applied science technology program or equivalent, have passed the Professional Practice Exam (PPE), have a minimum of two years relevant experience in their discipline, and have completed the technology proposal and report.
c)	Associate	An Associate is a non-certified member of OACETT who is working towards certification.
d)	Graduate Technician	A Graduate Technician is an Associate member of OACETT who has graduated from a recognized two-year Ontario post secondary engineering technician or applied science diploma program, and is working towards certification in road construction.
e)	Graduate Technologist	A Graduate Technologist is an Associate member of OACETT who has graduated from a recognized three-year Ontario post secondary engineering or applied science technology program, and is working towards certification in road construction.
		A Technical Specialist is an Associate member of OACETT who has completed at least one year of

f)	Technical Specialist	an Ontario post secondary engineering or applied science technology program or equivalent, and is working towards certification in road construction.
g)	Student	A Student is an Associate member of OACETT who is currently enrolled full-time in an Ontario post secondary engineering or applied science technology program and has completed at least one year of study in the program.
h)		
i)		
j)		

Reviews and appeals your organization processed in the past year

f) State the number of reviews and appeals your organization processed in the reporting year (use only whole numbers; do not enter commas or decimals).

	Jurisdiction where applicants were initially trained in the profession (before they were granted use of the protected title or professional designation in Ontario)					
from January 1 st to December 31 st of the reporting year	Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
Applications that were subject to an internal review or that were referred to a statutory committee of your governing council, such as a Registration	24	0	0	13	0	37

Committee						
Applicants who initiated an appeal of a registration decision	0	0	0	0	0	0
Appeals heard	0	0	0	0	0	0
Registration decisions changed following an appeal	0	0	0	0	0	0

Enter "n/a" if you do not track this information. Enter "0" if you track the information, but the correct value is zero.

Additional comments:

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

During the 2012 year we stopped asking members to send in a 2nd File Review if they had new information as this is better classified as a new review and not a 2nd review of existing information. Members are always welcome to send in new and appropriate engineering or applied science academics or experience information for evaluation.

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Certification (13 / 13)

I hereby certify that:

- i. I have reviewed the information submitted in this Fair Registration Practices Report (the "Report").
- ii. To the best of my knowledge:
 - all information required to be provided in the Report is included; and
 - the information contained in the Report is accurate.

Name of individual with authority to sign on behalf of the organization: Barbara Chappell

Title: Deputy Registrar

Date: February 28, 2013

