

## Frequently Asked Questions

### New Applicants

#### 1. What are the benefits of being an OACETT member?

The primary benefit of membership is certification with OACETT. Once certified, you will be permitted to use one of the protected titles: Certified Technician, Applied Science Technologist or Certified Engineering Technologist and to use the designations C. Tech., A.Sc.T., or C.E.T., depending on your registration. These designations indicate that you are a member of a professional association and will be useful to you in the work place. Many employers require that their employees become certified and often make this a requirement for job placement and upgrading. Other employment opportunities for certified members may be due to government requirements or emerging needs in specific sectors such as provincial road construction, etc. There are other benefits of membership, including (for certified members) the right to transfer your credentials across Canada and benefit from OACETT's reciprocity agreements with the U.S. and U.K. As a certified member you may also vote in the association's elections, hold office and participate in the way your association is run as a volunteer on one of OACETT's many committees. There are also many discounts on different services available to you as an OACETT member and access to the CTEN job bank on the OACETT website.

#### 2. OACETT's website has two application forms, one for new applicants and one for post-secondary students. Which one should I use?

If you are currently enrolled in a full-time, post-secondary, engineering or applied science diploma or degree program in Canada, you should use the [Post-Secondary Student Membership Application form](#). You must have completed at least one year of the program and still be registered full-time to apply. Otherwise, please use the [Application for Certification form](#).

#### 3. What do I need to send in with my application for membership?

You will need to send in the following:

- completed application form and fee
- a current or most recent [job description](#)\* signed by your supervisor
- an up-to-date resume listing your [work experience](#)
- an official transcript of your subjects and marks sent directly from your post-secondary institution\*\*
- proof of Canadian citizenship or landed status or other identifying information
- the names and email addresses of at least three persons who are familiar with your work experience. OACETT will email these persons a confidential, [professional reference questionnaire](#).

#### Notes:

\* If you cannot provide a job description because you are not working at present, new to Canada, or not working in your field, you may still apply. In these cases you may want to submit a 1-page description of your skills or enclose a job description from a previous job that is related to your field.

\*\* If you cannot obtain a transcript because the institution is not in Canada, make a photocopy of your original transcript and have it certified by a lawyer, a notary, or a commissioner of oaths and mail this copy with your application. If the original transcript is not in English, it must be a notarized translated copy by a certified translator.

#### **4. I'm applying to be certified as a Technician (C.Tech.). What are OACETT's requirements for certification?**

Minimum requirements for certification as a Certified Technician are:

- you are a graduate of a 2-year 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 and facility with the standards, codes and practices of the discipline(s) in which you are seeking certification. Normally these are 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.

#### **5. I'm applying to be certified as a Certified Engineering Technologist (C.E.T.). What are OACETT's requirements for certification?**

Minimum requirements for certification as a Certified Engineering Technologist are:

- you are a graduate of a 3-year post secondary engineering technologist or applied science 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 and a facility with the standards, codes and practices of the discipline in which certification is being sought. Normally these are 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.
- if you graduated from an applied science diploma/degree program, you may need to complete additional subject/academic competencies in engineering for the Certified Engineering Technologist title. You will be advised after your file has been reviewed by the Admissions Committee.

#### **6. I'm applying to be certified as an Applied Science Technologist (A.Sc.T.). What are OACETT's requirements for certification?**

Minimum requirements for certification as an Applied Science Technologist are:

- you are a graduate of a 3-year post secondary engineering technologist or applied science diploma/degree 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 be able to demonstrate a facility with the working language and a facility with the standards, codes and practices of the discipline in which certification is being sought. Normally these are 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.

### **7. I have received acknowledgement of my application. Now what?**

You can begin to track the status of your application by clicking on "[Road to Certification, Track the Progress of Application](#)" on the OACETT home page. As soon as all your documents have been received, at least two professional reference questionnaires have been returned to us, (see #3 above), and your annual membership dues have been paid, your file is moved forward to the *Queue for Review* for the Admissions Committee. Once the Admissions Committee has reviewed your file we will send you an evaluation summary outlining your personal program for certification and what level of certification you are eligible for. This takes approximately ten to twelve weeks.

### **8. How long will it take for OACETT to assess my file?**

This depends on how quickly we receive all of your documentation (see #3 above). Once we have all necessary documents, including the professional reference questionnaires returned from your references, OACETT's Admissions Committee will review your file. This takes a minimum of ten weeks. You will then be notified of the Committee's decision and of any other requirements for certification.

### **9. I have paid a fee with my application. What other fees do I need to pay?**

Each application must be accompanied by an application fee. Once your application has been processed, you will receive an invoice for annual dues. All members of OACETT, both associate and certified pay annual dues to maintain their membership in OACETT. Non-payment of your dues can cause your membership to lapse. If this happens, your application will not be processed any further. Thereafter, you will be invoiced for your annual dues on the anniversary date of your initial application.

In addition to annual dues, you will be required to pay fees to write the [Professional Practice Examination](#). There is also an optional [seminar](#) for the Professional Practice Exam and for those pursuing Certified Engineering Technologist (C.E.T.), there is an optional [Technology Report Seminar](#). Please refer to the [current fee schedule](#).

### **10. I applied to be certified as a Technician or Technologist. Why was I accepted as an Associate member?**

At the time of application, OACETT, as the first step to certification, registers those who are eligible for membership as Associates. The Associate member categories are Graduate Technologist, Graduate Technician and Technical Specialist. Members have three or six years to become certified, depending on whether further academic competencies are required.

### **11. When will I be able to obtain insurance and other benefits through OACETT?**

Once your application has been processed and your membership dues have been paid, you will be sent your membership card. It takes up to 6 weeks for you to receive your membership card by mail. You will need to have an OACETT membership card in order to participate in any membership benefits, including access to the CTEN job bank.

### **12. As an Associate member, how do I access the CTEN job bank?**

You can only access CTEN if you have paid your membership dues and have received your membership card. The website is: <http://www.cten.ca/>

### **13. What are the benefits to me if I become certified as an A.Sc.T.?**

As an A.Sc.T. you will be eligible for all the benefits of a certified member, including the right to use the designation A.Sc.T., OACETT voting privileges, wearing the OACETT ring, using the OACETT stamp and holding office in the association. The A.Sc.T. lets people know that you are a certified technologist with OACETT. Some disciplines such as Building Design are deemed applied science and can only obtain the A.Sc.T. unless additional subjects/academic competencies are met.

### **14. Do I need to have two years of experience in the same company or can I use my experience in previous jobs?**

Experience can be accumulated with one or more full- or part-time employers. OACETT also counts co-op work experience at 50% of the co-op time worked, to a maximum of six months.

### **15. Does my work experience from another country count?**

Yes, as long as your work experience is in a related field it can count towards fulfilling the experience requirement for certification.

### **16. I'm not sure what discipline I should apply for? What should I do?**

Your discipline of registration is normally related to your post-secondary educational program. You can check OACETT's accepted [disciplines of registration](#) on our website and contact us if you need further assistance. The Admissions Committee will make sure that you are registered in the right discipline.

### **17. I am not working in the engineering discipline I was educated in. Which discipline should I apply for?**

Normally you would apply in the discipline related to your post-secondary program, as this will provide you with the greatest number of academic points. The Admissions Committee will advise you on the most appropriate discipline when your file is reviewed.

### **18. I am qualified in more than one discipline. Can I be registered in a second discipline?**

Yes, once you are certified in one discipline (as a Technician or Technologist) you can apply to be registered in another discipline at the same level in which you are qualified.

### **19. If I move to another province, can I transfer my OACETT certification to the new province?**

Yes, once you are a certified member with OACETT and your membership is active, you can [transfer](#) your title to the new province. Please note that the requirements for the Applied Science Technologist may be different in other provinces and you may be asked for a Technology Report if one has not been completed with OACETT.

### **20. I have received a list of subjects/academic competencies to complete in order to be registered as a Technician or Technologist. How do I find courses in these subjects?**

Based on your educational background, you may be requested to complete additional subjects/academic competencies and if this is the case, you will be advised of this once the Admissions Committee has reviewed your complete file. You will need to check with the various community colleges and institutions in your area or investigate online learning opportunities to determine if the content of the course matches that of the OACETT subject you were asked to

complete. If you find there is similarity of content, send an outline of the course that you want to take to OACETT for approval prior to registering for the course. (Make sure to allow enough time for our Admissions Committee to review it.) Our technical exams provide another upgrading alternative. Please visit the [technical exam](#) section of our website for further details.

### **21. Is there a timeframe for certification?**

Members who joined the Association after July 1, 2005 have three or six years to become certified, depending on whether further academic competencies are required.

### **22. When will I be able to obtain insurance and other benefits through OACETT?**

Once your application has been processed and your membership dues have been paid, you will be sent your membership card. It takes up to 6 weeks for you to receive your membership card by mail. You will need to have an OACETT membership card in order to participate in any membership benefits, including access to the CTEN job bank.

### **23. My documents are in another language. What do I need to do?**

You will need to have your documents translated into English by a certified translator and the documents need to be notarized that they are a certified, translated copy of the original.

### **24. I have a disability, how can you assist me?**

Please phone or email the OACETT office for assistance.

## **Request for 2<sup>nd</sup> File Review**

### **1. Can I request a 2<sup>nd</sup> review of my file if I do not agree with the Admissions Committee assessment?**

A 2<sup>nd</sup> file review can be requested if you want to send in additional information or documentation that was not previously provided; or you disagree with the evaluation.

### **2. How do I request a 2<sup>nd</sup> file review?**

Before you can request a 2<sup>nd</sup> file review, you need to review the [2<sup>nd</sup> File Review Evaluation Troubleshooting Guide](#) and make sure that none of those examples pertain to your situation. You must then complete the [Request for 2<sup>nd</sup> File Review Form](#) stating why you are requesting that your file be re-reviewed. Requests for a 2<sup>nd</sup> file review will not be accepted over the telephone or without the completed 2<sup>nd</sup> review form.

### **3. How long will it take to have a 2<sup>nd</sup> file review completed?**

The timeline to complete a review of your file is 8 weeks or longer from the date that the 2<sup>nd</sup> File Review Form is received at OACETT.

### **4. I do not agree with the results of the 2<sup>nd</sup> file review, what now?**

OACETT has a formal appeal process which is outlined in our [By-Law 18](#), section 6.6.0 and is available for review on our website.

## Professional Practice Examination (PPE)

### 1. Do I need to write this exam?

Yes, the Professional Practice examination is a mandatory requirement for certification in both the Technician and Technologist categories. The PPE is a non technical exam dealing with ethics, law and business practice.

### 2. When should I apply for the exam?

You may apply for this [exam](#) after you have received your acceptance letter confirming your membership status and have received your membership number. Keeping in mind that members have three or six years to reach certification depending on whether further academic competencies are required, we recommend that you write it as soon as possible.

### 3. When is the PPE held?

The Professional Practice exam is held four times each year, normally in February, May, September and November. You should apply to write the exam at least 2 months prior to the exam date.

### 4. Where is the exam held?

Exams are held across Ontario, usually at Colleges, Universities or other centres where a sufficient number of applicants are concentrated. Click here for listing of [centres](#). For those in remote areas or out of province only, candidates may provide the name of a suitable invigilator and location. Click here for [form](#).

The PPE examination is delivered "on-line" using a computer. Exam centres will provide computers for your use.

### 5. What are the required materials and costs to take the PPE?

The [cost of the exam](#) and materials can be found on the OACETT website. The cost includes a Professional Practice Study Manual and Study Outline. The [OACETT Act](#) and [By-Law 18](#) are required and included in the exam package. Additional copies can be downloaded from the OACETT website. When you register and pay online you will be sent the study materials. An email will be sent to you from Canada Post when the materials have been shipped. You will have to sign for them. If you are not home, Canada Post leaves a card alerting you to pick up your package at the post office listed on the card.

### 6. Do I need to read the entire Study Manual or are only specific sections necessary?

Yes, you need to study the entire Study Manual. The Study Outline will assist you in identifying how you should direct your studies.

### 7. Are past exam papers available?

No, past exam papers are not distributed.

### 8. I don't need to know about law in my current position. Do I need to write the entire PPE?

The exam consists of three parts: Law, Ethics and Practice. The aspects of Law in the exam relate to general topics in law of which most Technicians and Technologists need to be aware. In order to

pass the exam, you must achieve a satisfactory result in all three parts. If you do not pass all three sections you will be required to rewrite the section or sections that were unsatisfactory.

## **9. Are there courses or seminars available to prepare for the PPE?**

The exam is self-study; however, a seminar is available to assist candidates who wish more directed study in preparing for this exam. The seminar is not mandatory although many members have found it extremely useful in understanding the material. The seminar is usually held a few weeks prior to the exam either in Kitchener or the GTA. For locations, check the [seminar application](#) available on the website.

## **Technology Reports (TR)**

### **1. Do all members who want to be certified have to send in a Technology Report?**

No, applicants applying as Certified Technicians or Applied Science Technologists do not have to submit a Technology Report. If you are applying as a Certified Engineering Technologist, you will be required to send in a Technology Report and proposal for review and approval. Graduates from [nationally accredited programs](#) are exempt. You will be advised if you are required to submit a proposal and report after the review of your file by the Admissions Committee.

### **2. Can I send in my Technology Report and the Proposal for a Report at the same time?**

The Proposal for a Technology Report is required as a first step. This must be reviewed and approved by the Admissions Committee before your Report is sent to us.

### **3. I did a Technology Report in college or university. Can I send this in?**

Yes, however you must first send in a Proposal for a Technology Report and we will notify you of the suitability of your report. All reports will be reviewed to ensure that they meet OACETT's standard. See the [Technology Report Guidelines](#) on our website.

### **4. My Technology Report is confidential. What can I do?**

OACETT's Examiners will maintain the confidentiality of your Report. However, you may contact us and ask for a Declaration of Confidentiality, which we will send to you. Technology Reports for which there is a Declaration of Confidentiality will be returned to you once reviewed.

### **5. Do I have to wait until I have two years of experience before I send in my Technology Report?**

Although it is recommended that you have sufficient work experience before submitting a TR, you may send it in at anytime unless otherwise specified.

### **6. Should I write the Professional Practice Examination (PPE) before I send in my Technology Report?**

The exam is normally written first but in most instances either can be done first unless you are advised otherwise or have technologist-level academic competencies to complete. Additional academics must be completed prior to the submission of a technology report. You are encouraged to plan your certification process to maximize your time.

**7. Can I complete both the PPE and the Technology Report while I am completing my experience requirements?**

Yes.

**8. Are there courses or seminars available to prepare for the Technology Report and Proposal?**

There are detailed [guidelines](#) available on our website for the Technology Report and Proposal. For those members who prefer a more directed approach, a seminar is available. [Click here for details.](#)

## **Now That you are Certified**

**1. Someone I know was registered as a Certified Engineering Technician, but I was registered as a Certified Technician. What is the difference and can I be registered as a Certified Engineering Technician?**

No. OACETT has the rights to both titles; however in 1993, we began using the Certified Technician (C. Tech.) title for Technicians. This was done to align ourselves with our sister associations in the other provinces and to reduce confusion. Only active members who were registered as Certified Engineering Technicians prior to 1993 can use it.

**2. I'm registered in two disciplines with OACETT. Can I use more than one title?**

No. OACETT allows the use of only one title. Members who are registered in more than one discipline must choose which title they will use and may not change titles arbitrarily.

## **Post-Secondary Student Members**

A Post-Secondary Student member is an Associate member of OACETT if he or she has completed at least one year of a college/university program in engineering or applied science and is still registered full-time at the college/university.

**1. I have applied to OACETT and received acknowledgement that I am now an Associate member. Now what?**

Congratulations on taking the first step to professionalism. Once you have graduated, you should contact your college/university and have them send OACETT an official transcript of your subjects and marks. Make sure that the transcript states "graduated" if such is the case. When we receive the transcript, we will contact you with the requirements for certification. (See the "New Applicants" section above – Questions #3 - #6.)

**2. What are OACETT's requirements for certification?**

See the "New Applicants" section above – Questions #4 - #6.

**3. I was a Co-op/Internship student. Will this experience count towards the two years of experience required for certification?**

Yes, OACETT counts co-op/internship work experience at 50% of the time worked, to a maximum of six months.

**4. I am in my second year of a full-time three-year college/university program. Can I apply now and will I be registered as an Associate member?**

Yes, you can apply as a [Post-Secondary Student](#) member now and you will be registered as an Associate member, e.g. Technical Specialist. If you have already applied as a student member in your second year, you need not re-apply again when you graduate but you will need to complete a “full” membership application so that we can update your file.

**5. What is the fee for Post-Secondary Student members?**

The application fee is currently available at a significantly reduced rate and your membership dues for your first year of membership are free. Regular membership dues will be billed annually once you begin your second year of membership with OACETT. Visit the website to obtain the [current dues](#).

**6. How long does it take to get certified?**

Once you have the two years of experience and have passed the Professional Practice Examination, OACETT's Admissions Committee will review your experience documentation. This usually takes ten to twelve weeks after all the documentation has been received. (See the “New Applicants” section above – Questions #3 - #6 for the required documentation.)

## **Reclassification/Upgrading**

**1. I am a graduate of a 2 year engineering technology program (currently registered as a C.Tech.) and want to be a Certified Engineering Technologist (C.E.T.). What do I need to do?**

Fill in our [Application for Certification](#) and in section 7 check off “Reclassification to ...” and enter in C.E.T. Make sure you complete the application in full and send us an up-to-date resume, job description signed by your supervisor and any new academic information acquired since we last reviewed your file. Make sure any documents are originals or notarized copies. Send us the application with the accompanying information and the Admissions Committee will review your file and assign subject competencies that you are required to complete in addition to any other certification requirements. You would then contact an academic institution such as a college or university regarding the availability of courses in these subject areas. These courses need to be at the technologist level (the 5<sup>th</sup> or 6<sup>th</sup> semester of a 3 year engineering technology program). Some courses may be available through distance education or you can apply for [OACETT technical exams](#). (Also see the “New Applicants” section above – Question #20).

**2. Is there a fee for a reclassification of my membership status?**

Yes, if you are a Certified Technician and wish to reclassify to a Certified Engineering Technologist, or Applied Science Technologist, an application fee will be required, see Question # 1 immediately above for the process and our [fee schedule](#) for the current reclassification fee.

## **Reinstating Your Membership**

**1. I let my membership with OACETT lapse. How can I become an active member again?**

If you have been resigned for more than five years, we no longer have your records and you must apply as a new applicant and fulfill the current requirements. Please use the [application form for new applicants](#). If you aren't sure of how long it's been, just contact us. If it has been less than five years you may reinstate your membership. Please note the following: if you were certified prior to the Professional Practice Exam (PPE) becoming a certification requirement you will need to now pass the PPE, and you will be reinstated only to titles that are currently in use. Please see the [Rejoining OACETT](#) information on our website.

**Revised March 2009**