



## APPLICATION FOR CERTIFICATION

Ontario Association of Certified Engineering Technicians and Technologists  
 10 Four Seasons Place, Suite 404  
 Toronto, ON M9B 6H7  
 Tel: 416.621.9621 Fax: 416.621.8694  
 website <http://www.oacett.org> email: register@oacett.org

Please read the Frequently Asked Questions on the OACETT website, [www.oacett.org](http://www.oacett.org) prior to completing the application.

**NOTE: Please print all information. Complete all sections. Incomplete applications will be returned to the applicant, thereby causing undue delays in processing.**

### PERSONAL INFORMATION

Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss <input type="checkbox"/> Ms. <input type="checkbox"/> Other	Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>
First Name:	Last Name:
Middle Name:	Maiden Name:
Citizenship: <input type="checkbox"/> Canadian <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Other	Date of Birth (yyyy/mm/dd):

### RESIDENCE ADDRESS

Number & Street
Apartment/Suite
City/Town
Province
Postal Code

### EMPLOYER ADDRESS

Number & Street
Suite
City/Town
Province
Postal Code

### TELEPHONE (including area code)

Residence:
Business:
Cell:

### EMAIL

Residence:
Business:

**Please indicate preferred mailing and email address by (\*), otherwise all correspondence will be sent to your residence contacts.**

#### I am applying for:

- Certified Technician (C.Tech.) ✦
- Certified Engineering Technologist (C.E.T.) ✦
- Reclassification from Certified Technician (C.Tech.) to Certified Engineering Technologist (C.E.T.) ✦
- Student/Associate upgrading to Full Member ▲

✦ Application fee required, see page 4 for fees.

▲ No application fee required.

**NOTE:** The Institute of Engineering Technology of Ontario (IETO), OACETT's certifying arm will determine your level of actual membership after the review of your documentation.

**PREVIOUS/CURRENT AFFILIATIONS:**

Are you now, or have you ever been a member of an Engineering Technology Association/Society or Engineering licensing body in Canada or elsewhere?  Yes  No

If yes, please indicate:

Name of Association:	Member/Licence Number:
Year(s):	Province:
Classification:	Country:

**ACADEMIC INFORMATION**

**Discipline:** Indicate discipline of study. Your discipline of registration is normally related to your post-secondary educational program. The Admissions Committee will make sure that you are registered in the right discipline.

- Bioscience  Building  Chemical  Civil  Computer  Electrical  Electronics  Environmental  
 Geomatics  Geological  Industrial  Instrumentation  Mechanical  Mining  Resources  
 Other \_\_\_\_\_

<b>Post Secondary Education</b>		Dates Attended				Diploma/Degree Earned	Year Graduated
		From		To			
College/University Attended	Address (include city, province, country, etc.)	Month	Year	Month	Year		

Official transcript(s) of your subjects and marks sent directly from your post-secondary institution is required. 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 transcripts, diplomas, degrees, or certificates are not in English, English translations must be prepared by a certified member of the Association of Translators and Interpreters of Ontario.

<b>Other Related Technology Education</b>		Dates Attended				Diploma/Degree Earned	Year Graduated
		From		To			
Name of School	Address (include city, province, country, etc.)	Month	Year	Month	Year		

If you do not have all the required post secondary academics, IETO will assign the missing competencies to you which you can acquire through post secondary courses or OACETT technical exams. If you have significant technology or applied science experience, or have acquired the necessary learning through non-traditional means, IETO may be able to give you some credit toward the missing academics through Prior Learning Assessment Recognition (PLAR). IETO will automatically review your file for PLAR suitability if your academics do not meet our requirements. We will ask you to complete a self-assessment documenting your prior learning; a portfolio submission or interview may also be necessary. There is no need to do anything at the time of this initial application as we will contact you if PLAR is an option for you. Read more about PLAR on our website at [www.oacett.org](http://www.oacett.org).

**MOST RECENT TECHNOLOGY RELATED EMPLOYMENT INFORMATION, WORK HISTORY AND REFERENCES**

Please provide a chronological resume utilizing the following headings for positions you have held (including your present position).

Dates				Job Title	Name	Employer	
From		To				Location	Supervisor's Name & Title
Month	Year	Month	Year				

Please submit a detailed job description for your current or most recent position. Your supervisor, manager or other responsible person must attest to the accuracy of this job description by signing each sheet. If you are not currently employed in the technology field, provide the last relevant technology job description.

Provide the names and contact information of at least three persons (preferably your current and past supervisor, engineering technologists, technicians, professional engineers or other professionals) who have a good knowledge of your capabilities and work experience. OACETT will contact these individuals on your behalf. (PLEASE PRINT)

**REFERENCES**

Name (Current Supervisor):	Position:
Professional Title* (e.g. C.E.T.):	
Address:	
Email Address (mandatory):	

Name:	Position:
Professional Title* (e.g. C.E.T.):	
Address:	
Email Address (mandatory):	

Name:	Position:
Professional Title* (e.g. C.E.T.):	
Address:	
Email Address (mandatory):	

\* Professional Title if applicable.

## DECLARATION AND FEE INFORMATION

Sub-section 11(1) (a) of the OACETT Act requires that all applicants be of good character to attain registration. All applicants must answer the following questions. If you have any questions regarding these statements, please contact the OACETT Registrar. I declare that:

- a. I have never been refused membership or had registration revoked or suspended by another Engineering Technology Association/Society or Engineering licensing body.
- b. There is no record on any register of any technology organization or regulatory or licensing body of a finding against me of professional misconduct, incapacity or incompetence.
- c. I have never been found guilty of any offence under the OACETT Act or By Laws, or another regulatory body.

I hereby certify that the information on this form (including the front page and any attachments hereto) is true and correct to the best of my knowledge. I agree that the professional reference questionnaires provided by my references are strictly confidential to OACETT.

**I have read OACETT's Code of Ethics and Rules of Professional Conduct on the OACETT website, [www.oacett.org](http://www.oacett.org) and I agree to abide by them.** I understand that any certificate(s) of membership, card, stamp or ring issued by the Association remains the property of the Association and shall be returned if my membership should cease for any reason.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

### FEES

HST#107796658RT0001

Application Fee	\$155.00	Reclassification Fee	\$51.50
HST	\$ 20.15	HST	\$ 6.70
Total	\$175.15	Total	\$58.20

Cheque/Money Order enclosed for \$ \_\_\_\_\_ or bill my:  VISA  MASTERCARD  AMERICAN EXPRESS

Card Number: \_\_\_\_\_

Expiry Date: \_\_\_\_\_  
(mm/yyyy)

Authorized Signature\*: \_\_\_\_\_

\*(Cardholder will pay to the issuer of the charge card the amount in accordance with the Issuer's agreement with the cardholder.)

**NOTE: Application or reclassification fees are non refundable. These fees are also NOT tax deductible, however, if you require a receipt, check here . Allow six weeks for mailing of receipt.**

**Annual membership dues will be billed once OACETT accepts your application for membership. You will be invoiced for your annual dues on the anniversary date of your initial application and subsequent years as long as you remain a member. Check the current fee schedule at [www.oacett.org](http://www.oacett.org). It is your responsibility to pay your annual membership dues to maintain your membership in OACETT. Non-payment of your dues will cause your membership to lapse. Non-payment of annual dues will result in your application not being processed any further.**

### Checklist (All documentation received in support of your application becomes the property of OACETT)

- An official transcript bears the seal of the college and signature of the registrar and is sent directly to OACETT in a sealed envelope. Applicants whose education was outside North America and, who cannot obtain official transcripts, may submit notarized English translated copies of their academic documents. English translations must be prepared by a certified member of the Association of Translators and Interpreters of Ontario.
- A photocopy of your birth certificate or Canadian Permanent Resident Card.
- A current detailed job description, signed by your supervisor.
- A detailed resume of all of your past experience.
- The application fee.

We take the protection of your personal information very seriously. That is why we only collect the information you have agreed to, and we only collect the information necessary for certification. As such, we collect, use and disclose your personal information in accordance with the standards provided under the Personal Information Protection and Electronic Documents Act. Please review our privacy policy surrounding the collection, use and disclosure of your information by visiting [www.oacett.org](http://www.oacett.org) or you can request a hard copy by calling 416-621-9621.