



OACETT
The Technology Professionals In Ontario

Road Construction Designation Program
Application and Guide



How to Apply

Application and File Review Process for Certification and Road Construction Designation

If you are an OACETT Member

1. Complete and submit the following:
 - Application for Road Construction Designation (page 3)
 - Road Construction Application Fee (See Road Construction Designation Fee Schedule on page 10.)
 - Copies of OGRA/CEO course certificates
 - Road Construction Work Experience Log (not required for rcji)
2. Your file will then be reviewed by our Admissions Committee.
You will be notified of the results of the review including any course requirements approximately six to eight weeks after receiving your completed application and documentation.
3. When all the requirements are satisfied you will be awarded a Road Construction designation - rcji, rcsi or rcca at the next admissions date (usually in the first week of each month). A Road Construction Membership card will be sent to you. You will also receive an invoice for Road Construction annual membership dues at the same time. (See Road Construction Designation Fee Schedule on page 10.)

Note: Your Road Construction Membership Card is valid for one year. Your membership card for subsequent years will be mailed to you upon payment of your Road Construction annual membership dues.

If you are not an OACETT member

You will have to apply for OACETT membership and Road Construction at the same time.

1. Complete and submit the following for OACETT Membership:
 - [Application for Certification](#)
 - Application Fee for OACETT membership (See Road Construction Designation Fee Schedule on page 10.)
 - A current or most recent job description signed by your supervisor
 - An up-to-date resume listing your work experience
 - [Proof of Legal Name](#)
 - An official transcript of your subjects and marks sent directly from your post-secondary institution*
2. To apply for Road Construction, see information under “If you are an OACETT Member” in the adjacent column.

Note: When you are awarded membership with OACETT and road construction, you will be invoiced for both OACETT and Road Construction annual dues. (See Road Construction Designation Fee Schedule on page 10.)

* If you cannot obtain a transcript because the institution is not in Canada, take your original transcript to a lawyer, a notary, or a commissioner of oaths licenced in Ontario/Canada to have a copy certified and mail this copy to OACETT with your application. If you only have one original transcript make sure you send a notarized copy rather than the original as the documents become the property of OACETT. If the original transcript is not in English, it must be a notarized translated copy prepared by a certified member of the Association of Translators and Interpreters of Ontario (ATIO).



APPLICATION FOR ROAD CONSTRUCTION DESIGNATIONS

Ontario Association of Certified Engineering Technicians and Technologists
10 Four Seasons Place, Suite 404, TORONTO ON M9B 6H7

Telephone: 416.621.9621

Fax: 416.621.8694

Email: info@oacett.org

Website: www.oacett.org

This application is to be used by OACETT and non-OACETT members. Non-OACETT members must also complete and submit an Application for Certification. This application may be completed online or downloaded from the OACETT website www.oacett.org. Members are responsible for updating information on their OACETT member profile.

PERSONAL INFORMATION

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

ADDRESS

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

TELEPHONE (including area code)

EMAIL

Residence:	Residence:
Business:	Business:
Cell:	

MEMBERSHIP

Are you currently an active OACETT member?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Membership # (if applicable)		

ROAD CONSTRUCTION EXPERIENCE

The Road Construction Work Experience log *must* be filled in completely and submitted along with this application except if applying for rcji. The log must be completed even if you have provided the information on your OACETT Application for Certification.

PAYMENT INFORMATION

Application Fee: \$90.00 + \$11.70 HST = \$101.70

APPLICATION FEE IS NON-REFUNDABLE

HST#10779658T001

Method of Payment

VISA <input type="checkbox"/>	M/C <input type="checkbox"/>	AMEX <input type="checkbox"/>	CHEQUE/MONEY ORDER <input type="checkbox"/>
Card Number:	Expiry Date:	(mm/yyyy)	
Name of Cardholder:	*Authorized Signature:		
* Cardholder will pay to the issuer of the charge card the amount in accordance with the issuer's agreement with the cardholder.			

PERMISSION TO RELEASE INFORMATION & PRIVACY POLICY

I give OACETT permission to release information about my certification to my employer:	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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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 or you may request a hard copy by calling 416.621.9621.

Applicant's Signature: _____ Date: _____



Work Experience Log - Road Construction Designation Program

Applicant Name: _____

OACETT Membership Number: _____
 (If available at time of applying for Road Construction Designation)

Guidelines:

1. Your current supervisor (or most recent, if not currently working) must verify, sign and date the experience log.
2. Refer to pages 5 to 9 for experience requirements for the different designation categories.
3. A contract year is a minimum of 7 continuous months (or a minimum of 1200 hours) of work experience in a 12-month period on an MTO contract. Where the duration of experience for a contract year is marginally insufficient, the applicant may document hours worked if it might be to their advantage. Experience in road construction administration may be combined with field experience. Prior work experience in road construction may be considered.
4. Lay off periods do not count as part of continuous employment in a contract year.
5. Vacation periods do not count but do not constitute an interruption of a contract year unless the vacation exceeds 1 month.
6. Summer experience prior to graduation does not count towards experience.
7. Complete all columns in chronological order, starting from your most recent position.

Employer Name/Address <small>(Chronological order starting from your most recent employer)</small>	Your Position/Title and Duties/Responsibilities	Start Date <small>yyyy/mm/dd</small>	End Date <small>yyyy/mm/dd</small>	Number of Continuous Months	MTO Contract Number/Reference	For Staff use only

Supervisor's Name: _____
Supervisor's Title: _____
Supervisor's Signature: _____
Date: _____

Applicant's Signature: _____
Date: _____

ROAD CONSTRUCTION DESIGNATION REQUIREMENTS FOR OACETT MEMBER CATEGORIES

OACETT Designation Requirements	Road Construction Junior Inspector (rcji)	Road Construction Senior Inspector (rcsi)	Road Construction Contract Administrator (rcca)
<p>A. Certified Engineering Technologists (C.E.T.)</p> <p>Requirements: Graduation from a 3-year Civil Engineering Technology program (or equivalent), Professional Practice Exam (PPE), Technology Report (TR) and 2 years of work experience in the related field, including the option of one year experience in Canada <u>or</u> the completion of the Internationally Educated Professional Practice Exam (IEPPE) instead of the PPE</p> <p>Note For electrical and environmental road construction, the appropriate academic program is required</p>	<p style="text-align: center;">Designation: C.E.T., rcji</p> <ul style="list-style-type: none"> • C.E.T. requirements • No additional requirements for rcji 	<p style="text-align: center;">Designation: C.E.T., rcsi</p> <ul style="list-style-type: none"> • C.E.T. requirements • CEO Highway Construction Inspection (HCI) course • 1 or more technical OGRA courses may be required • Minimum 2 years' experience as rcji or minimum 5 years' experience working for Ministry of Transportation as MTO Technician in road construction or equivalent experience 	<p style="text-align: center;">Designation: C.E.T., rcca</p> <ul style="list-style-type: none"> • C.E.T. requirements • All requirements of rcsi • CEO Contract Administration (CA) course • 1 or more technical OGRA courses may be required • Minimum 3 years' experience as rcsi or minimum 3 years' experience as MTO Contract Services Administrator (CSA) or minimum 5 years' QAO experience working for MTO or equivalent experience
<p>B. Applied Science Technologist (A.Sc.T.) (no longer conferred)</p> <p>Requirements: Graduation from a 3-year Civil Engineering Technology program (or equivalent), Professional Practice Exam (PPE), Technology Report (TR) and 2 years of work experience in the related field, including the option of one year experience in Canada</p>	<p style="text-align: center;">Designation: A.Sc.T., rcji</p> <ul style="list-style-type: none"> • A.Sc.T. requirements • No additional requirements for rcji 	<p style="text-align: center;">Designation: A.Sc.T., rcsi</p> <ul style="list-style-type: none"> • A.Sc.T. requirements • CEO Highway Construction Inspection (HCI) course • 1 or more technical OGRA courses may be required • Minimum 2 years' experience as rcji or minimum 5 years' experience working for Ministry of Transportation as 	<p style="text-align: center;">Designation: A.Sc.T., rcca</p> <ul style="list-style-type: none"> • A.Sc.T. requirements • All requirements of rcsi • CEO Contract Administration (CA) course • 1 or more technical OGRA courses may be required • Minimum 3 years' experience as rcsi or minimum 3 years' experience as MTO Contract Services Administrator (CSA)

ROAD CONSTRUCTION DESIGNATION REQUIREMENTS FOR OACETT MEMBER CATEGORIES

OACETT Designation Requirements	Road Construction Junior Inspector (rcji)	Road Construction Senior Inspector (rcsi)	Road Construction Contract Administrator (rcca)
<p><u>or</u> the completion of the Internationally Educated Professional Practice Exam (IEPPE) instead of the PPE</p> <p>Note For electrical and environmental road construction, the appropriate academic program is required</p>		<p>MTO Technician in road construction or equivalent experience</p>	<p>or minimum 5 years' QAO experience working for MTO or equivalent experience</p>
<p>C. Certified Technician (C.Tech.)</p> <p>Requirements: Graduation from a 2-year Civil Engineering Technician program (or equivalent), Professional Practice Exam (PPE) and 2 years of work experience in the related field, including the option of one year experience in Canada <u>or</u> the completion of the Internationally Educated Professional Practice Exam (IEPPE) instead of the PPE</p> <p>Note For electrical and environmental road construction, the appropriate academic program is required</p>	<p style="text-align: center;">Designation: C.Tech., rcji</p> <ul style="list-style-type: none"> • C.Tech. requirements • No additional requirements for rcji 	<p style="text-align: center;">Designation: C.Tech., rcsi</p> <ul style="list-style-type: none"> • C.Tech. requirements • CEO Highway Construction Inspection (HCI) course • 2 or more technical OGRA courses may be required • Minimum 3 years' experience as rcji or minimum 5 years' experience working for Ministry of Transportation as MTO Technician in road construction or equivalent experience 	<p style="text-align: center;">Designation: C.Tech., rcca</p> <ul style="list-style-type: none"> • C.Tech. requirements • All requirements of rcsi • CEO Contract Administration (CA) course • 1 or more technical OGRA courses maybe required • Minimum 4 years' experience as rcsi or minimum 3 years' experience working for Ministry of Transportation as MTO Contract Services Administrator (CSA) or minimum 5 years' QAO experience working for MTO or equivalent experience
<p>D. Graduate Technologist</p> <p>Academic requirements: Graduation from a 3-year Civil</p>	<p style="text-align: center;">Designation: Graduate Technologist, rcji</p> <ul style="list-style-type: none"> • Graduate Technologist requirements • No additional requirements for rcji 	<p style="text-align: center;">Designation: Graduate Technologist, rcsi</p> <ul style="list-style-type: none"> • Graduate Technologist requirements • CEO Highway Construction Inspection 	<p style="text-align: center;">Designation: Graduate Technologist, rcca</p> <ul style="list-style-type: none"> • Graduate Technologist requirements • All requirements of rcsi

ROAD CONSTRUCTION DESIGNATION REQUIREMENTS FOR OACETT MEMBER CATEGORIES

OACETT Designation Requirements	Road Construction Junior Inspector (rcji)	Road Construction Senior Inspector (rcsi)	Road Construction Contract Administrator (rcca)
<p>Engineering Technology Program (or equivalent)</p> <p>Note 1 For electrical and environmental road construction, the appropriate academic program is required</p> <p>Note 2 Graduate Technologist is an Associate level of membership and all Associates including road constructions members must complete their OACETT certification (C.Tech. or C.E.T.) requirements within 3 or 6 years to maintain their Road Construction designation</p>		<p>(HCI) course</p> <ul style="list-style-type: none"> • 1 or more technical OGRA courses may be required • Minimum 2 years' experience as rcji or minimum 5 years' experience working for Ministry of Transportation as MTO Technician in road construction or equivalent experience 	<ul style="list-style-type: none"> • CEO Contract Administration(CA) course • 1 or more technical OGRA courses may be required • Minimum 3 years' experience as rcsi or minimum 3 years' working for Ministry of Transportation as MTO Contract Services Administrator (CSA) or minimum 5 years' QAO experience working for MTO or equivalent experience
<p>E. Graduate Technician</p> <p>Academic requirements: Graduation from a 2-year Civil Engineering Technician Program (or equivalent)</p> <p>Note 1 For electrical and environmental road construction, the appropriate academic program is required</p> <p>Note 2 Graduate Technician is an Associate level of membership and all Associates including road</p>	<p>Designation: Graduate Technician, rcji</p> <ul style="list-style-type: none"> • Graduate Technician requirements • No additional requirements for rcji 	<p>Designation: Graduate Technician, rcsi</p> <ul style="list-style-type: none"> • Graduate Technician requirements • CEO Highway Construction Inspection (HCI) course • 2 or more technical OGRA courses maybe required • Minimum 3 years' experience as rcji or minimum 5 years' experience working for Ministry of Transportation as MTO Technician in road construction or equivalent experience 	<p>Designation: Graduate Technician, rcca</p> <ul style="list-style-type: none"> • Graduate Technician requirements • All requirements of an rcsi • CEO Contract Administration (CA) course • 1 or more technical OGRA courses may be required • Minimum 4 years' experience as rcsi or minimum 3 years' experience working for Ministry of Transportation as MTO Contract Services Administrator (CSA) or minimum 5 years' QAO experience working for MTO or equivalent experience

ROAD CONSTRUCTION DESIGNATION REQUIREMENTS FOR OACETT MEMBER CATEGORIES

OACETT Designation Requirements	Road Construction Junior Inspector (rcji)	Road Construction Senior Inspector (rcsi)	Road Construction Contract Administrator (rcca)
<p>construction members must complete their OACETT certification (C.Tech. or C.E.T.) requirements within 3 or 6 years to maintain their Road Construction designation</p>			
<p>F. Technical Specialist</p> <p>Academic requirements: Minimum of 6 academic credits from a post secondary program (or equivalent)</p> <p>Note 1 For electrical and environmental road construction, the appropriate academic program is required</p> <p>Note 2 Technical Specialist is an Associate level of membership and all Associates including road constructions members must complete their OACETT certification (C.Tech. or C.E.T.) requirements within 3 or 6 years to maintain their Road Construction designation</p>	<p>Designation: Technical Specialist, rcji</p> <ul style="list-style-type: none"> • Technical Specialist requirements • Minimum 1 year of experience with Ministry of Transportation as assistant inspector, checker or office administrative assistant in road construction 	<p>Designation: Technical Specialist, rcsi</p> <ul style="list-style-type: none"> • Technical Specialist requirements • CEO Highway Construction Inspection (HCI) course • 2 or more technical OGRA courses may be required • Minimum of 5 years' experience as rcji or minimum 5 years' working for Ministry of Transportation as MTO Technician in road construction or equivalent experience 	<p>Designation: Technical Specialist, rcca</p> <ul style="list-style-type: none"> • Technical Specialist requirements • All the requirements of rcsi • CEO Contract Administration (CA) course • 2 or more technical OGRA courses may be required • Minimum 5 years' experience as rcsi or minimum 3 years' experience working for Ministry of Transportation as MTO Contract Services Administrator (CSA) or minimum 5 years' QAO experience working for MTO or equivalent experience

ROAD CONSTRUCTION DESIGNATION REQUIREMENTS FOR OACETT MEMBER CATEGORIES

Notes:

1. An applicant must be accepted as an OACETT member before a Road Construction designation can be awarded.
2. An rcca allows you to perform all the duties of an rcsi or rcji. Similarly, an rcsi allows you to perform all the duties of an rcji.
3. Members with the rcca will be required to complete the CEO Road Construction Contract Administration Recertification course on a 3-year cycle to maintain their rcca.
4. See Road Construction Designation Program Acronyms and Definitions on page 11.



Road Construction Designation Fee Schedule 2019

HST #107796658RT0001

	Amount	HST	Total
Application Fees			
Non-OACETT Member			
Membership Application Fee	\$ 225.00	\$ 29.25	\$ 254.25
Road Construction Application Fee	\$ 90.00	\$ 11.70	\$ 101.70
Total Application Fees	\$ 315.00	\$ 40.95	\$ 355.95
Current OACETT Member			
Road Construction Application Fee	\$ 90.00	\$ 11.70	\$ 101.70
Total Application Fees	\$ 90.00	\$ 11.70	\$ 101.70

Annual Membership Dues			
Certified and Associate Members			
Membership Dues	\$ 220.46	\$ 28.66	\$ 249.12
Road Construction Designation Dues	\$ 73.50	\$ 9.55	\$ 83.05
Total Annual Membership Dues	\$ 293.96	\$ 38.21	\$ 332.17

Student Fees			
To apply for a road construction designation, students must have completed the 2nd year of a technician or technologist program			
Student Application Fees			
Student Application Fee	\$ 50.00	\$ 6.50	\$ 56.50
Road Construction Application Fee	\$ 90.00	\$ 11.70	\$ 101.70
Total Application Fees	\$ 140.00	\$ 18.20	\$ 158.20
Annual Membership Dues (1st year)			
Student Membership Dues (waived)	NIL	NIL	NIL
Road Construction Designation Dues	\$ 73.50	\$ 9.55	\$ 83.05
Total Annual Membership Dues	\$ 73.50	\$ 9.37	\$ 83.05
Annual Membership Dues (subsequent years as full-time student)			
Student Membership Dues	\$ 50.00	\$ 6.50	\$ 56.50
Road Construction Designation Dues	\$ 73.50	\$ 9.55	\$ 83.05
Total Annual Members Dues	\$ 123.50	\$ 16.05	\$ 139.55

Additional Fees: Professional Practice Exam (PPE/IEPPE)

PPE/IEPPE: Printable, downloadable eBook, one exam session, valid for 6 months	\$ 250.00	\$ 15.60	\$ 265.60
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Note: The PPE/IEPPE is mandatory in order to obtain certification as a C.E.T. or C.Tech.

Associate members are given 3 or 6 years to certify based on outstanding academic or experience requirements.



Road Construction Designation Program Acronyms and Definitions

Organizations/Associations

CEO	Consulting Engineers of Ontario
MTO	Ministry of Transportation of Ontario
OGRA	Ontario Good Roads Association

OACETT Protected Designations for Certified Members (The OACETT Act 1998)

C.Tech.	Certified Technician
C.E.T.	Certified Engineering Technologist
A.Sc.T.	Applied Science Technologist (No longer awarded)

OACETT Associate Member Categories for Road Construction

Graduate Technologist	Graduate from a 3-year engineering technology program
Graduate Technician	Graduate from a 2-year engineering technology program
Technical Specialist	Other applicants who do not fall under the above categories

Note: Associate members must certify to C.Tech. or C.E.T. within 3 or 6 years depending on outstanding academics and experience competencies to maintain their road construction designation.

OACETT/MTO Road Construction Designations

rcji	Road Construction Junior Inspector
rcsi	Road Construction Senior Inspector
rcca	Road Construction Contract Administrator

Other MTO Job Categories or Titles

QAO	Quality Assurance Officer
CSA	Contract Services Administrator
MTO Technician	Technician with MTO
Checker	Clerical jobsite position (usually entry level)
Office Administrator	Clerical office position (usually entry level)
Project Supervisor	Person who administers or oversees road construction contracts including municipal contracts.

Approved Courses

Contract Administration (CA) Course	Available through CEO
Highway Construction Inspection (HCI) Course	Available through CEO
Road Construction Contract Administration Recertification Course	Available through CEO
Scott McKay Soils Technology Course	Available through OGRA
Scott McKay Concrete Technology Course	Available through OGRA
Scott McKay Bituminous Technology Course	Available through OGRA
Scott McKay General Inspection Course	Available through OGRA

Additional Terms

1 Contract Year: 1 contract year equals 7 continuous months' employment; or not less than 7 months within a calendar year or a 12-month period.