



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

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\*Member Name: \_\_\_\_\_ Date: \_\_\_\_\_

\*Membership #: \_\_\_\_\_

\*I am requesting that a 2<sup>nd</sup> file review be completed of my file for the following reasons.

Disagree with level of experience granted\*

Disagree with level of academics granted

\*If the request is related to level of experience, is the job description(s) that you are questioning, the same ones that were submitted with your application for certification:

**NO** – they have been updated or revised, or my role has changed.

**STOP – this is not a 2<sup>nd</sup> FILE REVIEW, but is an update to your experience, and these documents can be uploaded to your OACETT portal account and be considered as part of an experience review. OACETT staff will submit these to the Admissions Committee for review, and you will see the review result in your OACETT portal account in 8 to 10 weeks**

**YES** – these are the same documents that were submitted previously and therefore this meets the requirements of a 2<sup>nd</sup> File Review

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Attach a copy of the profiles of a Technician and Technologist (from <https://www.oacett.org/Membership/Certify/Technician-and-Technologist-Profiles>), and clearly identify on this list, and your job description(s) where these roles are shown. If your role has more competencies that match those of a technician than a technologist, then the role of a technician will be determined.

You need to be direct in where the role of a technologist is shown, a broad generalization of what a person feels they are capable of performing, is not sufficient. We also rely on references to validate these roles, so if your previously supplied references advised us that your roles was at the level of a technician, then this will also affect the experience review results.

File review results are CONFIDENTIAL and cannot be shared with anyone but the affected member themselves. We cannot discuss your request with your employer or other members.

Reasons for 2<sup>nd</sup> File Review : \_\_\_\_\_  
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I am attaching the following supporting documentation. Requests related to experience will not be processed without these items.

OACETT profile of Technician and Technologist – I have identified where my job description(s) match

My previously UNCHANGED submitted job description – I have identified where statements match the OACETT profile above

I understand that a 2<sup>nd</sup> review of my file will take 8 weeks or longer.

\*Member's Signature: \_\_\_\_\_

\* These fields need to be completed.

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You can send this form plus accompanying documentation via email to:

Carol Warner, C.Tech., Deputy Registrar  
10 Four Seasons Place, Suite 404  
TORONTO ON M9B 6H7

Email: [cwarner@oacett.org](mailto:cwarner@oacett.org)

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