



The Association of Engineering Technicians and  
Technologists of Newfoundland and Labrador

Application for Certification

Professional Technologist (PTech)

or

Certified Technician (CTech)

Memo:

To: The Applicant

From: Tony Scott, PTech – AETTNL President

The members of AETTNL Inc. appreciate your interest in this Association and would welcome a formal application for membership.

AETTNL membership is increasing rapidly and employer appreciation is growing. In addition to becoming a part of a recognized Association working for common goals, you will be eligible for an excellent Group Life Insurance Plan and other services arranged for Technicians and Technologists.

AETTNL Inc. is a constituent member of the Canadian Council of Technicians and Technologists (CCTT). CCTT co-ordinates the efforts of the Provincial Associations across Canada to become a national voice for over Forty Thousand Certified Technicians and Technologists of Canada.

I would encourage you to carefully read the information included in this application. Special emphasis should be placed on technical experience and education. It is extremely important for applicants to supply complete documentation for all academic credits.

Official Transcripts of Academic Records along with a copy of your diplomas must accompany the application; otherwise delays and additional correspondence will result. You will also be required to write a practice exam, which contains questions on ethics, practice guidelines, and torts.

A detailed job description is important also. Sometimes applicants “shortchange” themselves by including a vague summary and assume the Certification/Registration Board will understand the full technical content of their position. Disappointment can result. Do not write a book however, avoid being brief.

We look forward to you becoming a Certified Member of this Association. If you have additional questions, please do not hesitate to contact the association office.

## AETTNL Mission

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AETTNL works to protect the interests of the public by maintaining, improving and increasing the knowledge, ability and competence of technicians and technologists and to regulate their standards of training and practice. The federally regulated professional designations granted by AETTNL are: Applied Science Technologist (AScT); Certified Engineering Technologist (CET); and Certified Technician (CTech). The association provides services for industry, government and the public as well as its members.

## AETTNL Goals

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- To administer the constitution of AETTNL in the public interest.
- To promote Applied Science Technology as a recognized profession.
- To maintain a high standard of professional certification, ethics and practice.
- To develop rewarding and challenging career opportunities for members.
- To maintain a strong membership base and economically sound and efficient organizational structure.
- To provide benefits that meet the professional, technical and economic needs of members.
- To exercise a positive influence on public attitudes and legislation as they relate to applied science/engineering technology.

## MEMBERSHIP:

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### Certified Member - PTech, CTech.

The category of Certified will include Applied Science Technologist, Certified Engineering Technologist, Certified Engineering Technician and Certified Technician. These classifications are available to individuals who have achieved a combination of academic credits and experience acceptable to the association. Certified Members will upon admission and payment of the requisite membership fee, be afforded the right to attend Provincial meetings, participate, make motions, vote and hold office. Certified Members remain as such as long as they keep current with their annual dues.

### Associate Member

The category of Associate Member is open to those who are employed in the related engineering fields, but are unable to meet the academic requirements. Students in the second year of a Technician Course or third year of a Technology Program or a new graduate with less than two years of technical experience or equivalent may also be granted Associate Membership. They will upon admission and payment of the requisite membership fee, be afforded the right to attend Provincial meetings and participate, however may not take motions, vote nor hold office. Associate members may remain for no more than five years before becoming certified members of the Association, unless satisfactory reasons for not becoming certified members are presented to Council.

### Student Member

The category of Student Member is open to any person, who is enrolled as a student at a recognized institute. They will be afforded the right to attend meetings only and to speak but not to make motions, vote or hold office. They will pay annual fees as prescribed in the schedule of fees.

## Code of Ethics

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1. Hold paramount the safety, health and welfare of the public, the protection of the environment and the promotion of health and safety within the workplace;
2. Undertake and accept responsibility for professional assignments only when qualified by training or experience;
3. Provide an opinion on a professional subject only when it is founded upon adequate knowledge and honest conviction;
4. Act with integrity towards clients or employers, maintain confidentiality and avoid a conflict of interest but, where such conflict arises, fully disclose the circumstances without delay to the employer or client;
5. Uphold the principle of appropriate and adequate compensation for the performance of their work;
6. Keep informed to maintain proficiency and competence, to advance the body of knowledge within their discipline and further opportunities for the professional development of their associates;
7. Conduct themselves with fairness, courtesy and good faith towards clients, colleagues and others, give credit where it is due and accept, as well as give, honest and fair professional comment;
8. Present clearly to employers and clients the possible consequences if professional decisions or judgments are overruled or disregarded;
9. Report to the appropriate agencies any hazardous, illegal or unethical professional decisions or practices by other members or others; and
10. Promote public knowledge and appreciation of applied science and engineering technology and protect the Association from misrepresentation and misunderstanding.

## Benefits of Membership

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In addition to professional certification and registration, AETTNL provides an innovative and expanding inventory of services and benefits. They are as follows:

- Professional titles restricted under Trade Marks Act.
- Identification Stamp
- Accreditation of College programs
- Scholarships
- Professional Ring
- Salary Survey
- Newsletter
- Employment Referral Services
- Insurance Programs; life, home, auto etc.
- Professional Certification and Registration

## AETTNL Fee Schedule

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Application Fee for Certification (Accredited Program)	\$125.00
Application Fee for Certification (Non-accredited Program)	\$150.00
Reinstatement Fee	\$50.00
Transfer Fee	\$50.00
Re-evaluation/Re-classification Fee	\$50.00
Professional Practice Exam Fee	\$75.00
Dues:	
Certified Member	\$145.00
Associate Member	\$90.00
Student Member	\$50.00
Retired member	\$72.50
<b>AETTNL Merchandise</b>	
Ring**	\$85.00
Certified Member Identification Stamp	\$50.00

***All Fees are subject to 13% HST***

***Annual dues are renewable September 1<sup>st</sup> each year***

***All above fees/dues are non refundable.***

***\*\*Professional Ring awarded to all new certified members at no charge.***



Association of Engineering Technicians & Technologists  
 of Newfoundland & Labrador Inc. (AETTNL)  
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[aetn@nfld.com](mailto:aetn@nfld.com)  
[www.aetn.com](http://www.aetn.com)

### Application for Certification

1. Last/First Name	Nee
2. Residential Address:	
City:	Province:
Postal Code:	
Tel #'s: Home:	Work:
Fax #:	
Email Address:	Homepage Address:
3. Birth date (D/M/Y)	Male:
	Female:
Place of Birth:	
4. Are you a present member of AETTNL? Yes No Previous member of AETTNL: Yes No	
5. Canadian Citizen: Yes No Permanent Resident: Other:	
6. Give names and addresses of at least three references that are in a position to verify work experience. At least one referee should have a professional designation: PTech, CET, ASCT, CTech, P.Eng, P.Geo, NLAA, NLS. If you are unable to supply a referee with a professional designation, please use a person who can verify your technical experience.	
<b>(A) Name:</b>	<b>Tel #:</b>
	<b>Fax #:</b>
<b>Street Address:</b>	<b>City/Prov:</b>
<b>Postal Code</b>	
<b>Email: (Please print)</b>	
<b>(B) Name:</b>	<b>Tel #:</b>
	<b>Fax #:</b>
<b>Street Address:</b>	<b>City/Prov:</b>
<b>Postal Code</b>	
<b>Email: (Please print)</b>	
<b>(C) Name:</b>	<b>Tel #:</b>
	<b>Fax #:</b>
<b>Street Address:</b>	<b>City/Prov:</b>
<b>Postal Code</b>	
<b>Email: (Please print)</b>	
7. Area of Certification Desired (Check one):	
Bioscience	Building
	Chemical
Civil	Electrical
	Electronics

Forestry	Industrial	Instrumentation
Mechanical	Mining	Petroleum
Geomatics	Sub-discipline of certification:	

Note: For these disciplines you may be certified as a Professional Technologist (PTech) or Certified Technician (CTech).

8. To the best of my knowledge, the answers given on this application are true and all documentation in support of my application are authentic. If membership is granted, I agree to abide by the AETTNL Code of Ethics and Constitution/ By-laws.

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

9. Application Fee: see AETTNL Fee Schedule page 7.

**TECHNICAL WORK EXPERIENCE RECORD**

10. Please list experience starting with your present employer. List all applicable technical work experience to obtain maximum credit. If insufficient room, please attach information on a separate sheet of paper.

(A) Present Employer:

Street Address: \_\_\_\_\_ City/Prov: \_\_\_\_\_ Postal Code \_\_\_\_\_

Position Title: \_\_\_\_\_

Duties: \_\_\_\_\_

Present Employer Starting Date: \_\_\_\_\_

(B) The following portion is to be signed by a person who has a detailed knowledge of the applicant's work. Preferably by the applicant's supervisor or a staff executive who is a Certified Applied Science/Engineering Technologist, Certified Technician, Professional Engineer, Geologist or Architect. From personal knowledge, I state that the answer to the above information is a fair description of the applicant's present position and duties

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

Print Name: \_\_\_\_\_ Position \_\_\_\_\_ Telephone # \_\_\_\_\_

**Past Employers – most recent first**

(C) Employer:

From: D/M/Y: \_\_\_\_\_ To: D/M/Y: \_\_\_\_\_ Total Months: \_\_\_\_\_

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Duties:

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(D) Employer:

From: D/M/Y:

To: D/M/Y:

Total Months:

Duties:

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(E) Employer:

From: D/M/Y:

To: D/M/Y:

Total Months:

Duties:

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**Note: If you feel a detailed job description from your recent work, and/or a copy of your resume would benefit your application please attach a copy when submitting the application.**

### FULL TIME EDUCATION

11. In all cases, please clearly indicate the courses claimed, credits received and diplomas or certificates granted. Documentation must be submitted as confirmation of education, particularly documentation of your highest level of academic attainment. Course outline/descriptions or syllabus including number of hours of instruction should be enclosed with application. All documents in a language other than English must be accompanied by a certified English translation.

High School Name:	Location:	From: M/Y	To: M/Y	Last Grade Completed:
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Diploma Granted:

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Technical Inst. /College Name:	From: Month/Year	To: Month/Year	Diploma Granted: Yes/No	Certificate Program Name:
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University Name:	From: M/Yr.	To: M/yr.	Diploma Granted: Yes/No	Degree Name:
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University Name:	From: M/Yr.	To: M/yr.	Diploma Granted: Yes/No	Degree Name:
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**PART TIME EDUCATION (Directly related to Technology)**

List: Correspondence, night school, employer sponsored, special courses etc. Course outline/descriptions must be included with application for all part-time education

Name of Institute:	Subject	From: M/Yr.	To: M/yr.	Hrs. of Instruction	Supervised Yes No
Name of Institute:	Subject	From: M/Yr.	To: M/yr.	Hrs. of Instruction	Supervised Yes No
Name of Institute:	Subject	From: M/Yr.	To: M/yr.	Hrs. of Instruction	Supervised Yes No
Name of Institute:	Subject	From: M/Yr.	To: M/yr.	Hrs. of Instruction	Supervised Yes No

12. Please give the names and addresses of one close friend and one close relative, other than spouse. The office will not contact these individuals unless applicant's correspondence is being returned to the office as undelivered or an urgent situation arises when the applicant cannot be contacted through other means.

Relative Name and Relationship:

Street Address:		
City:	Province:	Postal Code:
Tel #: Home:	Work:	Fax #:

Relative Name and Relationship:

Street Address:		
City:	Province:	Postal Code:
Tel #: Home:	Work:	Fax #:

### **13. DISCIPLINES/SPECIALTIES**

#### **Bioscience**

agriculture  
food processing  
drug processing  
fish and wildlife  
fisheries  
air, water, and land resources  
landscape architecture pollution

#### **Industrial**

industrial controls  
industrial engineering  
industrial management  
quality control  
computer applications  
loss prevention  
energy systems  
fire protection  
industrial chemistry  
industrial hygiene

#### **Building**

construction/building  
architectural  
naval architecture

#### **Instrumentation**

industrial controls  
nuclear power control  
design  
avionics

#### **Forestry**

wood products  
pulp and paper

#### **Chemical**

applied chemistry  
industrial chemistry  
polymers (plastics)  
industrial hygiene  
organic chemistry (gas and petroleum)  
corrosion and electrochemistry  
environment and waste management  
process instrumentation

#### **Mechanical**

mechanical engineering  
design  
manufacturing  
HVAC and refrigeration  
marine fluid power  
textiles  
mobile equipment  
motive power  
aeronautical  
aerospace

#### **Civil**

structural  
transportation  
fire protection  
urban and regional planning  
environmental resources  
geotechnical  
architecture  
landscape  
marine

#### **Mining**

extractive  
physical  
mining  
welding  
geological  
geophysical  
resource planning

#### **Electrical**

electrical machinery design  
power and distribution  
industrial electrical controls  
physics

#### **Petroleum**

resource planning  
petroleum  
gas  
exploration  
production  
processing

#### **Electronics**

electromechanical  
telecommunications  
computer  
bio-medical electronics  
broad cast  
audio-acoustics

#### **Geomatics/Surveying**

geodesy  
cadastral  
photogrammetry  
geographic information systems (GIS)  
remote sensing

**14. Optional Information:**

How did you first learn about AETTNL? (Check one only)

- Through your employer or supervisor
- From Association Advertising
- Trade Show
- Through your education institute (college) or instructor
- Through a fellow worker or acquaintance
- Other

**15. Final Checklist:**

Have you completed all sections of the application?

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Have you and your supervisor signed the application form?

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Have you provided documentation as confirmation of all your full-time and part-time education (i.e. transcript of marks, copies of diplomas, certificates) or included detailed course descriptions?

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If you are presently enlisted in the Canadian Armed Forces, or ever have been, please supply us with a copy of your UER (Unit Employment Record).

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Have you read the profiles for a technician and technologist?

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Have you enclosed payment for the application fee and practice exam fee?

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Have you provided certified English translations along with copies of all your foreign academic qualifications?

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**16. Wall Certificate**

Carefully print your name exactly as you wish it to appear on your certificate.

Name: \_\_\_\_\_

Choice of Language:            English \_\_\_\_\_ French \_\_\_\_\_

## 17. PROFESSIONAL PRACTICE EXAM APPLICATION

The Constituent Members of the Canadian Council of Technicians and Technologists (CCTT) have agreed that all new applicants for technician and technologist certification will be required to write an exam based on ethics and other areas of importance to practicing technicians and technologists.

AETTNL Council has stipulated that all applicants who apply for certification, or reclassification to another category of certification, will be required to write an exam containing questions on four study areas: AETTNL Ethics and Practice Guidelines, Torts, the Workers' Compensation Act (NL) and the Occupational Health & Safety Act (NL). The exam will consist of true and false questions and candidates will be allowed one hour to write the exam.

Applicants who have not graduated from an accredited Applied Science / Engineering Technology program should be aware they may not meet the academic requirements for certification. Therefore, they will not be eligible to write the exam until their academic evaluations have been reviewed by the Technical Education Committee (TEC) and Certification /Registration Board (CRB).

An opportunity to write the exam will be available on an ongoing basis. Applicants from locations where the exam is not available at a local venue will be allowed to write the exam in the presence of a Supervisor at a convenient location.

Please complete exam application form below and forward along with Exam Fee in the amount of \$84.75. You will receive the study material within two weeks after receipt.

Surname:	Given Name:	Business/Residence Telephone #'s	
Mailing Address:		City/Province:	Postal Code
I have enclosed the sum of \$84.75 for writing the study material. Yes:      No:			

I would prefer to write the exam in the city of:
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I anticipate I will be ready to write the exam: Month:      Day:      Yr.:
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Signature	Date
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