



**SASKATCHEWAN APPLIED SCIENCE TECHNOLOGISTS AND TECHNICIANS (SASTT)**

**363 Park Street, Regina SK S4N 5B2  
Business Tel: (306) 721-6633 Business Fax: (306) 721-0112**

**APPLICATION FOR REACTIVATION OR REINSTATEMENT  
OF SASTT MEMBERSHIP  
(Within One Year Period)**

**A. Name:** \_\_\_\_\_  
(First Name) (Second Name) (Surname)

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Date of Birth \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Home Tel: \_\_\_\_\_  
MM DD YY

Name of Employer: \_\_\_\_\_

Employer's Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Business Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

E-Mail Address: (Work) \_\_\_\_\_ (Home) \_\_\_\_\_

**I OBTAINED MY ACADEMIC TRAINING IN THE YEAR \_\_\_\_\_ AT**

\_\_\_\_\_ **LOCATED AT** \_\_\_\_\_  
(College / Institute) (City / Province/ Country)

**IN THE DISCIPLINE OF** \_\_\_\_\_  
(Civil, Mechanical, etc.)

**B. REFERENCES:**

Provide the names and complete mailing addresses of at least three persons (preferably applied science / engineering technologists or certified technicians who have a good knowledge of your capabilities and work experience, **ONE** of which **MUST be your immediate supervisor**. At least one reference should have a professional designation: A.Sc.T., C.Tech., P.Eng., P.Geo. These individuals will be mailed a reference questionnaire and asked to complete and return it to this office as quickly as possible as they can conveniently do. These references should be Canadian if possible (although this is not mandatory). **Please note: Personal references such as friends, relatives, neighbours, teachers, and college instructors are not acceptable.**

<b>1.</b>	Name ( <b>Immediate Supervisor</b> )	Prof. Designation	Address
			City Province Postal Code
<b>2.</b>	Name	Prof. Designation	Address
			City Province Postal Code
<b>3.</b>	Name	Prof. Designation	Address
			City Province Postal Code

**C. EDUCATION:**

Please list additional post-secondary and other part-time courses taken since previous assessment for membership. If insufficient room, attach information on a separate sheet of paper set out in the same format.

**SECONDARY SCHOOL (High School)**

Name	Location	Grade 12 Diploma obtained Including Algebra, Geo-Trig, and Physics:			Year Diploma Granted
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> GED	

**POST-SECONDARY**

Institute, College of Applied Arts & Technology, University	Location	Years In Attendance		Diploma, Certificate or Degree (Obtained in the field of Electrical, Civil, Mechanical, etc.)
		From	To	

**PART-TIME STUDIES**

School, Institute, etc.	Location	Total Contact Hours in Program	Year	Subjects Completed Successfully

**EMPLOYMENT HISTORY:**

Provide a chronological list utilizing the following headings for positions you have held, starting with your current position. List all applicable experience to obtain maximum credit. If insufficient room, attach information on a separate sheet of paper set out in the same format.

FROM		TO		Applicant's Job Title	Supervisor's Name	Title	Employer's Name	Location
M	YR	M	YR					

**D. JOB DESCRIPTION:**

Applicants that wish to **reinstate / reactivate** membership in the Saskatchewan Applied Science Technologists and Technicians (SASTT) **MUST INCLUDE THE RECORD OF PROFESSIONAL EXPERIENCE FORM (ATTACHED) TO VERIFY THAT YOU HAVE BEEN EMPLOYED IN AN APPLIED SCIENCE / ENGINEERING FIELD FOR THE PAST 12 MONTHS WITH THIS APPLICATION FORM.**

**NOTE TO ALL APPLICANTS:** Applicants are required to complete and submit the SASTT Career Tracker (attached hereto). Your immediate supervisor must attest to accuracy of the duties identified on the Record of Professional Experience Form by signing and dating each page. In addition, you may also submit a generic company job description. **Please ensure that both the Career Tracker and the generic job description include your name and are dated and signed by your immediate supervisor on each page.**

\_\_\_\_\_   
 Applicant's Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date: MM DD YY

**NOTE TO ALL APPLICANTS:** Professional status as either an Applied Science Technologist (A.Sc.T.) or a Certified Technician (C.Tech.) will not be granted until an applicant successfully passes the Professional Practice Examination.

**PLEASE CONTACT THE SASTT OFFICE REGARDING REACTIVATION / REINSTATEMENT FEES.**

**PLEASE NOTE:** The reactivation / reinstatement fee **MUST accompany this application.** Upon being accepted for membership, along with a passing grade on the Professional Practice Examination (if applicable), the applicant will be invoiced for the current year's professional membership fee. **Fees are GST & PST Exempt. All fees subject to change without notice.**

<p><b>E. PAYMENT METHOD:</b></p> <p><input type="checkbox"/> CHEQUE / MONEY ORDER ENCLOSED - ( Please make payable to SASTT )</p> <p><input type="checkbox"/> CREDIT CARD:      <input type="checkbox"/> VISA                      <input type="checkbox"/> MASTERCARD</p> <p>Card Number:    _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _</p> <p>Expiry Date:    _ _ / _ _ (MM/YY)</p> <p>Signature: _____</p> <p><b>TOTAL AMOUNT: \$</b> _____</p>
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**\*\* IMPORTANT – SASTT PRIVACY STATEMENT / CONSENT**

SASTT maintains address information of all members to keep them informed of pertinent issues, to prepare annual invoices and to verify membership to outside organizations or individuals. SASTT ensures that this information is secure and that the privacy of members is respected. On occasion, membership mailing information is made available to suppliers of SASTT member benefit programs or other organizations to provide members with information pertinent to their careers. These one-time-use agreements are strictly limited by contract for specific SASTT approved promotions. Member e-mail addresses are never provided to outside organizations or individuals.

**BENEFITS OF SASTT MEMBERSHIP**

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

- Professional titles restricted under the SASTT Act
- Professional Identification Seal
- Recognition of Educational Programs
- Scholarships
- Salary Survey
- Quarterly Newsletter
- Employment Referral Service
- Insurance Programs
- Member discounts on major car rentals, Costco, Marks Work Wearhouse, and Work Authority



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Regina, SK S4N 5B2

Phone: (306) 721-6633

Fax: (306) 721-0112

Email: [info@sastt.ca](mailto:info@sastt.ca)

Website: [www.sastt.ca](http://www.sastt.ca)

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### SASTT CAREER TRACKER

#### Introduction:

The purpose of the Career Tracker is to help ensure:

- i) the development of the Certified Technician (C.Tech.) / Applied Science Technologist (A.Sc.T.) into a technically and proficient member of the Professional Design Team; and
- ii) an understanding of the roll of the C.Tech. / A.Sc.T. in relation to their employer, clients, professional association, and the public.

C.Tech.(s) / A.Sc.T.(s) are responsible for their own success and development of their career.

Documenting specific work experiences will help to ensure that the applicant has:

- i) the required work experience in their discipline for professional status as a C.Tech. or A.Sc.T.;
- ii) develop ethical and professional work habits, and;
- iii) developing a good knowledge base.

Professional experience includes work completed under general supervision, technical knowledge of performance standards and education. Original thinking in the analysis of a problem is required to achieve the end results. The professional has the ability to make decisions pertaining to their work and assumes technical responsibility in developing the end result.

#### Information Required:

Report, skills development, application of theory, practical experience, supervision, design, etc. Writing must be concise. It is important to be specific in describing the work you did and / or projects you undertook. Specify your role in larger projects and where you were part of a team. Identify your progression from previous work experience.

The immediate supervisor is to review the information for each project and initial at the right hand side. At project completion the immediate supervisor is to review all information and fill out the bottom of the page.

At times the Registration and Examination Board may request additional information if a change in employer or a significant change in job function is found.

The Registration and Examination Board uses the Career Tracker to aid in assessing the qualifications for a professional designation as a C.Tech. / A.Sc.T. Therefore you must be specific in your descriptions.



## How to use the Career Tracker:

It is easier to record your work experience as you progress towards achieving professional status.

Fill out your Career Tracker on a daily or weekly basis depending on your tasks.

### All entries should include:

- 1) Project dates
- 2) Description of the duties performed during the project
- 3) Initials for verification by supervisor or client

**NOTE:** This Career Tracker will be used by the SASTT Registration Board to determine if sufficient work experience exists in the appropriate areas for the classification of membership sought.

### SAMPLE:

Project Dates From MM / DD / YY	Project Dates To MM / DD / YY	Description of duties performed during the project: (Use additional pages in this format, if necessary) <b>PLEASE PRINT</b>	Verification by supervisor or client
01/06/07	12/07/07	<b>Commercial Office Complex—Prince Developments 20,000 square feet</b>	
		Prepare construction documents (technical drawings and specifications)	
		Prepare certain architectural presentation documents	
		Prepare cost estimate data	
		Lead the technical team in production of construction documents	
		Shop drawing reviews	
		Bid material reviews	
		Contract administration	JS
05/02/07	08/06/07	<b>Major Parking Lot for Federal Government</b>	
		Supervise survey data collection, and interpret survey data	
		Prepare preliminary design, and prepare preliminary cost estimation	
		Develop and prepare preliminary design report	
		Direct meetings; and direct CAD operator	
		Complete detailed design	
		Prepare specifications and prepare detailed project cost estimation	
		Complete tender documents	
		Chair tender opening, and chair preconstruction meeting	
		Review shop drawings	
		Perform on-site construction inspection, and perform construction stakeout	
		Prepare progress payment certificates	
		Complete record drawings and complete project closing report	
		Conduct construction meetings	JS

Immediate supervisor to initial beside each project and to verify that the activities recorded are complete and accurate.

**PLEASE PRINT** immediate supervisor's name and title, applicant's name, and company name.

Immediate supervisor's signature, telephone number, and date.

I, Joe Simpson, verify the  
(Print supervisor's name)

above job description accurately portrays the

expectations of Leo Newmeyer,  
(Print applicant's name)

an employee of Isaak Engineering.  
(Print company name)

Joe Simpson  
(Signature of immediate supervisor)

Telephone: ( 306 ) 111-1234

Date: August 11, 2007

