



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 FORM FOR ACADEMIC ASSESSMENT

A. PERSONAL AND BUSINESS INFORMATION: Miss Mrs. Ms. Mr.
NAME: First Middle Surname
Residence Address: Suite Number Street
Business Address: Company Name
Date of Birth: Month Day Year
Telephone No. Res: Telephone No. Bus:
E-Mail Address: Facsimile No. Bus:
I hereby make application for: Academic Assessment by the Board of Examiners
Assessment / Reinstatement or Reactivation of Previous SASTT Membership *
Are you now, or have you ever been, a member of an Applied Science / Engineering Technology Society or Association in a province of Canada? Yes No
If yes, please indicate the Province: When: Classification: Member #

B. REFERENCES:
Provide the names and complete mailing addresses of at least three persons (preferably applied science / engineering technologists or certified technicians, or other professionals) 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 so. 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.
1. Name (Immediate Supervisor) Prof. Designation Address
City Province Postal Code
2. Name Prof. Designation Address
City Province Postal Code
3. Name Prof. Designation Address
City Province Postal Code

C. APPLICANT'S DECLARATION:
I hereby certify that the information on this form (including page two of this application and on any attachments thereto) is true and correct to the best of my knowledge. I understand that any certificate of membership issued by the Association remains the property of the Association and shall be returned if my membership should cease for any reason.
DATE: Month Day Year
Applicant's Regular Signature

If accepted, a membership certificate will be issued to all members. Indicate below exact way in which you wish your name to appear on the certificate. PLEASE PRINT. (Allowance: One given name, initial(s), and a surname)
[Grid for name entry]

D. ACADEMIC QUALIFICATIONS:

A certified true copy of academic transcript(s) **obtained from** the Technical School, reflecting post-graduate status (if applicable), **MUST** be submitted. Diplomas and Certificates in languages other than English must be accompanied by certified translation.

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

E. 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
MM	YR	MM	YR					

F. JOB DESCRIPTION:

All 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.**

G. SCHEDULE OF FEES:

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. The fee listed below **includes** the costs for the examination and the required materials.

\$225.00 - Assessment Fee - for all categories of membership - Non-refundable (GST & PST Exempt)

**** A former member seeking reinstatement or membership reactivation after more than one year lapse of membership will be treated as a new applicant, having his/her qualifications assessed against current requirements. Prior to application assessment, the individual must remit payment of dues for the year of deletion, the assessment fee, and a reinstatement fee. Contact the SASTT office for verification of balance outstanding.**

PLEASE NOTE: The assessment admission fee **MUST** accompany this application. Upon being accepted for membership, along with a passing grade on the Professional Practice Examination, the applicant will be invoiced for the current year's professional membership fee. *All fees are subject to change without notice.*

H. PAYMENT METHOD:

CHEQUE / MONEY ORDER ENCLOSED - (Please make payable to SASTT)

CREDIT CARD: VISA MASTERCARD

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

Expiry Date: _ _ / _ _ (MM/YY)

Signature: _____

TOTAL AMOUNT: \$ _____

**** 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.

I. ADDITIONAL INFORMATION:

How did you first learn about SASTT? Please check one only.

- Through your employer or supervisor.
- From Association advertising.
- Trade show or presentation.
- Attendance at a college presentation.
- Through your educational institute, college or instructor.
- Through a SASTT member, if so whom: _____
- Other: _____

J. FINAL CHECK LIST: PLEASE REVIEW THE FOLLOWING BEFORE SUBMITTING YOUR APPLICATION.

- I have submitted three reference names with complete and accurate mailing addresses and postal codes.
- I have provided documentation as confirmation of all full-time and part-time education, included copies of Grade 12 transcripts showing grades achieved, and certified certificates and original transcript marks.
- I have included detailed course outlines of the educational program from the year in which I graduated.
- I have provided certified English translations along with the original foreign copies of foreign transcripts and certificates.
- I have enclosed copies of legal identification and if applicable, a copy of your Landed Immigration Status.
- I have included sufficient details of my current experience in a clear and legible manner on the SASTT Career Tracker, which has been dated and endorsed by my immediate supervisor.
- I have signed and dated the application in the appropriate areas on the form.
- My legal name appears on the application and corresponds with my name on all documentation submitted. If not, please enclose a change of name certificate (ie. Marriage Certificate) or an explanation of the discrepancy.
- I am presently or have been enlisted in the Canadian Armed Forces. I have supplied SASTT with a copy of my 'Members Personal Record Resume' – (MPRR) or 'CF 490A' form.
- I have read the profiles for a technologist and technician.
- I have completed all the sections of the application form.
- I have enclosed payment for the **\$225.00 academic assessment admission fee** made payable to SASTT.

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.**



SASKATCHEWAN APPLIED SCIENCE TECHNOLOGISTS AND TECHNICIANS (SASTT)

363 Park Street
Regina, SK S4N 5B2

Phone: (306) 721-6633

Fax: (306) 721-0112

Email: info@sastt.ca

Website: www.sastt.ca

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) PLEASE PRINT	Verification by supervisor or client
01/06/07	12/07/07	Commercial Office Complex—Prince Developments 20,000 square feet	
		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	Major Parking Lot for Federal Government	
		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

COMPARISON BETWEEN TECHNOLOGISTS AND TECHNICIANS

Note: Areas of difference are in bold type

Area of Comparison	Applied Science Technologist	Certified Technician
Registration Requirements:	<ul style="list-style-type: none"> • Saskatchewan grade 12 diploma or equivalent • Diploma from a recognized institute of technology in an applied science or engineering technology program of two or more years, or equivalent academics that have been assessed against the Canadian Technology Standards, and approved by SASTT's Board of Examiners; OR • Successful completion of an appropriate SASTT reclassification program • An acceptable technical report or thesis • Minimum of two years of approved technical experience • Professional references • Completion of SASTT's Professional Practice and Ethics Examination 	<ul style="list-style-type: none"> • Saskatchewan grade 12 diploma or equivalent • Certificate from a recognized institute of technology in an applied science or engineering technology program of one or more years, or equivalent academics that have been assessed against the Canadian Technology Standards, and approved by SASTT's Board of Examiners; OR • Successful completion of an appropriate SASTT reclassification program • No technical report or thesis required • Minimum of two years of approved technical experience • Professional references • Completion of SASTT's Professional Practice and Ethics Examination
Typical Training Programs:	<ul style="list-style-type: none"> • Includes 21 areas of study in technology related courses, including all generic competencies and at least 6 technology major competencies outlined in the Canadian Technology Standards, and acceptable to SASTT 	<ul style="list-style-type: none"> • Includes 12 areas of study in technology related courses, including all generic competencies and at least 5 technician major competencies outlined in the Canadian Technology Standards, and acceptable to SASTT
Designation:	<ul style="list-style-type: none"> • Bound by a professional code of ethics, and is recognized by the designation Applied Science Technologist (A.Sc.T.) 	<ul style="list-style-type: none"> • Bound by a professional code of ethics, and is recognized by the designation Certified Technician (C.Tech.)
Typical Scope of Work:	<ul style="list-style-type: none"> • May work independently or under general direction • Typical duties include: <ul style="list-style-type: none"> • Designing equipment/processes • Analysis • Resolve problems • Carry out studies • Interpret / evaluate situations / data • Specify tests • Develop prototypes • Operate pilot plants / projects • Prepare specifications • Troubleshoot complex equipment • Develop solutions • Project management • Write reports • Interpret quality control • Scheduling / planning • Design modeling • Supervision • Numeric / spacial modeling • Inspect • Plan • Applies engineering principles based on a comprehensive understanding of a specific technology to resolve problems • May assume managerial or administrative responsibility for a wide range of technical endeavors, and may supervise and coordinate a diverse working group and train less experienced technical and professional staff 	<ul style="list-style-type: none"> • Works under general supervision and assists other employees • Typical duties include: <ul style="list-style-type: none"> • Inspection • Troubleshooting • Repair • Testing • Reporting • Maintenance • Estimating • Calibration • Drawing preparation • Production control • Construction supervision • Operations • Installation • Sampling / testing • Design drafting • Conduct quality control tests • Data compilation • Sales • Surveying • Model preparation • Examines assignments, objectives and instructions to select procedures and actions to resolve the assigned problem • Duties are usually in a specific area of specialization
Revised: February 2008		

PROFILE OF A PROFESSIONAL APPLIED SCIENCE TECHNOLOGIST

An Applied Science Technologist (hereinafter referred to as the technologist) is a professional who, through academic training and experience in the application of mathematics and engineering or scientific principles, is capable of assuming responsibility and of exercising independent judgement in the field of applied science or engineering technology in which training has been achieved. By virtue of this training and experience, a Canadian technologist is prepared to take final responsibility for all aspects of work within this field of training.

EDUCATION AND TRAINING:

The academic training for a technologist is based upon a core of applied mathematics and engineering / science fundamentals. The mathematics core includes topics such as differential equations, integration, linear algebra, analytical geometry, trigonometry, statistics, and computer related mathematics, permitting the technologist to use mathematics as a tool in the synthesis of designs or in the analysis of the technical problems of the field of discipline. The engineering and science fundamentals provide a firm base along with mathematics for training in the applied science / engineering technology applicable to a particular branch or specialty of technology. The academic and theoretical portion of a program of training is suitably reinforced by laboratory and project experience amounting to approximately one-third of the total program.

REGISTRATION:

An individual who successfully completes the examinations of a provincial association, or who graduates from a program recognized by SASTT at the technologist level, or who otherwise meets the academic standards established by the registration body, may on completion of at least two years of acceptable practical experience in an area of work directly related to the area of academic achievement, be registered as an Applied Science Technologist.

CAREER OPPORTUNITIES:

The technologist may carry out a wide range of complex work processes in the specialty and identified field of technology in which registration was granted. Employment or career

opportunities exist in most phases of industry, consulting, business, government, and public organizations. Typical areas would include design, marketing, sales, estimating, research and development, production control, purchasing, operations and production, testing, quality management, maintenance, customer and field service, management and supervision of projects and people, instruction and teaching. Such work may be independent or in association with other professionals as part of a team.

DUTIES AND RESPONSIBILITIES:

The technologist uses an applied approach based upon a comprehensive understanding of the field of technology in which registration was granted. The technologist evaluates assignments, establishes objectives, defines problems, and determines procedures and actions to resolve the problems.

The technologist may:

- design equipment, processes or systems, analyze; plan; interpret and prepare specifications; technical drawings or instructions; prepare estimates, and manage projects;
- specify tests; conduct non-routine tests; develop prototypes; operate pilot plants; troubleshoot complex equipment; resolve production or construction problems; compile experimental data or prepare reports;
- supervise, train, coordinate and assume administrative responsibility for the work of others and participate in short and long range planning.

The technologist carries out studies, makes calculations, prepares or develops programs, provides instructions, or implements projects.

The Applied Science Technologist will assume responsibility for his / her work and is at all times bound by a professional code of ethics. Depending on the province in which registration is granted, he / she will be identified by one of the following professional designations: CET; ASCT; TScA; RET; TP; PTech. He / she will be identified in Saskatchewan by the following professional designation:

A.Sc.T.

PROFILE OF A PROFESSIONAL CERTIFIED TECHNICIAN

A Certified Technician (hereinafter referred to as the technician) is a professional who, through academic training and experience in the application of mathematics and engineering or scientific principles, is capable of accepting responsibility and of exercising judgment in the specialized portion of the field of applied science or engineering technology in which training has been achieved. By virtue of this training and experience, a Canadian technician is often delegated responsibility for aspects of work within this specialized portion of the field of training.

EDUCATION AND TRAINING:

The academic training for a technician is based upon a core of applied mathematics and engineering / science fundamentals. The mathematics core would include topics such as algebra, geometry, trigonometry, descriptive statistics, computer applications and introductory calculus, to the extent required for the explanation of technical components of the specialized areas of training. The technician will use mathematics as a tool in the solution of the technical problems of his / her specialized field. The engineering and science fundamentals provide a firm base along with mathematics for specialized training which normally invokes empirical rather than analytical solutions to technical problems. The academic and theoretical portion of a program of training is suitably reinforced by laboratory and project experience amounting to approximately one-half of the total program.

REGISTRATION:

An individual who successfully completes the examinations of a provincial association, or who graduates from a program recognized by SASTT at the technician level, or who otherwise meets the academic standards established by the registration body, may on completion of at least two years of acceptable practical experience in an area of work directly related to the area of specialized academic achievement, be registered as a Certified Technician.

CAREER OPPORTUNITIES:

A technician may carry out a variety of technical work processes in the area of specialization in which registration was granted. Employment or career opportunities exist in many phases of industry, consulting, business, government, and public organizations. Typical areas would include design, marketing, sales, estimating, research and development, production control, purchasing, operations and production, testing, quality control, maintenance, customer and field service, supervision of projects and people, instruction and training. Such work is usually in association with other professionals as part of a team.

DUTIES AND RESPONSIBILITIES:

The technician generally uses a practical approach based upon a detailed understanding of the field of technology in which registration was granted. The technician examines his / her assignments, objectives and instructions to select procedures and actions to resolve the assigned problem.

The technician may:

- assist in the design of equipment or systems; assist in the interpretation and preparation or modification of specifications, technical drawings or instructions; prepare estimates, and supervise phases of major projects;
- conduct tests; build prototypes of models; operate pilot plants; trouble-shoot equipment; resolve production or construction problems; compile data and reports;
- supervise phases of construction projects; inspect construction projects; conduct tests, surveys or prepare estimates for construction activities;
- trouble-shoot, service, calibrate or supervise the repair or installation of equipment processes or products;
- provide support for operations activities including supervision of operations or operation-related activities such as quality assurance, production control and maintenance;
- provide support in laboratory environments by conducting experiments, conducting tests or servicing complex equipment in support of research and development, quality control or academic activities;
- supervise, train, and coordinate the activities of others.

While some duties of the technician may be similar to skilled craftsmen or tradesmen, these would not normally be of a routine nature and would normally apply on sophisticated equipment or processes. Many of the duties of the technician will be similar to the duties of technologists and other professionals but these will normally be in a very selective area of specialization.

The Certified Technician may, through long experience in the field, become recognized as a technical expert in a well defined specialty and will assume responsibility for his / her work, and at all times be bound by a professional code of ethics. Depending on the province in which registration is granted, he / she will be identified by one of the following professional designations: CET; C.Tech. He/she will be identified in Saskatchewan by the following professional designation:

C.Tech.