



Your Application for Reclassification – Change of Discipline ...

Member Services & Benefits...

1. Titles protected under ASTT Act
2. Stamp/Seal
3. Technologist/Technician Ring
4. Professional Liability Insurance
5. Continuing Education Workshops
6. Career Manager
7. Awards
8. Annual Report & Directory
9. Member Compensation Survey
10. ASTT News
11. Web Site (www.asttbc.org)
12. M.L.A., M.P. Newsletter
13. Community Representatives
14. TechSearch (career search assistance)
15. TechWORKS! careers in technology video, booklets and TechBAR! display
16. Employment Assistance... CTEN
17. Credit Card for ASTTBC
18. Cellular Phone Services
19. Insurance Programs: Life, Home, AD&D and Dental
20. RRSP, RESP and more
21. New Car Purchase Plan
22. Regalia

TechSearch™

... bringing skilled technologists and technicians together with prospective employers

Internet... ASTTBC is a partner in **CTEN**, a web-based employment referral service for members and employers operated by a network of provincial technology associations.

Mail... ASTTBC mails career postings for employers who want to target specific groups quickly.

Your requirements for Change of Discipline are as follows...

1. **Academics** - submit information of any additional academics includes copy of your Diploma or Certificate plus an original or certified copy of transcript of marks, since your last registration.
2. **Experience** - Please submit a *detailed* work history which must be signed by your current supervisor (not just a resume), including the following information:
 - Name and address of employer(s)
 - Name of immediate supervisor
 - Position title
 - Date position began and ended (year/month/day to year/month/day)
 - Detailed job description
 - ◆ describe the primary function and purpose of each position
 - ◆ list and describe specific technical duties, level of responsibility, supervisory positions held and promotions received
 - ◆ state the degree of supervision received
 - ◆ describe any other unusual working conditions, specialized assignments or any other aspect of your work that you believe should be considered in evaluating the position
3. **References** - submit (**on a separate list**) four (4) reference names (complete with accurate mailing address and phone number) who can verify your current and past technical experience. One reference should be your current supervisor. Do not include personal references.
4. **Submit** the attached 'reclassification form' completed, \$168.00 reclassification fee (\$150.00 + 12% HST) and the above noted information. To avoid unnecessary delays, please ensure that you and your supervisor have signed the form and that all information requested is supplied. A new certificate will be issued upon reclassification approval by the Board of Examiners.
5. **In order** to reclassify, current year's dues must be paid. You will not be charged any further dues for the current year once you reclassify.

Professional Practice and Ethics Exam

Effective June 31, 1994

All regular applicants are required to pass the Professional Practice and Ethics Exam.

All Reclassification and reinstatement applicants will be required to pass the Professional Practice and Ethics Exam if they have not done so after June 30, 1994.

Students, Student Associates, Grad Technicians and grad Technologists will not be required to write the exam until applying for certification.

This is an open book exam based on the information found within the ASTTBC Act and Regulations and Code of Ethics, which will be mailed to you upon receipt of your application.

LEVELS OF WORK AS APPROVED BY THE ASTTBC

Board of Examiners

<u>LEVEL</u>	<u>DESCRIPTION OF WORK</u>
1	Applies technical or trade skills under close supervision or as part of a working team. Performs routine technical procedures and makes few independent decisions.
2	Performs routine technical procedures with occasional direct supervision. Assumes limited responsibility for decisions.
3	Performs technical tasks and solves problems based on the principles of applied science technology. Makes some decisions and assumes responsibility for those decisions. Receives only limited direct supervision.
4	Works in complex technological areas without routine direction. May require knowledge in more than one area of technology. Receives broad task objectives from superiors, responsible for significant technical decisions, may train other technical or business professionals.
5	Occupies a senior position requiring a technical background. May act as a manager and/or consultant and be regarded as a technical expert in his/her field. Independently conceives programs and defines problems to be studied or departmental objectives to be attained. Participates in the development of operating policies and/or corporate objectives. Involved in long range planing of the organization.
6	Supervises the work of a team of professionals, ultimately responsible for projects; and/or an executive fulfilling a senior management role in significant technological undertakings.