

**THE APPLIED SCIENCE TECHNOLOGISTS & TECHNICIANS  
OF BRITISH COLUMBIA**

**(ASTTBC)**

**2011 SITE IMPROVEMENTS SURVEYS  
CERTIFICATION POLICY**

## **DISCLAIMER**

This policy, prescribed by the Council of ASTTBC is issued to the ASTTBC Board of Examiners as its operational document. The Policy is also provided on our website for the general information of all registrants, the public and potential applicants.

ASTTBC staff are available, upon request, to provide guidance and general explanation of the Policy. In the instance that further clarification is required, such interpretation will be made by the Board or ultimately through special decisions of the Council of ASTTBC.

Constructive suggestions are welcomed and will be forwarded to the Board.

**SITE IMPROVEMENTS SURVEYS CERTIFICATION POLICY**  
**September, 2011**  
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## **1.0 Site Improvements Surveys File Reviewer**

### **1.1 Process**

Annually, a Site Improvements Surveys File Reviewer will be recommended to the Registrar by the Professional Practice Advisor – Geomatics for appointment to the ASTTBC Board of Examiners (Board).

The candidate should be an experienced registrant of the special certification group and a certified member of ASTTBC.

This individual may be recommended by the Registrar to ASTTBC Council for appointment to the ASTTBC Board.

In the event that a suitable individual cannot be identified, the Chair of the Board or his designate will perform file reviews in cooperation with senior registrants from the specialization.

The appointed member may choose to seek guidance from senior registrants of the special certification group to assist in the certification decisions.

All participants in the certification process are bound by the ASTT Code of Ethics to confidentiality.

### **1.2 Responsibilities of the File Reviewer and Board of Examiners (Board)**

- 1.2.1 The File Reviewer shall consider applications for certification and make recommendations to the Board who may:
  - (a) approve the application,
  - (b) refuse the application, or
  - (c) defer the approval of the application until it is satisfied that the applicant has complied with a requirement made under this section.
- 1.2.2 The Board may, in its discretion, require an applicant for certification to:
  - (a) attend, or review video tape on, a seminar on Site Improvements Surveys,
  - (b) pass one or more examinations set by the Board,
  - (c) obtain credit for approved courses from an educational institution,
  - (d) obtain more experience of a kind satisfactory to the Board for a period set by the Board, and
  - (e) pass one or more examinations and obtain more experience before approving the certification.
- 1.2.3 The Board shall send a written notice of any decision made by it to the applicant and if the decision made by the Board is to refuse or defer certification, reasons for the decision shall be specified. Applicants shall have the right of final appeal to the Council of ASTTBC.

- 1.2.4 Subject to approval of the ASTTBC Council, the Board shall establish and implement policies and procedures relating to:
- (a) Certification;
  - (b) Standards for Certification;
  - (c) Examinations;
  - (d) Fees and costs for certification and examinations;
- and such matters as may be determined by ASTTBC Council. The Board shall regularly review its policies and methods and recommend changes to ASTTBC Council as required.
- 1.2.5 To meet its obligations the Board shall have the power to appoint other file reviewers to assess whether applicants for certification satisfy the requirements. The Board shall have the responsibility for the consistency of recommendations made by appointed file reviewers.

## **2.0 Definition of Site Improvements Surveys**

### **2.1 The Practice of Site Improvements Surveys**

The practice of Site Improvements Surveys is the determination of the relative location of structures to cadastral survey monuments and Land Titles Office records and plans. These surveys are typically required by lending institutions as a condition of mortgage approval and by municipal authorities, as part of the building permit process, for the location of forms and related ancillary works prior to construction.

## **3.0 Eligibility for Certification**

### **3.1 General Requirements**

The Board shall approve the certification of a person who proves to the satisfaction of the Board of Examiners :

- (a) completes in the proper manner the application form prescribed by the Board
- (b) demonstrates good character and reputation
- (c) documents Canadian citizenship or permanent residency of Canada
- (d) the applicant is of the minimum age for certification which is 19 years old
- (e) the applicant's education and experience meet the requirements of the Board
- (f) the applicant is a certified member of the ASTTBC

The Board must approve the certification of an applicant unless there is insufficient documentation to substantiate the certification requirements. In the event of a refusal under 3.1(b) the matter must be in writing, recognized by the Chair and immediately referred to the Registrar for consideration by the Practice Review Board.

### **3.2 Education & Experience**

An applicant is eligible for certification provided the applicant's academic plus experience qualifications demonstrate an intent and ability to become certified in Site Improvements Surveys.

Those certified by the Board are eligible to use the title ‘Registered in Site Improvements Surveys’ and the designation ‘RSIS’.

### **3.3 Language Proficiency**

English is the accepted working language in British Columbia and, as such, each applicant for certification must demonstrate, to the satisfaction of the Board, a proficiency, both written and spoken, in the English Language before being registered.

### **3.4 Application Abeyance**

Applicant files will be put into abeyance if the applicant has failed to meet application file completion requirements within a period of two years. The Registrar is required to notify affected applicants of the status of their file and permit a request for file reactivation, provided that the applicant satisfies the Registrar that the outstanding application requirements will be fulfilled within a period of six months. Failure to notify the Registrar for an extension request, or to meet the six-month requirement, will result in the application file being put into permanent abeyance. Files put into permanent abeyance will require an applicant to re-submit a new application should they wish to apply at a future time.

### **3.4 Cancellation of Certification**

The Practice Review Board only may initiate the process to cancel the certification if the certification was made in error, under false pretenses or if the applicant becomes ineligible for full certification.

## **4.0 Academic and Experience Requirements**

### **4.1 General**

An applicant is eligible for certification provided the applicant's academic plus experience qualifications demonstrate an intent and ability to become registered as a technical specialist in Site Improvements Surveys.

By resolution of ASTTBC Council, all Members who provide services directly to the public or perform work as independent contractors, have a duty of care to ensure adequate financial protection to their clients in the event of their error or omission. The Council of ASTTBC may also from time-to-time specifically name certain registrants (practicing), who then become obliged under the ASTT Act, to carry errors and omission insurance.

### **4.2 Academic Requirement**

4.2.1 An ASCT registered in the survey technology discipline will be deemed to have the minimum academics required for certification. An ASCT registered in a discipline other than survey, will have his/her academics reviewed for suitability of certification by the Board.

4.2.2 All CTech registered members applying for certification will be required to have their academics reviewed for suitability by the Board.

- 4.2.3 It will be the responsibility of the applicant to supply any additional information he/she may wish to be included in an academic review, which currently does not exist in the ASTTBC membership files. Only those academics which are documented and substantiated with official evidence such as diplomas, certificates, transcripts of marks, etc. will be considered.
- 4.2.4 All approved candidates for certification will be required to complete supplemental training on the limits of practice, legislative restrictions, ASTTBC policy guidelines governing Site Improvements Surveys and marketing of services to the public. This supplemental training will have to be completed prior to granting of technical specialist certification in Site Improvements Surveys.
- 4.2.5 All academics must be evaluated and offered full equivalency where appropriate.

### **4.3 Candidate Exams**

Where an examination is used as one criteria for certification, a 'failing mark' may not generally be used as the single criteria for a refusal of certification.

### **4.4 Experience Requirement**

- 4.4.1 The minimum experience required is two (2) years of progressive relevant work with a British Columbia Land Surveyor or with a certified member of the ASTTBC, where a significant portion of the work with the ASTTBC member was Site Improvements Surveys. A combination of two (2) years working experience with both a BCLS and an ASTTBC certified member would also be acceptable.
- 4.4.2 Since other jurisdictions of Canada can differ greatly in the requirements for Site Improvements Surveys, experience gained outside of British Columbia can only be attributed to a maximum of one (1) year of the experience required under section 4.4.1.

### **4.5 Method for Assessing Experience**

- 4.5.1 Relevant experience claimed for certification should be verified by suitable references with such reference documentation submitted by the applicant.
- 4.5.2 The applicant should submit at least two samples of work demonstrating the provision of Site Improvements Survey services.
- 4.5.3 All applicants will be required to submit a 'Declaration of Work' form stating the quantity of SIS work completed by the applicant prior to application for certification.

### **4.6 References**

- 4.6.1 An applicant will provide the names, addresses and supportive testimonials of the persons who are used to verify the experience claimed in section 4.4.1.
- 4.6.2 The Board should receive at least two (2) reference testimonials on the applicant's relevant experience.

- 4.6.3 For the purpose of determining acceptable references, registered professionals will normally include those preferred by the ASTTBC Board of Examiners.
- 4.6.4 A self-employed applicant may provide references from clients who can verify contract work performed.
- 4.6.5 An applicant should include his/her immediate supervisor or manager as a reference, if not self-employed.
- 4.6.6 If an applicant is working in an environment where there are no professionals to act as references, the Board may accept other references at their discretion.

## **5.0 General Certification and Registration**

### **5.1 Certification Procedure**

- 5.1.1 The ASTTBC members may apply at any time for certification upon submission of the appropriate application form.
- 5.1.2 Supplemental training course requirements for Board approved candidates on the limits of practice, legislative restrictions, ASTTBC policy guidelines governing Site Improvements Surveys, and marketing of member services to the public will be made available to applicants, as required. The supplemental training must be completed prior to the granting of the technical specialist certification for Site Improvements Surveys. The timing for any examinations required will be at the reasonable discretion of the Board.
- 5.1.3 The Board will maintain a registry of certified technical specialists in Site Improvements Surveys, which it will annually publish and make available to the public. Only those ASTTBC members included in the registry are sanctioned to provide Site Improvements Survey services to the public.
- 5.1.4 All candidates approved by the Board as being qualified for certification and who are subject to additional specified requirements will be required to complete these requirements within six (6) months of notification. Failure to complete the requirements within the six (6) months of notification may result in the candidate having to reapply for certification.

### **5.2 Retired Members**

A 'Retired' Member or Registrant is defined as a current Member or Registrant in good standing with ASTTBC, who has reached the age of 55 or older, and has decided to become non-practicing or provide limited works and services per Council approved policy for 'Retired' status. The Member or Registrant must commit in writing not to engage in engineering or applied science technology or a scope of practice beyond the practice limits established by ASTTBC Council policy.

A 'Retired' Member or Registrant is permitted to volunteer, without remuneration, as a mentor or trainer in the field of engineering and applied science technology or carrying out no more than 100 hours of work per year for compensation. In all activities the 'Retired' Member must abide by the ASTT Act & Regulations and ASTTBC Council policies (including Code of Ethics and Continuing Professional Development

requirements) regarding practice guidelines, standards and processes.

While a 'Retired Member or Registrant will be shown on the ASTTBC Registry as having 'Retired' status, the member or Registrant is not required to show '(Retired)' after their certified designation. 'Retired' members and Registrants are required to inform potential clients or employers of their practice limitations.

## **6.0 Appeal Process**

The Process for an Appeal is:

- (a) Within 30 days of notification of classification an applicant may request a second review of the file by an alternate File Reviewer.
- (b) An applicant whose applications for registration have been refused by the Board of Examiners may, within 30 days of receiving a notice of final refusal, request the Council to review the application by serving on the Registrar a written request for a review by the Council setting out the reasons why, in his/her opinion, his/her registration as a member should be approved.
- (c) Where an applicant or registrant has applied to Council for leave to appeal a decision of the Board of Examiners and the Council may, in its sole discretion, decide either to deny leave to appeal or, alternatively, to grant leave to appeal in which latter case it shall hear such appeal at a time of its choosing. In either case, the applicant or registrant shall be advised forthwith by the Registrar of Council's decision concerning leave.
- (d) An appeal, including an application for leave to appeal, shall be commenced by a written notice of appeal that shall describe the decision appealed from and state the specific reasons for appeal and shall be served upon the Registrar not more than thirty (30) days after the date that the decision of the Board of Examiners was communicated to the investigated person.
- (e) In a timely manner the Council, on receiving a written notice of an appeal from the Registrar, shall have served on the applicant or registrant a notice of its willingness or not to hearing of an appeal, (stating the date, time and place on and at which council will seek to hear the appeal).
- (f) Any member of Council who has participated in any way in the decisions of the Board of Examiners which gave rise to the decision being appealed shall not participate in any deliberations or in any appeal before Council.
- (g) In a timely manner, Council on receiving a written notice of an appeal may do any or all of the following:
  - i) decide if an appeal is warranted and grant or deny leave to appeal
  - ii) as it sees fit make any adjournment of the proceedings
  - iii) refer the matter to an Appeals Committee for further consideration and a timely report, to be convened and conducted at the discretion of the Registrar
  - iv) receive further evidence in any manner it deems fits from and of the parties involved in the decision appeal
  - v) make a decision that ought to have been made by the Board of Examiners
  - vi) quash, verify or confirm the decision of the Board of Examiners or substitute or make a decision of its own
- (h) An investigated person may appeal, on any questions of law, fact or both, from a decision or direction of the Council to the court at any time within thirty (30) clear days from the date of the decision or direction.

## **7.0 Reinstatement of Registration**

Previous registrants applying to reinstate their registration must...

- (a) Complete a reinstatement application form.
- (b) Provide two copies of legal identification (eg Canadian Passport and Canadian Birth Certificate OR Provincial Driver's License and Citizenship Card or Passport OR other Canadian/Provincial Government photo identification and Birth Certificate).
- (c) Successfully complete a Professional Practice and Ethics Exam.
- (d) Complete the Canadian Technology Human Resources Board (CTHRB) Professionalism in Practice Module.
- (e) Sign ASTTBC's Privacy Policy declaration.
- (f) Supply a resume which includes details of continuing education and additional work history acquired since original registration granted.
- (g) Provide two (2) technical references at the discretion of the Registrar.
- (h) Because archived files are eventually purged, an applicant may be required to supply additional information to ensure the application is complete and current before being considered for reinstatement.
- (i) There is no time limitation in which an application for reinstatement must be made, ie from the time the applicant ceased being registered to the time of the application for reinstatement.
- (j) Submit with the Application the current 'Reinstatement Fee'; \$125.00 + GST (\$133.75).
- (k) Pro-rated dues for the current year will be due and payable upon acceptance for reinstatement. There is no requirement to pay dues from the last year in which the applicant was registered.
- (l) The Registrar may waive or vary any or all of the foregoing.
- (m) All Applications for Reinstatement will be considered by the Board of Examiners.

## **8.0 Storage of Files**

That the Registrar shall maintain the complete file of all certified registrants who were struck, resigned or deceased.

Five (5) years following being struck, resigned or deceased the Registrar will remove and destroy by shredding all information from the file except for the following:

- (1) Application forms
- (2) Board Reviewers' Examiner Report forms
- (3) Registrar's letters of acceptance
- (4) Registrar's letters with respect to cancellation of registration
- (5) Any other significant correspondence

The Registrar will then place these files into long term storage.

(It is desirable and requested, that staff retain information for as long as is reasonably practical.)

**9.0 Freedom of Information**

- (a) Applicant’s files are treated as confidential documents insofar as is practical. Access to them is privileged to ASTTBC Registration Staff, the Board and designated File Reviewers, or others as may be reasonably authorized by the Registrar. In exceptional circumstances the file may be disclosed, on a confidential basis, to external audit teams.
  - (b) An applicant, or registrant, may apply to the Registrar for an appointment to view their file (excluding references) during regular office hours. If refused, they have the right of appeal, within 30 days, to the Council of ASTTBC.
- (b 1) Based on advise from ASTT Legal Counsel, ASTT Council has passed the following Motion on February 25, 1999:

That ASTTBC Council authorize the release of files for review by the applicant or registrant during working hours. If the Registrar has cause to refuse, the matter shall be referred to Council.

**10.0 Confidentiality Agreement**

***ASTTBC Board of Examiners***  
**CONFIDENTIALITY AGREEMENT.....**

***To be signed by all members of the ASTTBC Board of Examiners.***

ASTTBC is a professional association with information on individuals that may be regulated under privacy legislation. Board information may involve access to information that may be restricted, confidential or highly sensitive. Therefore, conditions of being a board member are as follows:

“All records, files, publications, minutes, documents, passwords, intellectual material and information created or used during the term on the Board, shall remain the property of ASTTBC. All computer software, forms, graphics or designs used or developed in conducting the affairs of ASTTBC shall remain the property of ASTTBC.

The Board person hereby acknowledges all such records will be held in strict confidence. In the event of termination, all such records or property outlined above will be delivered to the Board Chairman, or his designated representative”.

It is also understood that discussions pertaining to Board activities and decisions are confidential and may never be disclosed to a third party other than to Officers and designated staff of ASTTBC, or if required under applicable legislation.

Board members are also required to have read and adhere to the Practice Review Board Policy on Bias.

***Print Name:*** \_\_\_\_\_

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

***Date:*** \_\_\_\_\_

**11.0 Recording the Names of any Board Members Who Excuse Themselves from Discussion or Leave Prior to Adjournment of Meeting.**

- (a) The Practice Review Board approved the Policy for recording the names of any Board members who excuse themselves from discussion, leave the room or leave prior to adjournment of the meeting and that the time the member left is recorded. If the member returns to the meeting, this time also needs to be noted in the Minutes.
- (b) This Policy is to become part of the PRB Operating Policies and Procedures Manual and applies to the ASTTBC Board of Examiners also.

*Kathy/SIS/Policy September, 2011*