

Dear Applicant,

The members of Island Technology Professionals appreciate your interest in the Association and would welcome a formal application for membership. In addition to becoming part of a recognized association working for common goals, you will be eligible for group insurance plans, vehicle leasing programs and other discounts arranged for Technicians and Technologists. Certified members of the ITP also have transferability to other provincial organizations at the same certification level.

The ITP is a constituent member of the Canadian Council of Technicians and Technologists (CCTT). This organization is seeking to coordinate the efforts of the Provincial Constituents across Canada and serve as a national voice for over 45,000 Certified Engineering Technicians and Technologists in Canada

Please read carefully the information included in this kit before filling in the application form. It is extremely important for applicants to supply complete documentation for all academic credits. In order to avoid delays, photocopies of diplomas, certificates, and transcripts of courses taken and grades received must accompany the application. Do not send originals; provide photocopies only as we are unable to return them.

A detailed job description is also important. Sometimes applicants shortchange themselves by including a vague summary and assume the Certification Board will understand the full technical content of their position. Do not write a book but avoid being too brief.

Upon completion please forward your application form and all pertinent documentation along with your application fee.

We look forward to your application for membership in the association. If you have any additional questions, please do not hesitate to contact me.

Sincerely,

Troy Livingstone, CET
Registrar, ITP

Application Form: Part 1 – Personal Data

I HEARBY MAKE APPLICATION FOR: ☐ NEW MEMBERSHIP ☐ RECLASSIFICATION ☐ REINSTATEMENT

NAME:

Last Name (Please print or type) Given Names

RESIDENCE:

Number Street

City Province Postal Code

BUSINESS:

Company Name Street/PO Box

City Province Postal Code

CONTACT:

Email Home Phone Cell Phone Business Phone

DATE OF BIRTH

Day Month Year

Are you now, or have you ever been, a member of an Engineering/Applied Sciences Technician/Technologist Association in Canada, the USA or elsewhere?

If yes, please specify: Location: Date: Classification:

DISCIPLINE in which membership is desired:

- ☐ BIOSCIENCE ☐ BUILDING ☐ CHEMICAL ☐ CIVIL ☐ ELECTRICAL ☐ FORESTRY
☐ GEOMATICS ☐ INDUSTRIAL ☐ INFORMATION TECHNOLOGY ☐ INSTRUMENTATION
☐ MECHANICAL ☐ MINING ☐ PETROLEUM

SPECIALIZATION, OPTION, etc.:

REFERENCES: Provide the names, addresses and business affiliations of at least two persons (preferably Engineering Technologists or Technicians, Professional Engineers or other Professionals) who have a good knowledge of your capabilities and work experience. These individuals may be required to complete a reference questionnaire. These references should be residents of Canada if possible.

1.

Name Professional Designation

Address Business

2.

Name Professional Designation

Address Business

I hereby certify that the information contained on this form (including any attachments thereto) is true and correct to the best of my knowledge. I have read the ITP Code of Ethics and I agree to abide by them. I understand that any certification of membership issued by the Association remains the property of the Association and shall be returned if my membership should cease for any reason. I hereby recognize the right to wear a Technology Ring is also withdrawn when I am no longer a member in good standing with the Association.

Date: Signature:

Application Form: Part 2 – Academic Qualifications

Copies of Diplomas, Certificates, and Transcripts or originals MUST be submitted with the application. Diplomas and Certificates in languages other than English must be accompanied by a translation. The applicant’s own translation will normally be accepted.

High School	Location		Graduation Date	Diploma/Grade Achieved

Post Secondary	Location	From	To	Diploma/Grade Achieved

Part-Time Studies	Location	From	To	Diploma/Grade Achieved

EXPERIENCE QUALIFICATIONS

Please provide a chronological list utilizing the following headings for positions you have held (not including your present job)

Dates		Supervisor			Employer	
From	To	Job Title	Name	Title	Name	Location

Please submit a detailed job description in Part 3 of the application for your current position. Your supervisor, manager, or other responsible person must attest to the accuracy of this job description by signing where noted in Part 3.

Please complete all sections and return with your application fee.

THE MECHANICS OF CERTIFICATION

Final authority for the registration of applicants is vested in the Council of the Association, which acts on the recommendation of the Certification Board.

The Certification Board is composed of experienced and competent Certified Engineering Technologists and Technicians. The Board is interested in the suitability of academic and experiential qualifications of applicants. The Board meets approximately four (4) times per year to review applications.

PROCEDURES

1. The applicant completes and returns the application to the ITP office accompanied by the appropriate fee. The applicant also arranges for confirmation of education to be supplied directly to the ITP office from the institutions(s) attended.
2. Upon receipt of the completed application, the ITP office will return a letter of acknowledgement and a receipt for the fee to the applicant as soon as possible. At this time, the ITP office contacts the persons listed as references for verification of experience.
3. Upon receipt of the completed application, the file will be forwarded to the Certification Board who will assess a level of membership based on the applicant's educational and experiential qualification. If clarification is required on some aspect of the application, the file may be deferred until the clarification is obtained.
4. Upon Completion of the assessment, the file is returned to the ITP office where the letters of reference are inserted and the file is then ready for submission to the Council of the Association.
5. The Council reviews the recommendation of the Certification Board and the letters of reference to satisfy themselves of the suitability of the applicant's character and integrity for membership in the Association. If the Council is dissatisfied with any aspect of the application, the application may be deferred for clarification. If academic or experiential qualifications are not satisfactory, an appropriate recommendation is made and the applicant is notified.
6. If the Council is satisfied with the applicant's qualifications, a recommendation for certification (either Technician or Technologist) and the applicant's file is returned to the ITP office.
7. The applicant is advised of the Council's decision by letter.

TIMING

When documentation is complete, at least three (3) months are required to process an application through the Certification Board to Council. Problems encountered in obtaining replies from references or securing documentation may cause delays in processing the file. Addresses on the application form must be correct and complete and the ITP office should be kept informed of any changes in residence or employment.

Applicants may contact the ITP office for status of their application but should wait at least one month after receipt of the letter acknowledging receipt of their application

RECLASSIFICATION

Reclassification for Technician to Technologist level may be recommended for member, after a letter of application has been received by the office and the fee has been submitted. The Certification Board and Council will review the application in light of their recommendations for academic upgrading and taking into account the additional practical experience gained.

APPEALS

Any applicant may appeal the decision of Council or the Certification Board. This may be in connection with:

- a) Failure to gain certification at any level;
- b) Dissatisfaction with the level of certification awarded;
- c) Disagreement with the recommended upgrading program;

In all cases, the only appeal recognized will be through letter to the Island Technology Professionals Registrar stating the nature of the appeal and the grounds on which the appeal is made. At this time, supporting documentation must be submitted or in the case of (c), a preferred alternative program of study with outlines of the course content, duration and level of study.

SPECIAL CONSIDERATION

Notwithstanding the usual qualification for certification, there are cases where certification or reclassification by Special Consideration is recommended. It is emphasized that each case will be looked at on its own merits by the Certification Board.

PROFESSIONAL ADVICE

It is the policy of the Association that all members should seek to upgrade themselves in their profession and, where possible, advice will be available from the association upon written request.