381 Park Street Regina SK S4N 5B2
306.721.6633 | info@tpsk.ca | tpsk.ca
*TPS - the business name of SASTT*

# REGISTRATION / ENROLLMENT INFORMATION

**Technology Professionals Saskatchewan** is a self-governing professional Association that registers Professional Technologists (PTech), and Certified Technicians (CTech) in the province.

Technology Professionals Saskatchewan registrants abide by a stringent Code of Ethics and Practice Guidelines with a mandate to protect the public. In accordance with provincial statute, Technology Professionals Saskatchewan establishes the academic, and experiential requirements for registration in the profession.

# REGISTRATION / ENROLLMENT BENEFITS

## Professional Designation

The primary reason Technology Professionals Saskatchewan registrants become registered is to achieve a professional designation. Far-sighted employers prefer that their employees hold a professional designation which is a mark of quality for both the individual, and the employer. Holding a professional designation indicates to your peers, your colleagues, your employer and their clients that you have met the professions standards for education, experience, and professionalism in your discipline.

Technology Professionals Saskatchewan bestows those who meet the professions standards with one of the following two designations:

|       |                          |
|-------|--------------------------|
| PTech | Professional Technologist |
| CTech | Certified Technician     |

## Additional Benefits

Technology Professionals Saskatchewan also offers a number of group benefits, discount offers, salary surveys, publications, networking, and professional development opportunities.

## Transferability

Technology Professionals Saskatchewan registrants may transfer their credentials to other provincial registration bodies across Canada.

Registrants may register in more than one province if they so choose, however it is important to note that a professional designation can only be used in the province(s) in which the individual holds valid registration.

Application for Transfer: **www.tpsk.ca**

## Employment Opportunities

One of the many benefits of registration / enrollment is Technology Professionals Saskatchewan Employment Referral Service. Registrants may file a resume with the Technology Professionals Saskatchewan office. Should we learn of a position in your discipline we will contact you directly. Registrants may access the secure area of Technology Professionals Saskatchewan's website to view the employment positions posted. Registrants are also requested to encourage their employer to post job opportunities on Technology Professionals Saskatchewan website.

# CATEGORIES OF REGISTRATION / ENROLLMENT

## Student

Students enrolled in an applied science / engineering technology program recognized by Technology Professionals Saskatchewan are entitled to **"FREE"** Student registration.

Applications for students can be found at **www.tpsk.ca**.

## Associate

To be eligible for Associate status, you must meet the following criteria:

Minimum academic qualifications: **Complete Grade XII, including:**

- Math 30 or equivalent, geometry, trigonometry, and physics (chemistry for chemical applicants only) or other certificates of equivalent standing;

OR

- Diploma/Certificate in an applied science/engineering technology program recognized by Technology Professionals Saskatchewan.

**Minimum practical experience: None**

## Certified Technician

- **Minimum academic qualifications:**
  A certificate in an applied science / engineering technology program that is recognized by Technology Professionals Saskatchewan or equivalent courses from other recognized institutions, or satisfactory completion of examinations established by Technology Professionals Saskatchewan's Examination Board.

- **Minimum practical experience:**
  A minimum of two years progressive, work-related experience in the applicant's field of academic training. The applicant's experience shall be evaluated in accordance with the Profile of a Certified Technician and guidelines

established by Technology Professionals Saskatchewan's Registration Board.

- **Career Tracker: Submit completed Record of Professional Experience endorsed by supervisor(s).**

- **Three professional references.**

- **Passing mark on Technology Professionals Saskatchewan's Professional Practice Exam.**

- **Provide evidence of training in the Canadian Codes and Standards applicable to your discipline of academic training.** (i.e.: National Building Code, Canadian Electrical Code, Canadian Fire Code, Canadian Plumbing code).

---

## Professional Technologist

- **Minimum academic qualifications:**
  A diploma in an applied science / engineering technology program that is recognized by Technology Professionals Saskatchewan or equivalent courses from other recognized institutions or satisfactory completion of examinations established by Technology Professionals Saskatchewan's Examination Board.

- **Minimum practical experience:**
  A minimum of two years progressive, work-related experience in the applicant's field of academic training. The applicant's experience shall be evaluated in accordance with the Profile of a Professional Technologist and guidelines

established by Technology Professionals Saskatchewan's Registration Board.

- **Career Tracker: Submit completed Record of Professional Experience endorsed by supervisor(s).**

- **Three professional references.**

- **Passing mark on Technology Professionals Saskatchewan's Professional Practice Exam.**

- **Provide evidence of training in the Canadian Codes and Standards applicable to your discipline of academic training.** (i.e.: National Building Code, Canadian Electrical Code, Canadian Fire Code, Canadian Plumbing code).

---

# REGISTRATION / ENROLLMENT REQUIREMENTS

The guidelines listed below will assist with the completion of your Application for Registration / Enrollment.

## Academic and Experiential Requirements

Canadian citizens or landed immigrants with a valid work permit are eligible to apply for registration / enrollment to Technology Professionals Saskatchewan (TPS).

Internationally educated professionals can apply for a TPS academic assessment prior to arrival in Canada (Saskatchewan). An application form can be found at www.tpsk.ca. There is an assessment fee for this review.

All internationally educated professionals are required to provide TPS with a World Education Services (WES) International

Credential Advantage Package (ICAP) course-by-course academic evaluation.

The WES website has information on how to apply for a WES ICAP academic evaluation. You must have received your WES ICAP assessment to submit your application.

Following an academic assessment, applicants whose training is deemed to meet the Canadian Technology Standards, will be required to have a minimum of two years of relevant work experience to be registered as either a Professional Technologist or a Certified Technician.

---

## Recognized Programs

A list of Saskatchewan applied science / engineering technology programs recognized by Technology Professionals Saskatchewan can be found on the Technology Professionals

Saskatchewan website at **www.tpsk.ca**. The status of programs change over time, to confirm the current recognized status of the program, please visit our website.

---

## Non-Recognized Programs

If your academics are from a non-recognized program, Technology Professionals Saskatchewan's Examination Board will assess your credentials against the provincial registration requirements.

If your documents are not in English, you will be required to provide a certified translation.

## Re-Activation or Re-Instatement of Previous Registrants

Individuals previously registered with Technology Professionals Saskatchewan should contact the Association's office for requirements for re-activation or re-instatement of registration. Email: info@tpsk.ca or call 306.721.6633, for further information.

## Members of the Canadian Forces

When members of the Canadian Forces are applying for registration / enrollment in Technology Professionals Saskatchewan, the application for registration / enrollment shall be accompanied by the following documents:

- a certified true copy of the Canadian Forces member's Unit Personnel Record (UPR) of a present job description signed by a superior officer; a current copy of a Member's Personnel Record Resume (MPRR); a Course Training Plan (CTP) and "Transcript of Marks" of courses taken further to those identified in the MPRR; a copy of the Course Report (CF 377)

or its locally produced equivalent. All copied documents must be notarized by a Canadian Forces Officer, or certified as true copies by a responsible authority.

**Note:** to applicants holding trade numbers in the 200 or 600 series: it is our understanding that both of the above named series of occupations are undergoing significant occupational structure changes. Some occupations are being merged, while others are being eliminated. In light of the on-going changes, military personnel may wish to obtain copies of the course material from their respective Canadian Forces schools while it is still available.

## Career Tracker – Record of Professional Experience

Applicants are required to include a detailed description of their current employment. Technology Professionals Saskatchewan uses your company job description as one component of assessing your experience for the technologist and technician category. This is in addition to the Career Tracker - Record of Professional Experience form. Each job identified on this form must be initialed by your supervisor. When assessing your post graduate discipline-related work experience, the Technology Professionals Saskatchewan's Registration Board will want to ensure that you are utilizing the technology majors in your discipline of academic training.

## References

List your references in the space provided on the form. Choose three professional references who have supervised you, or are familiar with your work. Together your references must attest to 24 months post-graduate discipline-related work experience. Ask permission before volunteering a name as a reference.

For graduates of recognized cooperative education programs, Technology Professionals Saskatchewan will award a total of 6 months credit towards the 24 month requirement. If you are self-employed, you may use clients as references or ask Technology Professionals Saskatchewan to appoint a mentor. Technology Professionals Saskatchewan will send a confidential professional reference questionnaire form to each of your references. At least three completed questionnaires must be received by Technology Professionals Saskatchewan prior to your application being evaluated.

## Declaration and Fee Information

Your signature at the bottom of the Application for Registration / Enrollment indicates that you have read the Technology Professionals Saskatchewan Code of Ethics and Practice Guidelines, and agree to abide by it. Registration / enrollment fees are listed on the application. Annual professional fees are billed after a registration / enrollment category has been awarded.

## The Application for Registration / Enrollment Process

After Technology Professionals Saskatchewan receives your Application for Registration / Enrollment, registration / enrollment fees, and supporting documentation, a professional reference questionnaire will be sent to the persons listed on your application as references.

*Note: The greatest delay in processing applications is often waiting for the return of the completed professional reference questionnaires. Contact your references to ensure they return the completed questionnaire as quickly as possible.* **The professional reference questionnaire is CONFIDENTIAL and is to be sent directly to Technology Professionals Saskatchewan**.

Technology Professionals Saskatchewan will also send you the Professional Practice Examination and all study materials.

It is based on the *"Saskatchewan Applied Science Technologists and Technicians Act"*, Bylaws, and Technology Professionals Saskatchewan Code of Ethics and Practice Guidelines. *The Examination is not technical.*

For graduates of programs not recognized by Technology Professionals Saskatchewan, the application process time is dependent on receipt of all required documentation. Academic assessments are undertaken by two subject matter experts in the applicant's discipline of training prior to being submitted to the Technology Professionals Saskatchewan's Examination Board Chair.

In the event you do not meet the requirements for registration as a technologist or technician, you may qualify as an Associate while you work towards satisfying the registration requirements. Technology Professionals Saskatchewan will advise you of its decision in writing.

381 Park Street Regina SK S4N 5B2
306.721.6633 | info@tpsk.ca | tpsk.ca
*TPS - the business name of SASTT*

# TECHNOLOGY PROFESSIONALS SASKATCHEWAN

# APPLICATION FOR REGISTRATION / ENROLLMENT

**A. PERSONAL AND BUSINESS INFORMATION:**  ☐ Miss  ☐ Ms.  ☐ Mrs.  ☐ Mr.

**Name:** _____ _____ _____
First                                     Middle Initial                              Surname

**Maiden Name** (if applicable): _____

**Date of Birth:** _____ _____ _____                  ☐ Female  ☐ Male  ☐ Another Gender
Month            Day            Year

Are you now, or have you ever been, registered with an applied science / engineering technology society or association in a province of Canada?  ☐ **Yes**  ☐ **No**

If **YES**, Province: _____  Year: _____  Category of Registration: _____  Registration #: _____

**Home Address:**

Apartment/Suite No.: _____   Street: _____   Box No.: _____

City/Town: _____   Province: _____   Postal Code: _____

Phone Numbers (include area code)  Home: _____   Cell: _____

Home Email*: _____   Preferred mailing address:  ☐ Home   ☐ Work

**Business Information/Address:**

Employer's name: _____

Address: _____   Box No.: _____

City/Town: _____   Province: _____   Postal Code: _____

Telephone (*include area code*): _____   Cell: _____   Fax: _____

Work Email*: _____
**\*** Generic email addresses are **not accepted** (i.e.: abcflowers@)

**I would like to be considered for registration / enrollment as (check ONE only):**

☐ Associate ($100.00)

☐ Certified Technician ($200.00)

☐ Professional Technologist ($200.00)

☐ Reclassification from Associate (Includes Professional Practice Exam Fee) ($100.00)

☐ Reclassification from Technician to Technologist ($60.00)

☐ Academic Assessment for graduates of a Canadian program not recognized by Technology Professionals Saskatchewan ($225.00)

☐ Academic Assessment for internationally trained graduates ($295.00)

☐ Reactivation / Reinstatement of previous registrant (contact the TPS office for requirements and fees).

***ANNUAL PROFESSIONAL FEES** will be billed once Technology Professionals Saskatchewan accepts your Application for Registration / Enrollment.*  Registration / enrollment fees, shown in brackets, **are non-refundable and GST exempt**.  Fees listed include the costs for the Professional Practice Examination and the required materials.  **The fee MUST accompany this form**. *All fees are subject to change without notice.*

## B. ACADEMIC QUALIFICATIONS:

An official transcript(s) from the Registrar's Office of the institute of technical training **MUST** be submitted (**photo copies or notarized copies are not accepted**). Diplomas, certificates, and detailed course descriptions in languages other than English must be accompanied by certified translation.

**RECLASSIFICATION APPLICANT:** If a certified transcript(s) was supplied along with your initial Application for Registration / Enrollment, an additional copy is not required.

### SECONDARY SCHOOL: (High School)

| Name of School | Location | Grade 12 Diploma obtained including Math 30, or equivalent, Geo-Trig, and Physics: | Year Diploma Granted |
|---|---|---|---|
|  |  | ☐ Yes   ☐ No   ☐ GED |  |

### POST-SECONDARY:

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

### PART-TIME STUDIES:

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

## C. VERIFICATION OF CANADIAN CODES AND STANDARDS:

List courses taken which relate to the Canadian Code Standards applicable to your discipline of academic training. (i.e.: National Building Code, Canadian Electrical Code, Canadian Fire Code, Canadian Plumbing code, etc.).

| Course | Location | Year |
|---|---|---|
|  |  |  |
|  |  |  |

## D. CO-OP WORK TERM EXPERIENCE: (if applicable)

Provide a chronological list starting with your latest work term experience. List all applicable experience to obtain maximum credit. If additional space is required, attach information on a separate sheet of paper set out in the same format.

| FROM MM | YR | TO MM | YR | Applicant's Job Title | Supervisor's Name | Title | Employer's Name | Location |
|---|---|---|---|---|---|---|---|---|
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

## E. EMPLOYMENT HISTORY:

Provide a chronological list starting with your current position. List all applicable experience to obtain maximum credit. If additional space is required, attach information on a separate sheet of paper set out in the same format.

| FROM MM | YR | TO MM | YR | Applicant's Job Title | Supervisor's Name | Title | Employer's Name | Location |
|---|---|---|---|---|---|---|---|---|
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

**F. CAREER TRACKER - RECORD OF PROFESSIONAL EXPERIENCE, AND COMPANY JOB DESCRIPTION:**

All applicants are required to complete and submit the attached Technology Professionals Saskatchewan Career Tracker – Record of Professional Experience form. Your immediate supervisor must have a professional designation: i.e., PTech, CTech, PEng, P.Geo, SLS, Architect, etc., and be able to attest to accuracy of the duties identified on the Record of Professional Experience form by **initialing each job, signing, and dating all pages**. A company job description bearing your name that has been signed and dated by your employer must also be submitted. In the event your immediate supervisor does not hold a professional designation, please contact the Registrar at Technology Professionals Saskatchewan to discuss potential options such as the appointment of a Mentor.

**G. REFERENCES:**

Provide the name and contact information (specifically a non-generic email address) of **three** professional persons (preferably a professional PTech or CTech) 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: i.e., PTech, CTech, PEng, P.Geo, etc. Technology Professionals Saskatchewan will email the **confidential** professional reference questionnaire to these individuals. **Personal references such as friends, relatives, neighbours, teachers, and college instructors are not acceptable.**

| | |
|---|---|
| **Name** (Immediate Supervisor): _____ | **Professional Designation**: _____ |
| **Address**: _____  **City**: _____ | **Province**: _____ **Postal Code**: _____ |
| **Mandatory email address**\*\*: _____ | **Phone number**: _____ |
| | |
| **Name**: _____  **Reference Relation**\*: _____ | **Professional Designation**: _____ |
| **Address**: _____  **City**: _____ | **Province**: _____ **Postal Code**: _____ |
| **Mandatory email address**\*\*: _____ | **Phone number**: _____ |
| | |
| **Name**: _____  **Reference Relation**\*: _____ | **Professional Designation**: _____ |
| **Address**: _____  **City**: _____ | **Province**: _____ **Postal Code**: _____ |
| **Mandatory email address**\*\*: _____ | **Phone number**: _____ |

\* Reference Relation: i.e.: supervisor, co-worker, manager, etc.  \*\*Generic email addresses are **not accepted** (abcflowers@).

**H. TECHNOLOGY PROFESSIONALS SASKATCHEWAN PRIVACY STATEMENT, APPLICANT'S DECLARATION, AND SIGNATURE:**

Technology Professionals Saskatchewan maintains address information of all registrants to keep them informed of pertinent issues and to prepare annual invoices. Technology Professionals Saskatchewan ensures that this information is secure and that the privacy of all registrants is respected. On occasion, mailing information is made available to suppliers of Technology Professionals Saskatchewan registered benefit programs or other organizations to provide registrants with information pertinent to their careers. These one-time-use agreements are strictly limited by contract for specific Technology Professionals Saskatchewan approved promotions. Registrant's email addresses are never provided to outside organizations or individuals.

**Technology Professionals Saskatchewan Bylaws and Policies require that all applicants be of good character to attain registration. All applicants must answer the following questions. If you have any questions regarding these statements, contact the Technology Professionals Saskatchewan Registrar.**

### Definition of "Good Character"

The provincial association that application is being made to, will examine the character of an applicant to determine if he or she meets the good character requirement in any circumstances that provide reasonable grounds to believe that the applicant will not practice applied science/engineering technology in accordance with the Provincial Association's Act, Bylaws, Code of Ethics and Practice Guidelines, and in particular where the applicant:

  a) has a record for professional misconduct or incompetence

  b) has committed a criminal offense for which a pardon has not been granted pursuant to the *Criminal Records Act*

  c) has been found to be at fault in a civil action suit related to negligence in their professional practice

  d) willfully obtains or attempts to obtain registration or renewal of registration by:

   i.   cheating on an examination

   ii.  making, or cause to be made, a false statement on their application

   iii. committing any other impropriety during the application process.

**I DECLARE THAT**:

a. *I have never been refused registration or had registration revoked or suspended by another applied science / engineering technology society or association licensing body.*

b. *There is no record on any register of any technology organization or regulatory or licensing body of a finding against me of professional misconduct, incapacity or incompetence.*

c. *I have never been found guilty of any offence under the "Saskatchewan Applied Science Technologists and Technicians Act" or Bylaws, or another regulatory body.*

**I hereby certify that the information completed in this Application for Registration / Enrollment, and any attachment hereto, is true and correct to the best of my knowledge. I agree that the professional reference questionnaires provided by my references are strictly confidential to Technology Professionals Saskatchewan.**

I have read the Technology Professionals Saskatchewan Code of Ethics and Practice Guidelines located on the Technology Professionals Saskatchewan website at **www.tpsk.ca**, and I agree to abide by them. I understand that any certificate(s) of registration, registration card and professional seal or stamp issued by the Association remains the property of Technology Professionals Saskatchewan and shall be returned if my registration should cease for any reason.

Date: _____ _____ _____          Signature: _____
      **MONTH**   **DAY**   **YEAR**

Upon acceptance, a registration /enrollment certificate will be issued. **Indicate below the exact way in which you wish your name to appear on this certificate. PLEASE PRINT**. (Allowance: One given name, middle initial(s), and a surname.)

_____          _____          _____
**Given Name**                **Middle Initial(s)**          **Surname**

I. **PAYMENT METHOD:**

☐ **VISA**   ☐ **MASTERCARD**

☐ **CHEQUE / MONEY ORDER ENCLOSED (MADE PAYABLE TO: Technology Professionals Saskatchewan)**

**Amount: $**_____

**Card Number:** _____ _____ _____ _____     **Expiry Date:** _____/_____ **CVV:** _____
                                                                     Month    Year

**Name of Cardholder:** _____     **Signature:** _____

**FINAL CHECKLIST – Have You . . .**

☐ Included the Application for Registration / Enrollment fee?

☐ Provided your official transcript(s) of marks?

☐ Included your generic company job description bearing your name that has been signed and dated by your current supervisor?

☐ Included the Career Tracker – Record of Professional Experience form, signed, dated, and all jobs initialed by your supervisor?

☐ Included proof of your Canadian Citizenship, Canadian Permanent Resident Card, Landed Immigrant Status, or Work Permit?

☐ Included copies of two pieces of government issued photo identification or other legal identification documentation accepted by TPS?

☐ If you are a member of the Canadian Forces included a certified true copy of the Canadian Forces member's Unit Personnel Record (UPR) of a present job description signed by a superior officer; a current copy of a Member's Personnel Record Resume (MPRR); a Course Training Plan (CTP) and "Transcript of Marks" of courses taken further to those identified in the MPRR; a copy of the Course Report (CF 377) or its locally produced equivalent? All copied documents must be notarized by a Canadian Forces Officer, or certified as true copies by a responsible authority.

☐ Included your official detailed course(s) outline(s) which **must** be provided if you achieved your academics from a non-recognized program? Your course(s) outline(s) must be certified from the college / institution, the program you attended, and the year(s) you attended the program. Note: Foreign language documentation must be accompanied by a certified English translation document.

☐ Include a legal change of name form (i.e. Marriage Certificate, etc.) if your legal name that appears on this Application for Registration / Enrollment **does not** correspond with your name on all documentation submitted?

☐ Internationally trained applicants must include an official WES ICAP course-by-course evaluation.

# CAREER TRACKER – RECORD OF PROFESSIONAL EXPERIENCE

## Introduction:

The purpose of the Career Tracker is to help ensure:

i.      the development of the Professional Technologist (PTech) / Certified Technician (CTech) into a technically and proficient member of the Professional Design Team; and

ii.      an understanding of the roll of the PTech / CTech in relation to their employer, clients, professional association, and the public.

PTech(s) / CTech(s) are responsible for their own success and development of their career.

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

i.      the required work experience in their discipline for professional status as a PTech or a CTech;

ii.      developed ethical and professional work habits, and;

iii.      developed 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.  The immediate supervisor must have a professional designation:  i.e., PTech, CTech, PEng, P.Geo, SLS, Architect, etc., and be able to attest to accuracy of the duties identified on the Record of Professional Experience form by initialing each job, signing, and dating all pages.  In the event your immediate supervisor does not have a professional designation, please contact Technology Professionals Saskatchewan for Mentor program information.

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

Technology Professionals Saskatchewan's Registration Board and Technology Professionals Saskatchewan's Examination Board uses the Career Tracker to aid in assessing the qualifications for a professional designation as a PTech or a CTech.  Therefore, you must be specific in your description, and elaborate on your daily work activities following within the Professional Profile.

381 Park Street Regina SK S4N 5B2
306.721.6633 | info@tpsk.ca | tpsk.ca
*TPS - the business name of SASTT*

*At the time of application for registration as a professional, applicants must be working in accordance with the applicable Professional Profile. <u>The work experience must be related to the discipline of academic training.</u>*

## COMPARISON BETWEEN TECHNOLOGISTS AND TECHNICIANS (Note: Areas of difference in bold type)

| Comparison Areas | Professional Technologist | Certified Technician |
|---|---|---|
| **Registration Requirements:** | • Saskatchewan grade 12 diploma or equivalent<br>• <u>**Diploma**</u> **from an applied science or engineering technology program of <u>two or more years</u> that is recognized by Technology Professionals Saskatchewan, or equivalent academics that have been assessed against Technology Professionals Saskatchewan registration requirements and approved by Technology Professionals Saskatchewan's Examination Board; <u>OR</u>**<br>• Successful completion of an appropriate Technology Professionals Saskatchewan reclassification program<br>• **An acceptable technology report or thesis**<br>• Minimum of two years of approved technical experience<br>• Professional references<br>• Completion of Technology Professionals Saskatchewan's Professional Practice and Ethics Examination | • Saskatchewan grade 12 diploma or equivalent<br>• <u>**Certificate**</u> **from an applied science or engineering technology program of <u>one or more years</u> that is recognized by Technology Professionals Saskatchewan, or equivalent academics that have been assessed against Technology Professionals Saskatchewan registration requirements and approved by Technology Professionals Saskatchewan's Examination Board; <u>OR</u>**<br>• Successful completion of an appropriate Technology Professionals Saskatchewan reclassification program established by Technology Professionals Saskatchewan Examination Board<br>• **No technology report or thesis required**<br>• Minimum of two years of approved technical experience<br>• Professional references<br>• Completion of Technology Professionals Saskatchewan's Professional Practice and Ethics Examination |
| **Typical Training Programs:** | • **Registration requirements includes <u>21</u> areas of study in technology related courses, including all generic competencies, and at least 6 technology major competencies outlined in the Technology Professionals Saskatchewan** | • **Includes 12 areas of study in technology related courses, including all generic competencies and at least 5 technician major competencies outlined in the Technology Professionals Saskatchewan registration requirements** |
| **Professional Designation:** | • **Bound by Technology Professionals Saskatchewan Code of Ethics and Practice Guidelines, and is recognized by the designation Professional Technologist (PTech)** | • **Bound by Technology Professionals Saskatchewan Code of Ethics and Practice Guidelines, and is recognized by the designation Certified Technician (CTech)** |
| **Typical Scope of Work:** | • **May work independently or under general direction**<br>• **Typical duties include:**<br><br>  • **Analysis**<br>  • **Carry out studies**<br>  • **Design modeling**<br>  • **Designing equipment / processes**<br>  • **Develop prototypes**<br>  • **Develop solutions**<br>  • **Estimating**<br>  • **Inspect / Plan**<br>  • **Interpret / evaluate situations / data**<br>  • **Numeric / spacial Modeling**<br>  • **Project management**<br>  • **Prepare specifications**<br>  • **Resolve problems**<br>  • **Operate pilot plants / plants**<br>  • **Scheduling / planning**<br>  • **Specify tests**<br>  • **Supervision**<br>  • **Write reports**<br>  • **Interpret quality control**<br>  • **Troubleshoot complex equipment**<br><br>• **Applies engineering principles based on a comprehensive understanding of a specific technology to resolve problems**<br>• **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** | • **May works under general supervision and assists other employees**<br>• **Typical duties include:**<br><br>  • **Calibration**<br>  • **Conduct quality control tests**<br>  • **Construction supervision**<br>  • **Data compilation**<br>  • **Design drafting**<br>  • **Drawing preparation**<br>  • **Estimating**<br>  • **Inspection**<br>  • **Installation**<br>  • **Maintenance**<br>  • **Model preparation**<br>  • **Operations**<br>  • **Production control**<br>  • **Repair**<br>  • **Reporting**<br>  • **Sales**<br>  • **Sampling / testing**<br>  • **Surveying**<br>  • **Testing**<br>  • **Troubleshooting**<br><br>• **Examines assignments, objectives, and instructions to select procedures and actions to resolve the assigned problem**<br>• **Duties are usually in a specific area of specialization** |

381 Park Street Regina SK S4N 5B2
306.721.6633 | info@tpsk.ca | tpsk.ca
*TPS - the business name of SASTT*

# PROFILE OF A PROFESSIONAL TECHNOLOGIST

A **Professional 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 in engineering, applied science or technology is based on a core of fundamental mathematics. The mathematics core includes topics such as differential equations, integration, Math 30 or equivalent, analytical geometry, trigonometry, statistics, and computer related mathematics, permitting the technologist to use mathematics as a tool in the synthesis of designs. The engineering and science fundamentals provide a firm base along with engineering mathematics technology applicable to training in a particular discipline 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. High school graduation classes are prerequisites for entry into post secondary institutions. To apply for TPS registration applicants must have completed college and/or university applied science / engineering technology courses.

## REGISTRATION:

An individual who successfully completes the examinations of a provincial association, or who graduates from a program recognized by Technology Professionals Saskatchewan 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 a Professional 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 Professional Technologist will assume responsibility for his/her work and is at all times bound by a professional Code of Ethics. All Canadian provinces identify a Professional Technologist by the following professional designation:

## P.Tech.

---

381 Park Street Regina SK S4N 5B2
306.721.6633 | info@tpsk.ca | tpsk.ca
*TPS - the business name of SASTT*

# 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 in engineering, applied science or technology is based upon a core of fundamental mathematics. The mathematics core would include topics such as Math 30 or equivalent, geometry, trigonometry, introductory calculus, descriptive statistics, computer applications, and introductory technical components required for the explanation 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 the program is suitably reinforced by laboratory and project experience amounting to approximately one-half of the total program. High school graduation classes are prerequisites for entry into past secondary institutions. To apply for TPS registration applicants must have completed college and/or university applied science / engineering technology courses.

## REGISTRATION:

An individual who successfully completes the examinations of a provincial association, or who graduates from a program recognized by Technology Professionals Saskatchewan 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 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:

- design 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. All Canadian provinces identify a Certified Technician by the following professional designation:

## C.Tech.

381 Park Street Regina SK S4N 5B2
306.721.6633 | info@tpsk.ca | tpsk.ca
*TPS - the business name of SASTT*

# TECHNOLOGY PROFESSIONALS
## SASKATCHEWAN

## How to use your Career Tracker – Record of Professional Experience

➢ 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.

**All entries should include**:
**1)** Project dates; **2)** Detailed description of the duties performed during the project; **3)** Initials for verification by immediate supervisor. Your immediate supervisor must have a professional designation: i.e., PTech, CTech, PEng, P.Geo, SLS, Architect, etc., and be able to attest to accuracy of the duties identified on the Record of Professional Experience form by initialing each job, signing, and dating all pages. In the event your immediate supervisor does not have a professional designation, please contact Technology Professionals Saskatchewan for Mentor program information.

**NOTE**: The Career Tracker is used by the Technology Professionals Saskatchewan Registration Board to determine if sufficient work experience exists in the appropriate areas for the classification of registration / enrollment sought.

### DETAILED SAMPLE

| PROJECT DATES FROM MM/DD/YY | PROJECT DATES TO MM/DD/YY | DETAILED DESCRIPTION OF DUTIES PERFORMED DURING THE PROJECT: The work experience must be related to the discipline of academic training. PLEASE PRINT (Use additional pages in this format, if necessary.) | Verification by Immediate Supervisor |
|---|---|---|---|
| 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* | |
| | | *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* | |
| | | *Perform on-site construction inspection, and perform construction stakeout* | |
| | | *Review shop drawings* | |
| | | *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 professional designation, applicant's name, and company name.

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

I, _____ **John Smith** _____, _____ **PTech** _____
(print immediate supervisor's name)   (Professional Designation)

**Verify the above job description accurately portrays the expectations of**

_____ **Leo Newmeyer** _____,
(print applicant's name)

an employee of _____ **ABC123 Engineering** _____.
(print company name)

*John Smith*
*Signature of immediate supervisor*

**Phone**: _____ **306-555-1212** _____ **Email**: _____ **email@email.com** _____

**Date**: _____ **09/01/2013** _____
MM/DD/YYYY

**Applicant's Name:** _____ **Title:** _____

**Company:** _____ **Location:** _____

## RECORD OF PROFESSIONAL EXPERIENCE

| PROJECT DATES FROM MM/DD/YY | PROJECT DATES TO MM/DD/YY | DETAILED DESCRIPTION OF DUTIES PERFORMED DURING THE PROJECT: The work experience must be related to the discipline of academic training. PLEASE PRINT (Use additional pages in this format, if necessary.) | Verification by Immediate Supervisor |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

**FOR INTERNAL USE ONLY**

Job description meets the requirements of a: ☐ Technologist ☐ Technician ☐ Neither

**REVIEWED BY:**

1. _____ _____
   Examiner                MM/DD/YYYY

2. _____ _____
   Examiner                MM/DD/YYYY

Examiner Notes:

[ ]

Date: _____
       **MM/DD/YYYY**

I, _____, _____
(print immediate supervisor's name)   (Professional Designation)

verify the above job description accurately portrays the

expectations of _____,
(print applicant's name)

an employee of _____.
(print company name)

_____
***Signature of immediate supervisor***

Phone: _____ Email: _____

Date: _____
       **MM/DD/YYYY**

**TECHNOLOGY PROFESSIONALS** SASKATCHEWAN

Applicant's Name: _____    Title: _____

Company: _____    Location: _____

## RECORD OF PROFESSIONAL EXPERIENCE

| PROJECT DATES FROM MM/DD/YY | PROJECT DATES TO MM/DD/YY | DETAILED DESCRIPTION OF DUTIES PERFORMED DURING THE PROJECT: The work experience must be related to the discipline of academic training. PLEASE PRINT (Use additional pages in this format, if necessary.) | Verification by Immediate Supervisor |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

**FOR INTERNAL USE ONLY**

Job description meets the requirements of a: ☐ Technologist ☐ Technician ☐ Neither

**REVIEWED BY:**

1. _____    _____
   Examiner                    MM/DD/YYYY

2. _____    _____
   Examiner                    MM/DD/YYYY

Examiner Notes:
_____

Date: _____
      **MM/DD/YYYY**

I, _____, _____
   (print immediate supervisor's name)    (Professional Designation)

verify the above job description accurately portrays the

expectations of _____,
                (print applicant's name)

an employee of _____.
               (print company name)

_____
*Signature of immediate supervisor*

Phone: _____    Email: _____

Date: _____
      **MM/DD/YYYY**

**Applicant's Name:** _____  **Title:** _____

**Company:** _____  **Location:** _____

## RECORD OF PROFESSIONAL EXPERIENCE

| PROJECT DATES FROM MM/DD/YY | PROJECT DATES TO MM/DD/YY | DETAILED DESCRIPTION OF DUTIES PERFORMED DURING THE PROJECT: The work experience must be related to the discipline of academic training. PLEASE PRINT (Use additional pages in this format, if necessary.) | Verification by Immediate Supervisor |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

**FOR INTERNAL USE ONLY**

Job description meets the requirements of a: ☐ Technologist ☐ Technician ☐ Neither

**REVIEWED BY:**

1. _____  _____
   Examiner                    MM/DD/YYYY

2. _____  _____
   Examiner                    MM/DD/YYYY

Examiner Notes:

[ ]

Date: _____
      MM/DD/YYYY

I, _____ , _____
   (print immediate supervisor's name)   (Professional Designation)

verify the above job description accurately portrays the

expectations of _____ ,
                (print applicant's name)

an employee of _____ .
               (print company name)

_____
*Signature of immediate supervisor*

**Phone:** _____  **Email:** _____

**Date:** _____
          MM/DD/YYYY

**TECHNOLOGY PROFESSIONALS SASKATCHEWAN**

**Applicant's Name:** _____    **Title:** _____

**Company:** _____    **Location:** _____

## RECORD OF PROFESSIONAL EXPERIENCE

| PROJECT DATES FROM MM/DD/YY | PROJECT DATES TO MM/DD/YY | DETAILED DESCRIPTION OF DUTIES PERFORMED DURING THE PROJECT: The work experience must be related to the discipline of academic training. PLEASE PRINT (Use additional pages in this format, if necessary.) | Verification by Immediate Supervisor |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

**FOR INTERNAL USE ONLY**

Job description meets the requirements of a: ☐ Technologist ☐ Technician ☐ Neither

**REVIEWED BY:**

1. _____    _____
     Examiner     MM/DD/YYYY

2. _____    _____
     Examiner     MM/DD/YYYY

Examiner Notes:

_____

**Date:** _____
     **MM/DD/YYYY**

I, _____ , _____
(print immediate supervisor's name)    (Professional Designation)

verify the above job description accurately portrays the

expectations of _____ ,
(print applicant's name)

an employee of _____ .
(print company name)

_____
*Signature of immediate supervisor*

**Phone:** _____    **Email:** _____

**Date:** _____
     **MM/DD/YYYY**

**Applicant's Name:** _____     **Title:** _____

**Company:** _____     **Location:** _____

## RECORD OF PROFESSIONAL EXPERIENCE

| PROJECT DATES FROM MM/DD/YY | PROJECT DATES TO MM/DD/YY | DETAILED DESCRIPTION OF DUTIES PERFORMED DURING THE PROJECT: The work experience must be related to the discipline of academic training. PLEASE PRINT (Use additional pages in this format, if necessary.) | Verification by Immediate Supervisor |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

**FOR INTERNAL USE ONLY**

Job description meets the requirements of a:  ☐ **Technologist**
☐ **Technician**
☐ **Neither**

**REVIEWED BY:**

1. _____   _____
   Examiner                              MM/DD/YYYY

2. _____   _____
   Examiner                              MM/DD/YYYY

Examiner Notes:

[                                        ]

**Date:** _____
   **MM/DD/YYYY**

I, _____, _____
   (print immediate supervisor's name)        (Professional Designation)

verify  the  above  job  description  accurately  portrays  the

expectations of _____,
                           (print applicant's name)

an employee of _____.
                           (print company name)


_____
***Signature of immediate supervisor***

**Phone:** _____   **Email:** _____

**Date:** _____
              **MM/DD/YYYY**