

Application Process

(Important: For an academic program to be **accredited**, it **must be** listed on the www.cctf.ca website, <http://www.technologyaccreditation.ca> or **be accredited** under either the Sydney or Washington Accords listed at www.ieagrements.org).

- a) **Internationally** educated professionals are required to provide an ICAP (course-by-course) academic evaluation from World Education Services (W.E.S.). The W.E.S. website is located at <https://www.wes.org/ca/evaluations-andfees/professional-license-certification/engineering-related/>. You must have received your W.E.S. assessment to submit your application online.
- b) Applicants must apply on-line at the Technology Registrations Canada website at www.technologyregistrationscanada.ca
- c) Applicants who have graduated from a technical program are required to have two years of relevant Canadian work experience to be certified with TECHNOVA. Canadian co-op work experience is credited at 50%. TECHNOVA recognizes international technical work experience but one year of relevant Canadian supervised practice is still required to proceed with certification as Canadian references need to be provided.
- d) If you are internationally educated but do not have the required two years of relevant Canadian work experience, you can still apply with TECHNOVA as you may qualify for associate certification providing that you have more than one year of relevant international work experience.
- e) References **do not need** to be provided if the applicant does not have the two years of relevant Canadian work experience. If you have the required Canadian work experience, you will need to provide the contact information for three references. One of the references **must be or have been** your immediate supervisor and **they do not have to be certified**. The other two references need to be either a C.E.T. or a P.Eng. and **must** have directly worked with you for at least one year.
- f) Applicants who graduated from a non-accredited program with Canadian work experience **must** select general competencies as well as a minimum of four (4) discipline specific competencies. It is also important to select as many indicators under each competency that are relevant. Applicants who graduated from an accredited program need only to selection a minimum of four (4) discipline specific competencies along with all of the relevant objectives under each competency.
- g) The cost to apply is \$100.00 for accredited programs and \$200 for non-accredited programs. TECHNOVA will **waive the** application fee for nscg graduates who apply within one year of graduation and are student members of TechNova.
- h) When the applicant has received a letter from the Registrar stating that the Board of Directors have accepted their application, annual dues **will apply**. Certified fees are \$180 and Associate fees are \$110.00. Annual fees are due each calendar year in January and must be paid to remain certified.
- i) After you have submitted your application and it has been reviewed to ensure that all the required documents/information have been provided, you will receive an email requesting payment. TECHNOVA accepts both Visa and Mastercard credit cards or online payments. To provide a credit card number over the phone, please call 902-463-3236 or pay online.

Documents that are required to be attached to the on-line application as .PDF formatted files:

1. Diploma or Certificate
2. Transcripts
3. An up-to-date work history which is the work experience portion of a resume. A full resume will also be accepted.
4. A current job description if you have met the requirement for relevant Canadian supervised practice. Your supervisor **must** sign the job description on each page.
5. W.E.S. ICAP academic assessment (for internationally educated professionals)
6. Two forms of Identification: Nova Scotia Driver's License; Nova Scotia Medical Card or Passport. Internationally educated professionals need to provide a copy of their permanent resident papers/card or other government ID.



Application Timeline:

Applications will only be processed once payment has been received. Most importantly, all applicants must pass the online Professional Practice Exam before they will be considered fully certified.

Applicants can “track” the progress of their application by logging into their account on the Technology Registrations Canada website.

Contact the Member Services Coordinator at 902-463 3236 or info@TechNova.ca if more information is required.