

**SOCIETY OF CERTIFIED ENGINEERING TECHNICIANS &  
TECHNOLOGISTS OF NOVA SCOTIA**

*Operating as*



**CERTIFICATION BOARD POLICY**

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# Certification Board Policy

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## **1.0 MANDATE**

The Certification Board's Composition, Terms of Reference and Operating Guidelines shall be in accordance with the Memorandum of Association and By-Laws of TechNova, the Society of Certified Engineering Technicians & Technologists of Nova Scotia.

## **2.0 INTRODUCTION**

- a) The Certification Board shall evaluate all applicants for certification in accordance with this policy.
- b) This policy shall be reviewed annually by the Certification Board, and amended as required. Recommendations will be presented to Council for approval.
- c) The Certification Board shall, insofar as possible, provide direction and assistance to Council in the furthering of Applied Science/Engineering Technology in Nova Scotia.

## **3.0 CERTIFICATION BOARD STRUCTURE**

The Board shall consist of at least five (5) members as follows:

- a) Council shall appoint all members annually. One member shall be the Registrar; one member shall be the previous Certification Board Chairperson and the remainder selected from the TechNova membership or other professional groups such as architects or engineers.
- b) Insofar as possible, a representative of the major technological disciplines should be present on the Board.
- c) The Chairperson of the Certification Board shall be a member in good standing and will have served for a minimum of two years as a Certification Board member.
- d) Council shall appoint the Chairperson at the first meeting following the Annual General Meeting.
- e) The Chairperson shall serve for a minimum of two (2) years and can be reappointed for consecutive terms.
- f) A quorum of the Certification Board shall consist of at least three (3) members.

### **3.1 Duties of the Board Members**

#### **3.1.1 Duties of the Chairperson**

The *Chairperson* is responsible to Council through the Registrar for:

- a) Convening Board meetings at least monthly. He/She may at his/her discretion, cause the Board to meet more frequently as the workload dictates;

- b) The adjudication of any Board decisions requiring some discussion;
- c) Casting the deciding vote in the eventuality of a tie-vote.
- d) Ensuring equitable workload distribution.
- e) Scrutinizing monthly Board Reports prior to submission to Council;
- f) Ensuring all applicants files are evaluated, and a response forwarded as soon as possible (six to eight weeks maximum). If files are to be held beyond six to eight weeks, the applicant shall be advised.
- g) Ensuring all Board members are briefed as to their duties and responsibilities.
- h) Viewing required Society correspondence and actioning as required, that which has an impact on the functioning of the Board;
- i) Providing his/her signature to the successful applicant's certificate.
- j) Be responsible to Council through the Registrar.

### **3.1.2 Duties of the Alternate Chairperson**

The *Alternate Chairperson* is responsible for:

- a) In the absence of the Chairperson, the duties outlined in (a to d) above, and;
- b) Briefing the Chairperson prior to the next Board meeting.

### **3.1.3 Duties of the Board Secretary**

The *Board Secretary* is responsible for:

- a) The pre-screening of applicant files two (2) days prior to the Board Meeting
- b) Maintaining attendance lists of Board members at each meeting.
- c) The completion and submission of monthly reports for the Chairperson's approval.
- d) The forwarding of the monthly reports to TechNova's office for Council, and
- e) Ensuring that all Board correspondence is typed and forwarded.

Note: The Board Secretary shall not be required to review files.

### **3.1.4 Duties of the Alternate Secretary**

The *Alternate Secretary*

- a) Shall, as directed by the Chairperson, meet with the Board Secretary, and assist him/her in

his/her tasks. The Alternate Secretary shall act as Board Secretary in the absence of the latter.

- b) The Alternate Secretary will sit and work as full Board Member, including the review of files, except when acting in the capacity of Board Secretary.

### **3.1.5 Duties of the Board Members**

- a) Board Members shall always act according to the guidelines set down in the Certification Board Policy;
- b) Board Member, if required, may evaluate applicant's files between meetings;
- c) Members will compose all correspondence arising as the result of the evaluation of an applicants file, and present it together with the evaluation sheet, at the next meeting;
- d) Members are responsible for ensuring any files held are tabled with the evaluation completed at the next meeting, even if the member himself/herself cannot attend.
- e) Members will, when in agreement, verify the Board's evaluation of an applicant's file by signature on the evaluation sheet.

Note: At the discretion of the chairperson, files may be deferred until the next meeting.

## **4.0 MEMBERSHIP CLASSIFICATION AND ELIGIBILITY**

The Certification Board deals with the following TechNova membership classifications.

### **4.1 Certified Engineering/Applied Science Technologist**

- a) A graduate from an accredited engineering technology/applied science program or successful completion of required subjects from the Canadian Council of Technicians and Technologists (CCTT) National Standards or satisfactory completion of examinations established by the Certification Board;
- b) Completion of a minimum of two years discipline specific, relevant and progressive work experience. At least one year of Canadian work experience; and
- c) Successful completion of the Society's Law and Ethics Exam, and
- d) A satisfactory Technical Report.

e)

### **4.2 Certified Technician**

- a) A graduate from an accredited technical program or successful completion or required subjects from the Canadian Council of Technicians and Technologists (CCTT) National Standards or satisfactory completion of examinations established by the Certification Board;
- b) Completion of a minimum of two years discipline specific, relevant and progressive work

experience. At least one year of Canadian work experience; and

- c) Successful completion of the Society's Law and Ethics Exam.

### **4.3 Associate Technologist**

A person who has met all education requirements for a Certified Engineering/Applied Science Technologist but who lacks the complete two-year experience component.

### **4.4 Associate Technician**

A person who has met all education requirements for a Certified Technician but who lacks the complete two-year experience component.

### **4.5 Technician Candidate**

A person who is employed in the engineering/applied science field but who lacks some of the required educational qualifications for registration as a Certified Technician. Technician Candidates must have successfully completed a minimum of eight (8) competencies from the CCTT National Standards or have equivalent competencies from alternate educational pursuits. The Certification Board evaluation will be valid for a period of five (5) years only. The Technician Candidate must submit proof of annual educational upgrading with payment of yearly administration fee.

### **4.6 Student Member**

A person who is enrolled as a full-time student in a recognized or accredited applied science / engineering technology program at a Nova Scotia center of learning. The student must be in his/her final year of studies.

## **5.0 APPLICATIONS FOR MEMBERSHIP**

An application for registration, including membership transfer, reinstatement, reactivation, reclassification, or for any other category of membership identified herein, is considered as an application for registration. Applications shall be made to the Registrar on a form provided by the Society for the stated purpose. All applicants shall submit official documentation of their academic and experiential qualifications. The applicant shall further provide a current detailed job description, properly endorsed by the applicant's employer or other individual acceptable to the Board and submit any other relevant information upon request by the Registrar. All information must be provided in English or translated at the applicant's expenses.

### **5.1 Duties of the Registrar's Office**

The Registrar shall review all applications for membership in TechNova. Upon receipt of an application for membership, the Registrar shall verify that the following information has been submitted and process the application as follows:

- a) Initial recording fee / reclassification fee / transfer fee;
- b) A certified true copy of transcript of academic record from the institution(s) attended by the applicant or an MPRR (Members Personal Record Resume) form for military applicants;

- c) Detailed description of all other courses and training, including the number of instruction hours, achieved by the applicant;
- d) Applicant's signature and date;
- e) Detailed description of current job description and applied science/engineering technology related duties. An immediate supervisor holding one of the following professional designations CET, AScT, C.Tech, P.Eng, P.Geo or other technical professional, must endorse this description. The immediate supervisor must be well aware of the job which the applicant is filling and thus falls to him/her the responsibility of maintaining the high standards of the Society by careful scrutiny of the application before endorsing the job description,
- f) Forward the standard "Request for Reference" form to the applicant's immediate supervisor who endorsed the job description and one other reference as listed in the application, and
- g) Place the returned "Request for Reference" form with the applicant's file.
- h) Ensure that the information provided is in English. Any translation is at the applicant's expense.

The Registrar shall request any missing information.

## **6.0 ACADEMIC ASSESSMENT POLICY**

### **6.1 Minimum Requirements**

All applicants must have achieved a Nova Scotia (academic level) Grade 12 or equivalent. This must include successful completion of the following subjects:

- algebra
- communications
- geometry-trigonometry
- chemistry, biology or physics

A General Equivalency Diploma (GED) will be recognized as giving the applicant the equivalent of the minimum entrance level providing the applicant has achieved post secondary credits in mathematics and related sciences equivalent to Nova Scotia (academic level) Grade 12. No direct credit shall be awarded for the GED.

An applicant cannot be granted credits beyond his/her mathematical achievement.

### **6.2 Basis for Evaluation of an Applicant**

Mathematics, the physical sciences (physics, biology, chemistry) and communication skills constitute the basis for all technical advancement.

- a) The most recent approved National Technology Benchmark, Canadian Technology Standards as posted by TAC or syllabi of examinations TechNova will be used as a basis for awarding credit.
- b) Applicants will be advised of the discipline and option in which they have received the most credit.
- c) Graduates of accredited programs shall be registered at the appropriate category, and in the

discipline in which they completed their course of studies, provided they meet the experiential requirements.

- d) Applicants who are not graduates of a CTAB accredited, TAC accredited after Jan 2021, or partially, accredited program, must provide verifiable documentation for all academic study completed or partially completed. Each applicant will be assessed on an individual basis.
- e) Applicants who do not meet the minimum requirements listed under 6.1 will be so advised.

### **6.3 Obligatory Credits**

An applicant cannot be granted credits beyond his/her mathematical achievement.

#### **6.3.1 Technologist**

To be certified as an engineering/applied science technologist the applicant must have credit for the following competencies as outlined in the approved National Technology Benchmark or Canadian Technology Standards as posted by TAC:

- i. All appropriate generic competencies;
- ii. Six (6) technology major competencies, one of which includes Applied Research techniques; and
- iii. Adequate supportive competencies to progress from generic to technologist majors.

#### **6.3.2 Technician**

To be certified as a technician the applicant must have credit for the following competencies as outlined in the approved National Technology Benchmark or Canadian Technology Standards as posted by TAC:

- i. all appropriate generic competencies;
- ii. Five (5) technician major competencies; and
- iii. Adequate supportive competencies to progress from generics to technician majors.

### **7.0 TRANSFERS**

All members in good standing who apply to transfer from a Constituent Member (CM) of TPC to TechNova will be accepted by the Certification Board based on the evaluation made by the original Constituent Member of CCTT and consistent with the Canadian Free Trade Agreement.

#### **7.1 Special Consideration or Grandfather Transferees**

TechNova's Registrar will obtain verification from the constituent member society in which the applicant is transferring from to confirm the transferee was not granted membership under a "grandfather" or "special consideration" clause. Anyone who has been granted membership under a special consideration or grandfather clause in another constituent member society will be evaluated on an individual basis by the Certification Board.



## **8.0 APPEAL PROCESS**

Upon request for review by a rejected applicant, the following procedure is to be followed:

- 1) the Certification Board will review the applicant's file in detail to verify the original assessment is correct;
- 2) if the review done by the Certification Board results in the same decision, an independent review will be done by a Certification Review Board appointed by Council in accordance with article 18 of the By-Laws;
- 3) the Certification Review Board will review the applicant's file in accordance with the Certification Board Policy and will reach an independent decision;
- 4) the chair of the Certification Review Board will meet with the President of the Society and the chair of the Certification Board to discuss the findings of both boards;
- 5) the findings and recommendations of the Certification Review Board will be submitted to Council for review and discussion; and
- 6) council will notify (in writing) the applicant and the chair of the Certification Board of the final decision.

# Appendix 'A'

## CCTT Global Disciplines

**Architectural and Building**

**Forestry**

**Bioscience**

**Industrial**

**Chemical**

**Mechanical**

**Civil**

**Mineral**

**Electrical**

**Petroleum**

**Electronic**

**Environmental**

**Information Technology**

**Naval Architecture**

**Instrumentation**

**Biomedical**

**Survey and Geomatics**

**Marine**

# Appendix ‘B’

## Examination Policies

### **B.0 EXAMINATION OF QUALIFICATIONS FOR CERTIFICATION**

Membership in TechNova may require, as an academic component, that an applicant satisfy the examinations as outlined by the Certification Board. The following policy applies to examinations to be written by an applicant to satisfy the academic requirements of TechNova for Certification.

#### **B.0.1 Timing of Exams**

Examinations will be written when and as required by the Certification Board.

#### **B.0.2 Basis for Examinations**

Exams will be based on the competencies in the approved National Technology Benchmarks or Canadian Technology Standards approved Jan 2021. Each candidate for an examination will be given the examination outline, the title, author and publisher of prime texts and any reference texts and an outline showing the areas of emphasis. Past examinations will not be made available and candidates will not be permitted to retain the examination questions. It should be remembered that TechNova is not in the training business and individuals who have not been exposed to the subject area should be encouraged to take a formal course in the subject matter before writing the examination.

#### **B.0.3 Duration of Examinations**

Exams will be a minimum of 2 ½ hours in duration.

#### **B.0.4 Supervision**

All examinations are to be proctored by individuals selected or approved by TechNova.

#### **B.0.5 Examination Format**

Examinations should not include more than 25% of the exam in multiple choice, or true or false, type questions. Exams will be “closed book”. A scientific calculator and other tables, standards and other approved material will be permitted.

#### **B.0.6 Setting of Examinations**

Examinations may be established on a “single setting” basis but ideally, an exam should be set in accordance with the following guidelines:

- a) Each examination can be attempted a minimum of three times. In setting an

examination, sufficient questions should be supplied with a key for the questions to be used for each of the three settings, such that each of the three examinations will supply a good test of the subject matter and yet is sufficiently different to test an applicant who may have sat, but not succeeded on a first examination.

- b) An examiner will provide method and answers for each question and a marking scheme for these answers.

### **B.0.7 Marking Standards**

A pass mark for any examination will be 50 out of a possible 100 marks. Whenever possible the examination is to be marked by the individual who set the examination. Where this is not possible, the individual marking the exam shall be knowledgeable in the subject area and will follow the prescribed marking scheme for the examination.

### **B.0.8 Maintenance of Standards**

Although TechNova will utilize appropriate personnel from academic institutions in setting examinations, TechNova will accept the responsibility for reviewing the examinations and ensuring that appropriate standards are maintained.

### **B.0.9 Costs**

The Certification Board will establish examination costs on an annual basis.