Academic Assessment Application
Internationally Educated – Not Living in Canada

CTTAM

Instructions:

Complete all sections. If a section does not apply to you, write "Not Applicable" or "NA". If your application is incomplete, it will not be accepted.

1) Personal Information

> **a. Name:**
> (It is important that you apply using your **full legal name** as it appears on your passport.)

Title: ☐ Dr. ☐ Mr. ☐ Mrs. ☐ Ms ☐ Miss

First Name: _____

Middle Name: _____

Last Name/Family Name: _____

> **b. Birth Details:**

Gender: Male ☐   Female ☐

Birthdate: (numerical) Month: ☐ Day: ☐ Year: ☐

> **c. Current Address:** *(internationally educated & **not** residing in Canada)*

Street Number: _____   **Street Name:** _____

City: _____   **Country:** _____

Email Address: _____   **Phone Number:** _____

2) Discipline

An academic discipline or field of study is a branch of knowledge that is taught and researched as part of higher education.

Indicate the discipline that you wish to be examined in (normally this would be the discipline of your undergraduate degree). If your discipline is not listed below, please choose one that closely matches. If your discipline is not an exact match with the options listed below, choose up to **two** that match closest.

Engineering & Applied Science Disciplines for <u>Technicians</u>:

☐ Architectural	☐ Environmental
☐ Biotechnology	☐ Forestry
☐ Chemical	☐ Instrumentation
☐ Civil	☐ Mechanical
☐ Computer Systems	☐ Geological & Mineral
☐ Electrical	☐ Petroleum
☐ Electro-Mechanical	☐ Power Systems
☐ Electronics	☐ Survey / Geomatics

Engineering & Applied Science Disciplines for <u>Technologists</u>:

☐ Architectural	☐ Information Technology
☐ Biomedical	☐ Instrumentation
☐ Bioscience	☐ Marine Engineering Systems
☐ Chemical	☐ Mechanical
☐ Civil	☐ Mineral Resource
☐ Electrical	☐ Naval Architecture
☐ Electronics	☐ Petroleum
☐ Environmental	☐ Renewable Resource
☐ Industrial	☐ Survey / Geomatics

CTTAM Disciplines of Registration:

CTTAM registers members in the following additional engineering technology and applied science disciplines:

- Building Technology
- Communication
- Construction
- Design Drafting
- Municipal
- Structural
- Telecommunication
- Transportation
- Wood Manufacturing

3) Education

List your education in chronological order, do not abbreviate, and be sure to provide all requested detail.

NOTE: To be eligible for an assessment, you must have completed a two-year minimum, post-graduate secondary program (typically a diploma, certificate or a bachelor's degree) in a field related to Engineering.

Full Name of Institution:

Full Name of Degree/Diploma:

Discipline of Study: _____ **Date Degree Awarded:** _____

City of Study: _____ **Country of Institution:** _____

Degree / Diploma Duration:

☐ *5 Year* ☐ *4 Year* ☐ *3 Year* ☐ *2 Year*

Attended from: _____ *to:* _____
(Year)   *(Year)*

Was any part of your education completed by:
☐ Correspondence ☐ On-line ☐ Distance Education
☐ Yes ☐ No

If "Yes", please give details:

Additional Certificate / Degree / Diploma:

NOTE: *If you do not hold any additional Certificate(s), Degree(s) or Diploma(s), please go to Section 4.*

Full Name of Institution: _____

Full Name of Degree/Diploma: _____

Discipline of Study: _____ **Date Degree Awarded:** _____

City of Study: _____ **Country of Institution:** _____

☐ *5 Year* ☐ *4 Year* ☐ *3 Year* ☐ *2 Year*

Attended from: _____ *to:* _____
　　　　　　　　　　　(Year)　　　　　　　　(Year)

Was any part of your education completed by: ☐ Correspondence ☐ On-line ☐ Distance Education

☐ Yes ☐ No

If "Yes", please give details: _____

4) Declaration of Consent

I authorize CTTAM to retain all information contained herein and any appended documents including transcripts, work history, proof of degrees, syllabi, translations of same, and any and all information for the purposes of assessing my academic qualifications. I also authorize CTTAM to make any enquiries of any institutions to which I may have applied, in order to assess my academic or other qualifications as related to my professional registration.

I understand that this information will be kept on file in accordance with CTTAM's retention policy. After completion of the assessment of my academic qualifications, or after I complete the academic assessment program or withdraw from the program, I wish to have the following actions completed:

I declare that all of the information provided is authentic and correct to the best of my knowledge and belief. I understand that a false statement or failure to provide the information requested may, at any time, disqualify me from the assessment program. I authorize CTTAM to obtain such additional information as it may deem appropriate, from such additional sources as it may deem appropriate, for the processing of my application.

I understand that it is my responsibility to update my contact information with CTTAM.

Signature: _____ **Date:** _____

5) Checklist of Documents Required

a. <u>World Education Services</u> (WES) ICAP document-by-document credential evaluation <mark>** mandatory requirement **</mark>

To submit an application for WES ICAP document-by-document report visit https://www.wes.org/ca/about-wes-credential-evaluation/. You must choose CTTAM as a recipient of the report and then WES will provide CTTAM with secure electronic access to your credential evaluation and provide copies of the verified academic documents that were assessed.

If you already have an Educational Credential Assessment (ECA) report completed by WES for immigration purposes, then you must upgrade to the standard document-by-document report. You must also request a duplicate report and select CTTAM as a recipient of that report. You can do this by signing into your WES account.

CTTAM will not accept credential assessments done by other agencies.

The WES credential evaluation **does not replace** the requirement for a CTTAM Academic Assessment. The primary reason for the WES assessment is to verify and authenticate your academic documents. WES only assesses the general level of your academic qualification as compared to Canadian education levels. CTTAM must still assess the engineering content of your academic program, compared to the Canadian Council of Technicians & Technologists' (CCTT) National Technology Benchmarks.

☐   **YES,** I have contacted World Education Services (W.E.S.) and I have submitted an application with them for an ICAP course-by-course document credential evaluation.

Date ordered: _____   W.E.S. Reference #: _____

b. <u>Certificate, Degree or Diploma</u>

For each certificate, degree or diploma listed in "Section 3 – Education" of this form, attach a .PDF copy of it. *Note: CTTAM **does not** open "zipped" files.*

☐   **YES,** I have attached a .PDF copy of each <u>Degree,</u> <u>Diploma</u>, or <u>Certificate</u> that is mentioned in "Section 3 – Education" of this form.

c. <u>Resume</u>

Please attach a copy of your resume with details of your international work experience. It is important to include months/years for each employer.

6) W.E.S. Application Fee

Applicants are required to pay for the W.E.S. academic evaluation and provide CTTAM with the documents.

7) Delivery

Please .PDF this application and the documents as indicated in "Section 5 – Checklist of Documents Required" and email the .PDF file to admin@cttam.com.

** Please note that CTTAM **does not** open up "zipped" files. **

8) CTTAM Academic Assessment Application Fee

There is an application fee of $125.00 (Canadian) for the academic assessment. Payment is required prior to receiving the assessment results from CTTAM. Please contact the CTTAM office at 1-844-558-8751 (toll free) or at 1-204-784-1083. CTTAM accepts both Visa and MasterCard credit cards.

Certified Technicians and Technologists Association of Manitoba
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Canada R3J 3T7
Telephone: 1-844-558-8751 (toll free) or 1-204-784-1083
Fax: 1-204-784-1084
Email: admin@cttam.com