Action Plan: Certified Technicians and Technologists Association of Manitoba (CTTAM)

✔ Complete

In response to the Fairness Commissioner's recommendations, CTTAM proposed the following action plan:

	OMFC Recommendations	Action Plan	Status as of May 2016
1.	That with regard the Association's information package under development,	CTTAM is currently in the process of updating its website and should be fully launched in the near future.	✔
	• The new information package include a more prominently presented landing page for IETTs;	• It will have a prominent landing page for IETTs titled New Canadians.	✔
	• Make clear the role and resources afforded by the National website and the Canadian Technology Immigrant Network;	• There will be a link to our National body, The Canadian Council of Technicians and Technologists along with an explanation as to its role. • In addition, the website will have links directly aimed at the IETTs including: o The Immigrant Toolbox o The Resource Guide for Internationally Educated Engineers o CTIN (Canadian Technology Information Network) o TRC (Technology Registrations Canada)	✔ Dec 2013
	• A complete, dedicated English and French language proficiency section be provided in the registration material that addresses language proficiency requirements, the communication demands of the profession, language upgrading opportunities and the employability issues that surround English and French language proficiency;	• Language Proficiency: As a rule CTTAM does not require language proficiency as a requirement for application or certification. The only language proficiency requirement is for the Technical Report Program which is offered in co-operation with Red River College as participants with low language proficiency typically do not do well. The level of language either English or French is something that is between the Employer and Employee and varies greatly from workplace to workplace in the technology field.	
	• Make clear the possibility and details of alternative documentation and an applicant's access to records;	• Alternative Documentation. This information is currently provided during a face to face information meeting with the applicant. Information will also be placed on the website. Access by members to their files will also be placed on the website.	✔
	• Provide clear and complete information about the appeal process and policies, including the pre-appeal process and practice. This information	• The Appeal Process for all CTTAM members is clearly defined in the CTTAM By-law and reference will be made on our website. All applicants receive a Professional Practice Manual at the time of application. The manual includes our Code of Ethics, By-law and the Certified Applied Science Technologists Act. As well, reference will be made to the Appeal	✔ Nov 2008

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	needs to be present both in the registration material and accompany any registration decision that denies registration or subjects it to conditions;	Process when corresponding registration decisions.	
	• Make clear the possibility of partial credit for the Professional Practice Exam;	• Partial Credits for Professional Practice Exam: This is currently done by CTTAM as a courtesy, and only for the written section of the exam dealing directly with Ethics. If the applicant has this section correct, it shows they have knowledge of the requirements for Canadian Ethical Standards. If an applicant fails the exam twice, the Registrar reviews the exam and the areas of concern with the applicant.	✔
	• Include the addition of the French version of the Occupational Fact Sheet.	• The French version of the Occupational Fact Sheet will be available as a link.	No longer relevant
2.	That the Association implement a strategy to more fully recognize international work experience.	CTTAM currently recognizes all of the work experience of our International Applicants. The requirement for Canadian references, however, is a national requirement. The Standard states that the applicant should have worked with the professional reference for one year. In Manitoba, we have the requirement for three professional references; as compared to some sister associations which have the requirement for four.

May 2016
Considering ASET (Alberta) certification model which recognizes all work experience and one reference from outside of Canada | ✔ |
| 3. | That the Association allow IETTs the opportunity to demonstrate academic qualification through work experience. | CTTAM already provides for this through the National Technology Benchmarks (NTB). Applicants may do a self-assessment using all PLA (Prior Learning Assessment) tools. Included is: Education, Training Courses, Work Examples, Interviews and Letters of Testimony from known professionals.

May 2016
Considering ASET (Alberta) certification model which requires competency reports to be completed by the applicant and validated by the supervisor and/or professional member of CTTAM or EGM. CTTAM to assess submissions. Certification examination to test applicants' skills and knowledge in relation to their field of practice. | ✔ |
| 4. | That the Association shorten the 5-month summer delay for applicants to receive their assessment results. | There are three CTTAM Boards that do all of the parts required for the assessment and consist of volunteers, based on the number of applicants during this period a summer session is not required.

However, to address a situation where there is a need to have early information when applying for employment, all applicants are informed that if they need to have information for an employer, they can have the employer call the Registrar for a preliminary estimate as to level of certification and timeframe for the process to happen. | ✔ |