

# Application for Special Consideration

## POLICY

### *Certification Exam*

1. Applicants who fail the ASET Certification Exam may request special consideration to write a technical report in lieu of the exam.

### *References*

1. Applicants who are unable to obtain the required three professional references may request special consideration from the Board to provide at least one professional reference to verify their work experience. Acceptability of the reference(s) is at the discretion of the Board of Examiners.
2. Refugees may request special exemption by the Board of Examiners from providing the required references. Eligible applicants will be required to undergo an interview conducted by a Subject Matter Expert(s) in the relevant discipline.

### *Signatures*

1. Applicants who are unable to obtain a supervisor signature for their Competency Summary or Job Description due to exceptional circumstances may request special consideration.
2. Applicants must have their Competency Summary and/or Job Description signed by another professional with direct knowledge of the applicant's work.

### *English Language Proficiency*

1. Applicants who are unable to provide IELTS, CELPIP-G or PTE test results may request special consideration.
2. Applicants must explain in at least 300 words how they became proficient in the English language.
3. The applicant's supervisor must sign the Special Consideration Form to attest to the authenticity of the applicant's submission.

### *Technical Report Sponsor*

1. Applicants who are approved to write a technical report but do not have a report sponsor who is a registered member of ASET or APEGA may request special consideration.
2. Applicants must have their technical report sponsored by another professional who can attest to the authenticity of the applicant's report.

### *Application Process*

1. Applicants must apply for special consideration by completing the Special Consideration Form.
2. The ASET Registrar will approve special consideration requests or refer applications to the Board of Examiners in accordance with policy.
3. Applicants will not be reviewed by the Board of Examiners until a completed application is submitted and has undergone a first and second level review.

### *Academics vs. Discipline*

1. Applicants applying within a different discipline from their education must detail the reasons why their experience falls outside of their post-secondary discipline and explain why their work experience should be considered acceptable work experience even though it may fall outside of their academics.

## APPLICANT INFORMATION

First Name

ASET No.

Last Name

The logo for ASET (Association of Science and Engineering Technicians) is located in the bottom right corner of the page. It features the word "ASET" in a bold, white, sans-serif font, set against a blue background that is part of a larger graphic design consisting of overlapping blue and white curved shapes.

**DETAILS OF REQUEST**

Explain why you are requesting special consideration from the Board of Examiners. Include as much detailed information as possible so the Board has sufficient information for review.

**DECLARATION**

"I certify that the information provided on this form is complete, true, and accurate to the best of my knowledge. I understand that the Board of Examiners assigns alternate assessment activities at its discretion and that completion of this form does not guarantee that any application requirements will be waived by the Board."

Signature  Date

**Office Use Only**

- Applicant request accepted
- Applicant request rejected

Notes

