

Frequently Asked Questions

New Applicants

1. What are the benefits of being an OACETT member?

The primary benefit of membership is certification with OACETT. Once certified, you will be permitted to use one of the protected titles: Certified Technician or Certified Engineering Technologist and to use the designations C. Tech. or C.E.T., depending on your registration. These designations indicate that you are a member of a professional association and will be useful to you in the work place. Many employers require that their employees become certified and often make this a requirement for job placement and upgrading. Other employment opportunities for certified members may be due to government requirements or emerging needs in specific sectors such as provincial road construction, etc. There are other benefits of membership, including (for certified members) the right to transfer your credentials across Canada. As a certified member you may also vote in the association's elections, hold office and participate in the way your association is run as a volunteer on one of OACETT's many committees. There are also many discounts on different services available to you as an OACETT member and access to the CTEN job bank on the OACETT website.

2. OACETT's website has two application forms, one for new applicants and one for post-secondary students. Which one should I use?

If you are currently enrolled in a full-time, post-secondary, engineering or applied science diploma or degree program in Canada, you should use the [Post-Secondary Student Membership Application form](#). You must have completed at least one year of the program and still be registered full-time to apply. Otherwise, please use the [Application for Certification form](#).

3. What do I need to send in with my application for membership?

You will need to send in the following:

- completed application form and fee
- a current or most recent [job description](#)* signed by your supervisor
- an up-to-date resume listing your [work experience](#)
- an official transcript of your subjects and marks sent directly from your post-secondary institution**
- photocopy of your Canadian birth certificate, proof of Canadian citizenship or landed status such as permanent resident card or other identifying information
- the names and email addresses of at least three persons who are familiar with your work experience. OACETT will email these persons a confidential, [professional reference questionnaire](#).

Notes:

* If you cannot provide a job description because you are not working at present, new to Canada, or not working in your field, you may still apply. In these cases you may want to submit a 1-page description of your skills or enclose a job description from a previous job that is related to your field.
** If you cannot obtain a transcript because the institution is not in Canada, take your original transcript to a lawyer, a notary, or a commissioner of oaths to have a copy certified and mail this copy to OACETT with your application. If you only have one original transcript make sure you send a notarized copy rather than the original as the documents become the property of OACETT. If the original transcript is not in English, it must be a notarized translated copy prepared by a certified member of the Association of Translators and Interpreters of Ontario (ATIO).

4. I'm applying to be certified as a Technician (C.Tech.). What are OACETT's requirements for certification?

Minimum requirements for certification as a Certified Technician are:

- you are a graduate of a 2-year post secondary engineering technician or applied science diploma program or equivalent
- you successfully pass our [Professional Practice Examination \(PPE\)](#)
- you submit documentation of at least two years of appropriate level experience
- you must demonstrate a facility with the working language and facility with the standards, codes and practices of the discipline(s) in which you are seeking certification. Normally these are gained by working in Canada for one year.
- you are at least 18 years old and of good character
- you must complete the certification requirements within 3 or 6 years from date of file review, depending on whether you have been assigned further academic competencies to complete. You will be given a completion date.

5. I'm applying to be certified as a Certified Engineering Technologist (C.E.T.). What are OACETT's requirements for certification?

Minimum requirements for certification as a Certified Engineering Technologist are:

- you are a graduate of a 3-year post secondary engineering technologist or applied science diploma/degree program or equivalent
- you successfully pass our [Professional Practice Examination \(PPE\)](#)
- you submit a Proposal and a [Technology Report](#) for review and approval
- you submit documentation of at least two years of appropriate level experience
- you must be able to demonstrate a facility with the working language and a facility with the standards, codes and practices of the discipline in which certification is being sought. Normally these are gained by working in Canada for one year.
- you are at least 18 years old and of good character
- you must complete the certification requirements within 3 or 6 years from date of file review, depending on whether you have been assigned further academic competencies to complete. You will be given a completion date.

6. I have received acknowledgement of my application. Now what?

You can begin to track the status of your application by clicking on ["Road to Certification, Track the Progress of Application"](#) on the OACETT home page. As soon as all your documents have been received, at least two professional reference questionnaires have been returned to us, (see #3 above), and your annual membership dues have been paid, your file is moved forward to the *Queue for Review* for the Admissions Committee. Once the Admissions Committee has reviewed your file

we will send you a report, an evaluation summary outlining your personal program for certification and what level of certification you are eligible for. This takes approximately three to four months.

7. How long will it take OACETT to assess my file?

This depends on how quickly we receive all of your documentation (see #3 above). Once we have all necessary documents, including the professional reference questionnaires returned from your references, OACETT's Admissions Committee will review your file. This takes approximately three to four months. You will then be notified of the Committee's decision and of any other requirements for certification.

8. I have paid a fee with my application. What other fees do I need to pay?

Each application must be accompanied by an application fee. Once your application has been processed, you will receive an invoice for annual dues. All members of OACETT, both associate and certified pay annual dues to maintain their membership in OACETT. Non-payment of your dues can cause your membership to lapse. If this happens, your application will not be processed any further. Thereafter, you will be invoiced for your annual dues on the anniversary date of your initial application.

In addition to annual dues, you will be required to pay fees to write the [Professional Practice Examination](#). There is also an optional [seminar](#) for the Professional Practice Exam and for those pursuing Certified Engineering Technologist (C.E.T.), there is an optional [Technology Report Seminar](#). Please refer to the [current fee schedule](#).

9. I applied to be certified as a Technician or Technologist. Why was I accepted as an Associate member?

At the time of application, OACETT registers as Associates those who are eligible for membership while they work towards certification. Members have three or six years to become certified, depending on whether further academic competencies are required. Once your file has been reviewed by the Admissions Committee, the report issued will indicate what level of certification you are working towards.

10. When will I be able to obtain insurance and other benefits through OACETT?

Once your application has been processed and your membership dues have been paid, you will be sent your membership card. It takes up to 6 weeks for you to receive your membership card by mail. You will need to have an OACETT membership card in order to participate in any membership benefits, including access to the CTEN job bank.

11. As an Associate member, how do I access the CTEN job bank?

You can only access CTEN if you have paid your membership dues and have received your membership card. The website is: <http://www.cten.ca/>

12. Do I need to have two years of experience in the same company or can I use my experience in previous jobs?

Experience can be accumulated with one or more full- or part-time employers. OACETT also grants credit towards the two-year experience requirement for co-op, intern or other equivalent experience gained while a student in an engineering or applied science technology program. Up to one full year may be credited if you attended or are attending a nationally accredited program or, if your supervisor during the co-op placement is a certified member of OACETT or a licenced professional such as a P.Eng, OAA, P.GEO, or O.L.S. Co-op work experience that does not fall into either of these two categories is recognized at 50% of the time worked up to a maximum of 6 months. In any case, co-op experience can significantly reduce the experience requirement after graduation.

13. Does my work experience from another country count?

Yes, as long as your work experience is in a related field it can count towards fulfilling the two year experience requirement for certification. You must be able to demonstrate a facility with the working language and a facility with the standards, codes and practices of the discipline in which certification is being sought. Normally you demonstrate this by working in Canada for one year.

14. I'm not sure what discipline I should apply for? What should I do?

Your discipline of registration is normally related to your post-secondary academic program. You can check OACETT's accepted [disciplines of registration](#) on our website and contact us if you need further assistance. The Admissions Committee will make sure that you are registered in the right discipline during your file review.

15. I am not working in the engineering discipline I was educated in. Which discipline should I apply for?

Normally you would apply in the discipline related to your post-secondary program, as this will provide you with the greatest number of academic points. However, if you have significant experience in a discipline other than your academics, the Admissions Committee will take this into account when choosing the most appropriate discipline when your file is reviewed.

16. I am qualified in more than one discipline. Can I be registered in a second discipline?

Yes, once you are certified in one discipline (as a Technician or Technologist) you can apply to be registered in another discipline at the same level in which you are qualified.

17. If I move to another province, can I transfer my OACETT certification to the new province?

Yes, once you are a certified member with OACETT and your membership is active, you can [transfer](#) your level of certification to the new province. Please note that not all titles are available in all the provinces. The new province will assign you the title in use in that province. If you are an Applied Science Technologist with OACETT the requirements for certification may be different in other provinces and you may be asked to complete a Technology Report if one has not been completed with OACETT.

18. Why have I received a list of academic competencies to complete in order to be registered as a Technician or Technologist and how do I find courses to satisfy these competencies?

Based on your educational background, especially if you did not complete and graduate from a post-secondary engineering or applied science technology program, or if you are interested in reclassifying to technologist, a review of your documentation by the Admissions Committee has determined that you are required to complete additional academic competencies. The Admissions Committee may also ask you to complete a self-assessment against the National Technology Benchmarks so that they have further information about your academics and experience and can give you the most possible credit towards certification. See Question #24 below for further information about a self-assessment.

You will need to check with the various community colleges and institutions in your area or investigate online learning opportunities to determine if the content of the course matches that of the academic competency you were asked to complete. If you find there is similarity of content, send an outline of the course that you want to take to us for approval prior to registering for the course. (Make sure to allow enough time for our Admissions Committee to review it.) Our technical exams provide another upgrading alternative where we can set an exam for you and provide you with a list of materials to study. Please visit the [technical exam](#) section of our website for further details. Another option for those members who have significant experience greater than 10 years is [Prior Learning Assessment and Recognition \(PLAR\)](#). See the next question for further information about PLAR.

19. What is Prior Learning Assessment and Recognition (PLAR)?

PLAR is a process that reviews your prior learning achieved outside of a traditional college or university program for credit towards certification. If you have more than 10 years experience in your field you might be a good candidate for a PLAR review. You will need to be able to prove that you have met the missing competency(ies) and showcase your proof in a portfolio submission which our admissions committee will then review. For more information visit the [PLAR](#) section of our website.

20. Is there a timeframe for certification?

Members who joined the Association after July 1, 2005 have three or six years to become certified, depending on whether further academic competencies are required. For members applying with full academics and the two years of experience already fulfilled, certification can be achieved quickly, often in less than a year if only the Professional Practice Exam is required. For others it will take longer, depending if further academics or experience is required.

21. My documents are in another language. What do I need to do?

You will need to have your documents translated into English by a certified member of the Association of Translators and Interpreters of Ontario (ATIO) and the documents need to be notarized that they are a certified, translated copy of the original.

22. I have a disability, how can you assist me?

Please phone or email the OACETT office for assistance at 416-621-9621 or info@oacett.org. Please also visit [OACETT's Accessibility Standards for Customer Service Policy](#) required under the Accessibility for Ontarians with Disabilities Act (AODA 2005).

23. What are your customer service guidelines?

Phone calls and emails are returned within 3 to 5 business days due to a high volume of inquiries, although many can be responded to within 24 hours. Please be advised that IETO works to the following deadlines for admission purposes: new applicants are admitted to membership and members are certified once per month at our admissions date which falls during the first week of the month. The admissions committee typically meets twice per month to review files, proposals, technology reports and academic course outlines. Your file is sent to the committee based on when all the required documents for a review have been received. File reviews can take approximately three to four months, proposals one month, technology reports two months and course approvals two to four weeks. Please realize that these are average times and some variation does occur based on availability of an expert in your discipline or volume of files received.

24. What is a self-assessment?

A self-assessment is a detailed inventory of your achievements both in academics and experience against the [National Technology Benchmarks](#), the national standard of competencies needed to become registered and certified as either a Technician or Technologist. If you did not complete and graduate from an engineering or applied science technology program or if you want to upgrade to a technologist, you may be asked to complete a self-assessment in order for the Admissions Committee to have comprehensive information about your academics and experience that you have acquired so they can give you the most possible credit towards certification. You may also be asked to complete a self-assessment if your program is unknown to OACETT; that is if it is not listed in our information databases. It is to your benefit to complete a self-assessment in these situations so that the Admissions Committee learns as much as possible about your program and is able to give you the most possible credit towards certification. Applicants who are eligible for PLAR reviews (see #19 above), should also self-assess to see if they have acquired the necessary learning from non-formal education and can provide evidence of that learning. The Admissions Committee will advise when a self-assessment is necessary in any of the situations referred to above. If you would like to try a self-assessment, please visit the [Technology Registrations Canada \(TRC\)](#) website.

Request for 2nd File Review

1. Can I request a 2nd review of my file if I do not agree with the Admissions Committee assessment?

A 2nd file review can be requested if you disagree with the evaluation. If you wish to send in additional information, that will also be reviewed.

2. How do I request a 2nd file review?

Before you can request a 2nd file review, you need to review the [2nd File Review Evaluation Troubleshooting Guide](#) and make sure that none of those examples pertain to your situation. You must then complete the [Request for 2nd File Review Form](#) stating why you are requesting that your

file be re-assessed. Requests for a 2nd file review will not be accepted over the telephone or without the completed 2nd review form.

3. How long will it take to have a 2nd file review completed?

The timeline to complete a review of your file is 8 weeks or longer from the date that the 2nd File Review Form is received at OACETT.

4. I do not agree with the results of the 2nd file review, what now?

OACETT has a formal appeal process which is outlined in the [IETO Terms of Reference, section 3.3](#) and is available for review on our website. See the next section of these FAQs for further information.

Certification Appeals

1. What is a certification appeal?

A member who does not agree with the results of the 2nd File Review regarding their certification level may appeal to the Registrar in writing within 30 days of the 2nd File Review decision to challenge the results and have their case heard by a Certification Appeals Committee appointed by the IETO Board. The appeal will be heard within 90 days from receipt of the notice of the appeal or the date that the member indicates that their appeal documentation is complete. Certification requirements including, but not limited to the passing of the Professional Practice Exam, mandatory road construction designation and refresher courses, and completing experience requirements including the required Canadian experience are not appealable. The decision of the Certification Appeals Committee will be binding on both the member and the IETO Board.

2. How do I apply for a certification appeal?

For detailed information see [section 3.3 in the IETO Terms of Reference](#).

In short, ensure that you have gone through the 2nd File Review process first, then fill out the [Certification Appeal Form](#) and attach any relevant documentation, pay the [appeal fee](#) which is refundable if the appeal is successful and send it to the Registrar, OACETT, 10 Four Seasons Place, Suite 404, Toronto, ON, M9B 6H7.

Professional Practice Examination (PPE)

1. Do I need to write this exam?

Yes, the Professional Practice examination is a mandatory requirement for certification in both the Technician and Technologist categories. The PPE is a non technical, invigilated exam dealing with ethics, law and business practice.

2. When should I apply for the exam?

You may apply for this [exam](#) after you have received your acceptance letter confirming your membership status and have received your membership number. Keeping in mind that members have three or six years to reach certification depending on whether further academic competencies are required, we recommend that you write it as soon as possible.

3. When is the PPE held?

The Professional Practice exam is held four times each year, normally in February, May, September and November. You should apply to write the exam at least 2 months prior to the exam date.

4. Where is the exam held?

Exams are held across Ontario, usually at Colleges, Universities or other centres where a sufficient number of applicants are concentrated. Click here for a listing of [centres](#). For those in remote areas or out of province only, candidates may provide the name of a suitable invigilator and location. Click here for the [form](#). The PPE examination is delivered "on-line" using a computer. Our exam centres will provide computers for your use.

5. What are the required materials and costs to take the PPE?

The [cost of the exam](#) can be found on the OACETT website. The cost includes a Professional Practice Study Manual and Study Outline. The [OACETT Act](#), [Bylaw 19](#), [the IETO Terms of Reference](#), [Code of Ethics](#), and [Rules of Professional Conduct](#) are also required and included in the exam package. You must take the Code of Ethics and the Rules of Professional Conduct to the exam. Ensure that you have nothing written on them. Additional copies can be downloaded from the OACETT website. When you register and pay online you will be sent the study materials. An email will be sent to you from Canada Post when the materials have been shipped. You will have to sign for them. If you are not home, Canada Post leaves a card alerting you to pick up your package at the post office listed on the card.

6. Do I need to read the entire Study Manual or are only specific sections necessary?

Yes, you need to study the entire Study Manual. The Study Outline will assist you in identifying how you should direct your studies.

7. Are past exam papers available?

No, past exam papers are not distributed.

8. I don't need to know about law in my current position. Do I need to write the entire PPE?

The exam consists of three parts: Law, Ethics and Practice. The aspects of Law in the exam relate to general topics in law of which most Technicians and Technologists need to be aware. In order to pass the exam, you must achieve a satisfactory result in all three parts. If you do not pass all three sections you will be required to rewrite the section or sections that were unsatisfactory.

9. Are there courses or seminars available to prepare for the PPE?

The exam is self-study; however, there is a choice of two seminars available to assist candidates to prepare – classroom or online. The seminars are not mandatory although many members have found them extremely useful in understanding the material. For further information, check the [seminar application](#) information available on the website.

Technology Reports (TR)

1. Do all members who want to be certified have to send in a Technology Report?

No, applicants applying as Certified Technicians do not have to submit a Technology Report. If you are eligible to become a Certified Engineering Technologist (see the "New Applicant's section, Question #5) you will be required to send in a Technology Proposal and Report for review and approval. Graduates from [nationally accredited programs](#) are exempt. You will be advised if you are required to submit a proposal and report after the review of your file by the Admissions Committee.

2. Can I send in my Technology Report and the Proposal for a Report at the same time?

No, the Proposal for a Technology Report is required as a first step. This must be reviewed and approved by the Admissions Committee before your Report is sent to us. Be sure to include a copy of the proposal when you are ready to submit the final TR.

3. I did a Technology Report in college or university. Can I send this in?

Yes, if it is current, maximum 5 years old. You must still send in a Proposal for a Technology Report first and we will notify you of its suitability. All reports will be reviewed to ensure that they meet OACETT's standard. See the [Technology Report Guidelines](#) on our website.

4. My Technology Report is confidential. What can I do?

OACETT's Examiners will maintain the confidentiality of your Report. However, you may contact us and ask for a Declaration of Confidentiality, which we will send to you. We do not sign other versions. Technology Reports for which there is a Declaration of Confidentiality will be returned to you once reviewed.

5. Do I have to wait until I have two years of experience before I send in my Technology Report?

Although it is recommended that you have sufficient work experience before submitting a TR, you may send it in at anytime unless you have technologist-level academic competencies to complete. These should be finished prior to the TR.

6. Should I write the Professional Practice Examination (PPE) before I send in my Technology Report?

The exam is normally written first but in most instances either can be done first unless you are advised otherwise or have technologist-level academic competencies to complete. Additional

academics must be completed prior to the submission of a technology report. You are encouraged to plan your certification process to maximize your time.

7. Can I complete both the PPE and the Technology Report while I am completing my experience requirements?

Yes, you should be working on completing all outstanding certification requirements as soon as possible after becoming an Associate member to make the best use of your time as you progress to certification within our 3-year and 6-year timeframes. (See the "New Applicants" section above – Question #20.) We do recommend sufficient work experience before submitting a TR but it is not mandatory that you complete the two years experience first. (See "TR" Question #5 above.)

8. Are there courses or seminars available to prepare for the Technology Report and Proposal?

There are detailed [Guidelines](#) available on our website for the Technology Proposal and Report. For those members who prefer a more directed approach, a seminar is available. [Click here for details.](#)

9. Is there a fee to submit a technology proposal and report?

There is no fee to submit the proposal or report.

10. How long does it take to review the proposal and report?

Proposals take approximately four weeks and reports approximately eight weeks.

Now That you are Certified

1. Someone I know was registered as a Certified Engineering Technician, but I was registered as a Certified Technician. What is the difference and can I be registered as a Certified Engineering Technician?

No. OACETT has the rights to both titles; however in 1993, we began using the Certified Technician (C. Tech.) title for Technicians. This was done to align ourselves with our sister associations in the other provinces and to reduce confusion. Only active members who were registered as Certified Engineering Technicians prior to 1993 can use it.

2. I'm registered in two disciplines with OACETT. Can I use more than one title?

No. OACETT allows the use of only one title. Members who are registered in more than one discipline must choose which title they will use and may not change titles arbitrarily.

Post-Secondary Student Members

A Post-Secondary Student member is an Associate member of OACETT if he or she has completed at least one year of a college/university program in engineering or applied science and is still registered full-time at the college/university.

1. I have applied to OACETT and received acknowledgement that I am now an Associate member. Now what?

Congratulations on taking the first step to professionalism. Once you have graduated, you should contact your college/university and have them send OACETT an official transcript of your subjects and marks. Make sure that the transcript states "graduated" if such is the case. When we receive the transcript, we will contact you with the requirements for certification. (See the "New Applicants" section above – Questions #3 - #5.)

2. What are OACETT's requirements for certification?

See the "New Applicants" section above – Questions #3 - #5.

3. I was a Co-op/Internship student. Will this experience count towards the two years of experience required for certification?

Yes, you can earn credit towards the two-year experience requirement for co-op, intern or other equivalent experience gained while a student in an engineering or applied science technology program. Up to one full year may be credited if you attended or are attending a nationally accredited program or, if your supervisor during the co-op placement is a certified member of OACETT, or a licenced professional such as a P.Eng, OAA, P.GEO, or O.L.S. Co-op work experience that does not fall into either of these two categories is recognized at 50% of the time worked up to a maximum of 6 months. In any case, co-op experience can significantly reduce the experience requirement after graduation.

4. I am in my second year of a full-time three-year college/university program. Can I apply now and will I be registered as an Associate member?

Yes, you can apply as a Post-Secondary Student member now and you will be registered as an Associate member. If you have already applied as a student member in your second year, you need not re-apply again when you graduate but you will need to complete a "full" membership application so that we can update your file.

5. What is the fee for Post-Secondary Student members?

The application fee is currently available at a significantly reduced rate and your membership dues for your first year of membership are free. Regular student membership dues will be billed annually once you begin your second year of membership with OACETT. Visit the website to obtain the current dues. You are not billed regular membership dues until the year following graduation.

6. What happens when I graduate?

Arrange for your college to send us official transcripts under seal directly to us. Ensure that the transcripts clearly show the program completed and that you have graduated. We will then send you the requirements for certification. If you have not yet written the Professional Practice Exam, you should arrange to write it as soon as possible. If you are working towards your C.E.T. send in the proposal for your technology report and you can complete the report while you are gaining your two years of experience. This will maximize your time and allow you to be certified as soon as possible. We will need you to fill out our regular membership application as we only have limited

information from the student application. Fill in our regular [Application for Certification](#) and on the first page check off Student/Associate Upgrading to Full Member. There is no fee for this application. Be sure to send in the required documentation on the checklist at the end of the application.

7. How long does it take to get certified?

Once you have the two years of experience and have passed the Professional Practice Examination, OACETT's Admissions Committee will review your experience documentation. This usually takes three to four months after all the documentation has been received. (See the "New Applicants" section above – Questions #3 - #5 for the required documentation.)

Reclassification

1. I am a graduate of a 2 year engineering or applied science technician program (currently registered as a C.Tech.) and want to be a Certified Engineering Technologist (C.E.T.). What do I need to do?

Fill in our [Application for Certification](#) and check off Reclassification from Certified Technician (C.Tech.) to Certified Engineering Technologist (C.E.T.). Make sure you complete the application in full and send us an up-to-date resume, job description signed by your supervisor and any new academic information acquired since we last reviewed your file. Make sure any documents are originals or notarized copies. Send us the application with the accompanying information and the Admissions Committee will review your file and assign subject competencies that you are required to complete in addition to any other certification requirements. You would then contact an academic institution such as a college or university regarding the availability of courses in these subject areas. These courses need to be at the technologist level (the 5th or 6th semester of a 3 year engineering technology program). Some courses may be available through distance education or you can apply for [OACETT technical exams](#). (Also see the "New Applicants" section above – Question #19 and #20).

2. Is there a fee for a reclassification of my membership status?

Yes, if you are a Certified Technician and wish to reclassify to a Certified Engineering Technologist, an application fee will be required, see Question # 1 immediately above for the process and our [fee schedule](#) for the current reclassification fee.

Reinstating Your Membership

1. I let my membership with OACETT lapse. How can I become an active member again?

If you have been resigned for more than five years, we no longer have your records and you must apply as a new applicant and fulfill the current requirements. Please use the [application form for new applicants](#). If you aren't sure of how long it's been, just contact us. If it has been less than five years you may reinstate your membership. Please note the following: if you were certified prior to the Professional Practice Exam (PPE) becoming a certification requirement you will need to now pass the PPE, and you will be reinstated only to titles that are currently in use. Therefore if you held either the Certified Engineering Technician or Applied Science Technologist titles in the past, you will not be reinstated to these titles. To apply for reinstatement, please see the [Rejoining OACETT](#) information on our website.

Access to Records and File Retention

1. What is OACETT's policy regarding Access to Records?

Documents sent to OACETT in support of an application become the property of OACETT. Members or their appointed designate may access their own records, upon completion of the [Access to Records form](#) and payment of the [current fee](#) which includes up to six photocopies/scans (pages) of documents that they have provided to OACETT. All records except information from references and the names of the Admissions Committee file reviewers are available to view. Records are made available either in person by pre-arranged appointment, mail or email.

2. What is OACETT's file retention policy?

OACETT retains an electronic file for active members indefinitely. Lapsed member documentation is kept for five years and then removed from the system corresponding with OACETT's reinstatement policy – see Reinstating Your Membership above.

For active members, paper records will be scanned and/or microfilmed upon receipt and the paper copy will not be retained. Therefore, do not send your only original of a document. Make sure that if it is your only original, you get a notarized copy made and send the notarized copy to us. OACETT accepts notarized copies from a notary public, lawyer or commissioner of oaths. If requiring translation, the translation must be prepared by a certified member of the Association of Translators and Interpreters of Ontario (ATIO).

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