



Road Construction Contract Administration Designation Program





APPLICATION FOR ROAD CONSTRUCTION DESIGNATIONS

Ontario Association of Certified Engineering Technicians and Technologists

10 Four Seasons Place, Suite 404, TORONTO ON M9B6H7

Telephone: 416.621.9621

Fax: 416.621.8694

Email: info@oacett.org

Website: www.oacett.org

This application is to be used by all individuals seeking a road construction designation whether an OACETT or non OACETT member. An individual not currently an OACETT member must also complete and submit an *Application for Certification* with OACETT. This application can be downloaded from the OACETT website, www.oacett.org.

IT IS YOUR RESPONSIBILITY TO NOTIFY OACETT OF A CHANGE OF ADDRESS. MEMBERS CAN CHANGE THEIR ADDRESS BY LOGGING IN TO THEIR MEMBERSHIP ACCOUNT ON THE OACETT WEBSITE, www.oacett.org, CLICK MY MEMBERSHIP, CLICK UPDATE PROFILE.

PERSONAL INFORMATION

| | |
|----------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|
| Title: Miss <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Mr <input type="checkbox"/> | Gender: Female <input type="checkbox"/> Male <input type="checkbox"/> |
| First Name: | Middle Name: |
| Last Name: | Maiden Name: |
| Date of Birth (yyyy/mm/dd): | |

ADDRESS

| | | |
|-----------------------------|------------------|---------------------|
| Number & Street: | | |
| Apartment/Suite: | | |
| City: | Province: | Postal Code: |

| TELEPHONE (including area code) | EMAIL |
|---------------------------------|-------------------|
| Residence: | Residence: |
| Cell: | Business: |
| Business: | |

MEMBERSHIP

Are you currently an active OACETT member? YES NO

Membership #:

ROAD CONSTRUCTION EXPERIENCE

List in chronological order on the work experience log. This log must be completed even if you have provided the information on your OACETT application. All work experience must be verified by your previous or current employer(s). A verification letter from employer(s) can be submitted.

| PAYMENT INFORMATION | | Application Fee: \$90.00 + \$11.70 HST = \$101.70 |
|--------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|---------------------------------------------------|
| Method of Payment | APPLICATION FEE IS NON-REFUNDABLE. | |
| VISA <input type="checkbox"/> M/C <input type="checkbox"/> AMEX <input type="checkbox"/> CHEQUE/MONEY ORDER <input type="checkbox"/> | | |
| Card Number: | Signature: * | |
| Expiry Date: (mm/yyyy) | Date: | |
| * Cardholder will pay to the issuer of the charge card the amount in accordance with the issuer's agreement with the cardholder. | | |
| HST#10779658T001 | | |

PERMISSION TO RELEASE INFORMATION & PRIVACY

I give OACETT permission to release information about my certification to my employer: YES NO

We take the protection of your personal information very seriously. That is why we only collect the information you have agreed to, and we only collect the information necessary for certification. As such, we collect, use and disclose your personal information in accordance with the standards provided under the Personal Information Protection and Electronic Documents Act. Please review our privacy policy surrounding the collection, use and disclosure of your information by visiting www.oacett.org or you can request a hard copy by calling 416.621.9621.

Road Construction Contract Administration Designations Work Experience Clarification



This document deals with work experience requirements for road construction designations and is intended to provide you with the information and documents that are required to expedite your application through the process. Failure to provide information or documentation may slow down the process of the designation being awarded. Therefore the following rules have been documented to outline the current practices in evaluating the work experience requirement **only** for contract administration designations: rcji, rcsi, and rcca.

The experience in contract years required for awarding a road construction designation is documented in Charts 3 and 4 of this package.

A contract year is a minimum of 7 continuous months (or a minimum of 1200 hours) in construction administration duties in a calendar year or a 12 month period.*

Continuous experience in the field and in the office is counted in evaluating experience towards a contract year.

Prior equivalent work experience may be considered in awarding of a designation.

Lay off periods are not counted and they interrupt continuous employment in calculating a contract year.

Summer experience prior to graduation is not considered in determining experience towards a designation.

Vacation periods are not counted but do not constitute an interruption of a contract year unless they exceed 1 month.

Applicants are required to provide details regarding employment duration in the form of start date (yyyy/mm/dd) and stop date (yyyy/mm/dd) for each contract and employer.

Lay off periods and vacation periods (exceeding 1 month) must be noted.

* Where the duration of experience for a contract year is marginally insufficient, the applicant may be asked to document hours worked if it might be to their advantage.

Road Construction Work Experience Log



| Contract No. | Position Held | Responsibilities | Employer | Date from: (y/m/d) | Date to: (y/m/d) |
|--------------|---------------|------------------|----------|--------------------|------------------|
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Please read the work experience clarification before completing the work experience log. Start and stop dates are required or your work experience cannot be assessed for a road construction designation.

Attach additional pages if required.

OACETT/MTO Certification and Designation Program Definitions

Organizations/Associations

| | |
|--------|----------------------------------------------------------------------------|
| CEO | Consulting Engineers of Ontario |
| MTO | Ministry of Transportation of Ontario |
| OACETT | Ontario Association of Certified Engineering Technicians and Technologists |
| OGRA | Ontario Good Roads Association |
| MEA | Municipal Engineers' Association |

OACETT Protected Designations for Certified Members (The OACETT Act 1998)

| | |
|---------|------------------------------------|
| C.E.T. | Certified Engineering Technologist |
| A.Sc.T. | Applied Science Technologist |
| C.Tech. | Certified Technician |

OACETT Associate Member Categories

| | |
|------------------------------|-------------------------------------------------------|
| Graduate Technologist | Graduate from a 3 year engineering technology program |
| Graduate Technician | Graduate from a 2 year engineering technology program |
| Technical Specialist | |
| Category 1 | (60 -119 academic points) |
| Category 2 | (120 academic points) |

OACETT/MTO Road Construction Designations

| | |
|--------|------------------------------------------|
| 'rcca' | Road Construction Contract Administrator |
| 'rcsi' | Road Construction Senior Inspector |
| 'rcji' | Road Construction Junior Inspector |

Note: Individuals with rcca designations may perform all of the duties of individuals with rcsi or rcji designations. Similarly, individuals with rcsi designations may perform all of the duties of individuals with rcji designations.

Other MTO Job Categories or Titles

| | |
|----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| QAO | Quality Assurance Officer |
| CCO | Contract Control Officer |
| SCCO | Senior Contract Control Officer |
| MTO Technician | Technician with MTO |
| Checker | Clerical jobsite position (usually entry level) |
| Office Administrator | Clerical office position (usually entry level) |
| Project Supervisor | Person who administers road construction contracts or oversees construction contracts or consultants' administration on road construction contracts including municipal contracts. |

Additional Terms

1 contract year equals 7 continuous months employment; or not less than 7 months within a calendar year or a 12 month period.

2 years of work experience (OACETT certification requirement) equals 2 years of accumulated work experience at the level of certification sought.

Approved Courses

| | |
|------------------------------------------|----------------------------|
| Contract Administration Course | Available through CEO |
| Highway Construction Inspection Course | Available through CEO |
| rcca Recertification Course | Available through CEO |
| Scott McKay Soils Technology Course | Available through OGRA/MEA |
| Scott McKay Concrete Technology Course | Available through OGRA/MEA |
| Scott McKay Bituminous Technology Course | Available through OGRA/MEA |
| Scott McKay General Inspection Course | Available through OGRA/MEA |



Chart 1



Application and File Review Process for OACETT Certification and Contract Administration Program

How to Apply

If already an OACETT member complete the *Application for Road Construction Designations* and submit the following:

- ▲ Application fee
- ▲ Copies of course certificates for OGRA/MEA/CEO courses taken
- ▲ Work experience log

Your file will then be reviewed for the road construction designations: rcji, rcsi or rcca and you will be informed of the results.

When awarded a road construction designation you will be invoiced for annual road construction dues.

When the dues are paid a road construction membership card will be sent.

If not a current OACETT member complete the *OACETT Application for Certification* and submit the following:

- ▲ Application fee
- ▲ Official transcripts to be sent directly to OACETT from the post secondary institution attended
- ▲ Copy of birth certificate or permanent resident card
- ▲ Up to date detailed resume
- ▲ Current job description signed by your supervisor

PLUS

Complete the *Application for Road Construction Designations* and submit the following:

- ▲ Application fee
- ▲ Copies of course certificates for OGRA/MEA/CEO courses taken
- ▲ Work experience log

Your file will then be reviewed for OACETT membership and the road construction designations: rcji, rcsi or rcca and you will be informed of the results.

When awarded membership with OACETT and a road construction designation you will be invoiced for both OACETT associate annual dues and the Road Construction annual dues.

When the annual dues are paid a membership card will be sent.

(see **Chart 2 for Summary of Fees**)

Chart 2

Application Fees 2010



Application Fees for Non-OACETT Member

| | Amount (\$) | HST 13% | Total (\$) |
|-----------------------------------|------------------------|--------------------|-----------------------|
| OACETT Membership Application Fee | \$ 155.00 | \$ 20.15 | \$ 175.15 |
| Road Construction Application Fee | \$ 90.00 | \$ 11.70 | \$ 101.70 |
| Total Application Fees | \$ 245.00 | \$ 31.85 | \$ 276.85 |

Application Fees for Current OACETT Member

| | | | |
|-----------------------------------|----------|----------|-----------|
| Road Construction Application Fee | \$ 90.00 | \$ 11.70 | \$ 101.70 |
|-----------------------------------|----------|----------|-----------|

Annual Membership Dues

Membership Dues - Certified Members

| | | | |
|------------------------------------|-----------|----------|-----------|
| OACETT Certified Member Dues | \$ 194.78 | \$ 25.32 | \$ 220.10 |
| Road Construction Designation Dues | \$ 72.10 | \$ 9.37 | \$ 81.47 |
| Total Membership Dues | \$ 266.88 | \$ 34.69 | \$ 301.57 |

Membership Dues - Associate Members

| | | | |
|------------------------------------|-----------|----------|-----------|
| OACETT Associate Member Dues | \$ 183.06 | \$ 23.80 | \$ 206.86 |
| Road Construction Designation Dues | \$ 72.10 | \$ 9.37 | \$ 81.47 |
| Total Membership Dues | \$ 255.16 | \$ 33.17 | \$ 288.33 |

Additional Fees

| | | | |
|---------------------------------------------------------------------------------|-----------|----------|-----------|
| Professional Practice Exam (PPE)* (includes exam, study materials, shipping) | \$ 258.00 | \$ 16.64 | \$ 274.64 |
|---------------------------------------------------------------------------------|-----------|----------|-----------|

*The PPE is mandatory in order to obtain certification as a C.E.T. or C.Tech.

HST #107796658RT0001

Chart 3

Requirements for OACETT Certified Members with an additional Designation in Road Construction Contract Administration



| | | DESIGNATIONS | | | | |
|---|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | OACETT Certified Member Requirements | Road Construction Junior Inspector (rcji) Designation Requirements | | Road Construction Senior Inspector (rcsi) Designation Requirements | | Road Construction Contract Administrator* (rcca) Designation Requirements |
| A | Certified Engineering Technologist (C.E.T.) Graduation from a 3 year Civil Engineering Technology program (or equivalent) PLUS Professional Practice Exam and Technology Report See Note 1 below | C.E.T., rcji NO ADDITIONAL REQUIREMENTS | | C.E.T., rcsi PLUS ALL OF THE FOLLOWING CEO Road Construction Inspection Course 1 Technical OGRA/MEA Course a minimum of 2 years experience as a "road construction jr. inspector", or equivalent experience or Note 2 below | | C.E.T., rcca PLUS ALL OF THE FOLLOWING All the requirements of an rcsi Contract Administration Course (CEO) 1 Technical OGRA/MEA Course a minimum of 3 years experience as a "road construction sr. inspector", or equivalent experience or Note 3 below |
| B | Certified Technician (C.Tech.) Graduation from a 2 year Civil Engineering Technician program (or equivalent) PLUS Professional Practice Exam See Note 1 below | C.Tech., rcji NO ADDITIONAL REQUIREMENTS | | C.Tech., rcsi PLUS ALL OF THE FOLLOWING CEO Road Construction Inspection Course 2 Technical OGRA/MEA Courses a minimum of 3 years experience as a "road construction jr. inspector", or equivalent experience or Note 2 below | | C.Tech., rcca PLUS ALL OF THE FOLLOWING All the requirements of an rcsi Contract Administration Course (CEO) 1 Technical OGRA/MEA Course a minimum of 4 years experience as a "road construction sr. inspector", or equivalent experience or Note 3 below |

* Members with the rcca designation will be required on a 3 year cycle to complete the rcca Recertification Course through CEO to maintain their designation.

Note 1:For electrical, an electrical program would be required rather than civil. For environmental, an environmental program would be required rather than civil.

Note 2:Individuals with at least 5 years as an MTO Technician in road construction, who also meet the OACETT requirements for certification, will be granted the rcsi designation.

Note 3:Individuals with at least 3 years as an MTO Sr. CCO or CCO/Project Supervisor; or individuals with at least 5 years of QAO experience, who also meet the OACETT requirements for certification, will be granted the rcca designation.

Chart 4

Requirements for OACETT Associate Members with an additional Designation in Road Construction Contract Administration



| | | DESIGNATIONS | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| OACETT Associate Member Requirements | | Road Construction Junior Inspector (rcji) Designation Requirements | Road Construction Senior Inspector (rcsi) Designation Requirements | Road Construction Contract Administrator* (rcca) Designation Requirements |
| # Graduate Technologist Graduation from 3 year Civil Engineering Technology Program (or equivalent) See Note 1 | | Graduate Technologist, rcji NO ADDITIONAL REQUIREMENTS | Graduate Technologist, rcsi PLUS ALL OF THE FOLLOWING CEO Road Construction Inspection Course 1 Technical OGRA/MEA Course a minimum of 2 years experience as a "road construction jr. inspector", or Note 2 | Graduate Technologist, rcca PLUS ALL OF THE FOLLOWING All the requirements of an rcsi Contract Administration Course (CEO) 1 Technical OGRA/MEA Course a minimum of 3 years experience as a "road construction sr. inspector", or Note 3 |
| # Graduate Technician Graduation from a 2 year Civil Engineering Technician Program (or equivalent) See Note 1 | | Graduate Technician, rcji (or Technical Specialist requiring the PPE to Certified Technician) NO ADDITIONAL REQUIREMENTS | Graduate Technician, rcsi (or Technical Specialist requiring the PPE to Certified Technician) PLUS ALL OF THE FOLLOWING CEO Road Construction Inspection Course 2 Technical OGRA/MEA Courses Minimum of 3 years experience as a "road construction jr. inspector", or equivalent experience, or Note 2 | Graduate Technician, rcca (or Technical Specialist requiring the PPE to Certified Technician) PLUS ALL OF THE FOLLOWING All the requirements of an rcsi Contract Administration Course (CEO) 1 Technical OGRA/MEA Course Minimum of 4 years experience as "road construction sr. inspector", or equivalent experience, or Note 3 |
| ## Technical Specialist A minimum of 6 academic credits (60 points) or equivalent ## Technical Specialist (120 points) or equivalent | | Technical Specialist, rcji (requiring courses plus PPE to C.Tech.) PLUS ALL OF THE FOLLOWING Minimum 1 year experience as assistant inspector, checker or office administrative assistant in road construction | Technical Specialist, rcsi (requiring courses plus PPE to C.Tech.) PLUS ALL OF THE FOLLOWING CEO Road Construction Inspection Course 2 Technical OGRA/MEA Courses Minimum of 5 years experience as a "road construction jr. inspector", or equivalent experience, or Note 2 | Technical Specialist, rcca (requiring courses plus PPE to C.Tech.) PLUS ALL OF THE FOLLOWING All the requirements of an rcsi Contract Administration Course (CEO) 2 Technical OGRA/MEA Courses Minimum of 5 years experience as a road construction sr. inspector, or equivalent experience, or Note 3 |

Must be accepted as an OACETT member before a designation can be awarded.

Individuals must upgrade their qualifications to C.Tech. or C.E.T. within 3 years of receiving a road construction contract administration designation to maintain their designation in good standing.

Individuals must upgrade their OACETT category to C.Tech. within 6 years of receiving their road construction designation, in order to maintain their designation in good standing.

***** Members with the rcca designation will be required on a 3 year cycle to complete the rcca Recertification Course through CEO to maintain their designation.

Note 1:For electrical, an electrical program would be required rather than civil. For environmental, an environmental program would be required rather than civil.

Note 2:Individuals with at least 5 years as an MTO Technician in road construction, who also meet the OACETT requirements for certification, will be granted the rcsi designation.

Note 3:Individuals with at least 3 years as an MTO Sr. CCO or CCO/Project Supervisor; or individuals with at least 5 years of QAO experience, who also meet the OACETT requirements for certification, will be granted the rcca designation.