

March 7, 2019

S. 22(1)

PO Box 637 STN A  
Abbotsford BC V2T 6Z8

**RE: Apprentice Registered** S. 22(1)

Dear S. 22(1)

Great news! S. 22(1) is now registered into the Ironworker (Reinforcing) Apprenticeship (HL) 2016 with your organization. A registration package has been sent to you by mail.

Your apprentice's ITA ID is S. 22(1) You will need this number when completing their ITA paperwork.

#### What Next?

1. Log on to your [ITA Direct Access](#) account to view your apprentice's records, report hours (including backdated hours) and more.
2. Work with for your apprentice, and together plan a time for them to attend technical training.. Here are two websites to help:  
<http://www.tradetrainingbc.ca/>  
<http://www.educationplanner.ca/>
3. You may be eligible for Tax Credits; please click [here](#) for more information.

Thank you for your commitment to industry training and for supporting trades in British Columbia.

Kind regards,

ITA Customer Service

#### Questions?

Visit our web site [www.itabc.ca](http://www.itabc.ca)

Send us an email [customerservice@itabc.ca](mailto:customerservice@itabc.ca)

Call us 778-328-8700 or 1-866-660-6011

Join us on Facebook [www.facebook.com/IndustryTrainingAuthority](http://www.facebook.com/IndustryTrainingAuthority)

March 28, 2019

S. 22(1)  
PO Box 637 STN A  
Abbotsford BC V2T 6Z8

**RE: Removal of Sponsor from Program For** S. 22(1)

Dear S. 22(1)

LMS Employees' Association is no longer the sponsor of S. 22(1) in their Ironworker (Reinforcing) Apprenticeship (HL) 2016 program.

We have attached a Work Based Training Report to this email for S. 22(1) Please use this attached form to submit any unreported hours for them.

Thank you for your commitment to industry training.

Kind regards,

ITA Customer Service

cc: S. 22(1)

#### Questions?

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## WORK-BASED TRAINING HOURS FORM

Please complete all appropriate sections of this form to report work-based training hours for your apprentice. Print clearly. Missing information may delay the reporting process. The completed form must be returned to ITA Customer Service by email, fax or mail as noted above.

### Apprentice Information

Note: The apprentice's registered sponsor must always sign this form.

**Program:** Ironworker (Reinforcing) Apprenticeship (HL)  
2016

**Full Legal Name:** S. 22(1)

**Address:** S. 22(1)

**ITA ID #:** S. 22(1)

**Email Address:** S. 22(1)

**Phone Number:** S. 22(1)

**Fax Number:**

### Work-Based Training Hours Report

#### Reporting Period:

**Start Date:** Mar 07, 2019  
(MM,DD,YYYY)

**End Date:** \_\_\_\_\_  
(MM,DD,YYYY)

#### Work-based training hours reported during this period:

Workplace Hours Ironworker (Reinforcing) \_\_\_\_\_ Hours

Workplace Hours Reinforcing Steel Installer \_\_\_\_\_ Hours

Company name of employer providing work-based training hours (if different than registered Sponsor): \_\_\_\_\_

Employer contact name and telephone number (if different than registered Sponsor contact): \_\_\_\_\_

### Sponsor Approval

The signature of an authorized representative of the apprentice's registered sponsor attesting to the statement below is required in order to approve the addition of the work-based training hours reported on this form to the apprentice's training record.

I attest that the work-based training completed by the above named trainee/apprentice has been done under the supervision and direction of a certified tradesperson or an ITA-registered individual with Supervision and Sign-off Authority in this trade.

**Sponsor Organization Name:** LMS Employees' Association

**Name of authorized sponsor representative:** S. 22(1)

**Sponsor Organization ITA ID#:** 0116232

**Signature of authorized sponsor representative:** \_\_\_\_\_

March 7, 2019

S. 22(1)  
PO Box 637 STN A  
Abbotsford BC V2T 6Z8

**RE: Apprentice Registered** S. 22(1)

Dear S. 22(1)

Great news! S. 22(1) is now registered into the Ironworker (Reinforcing) Apprenticeship (HL) 2016 with your organization. A registration package has been sent to you by mail.

Your apprentice's ITA ID is S. 22(1) You will need this number when completing their ITA paperwork.

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Kind regards,

ITA Customer Service

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March 28, 2019

S. 22(1)  
PO Box 637 STN A  
Abbotsford BC V2T 6Z8

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Dear S. 22(1)

LMS Employees' Association is no longer the sponsor of S. 22(1) in their Ironworker (Reinforcing) Apprenticeship (HL) 2016 program.

We have attached a Work Based Training Report to this email for S. 22(1) Please use this attached form to submit any unreported hours for them.

Thank you for your commitment to industry training.

Kind regards,

ITA Customer Service

cc: S. 22(1)

### Questions?

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### Apprentice Information

Note: The apprentice's registered sponsor must always sign this form.

**Program:** Ironworker (Reinforcing) Apprenticeship (HL)  
2016  
**Full Legal Name:** S. 22(1)  
**Address:** S. 22(1)  
**ITA ID #:** S. 22(1)  
**Email Address:** S. 22(1)  
**Phone Number:** S. 22(1)  
**Fax Number:**

### Work-Based Training Hours Report

#### Reporting Period:

**Start Date:** Mar 07, 2019 (MM,DD,YYYY) **End Date:** (MM,DD,YYYY)

#### Work-based training hours reported during this period:

Workplace Hours Ironworker (Reinforcing) \_\_\_\_\_ Hours  
Workplace Hours Reinforcing Steel Installer \_\_\_\_\_ Hours

Company name of employer providing work-based training hours (if different than registered Sponsor): \_\_\_\_\_

Employer contact name and telephone number (if different than registered Sponsor contact): \_\_\_\_\_

### Sponsor Approval

The signature of an authorized representative of the apprentice's registered sponsor attesting to the statement below is required in order to approve the addition of the work-based training hours reported on this form to the apprentice's training record.

I attest that the work-based training completed by the above named trainee/apprentice has been done under the supervision and direction of a certified tradesperson or an ITA-registered individual with Supervision and Sign-off Authority in this trade.

**Sponsor Organization Name:** LMS Employees' Association

**Name of authorized sponsor representative:** S. 22(1)

**Sponsor Organization ITA ID#:** 0116232

**Signature of authorized sponsor representative:** \_\_\_\_\_

March 7, 2019

S. 22(1)  
PO Box 637 STN A  
Abbotsford BC V2T 6Z8

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Dear S. 22(1)

Great news! S. 22(1) is now registered into the Ironworker (Reinforcing) Apprenticeship (HL) 2016 with your organization. A registration package has been sent to you by mail.

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Thank you for your commitment to industry training and for supporting trades in British Columbia.

Kind regards,

ITA Customer Service

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Join us on Facebook [www.facebook.com/IndustryTrainingAuthority](http://www.facebook.com/IndustryTrainingAuthority)

April 23, 2019

S. 22(1)  
PO Box 637 STN A  
Abbotsford BC V2T 6Z8

Dear S. 22(1)

Please be advised we have received and processed a work-based training hours report of 360.75 Ironworker (Reinforcing) Workplace Hours on behalf of your apprentice S. 22(1). Please review the attached transcript for progress against program completion requirements (if applicable).

Sincerely,

ITA Customer Service

### Questions?

Visit our web site [www.itabc.ca](http://www.itabc.ca)

Send us an email [customerservice@itabc.ca](mailto:customerservice@itabc.ca)

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May 9, 2019

S. 22(1)  
PO Box 637 STN A  
Abbotsford BC V2T 6Z8

**RE: Removal of Sponsor from Program For S. 22(1)**

Dear S. 22(1)

LMS Employees' Association is no longer the sponsor of S. 22(1) in their Ironworker (Reinforcing) Apprenticeship (HL) 2016 program.

We have attached a Work Based Training Report to this email for S. 22(1). Please use this attached form to submit any unreported hours for them.

Thank you for your commitment to industry training.

Kind regards,

ITA Customer Service

cc: S. 22(1)

### Questions?

Visit our web site [www.itabc.ca](http://www.itabc.ca)

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## WORK-BASED TRAINING HOURS FORM

Please complete all appropriate sections of this form to report work-based training hours for your apprentice. Print clearly. Missing information may delay the reporting process. The completed form must be returned to ITA Customer Service by email, fax or mail as noted above.

### Apprentice Information

Note: The apprentice's registered sponsor must always sign this form.

**Program:** Ironworker (Reinforcing) Apprenticeship (HL)  
2016  
**Full Legal Name:** S. 22(1)  
**Address:** S. 22(1)  
**ITA ID #:** S. 22(1)  
**Email Address:** S. 22(1)  
**Phone Number:** S. 22(1)  
**Fax Number:**

### Work-Based Training Hours Report

#### Reporting Period:

**Start Date:** Mar 07, 2019 (MM,DD,YYYY)      **End Date:** (MM,DD,YYYY)

#### Work-based training hours reported during this period:

Workplace Hours Ironworker (Reinforcing) \_\_\_\_\_ Hours  
Workplace Hours Reinforcing Steel Installer \_\_\_\_\_ Hours

Company name of employer providing work-based training hours (if different than registered Sponsor): \_\_\_\_\_

Employer contact name and telephone number (if different than registered Sponsor contact): \_\_\_\_\_

### Sponsor Approval

The signature of an authorized representative of the apprentice's registered sponsor attesting to the statement below is required in order to approve the addition of the work-based training hours reported on this form to the apprentice's training record.

I attest that the work-based training completed by the above named trainee/apprentice has been done under the supervision and direction of a certified tradesperson or an ITA-registered individual with Supervision and Sign-off Authority in this trade.

**Sponsor Organization Name:** LMS Employees' Association

**Name of authorized sponsor representative:** S. 22(1)

**Sponsor Organization ITA ID#:** 0116232

**Signature of authorized sponsor representative:** \_\_\_\_\_

March 7, 2019

S. 22(1)

PO Box 637 STN A  
Abbotsford BC V2T 6Z8

**RE: Apprentice Registered** S. 22(1)

Dear S. 22(1)

Great news! S. 22(1) is now registered into the Ironworker (Reinforcing) Apprenticeship (HL) 2016 with your organization. A registration package has been sent to you by mail.

Your apprentice's ITA ID is S. 22(1) You will need this number when completing their ITA paperwork.

#### What Next?

1. Log on to your [ITA Direct Access](#) account to view your apprentice's records, report hours (including backdated hours) and more.
2. Work with for your apprentice, and together plan a time for them to attend technical training.. Here are two websites to help:  
<http://www.tradetrainingbc.ca/>  
<http://www.educationplanner.ca/>
3. You may be eligible for Tax Credits; please click [here](#) for more information.

Thank you for your commitment to industry training and for supporting trades in British Columbia.

Kind regards,

ITA Customer Service

#### Questions?

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April 23, 2019

S. 22(1)  
PO Box 637 STN A  
Abbotsford BC V2T 6Z8

Dear S. 22(1)

Please be advised we have received and processed a work-based training hours report of 28.50 Ironworker (Reinforcing) Workplace Hours on behalf of your apprentice S. 22(1). Please review the attached transcript for progress against program completion requirements (if applicable).

Sincerely,

ITA Customer Service

### Questions?

Visit our web site [www.itabc.ca](http://www.itabc.ca)

Send us an email [customerservice@itabc.ca](mailto:customerservice@itabc.ca)

Call us 778-328-8700 or 1-866-660-6011

Join us on Facebook [www.facebook.com/IndustryTrainingAuthority](https://www.facebook.com/IndustryTrainingAuthority)

May 9, 2019

S. 22(1)  
PO Box 637 STN A  
Abbotsford BC V2T 6Z8

**RE: Removal of Sponsor from Program For** S. 22(1)

Dear S. 22(1)

LMS Employees' Association is no longer the sponsor of S. 22(1) in their Ironworker (Reinforcing) Apprenticeship (HL) 2016 program.

We have attached a Work Based Training Report to this email for S. 22(1) Please use this attached form to submit any unreported hours for them.

Thank you for your commitment to industry training.

Kind regards,

ITA Customer Service

cc: S. 22(1)

### Questions?

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## WORK-BASED TRAINING HOURS FORM

Please complete all appropriate sections of this form to report work-based training hours for your apprentice. Print clearly. Missing information may delay the reporting process. The completed form must be returned to ITA Customer Service by email, fax or mail as noted above.

### Apprentice Information

Note: The apprentice's registered sponsor must always sign this form.

Program: Ironworker (Reinforcing) Apprenticeship (HL)  
2016  
Full Legal Name: S. 22(1)  
Address: S. 22(1)  
ITA ID #: S. 22(1)  
Email Address: S. 22(1)  
Phone Number: S. 22(1)  
Fax Number:

### Work-Based Training Hours Report

#### Reporting Period:

Start Date: Mar 07, 2019 End Date: \_\_\_\_\_  
(MM,DD,YYYY) (MM,DD,YYYY)

#### Work-based training hours reported during this period:

Workplace Hours Ironworker (Reinforcing) \_\_\_\_\_ Hours  
Workplace Hours Reinforcing Steel Installer \_\_\_\_\_ Hours

Company name of employer providing work-based training hours (if different than registered Sponsor): \_\_\_\_\_

Employer contact name and telephone number (if different than registered Sponsor contact): \_\_\_\_\_

### Sponsor Approval

The signature of an authorized representative of the apprentice's registered sponsor attesting to the statement below is required in order to approve the addition of the work-based training hours reported on this form to the apprentice's training record.

I attest that the work-based training completed by the above named trainee/apprentice has been done under the supervision and direction of a certified tradesperson or an ITA-registered individual with Supervision and Sign-off Authority in this trade.

Sponsor Organization Name: LMS Employees' Association

Name of authorized sponsor representative: S. 22(1)

Sponsor Organization ITA ID#: 0116232

Signature of authorized sponsor representative: \_\_\_\_\_

March 7, 2019

S. 22(1)

PO Box 637 STN A  
Abbotsford BC V2T 6Z8

**RE: Apprentice Registered** S. 22(1)

Dear S. 22(1)

Great news! S. 22(1) is now registered into the Ironworker (Reinforcing) Apprenticeship (HL) 2016 with your organization. A registration package has been sent to you by mail.

Your apprentice's ITA ID is S. 22(1) You will need this number when completing their ITA paperwork.

#### What Next?

1. Log on to your [ITA Direct Access](#) account to view your apprentice's records, report hours (including backdated hours) and more.
2. Work with for your apprentice, and together plan a time for them to attend technical training.. Here are two websites to help:  
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Kind regards,

ITA Customer Service

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March 28, 2019

S. 22(1)  
PO Box 637 STN A  
Abbotsford BC V2T 6Z8

**RE: Removal of Sponsor from Program For S. 22(1)**

Dear S. 22(1)

LMS Employees' Association is no longer the sponsor of S. 22(1) in their Ironworker (Reinforcing) Apprenticeship (HL) 2016 program.

We have attached a Work Based Training Report to this email for S. 22(1). Please use this attached form to submit any unreported hours for them.

Thank you for your commitment to industry training.

Kind regards,

ITA Customer Service

cc: S. 22(1)

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### Apprentice Information

Note: The apprentice's registered sponsor must always sign this form.

**Program:** Ironworker (Reinforcing) Apprenticeship (HL)  
2016  
**Full Legal Name:** S. 22(1)  
**Address:** S. 22(1)  
**ITA ID #:** S. 22(1)  
**Email Address:** S. 22(1)  
**Phone Number:** S. 22(1)  
**Fax Number:**

### Work-Based Training Hours Report

#### Reporting Period:

**Start Date:** Mar 07, 2019 (MM,DD,YYYY)      **End Date:** (MM,DD,YYYY)

#### Work-based training hours reported during this period:

Workplace Hours Ironworker (Reinforcing) \_\_\_\_\_ Hours  
Workplace Hours Reinforcing Steel Installer \_\_\_\_\_ Hours

Company name of employer providing work-based training hours (if different than registered Sponsor): \_\_\_\_\_

Employer contact name and telephone number (if different than registered Sponsor contact): \_\_\_\_\_

### Sponsor Approval

The signature of an authorized representative of the apprentice's registered sponsor attesting to the statement below is required in order to approve the addition of the work-based training hours reported on this form to the apprentice's training record.

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**Sponsor Organization Name:** LMS Employees' Association

**Name of authorized sponsor representative:** S. 22(1)

**Sponsor Organization ITA ID#:** 0116232

**Signature of authorized sponsor representative:** \_\_\_\_\_

March 8, 2019

S. 22(1)

PO Box 637 STN A  
Abbotsford BC V2T 6Z8

**RE: Apprentice Registered** S. 22(1)

Dear S. 22(1)

Great news! S. 22(1) is now registered into the Ironworker (Reinforcing) Apprenticeship (HL) 2016 with your organization. A registration package has been sent to you by mail.

Your apprentice's ITA ID is S. 22(1) You will need this number when completing their ITA paperwork.

#### What Next?

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April 23, 2019

S. 22(1)  
PO Box 637 STN A  
Abbotsford BC V2T 6Z8

Dear S. 22(1)

Please be advised we have received and processed a work-based training hours report of 618.25 Ironworker (Reinforcing) Workplace Hours on behalf of your apprentice S. 22(1). Please review the attached transcript for progress against program completion requirements (if applicable).

Sincerely,

ITA Customer Service

### Questions?

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October 22, 2019

S. 22(1)

PO Box 637 STN A  
Abbotsford BC V2T 6Z8

RE: S. 22(1)

Dear S. 22(1)

Let's get S. 22(1) a step closer to certification! It has been 6 months since any Work Based Hours or Technical Training results were recorded for S. 22(1) in the Ironworker (Reinforcing) Apprenticeship (HL) 2016 program. Their apprenticeship will remain active but as it has been awhile we want to make sure everything is up to date.

We recommend that sponsors report Work Based Training Hours every 3-6 months.

#### What next?

1. Log onto [ITA Direct Access](#) to report hours
2. If S. 22(1) is due to attend technical training then please plan a time for them to do so. Here are two websites to help:  
<http://www.tradetrainingbc.ca/>  
<http://www.educationplanner.ca/>
3. If S. 22(1) is already attending training then it can take 30 days from the day they completed for the results to be uploaded
4. If S. 22(1) is no longer your apprentice you can remove them in [ITA Direct Access](#) or by emailing us at [customerservice@itabc.ca](mailto:customerservice@itabc.ca)

Thank you for your continued commitment to industry training and for supporting trades in British Columbia.

Kind regards,

ITA Customer Service

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### Apprentice Information

Note: The apprentice's registered sponsor must always sign this form.

**Program:** Ironworker (Reinforcing) Apprenticeship (HL)  
2016  
**Full Legal Name:** S. 22(1)  
**Address:** S. 22(1)  
**ITA ID #:** S. 22(1)  
**Email Address:** S. 22(1)  
**Phone Number:** S. 22(1)  
**Fax Number:**

### Work-Based Training Hours Report

#### Reporting Period:

**Start Date:** Mar 08, 2019 (MM,DD,YYYY)      **End Date:** (MM,DD,YYYY)

#### Work-based training hours reported during this period:

Workplace Hours Ironworker (Reinforcing) \_\_\_\_\_ Hours  
Workplace Hours Reinforcing Steel Installer \_\_\_\_\_ Hours

Company name of employer providing work-based training hours (if different than registered Sponsor): \_\_\_\_\_

Employer contact name and telephone number (if different than registered Sponsor contact): \_\_\_\_\_

### Sponsor Approval

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**Sponsor Organization Name:** LMS Employees' Association

**Name of authorized sponsor representative:** S. 22(1)

**Sponsor Organization ITA ID#:** 0116232

**Signature of authorized sponsor representative:** \_\_\_\_\_

March 11, 2019

S. 22(1)

PO Box 637 STN A  
Abbotsford BC V2T 6Z8

**RE: Apprentice Registered** S. 22(1)

Dear S. 22(1)

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<http://www.tradetrainingbc.ca/>  
<http://www.educationplanner.ca/>
3. You may be eligible for Tax Credits; please click [here](#) for more information.

Thank you for your commitment to industry training and for supporting trades in British Columbia.

Kind regards,

ITA Customer Service

#### Questions?

Visit our web site [www.itabc.ca](http://www.itabc.ca)

Send us an email [customerservice@itabc.ca](mailto:customerservice@itabc.ca)

Call us 778-328-8700 or 1-866-660-6011

Join us on Facebook [www.facebook.com/IndustryTrainingAuthority](http://www.facebook.com/IndustryTrainingAuthority)

April 9, 2019

S. 22(1)  
PO Box 637 STN A  
Abbotsford BC V2T 6Z8

Dear S. 22(1)

Please be advised we have received and processed a work-based training hours report of 1006.75 Ironworker (Reinforcing) Workplace Hours on behalf of your apprentice S. 22(1). Please review the attached transcript for progress against program completion requirements (if applicable).

Sincerely,

ITA Customer Service

### Questions?

Visit our web site [www.itabc.ca](http://www.itabc.ca)

Send us an email [customerservice@itabc.ca](mailto:customerservice@itabc.ca)

Call us 778-328-8700 or 1-866-660-6011

Join us on Facebook [www.facebook.com/IndustryTrainingAuthority](https://www.facebook.com/IndustryTrainingAuthority)

April 9, 2019

S. 22(1)  
PO Box 637 STN A  
Abbotsford BC V2T 6Z8

**RE: Removal of Sponsor from Program For S. 22(1)**

Dear S. 22(1)

LMS Employees' Association is no longer the sponsor of S. 22(1) in their Ironworker (Reinforcing) Apprenticeship (HL) 2016 program.

We have attached a Work Based Training Report to this email for S. 22(1) Please use this attached form to submit any unreported hours for them.

Thank you for your commitment to industry training.

Kind regards,

ITA Customer Service

cc: S. 22(1)

### Questions?

Visit our web site [www.itabc.ca](http://www.itabc.ca)

Send us an email [customerservice@itabc.ca](mailto:customerservice@itabc.ca)

Call us 778-328-8700 or 1-866-660-6011

Join us on Facebook [www.facebook.com/IndustryTrainingAuthority](http://www.facebook.com/IndustryTrainingAuthority)



## WORK-BASED TRAINING HOURS FORM

Please complete all appropriate sections of this form to report work-based training hours for your apprentice. Print clearly. Missing information may delay the reporting process. The completed form must be returned to ITA Customer Service by email, fax or mail as noted above.

### Apprentice Information

Note: The apprentice's registered sponsor must always sign this form.

Program: Ironworker (Reinforcing) Apprenticeship (HL)  
2016  
Full Legal Name: S. 22(1)  
Address: S. 22(1)  
ITA ID #: S. 22(1)  
Email Address: S. 22(1)  
Phone Number: S. 22(1)  
Fax Number:

### Work-Based Training Hours Report

#### Reporting Period:

Start Date: Mar 11, 2019 (MM,DD,YYYY) End Date: (MM,DD,YYYY)

#### Work-based training hours reported during this period:

Workplace Hours Ironworker (Reinforcing) \_\_\_\_\_ Hours  
Workplace Hours Reinforcing Steel Installer \_\_\_\_\_ Hours

Company name of employer providing work-based training hours (if different than registered Sponsor): \_\_\_\_\_

Employer contact name and telephone number (if different than registered Sponsor contact): \_\_\_\_\_

### Sponsor Approval

The signature of an authorized representative of the apprentice's registered sponsor attesting to the statement below is required in order to approve the addition of the work-based training hours reported on this form to the apprentice's training record.

I attest that the work-based training completed by the above named trainee/apprentice has been done under the supervision and direction of a certified tradesperson or an ITA-registered individual with Supervision and Sign-off Authority in this trade.

Sponsor Organization Name: LMS Employees' Association

Name of authorized sponsor representative: S. 22(1)

Sponsor Organization ITA ID#: 0116232

Signature of authorized sponsor representative: \_\_\_\_\_

May 13, 2019

S. 22(1)

PO Box 637 STN A  
Abbotsford BC V2T 6Z8

**RE: Apprentice Registered** S. 22(1)

Dear S. 22(1)

Great news! S. 22(1) is now registered into the Ironworker (Reinforcing) Apprenticeship (HL) 2016 with your organization. A registration package has been sent to you by mail.

Your apprentice's ITA ID is S. 22(1) You will need this number when completing their ITA paperwork.

#### What Next?

1. Log on to your [ITA Direct Access](#) account to view your apprentice's records, report hours (including backdated hours) and more.
2. Work with for your apprentice, and together plan a time for them to attend technical training.. Here are two websites to help:  
<http://www.tradetrainingbc.ca/>  
<http://www.educationplanner.ca/>
3. You may be eligible for Tax Credits; please click [here](#) for more information.

Thank you for your commitment to industry training and for supporting trades in British Columbia.

Kind regards,

ITA Customer Service

#### Questions?

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Call us 778-328-8700 or 1-866-660-6011

Join us on Facebook [www.facebook.com/IndustryTrainingAuthority](http://www.facebook.com/IndustryTrainingAuthority)

July 6, 2019

S. 22(1)  
PO Box 637 STN A  
Abbotsford BC V2T 6Z8

Dear S. 22(1)

Please be advised we have received and processed a work-based training hours report of 9999 Ironworker (Reinforcing) Workplace Hours on behalf of your apprentice S. 22(1). Please review the attached transcript for progress against program completion requirements (if applicable).

Sincerely,

ITA Customer Service

### Questions?

Visit our web site [www.itabc.ca](http://www.itabc.ca)

Send us an email [customerservice@itabc.ca](mailto:customerservice@itabc.ca)

Call us 778-328-8700 or 1-866-660-6011

Join us on Facebook [www.facebook.com/IndustryTrainingAuthority](https://www.facebook.com/IndustryTrainingAuthority)

May 13, 2019

S. 22(1)  
PO Box 637 STN A  
Abbotsford BC V2T 6Z8

**RE: Apprentice Registered** S. 22(1)

Dear S. 22(1)

Great news! S. 22(1) is now registered into the Ironworker (Reinforcing) Apprenticeship (HL) 2016 with your organization. A registration package has been sent to you by mail.

Your apprentice's ITA ID is S. 22(1) You will need this number when completing their ITA paperwork.

#### What Next?

1. Log on to your [ITA Direct Access](#) account to view your apprentice's records, report hours (including backdated hours) and more.
2. Work with for your apprentice, and together plan a time for them to attend technical training.. Here are two websites to help:  
<http://www.tradetrainingbc.ca/>  
<http://www.educationplanner.ca/>
3. You may be eligible for Tax Credits; please click [here](#) for more information.

Thank you for your commitment to industry training and for supporting trades in British Columbia.

Kind regards,

ITA Customer Service

#### Questions?

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Join us on Facebook [www.facebook.com/IndustryTrainingAuthority](http://www.facebook.com/IndustryTrainingAuthority)

June 18, 2019

S. 22(1)  
PO Box 637 STN A  
Abbotsford BC V2T 6Z8

**RE: Removal of Sponsor from Program For** S. 22(1)

Dear S. 22(1)

LMS Employees' Association is no longer the sponsor of S. 22(1) in their Ironworker (Reinforcing) Apprenticeship (HL) 2016 program.

We have attached a Work Based Training Report to this email for S. 22(1) Please use this attached form to submit any unreported hours for them.

Thank you for your commitment to industry training.

Kind regards,

ITA Customer Service

cc: S. 22(1)

### Questions?

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## WORK-BASED TRAINING HOURS FORM

Please complete all appropriate sections of this form to report work-based training hours for your apprentice. Print clearly. Missing information may delay the reporting process. The completed form must be returned to ITA Customer Service by email, fax or mail as noted above.

### Apprentice Information

Note: The apprentice's registered sponsor must always sign this form.

Program: Ironworker (Reinforcing) Apprenticeship (HL)  
2016  
Full Legal Name: S. 22(1)  
Address: S. 22(1)  
ITA ID #: S. 22(1)  
Email Address: S. 22(1)  
Phone Number: S. 22(1)  
Fax Number: S. 22(1)

### Work-Based Training Hours Report

#### Reporting Period:

Start Date: May 13, 2019 End Date: \_\_\_\_\_  
(MM,DD,YYYY) (MM,DD,YYYY)

#### Work-based training hours reported during this period:

Workplace Hours Ironworker (Reinforcing) \_\_\_\_\_ Hours  
Workplace Hours Reinforcing Steel Installer \_\_\_\_\_ Hours

Company name of employer providing work-based training hours (if different than registered Sponsor): \_\_\_\_\_

Employer contact name and telephone number (if different than registered Sponsor contact): \_\_\_\_\_

### Sponsor Approval

The signature of an authorized representative of the apprentice's registered sponsor attesting to the statement below is required in order to approve the addition of the work-based training hours reported on this form to the apprentice's training record.

I attest that the work-based training completed by the above named trainee/apprentice has been done under the supervision and direction of a certified tradesperson or an ITA-registered individual with Supervision and Sign-off Authority in this trade.

Sponsor Organization Name: LMS Employees' Association

Name of authorized sponsor representative: S. 22(1)

Sponsor Organization ITA ID#: 0116232

Signature of authorized sponsor representative: \_\_\_\_\_

May 13, 2019

S. 22(1)

PO Box 637 STN A  
Abbotsford BC V2T 6Z8

**RE: Apprentice Registered** S. 22(1)

Dear S. 22(1)

Great news! S. 22(1) is now registered into the Ironworker (Reinforcing) Apprenticeship (HL) 2016 with your organization. A registration package has been sent to you by mail.

Your apprentice's ITA ID is S. 22(1) You will need this number when completing their ITA paperwork.

#### What Next?

1. Log on to your [ITA Direct Access](#) account to view your apprentice's records, report hours (including backdated hours) and more.
2. Work with for your apprentice, and together plan a time for them to attend technical training.. Here are two websites to help:  
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<http://www.educationplanner.ca/>
3. You may be eligible for Tax Credits; please click [here](#) for more information.

Thank you for your commitment to industry training and for supporting trades in British Columbia.

Kind regards,

ITA Customer Service

#### Questions?

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Call us 778-328-8700 or 1-866-660-6011

Join us on Facebook [www.facebook.com/IndustryTrainingAuthority](http://www.facebook.com/IndustryTrainingAuthority)

June 18, 2019

S. 22(1)  
PO Box 637 STN A  
Abbotsford BC V2T 6Z8

**RE: Removal of Sponsor from Program For S. 22(1)**

Dear S. 22(1)

LMS Employees' Association is no longer the sponsor of S. 22(1) in their Ironworker (Reinforcing) Apprenticeship (HL) 2016 program.

We have attached a Work Based Training Report to this email for S. 22(1). Please use this attached form to submit any unreported hours for them.

Thank you for your commitment to industry training.

Kind regards,

ITA Customer Service

cc: S. 22(1)

### Questions?

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## WORK-BASED TRAINING HOURS FORM

Please complete all appropriate sections of this form to report work-based training hours for your apprentice. Print clearly. Missing information may delay the reporting process. The completed form must be returned to ITA Customer Service by email, fax or mail as noted above.

### Apprentice Information

Note: The apprentice's registered sponsor must always sign this form.

**Program:** Ironworker (Reinforcing) Apprenticeship (HL) 2016  
**Full Legal Name:** S. 22(1)  
**Address:** S. 22(1)  
**ITA ID #:** S. 22(1)  
**Email Address:** S. 22(1)  
**Phone Number:** S. 22(1)  
**Fax Number:**

### Work-Based Training Hours Report

Reporting Period:

**Start Date:** May 13, 2019      **End Date:** \_\_\_\_\_  
 (MM,DD,YYYY)                                  (MM,DD,YYYY)

Work-based training hours reported during this period:

Workplace Hours Ironworker (Reinforcing)	_____ Hours
Workplace Hours Reinforcing Steel Installer	_____ Hours

Company name of employer providing work-based training hours (if different than registered Sponsor): \_\_\_\_\_

Employer contact name and telephone number (if different than registered Sponsor contact): \_\_\_\_\_

### Sponsor Approval

The signature of an authorized representative of the apprentice's registered sponsor attesting to the statement below is required in order to approve the addition of the work-based training hours reported on this form to the apprentice's training record.

I attest that the work-based training completed by the above named trainee/apprentice has been done under the supervision and direction of a certified tradesperson or an ITA-registered individual with Supervision and Sign-off Authority in this trade.

**Sponsor Organization Name:** LMS Employees' Association

**Name of authorized sponsor representative:** S. 22(1)

**Sponsor Organization ITA ID#:** 0116232

**Signature of authorized sponsor representative:** \_\_\_\_\_

May 13, 2019

S. 22(1)

PO Box 637 STN A  
Abbotsford BC V2T 6Z8

**RE: Apprentice Registered** S. 22(1)

Dear S. 22(1)

Great news! S. 22(1) is now registered into the Ironworker (Reinforcing) Apprenticeship (HL) 2016 with your organization. A registration package has been sent to you by mail.

Your apprentice's ITA ID is S. 22(1) You will need this number when completing their ITA paperwork.

#### What Next?

1. Log on to your [ITA Direct Access](#) account to view your apprentice's records, report hours (including backdated hours) and more.
2. Work with for your apprentice, and together plan a time for them to attend technical training.. Here are two websites to help:  
<http://www.tradetrainingbc.ca/>  
<http://www.educationplanner.ca/>
3. You may be eligible for Tax Credits; please click [here](#) for more information.

Thank you for your commitment to industry training and for supporting trades in British Columbia.

Kind regards,

ITA Customer Service

#### Questions?

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Send us an email [customerservice@itabc.ca](mailto:customerservice@itabc.ca)

Call us 778-328-8700 or 1-866-660-6011

Join us on Facebook [www.facebook.com/IndustryTrainingAuthority](http://www.facebook.com/IndustryTrainingAuthority)

June 18, 2019

S. 22(1)  
PO Box 637 STN A  
Abbotsford BC V2T 6Z8

**RE: Removal of Sponsor from Program For** S. 22(1)

Dear S. 22(1)

LMS Employees' Association is no longer the sponsor of S. 22(1) in their Ironworker (Reinforcing) Apprenticeship (HL) 2016 program.

We have attached a Work Based Training Report to this email for S. 22(1). Please use this attached form to submit any unreported hours for them.

Thank you for your commitment to industry training.

Kind regards,

ITA Customer Service

cc: S. 22(1)

### Questions?

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Send us an email [customerservice@itabc.ca](mailto:customerservice@itabc.ca)

Call us 778-328-8700 or 1-866-660-6011

Join us on Facebook [www.facebook.com/IndustryTrainingAuthority](http://www.facebook.com/IndustryTrainingAuthority)

## WORK-BASED TRAINING HOURS FORM

Please complete all appropriate sections of this form to report work-based training hours for your apprentice. Print clearly. Missing information may delay the reporting process. The completed form must be returned to ITA Customer Service by email, fax or mail as noted above.

### Apprentice Information

Note: The apprentice's registered sponsor must always sign this form.

Program: Ironworker (Reinforcing) Apprenticeship (HL)  
2016  
Full Legal Name: S. 22(1)  
Address: S. 22(1)  
ITA ID #: S. 22(1)  
Email Address: S. 22(1)  
Phone Number: S. 22(1)  
Fax Number:

### Work-Based Training Hours Report

Reporting Period:

Start Date: May 13, 2019 End Date: \_\_\_\_\_  
(MM,DD,YYYY) (MM,DD,YYYY)

Work-based training hours reported during this period:

Workplace Hours Ironworker (Reinforcing) \_\_\_\_\_ Hours  
Workplace Hours Reinforcing Steel Installer \_\_\_\_\_ Hours

Company name of employer providing work-based training hours (if different than registered Sponsor): \_\_\_\_\_

Employer contact name and telephone number (if different than registered Sponsor contact): \_\_\_\_\_

### Sponsor Approval

The signature of an authorized representative of the apprentice's registered sponsor attesting to the statement below is required in order to approve the addition of the work-based training hours reported on this form to the apprentice's training record.

I attest that the work-based training completed by the above named trainee/apprentice has been done under the supervision and direction of a certified tradesperson or an ITA-registered individual with Supervision and Sign-off Authority in this trade.

Sponsor Organization Name: LMS Employees' Association

Name of authorized sponsor representative: S. 22(1)

Sponsor Organization ITA ID#: 0116232

Signature of authorized sponsor representative: \_\_\_\_\_

May 13, 2019

S. 22(1)

PO Box 637 STN A  
Abbotsford BC V2T 6Z8

**RE: Apprentice Registered** S. 22(1)

Dear S. 22(1)

Great news! S. 22(1) is now registered into the Ironworker (Reinforcing) Apprenticeship (HL) 2016 with your organization. A registration package has been sent to you by mail.

Your apprentice's ITA ID is S. 22(1) You will need this number when completing their ITA paperwork.

#### What Next?

1. Log on to your [ITA Direct Access](#) account to view your apprentice's records, report hours (including backdated hours) and more.
2. Work with for your apprentice, and together plan a time for them to attend technical training.. Here are two websites to help:  
<http://www.tradetrainingbc.ca/>  
<http://www.educationplanner.ca/>
3. You may be eligible for Tax Credits; please click [here](#) for more information.

Thank you for your commitment to industry training and for supporting trades in British Columbia.

Kind regards,

ITA Customer Service

#### Questions?

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Call us 778-328-8700 or 1-866-660-6011

Join us on Facebook [www.facebook.com/IndustryTrainingAuthority](http://www.facebook.com/IndustryTrainingAuthority)

June 18, 2019

S. 22(1)  
PO Box 637 STN A  
Abbotsford BC V2T 6Z8

**RE: Removal of Sponsor from Program For S. 22(1)**

Dear S. 22(1)

LMS Employees' Association is no longer the sponsor of S. 22(1) in their Ironworker (Reinforcing) Apprenticeship (HL) 2016 program.

We have attached a Work Based Training Report to this email for S. 22(1) Please use this attached form to submit any unreported hours for them.

Thank you for your commitment to industry training.

Kind regards,

ITA Customer Service

cc: S. 22(1)

### Questions?

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Call us 778-328-8700 or 1-866-660-6011

Join us on Facebook [www.facebook.com/IndustryTrainingAuthority](http://www.facebook.com/IndustryTrainingAuthority)

## WORK-BASED TRAINING HOURS FORM

Please complete all appropriate sections of this form to report work-based training hours for your apprentice. Print clearly. Missing information may delay the reporting process. The completed form must be returned to ITA Customer Service by email, fax or mail as noted above.

### Apprentice Information

Note: The apprentice's registered sponsor must always sign this form.

Program: Ironworker (Reinforcing) Apprenticeship (HL)  
2016

Full Legal Name: S. 22(1)  
Address: S. 22(1)

ITA ID #: S. 22(1)  
Email Address: S. 22(1)  
Phone Number: S. 22(1)  
Fax Number:

### Work-Based Training Hours Report

#### Reporting Period:

Start Date: May 13, 2019 End Date: \_\_\_\_\_  
(MM,DD,YYYY) (MM,DD,YYYY)

#### Work-based training hours reported during this period:

Workplace Hours Ironworker (Reinforcing) \_\_\_\_\_ Hours  
Workplace Hours Reinforcing Steel Installer \_\_\_\_\_ Hours

Company name of employer providing work-based training hours (if different than registered Sponsor): \_\_\_\_\_

Employer contact name and telephone number (if different than registered Sponsor contact): \_\_\_\_\_

### Sponsor Approval

The signature of an authorized representative of the apprentice's registered sponsor attesting to the statement below is required in order to approve the addition of the work-based training hours reported on this form to the apprentice's training record.

I attest that the work-based training completed by the above named trainee/apprentice has been done under the supervision and direction of a certified tradesperson or an ITA-registered individual with Supervision and Sign-off Authority in this trade.

Sponsor Organization Name: LMS Employees' Association

Name of authorized sponsor representative: S. 22(1)

Sponsor Organization ITA ID#: 0116232

Signature of authorized sponsor representative: \_\_\_\_\_

June 3, 2019

S. 22(1)  
PO Box 637 STN A  
Abbotsford BC V2T 6Z8

**RE: Apprentice Registered** S. 22(1)

Dear S. 22(1)

Great news! S. 22(1) is now registered into the Ironworker (Reinforcing) Apprenticeship (HL) 2016 with your organization. A registration package has been sent to you by mail.

Your apprentice's ITA ID is S. 22(1) You will need this number when completing their ITA paperwork.

#### What Next?

1. Log on to your [ITA Direct Access](#) account to view your apprentice's records, report hours (including backdated hours) and more.
2. Work with for your apprentice, and together plan a time for them to attend technical training.. Here are two websites to help:  
<http://www.tradetrainingbc.ca/>  
<http://www.educationplanner.ca/>
3. You may be eligible for Tax Credits; please click [here](#) for more information.

Thank you for your commitment to industry training and for supporting trades in British Columbia.

Kind regards,

ITA Customer Service

#### Questions?

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Call us 778-328-8700 or 1-866-660-6011

Join us on Facebook [www.facebook.com/IndustryTrainingAuthority](http://www.facebook.com/IndustryTrainingAuthority)



December 3, 2019

S. 22(1)

PO Box 637 STN A  
Abbotsford BC V2T 6Z8

RE: S. 22(1)

Dear S. 22(1)

Let's get S. 22(1) a step closer to certification! It has been 6 months since any Work Based Hours or Technical Training results were recorded for S. 22(1) in the Ironworker (Reinforcing) Apprenticeship (HL) 2016 program. Their apprenticeship will remain active but as it has been awhile we want to make sure everything is up to date.

We recommend that sponsors report Work Based Training Hours every 3-6 months.

#### What next?

1. Log onto [ITA Direct Access](#) to report hours
2. If S. 22(1) is due to attend technical training then please plan a time for them to do so. Here are two websites to help:  
<http://www.tradetrainingbc.ca/>  
<http://www.educationplanner.ca/>
3. If S. 22(1) is already attending training then it can take 30 days from the day they completed for the results to be uploaded
4. If S. 22(1) is no longer your apprentice you can remove them in [ITA Direct Access](#) or by emailing us at [customerservice@itabc.ca](mailto:customerservice@itabc.ca)

Thank you for your continued commitment to industry training and for supporting trades in British Columbia.

Kind regards,

ITA Customer Service

#### Questions?

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Send us an email [customerservice@itabc.ca](mailto:customerservice@itabc.ca)

Call us 778-328-8700 or 1-866-660-6011

Join us on Facebook [www.facebook.com/IndustryTrainingAuthority](http://www.facebook.com/IndustryTrainingAuthority)

## WORK-BASED TRAINING HOURS FORM

Please complete all appropriate sections of this form to report work-based training hours for your apprentice. Print clearly. Missing information may delay the reporting process. The completed form must be returned to ITA Customer Service by email, fax or mail as noted above.

### Apprentice Information

Note: The apprentice's registered sponsor must always sign this form.

**Program:** Ironworker (Reinforcing) Apprenticeship (HL)  
2016

**Full Legal Name:** S. 22(1)

**Address:** S. 22(1)

**ITA ID #:** S. 22(1)

**Email Address:** S. 22(1) S. 22(1)

**Phone Number:** S. 22(1)

**Fax Number:**

### Work-Based Training Hours Report

#### Reporting Period:

**Start Date:** Jun 03, 2019 (MM,DD,YYYY)      **End Date:** (MM,DD,YYYY)

#### Work-based training hours reported during this period:

Workplace Hours Ironworker (Reinforcing) \_\_\_\_\_ Hours

Workplace Hours Reinforcing Steel Installer \_\_\_\_\_ Hours

Company name of employer providing work-based training hours (if different than registered Sponsor): \_\_\_\_\_

Employer contact name and telephone number (if different than registered Sponsor contact): \_\_\_\_\_

### Sponsor Approval

The signature of an authorized representative of the apprentice's registered sponsor attesting to the statement below is required in order to approve the addition of the work-based training hours reported on this form to the apprentice's training record.

I attest that the work-based training completed by the above named trainee/apprentice has been done under the supervision and direction of a certified tradesperson or an ITA-registered individual with Supervision and Sign-off Authority in this trade.

**Sponsor Organization Name:** LMS Employees' Association

**Name of authorized sponsor representative:** S. 22(1)

**Sponsor Organization ITA ID#:** 0116232

**Signature of authorized sponsor representative:** \_\_\_\_\_

May 30, 2019

S. 22(1)  
PO Box 637 STN A  
Abbotsford BC V2T 6Z8

**RE: Apprentice Registered** S. 22(1)

Dear S. 22(1)

Great news! S. 22(1) is now registered into the Ironworker (Reinforcing) Apprenticeship (HL) 2016 with your organization. A registration package has been sent to you by mail.

Your apprentice's ITA ID is S. 22(1) You will need this number when completing their ITA paperwork.

#### What Next?

1. Log on to your [ITA Direct Access](#) account to view your apprentice's records, report hours (including backdated hours) and more.
2. Work with for your apprentice, and together plan a time for them to attend technical training.. Here are two websites to help:  
<http://www.tradetrainingbc.ca/>  
<http://www.educationplanner.ca/>
3. You may be eligible for Tax Credits; please click [here](#) for more information.

Thank you for your commitment to industry training and for supporting trades in British Columbia.

Kind regards,

ITA Customer Service

#### Questions?

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Call us 778-328-8700 or 1-866-660-6011

Join us on Facebook [www.facebook.com/IndustryTrainingAuthority](http://www.facebook.com/IndustryTrainingAuthority)

May 30, 2019

S. 22(1)

PO Box 637 STN A  
Abbotsford BC V2T 6Z8

**RE: Apprentice Registered** S. 22(1)

Dear S. 22(1)

Great news! S. 22(1) is now registered into the Ironworker (Reinforcing) Apprenticeship (HL) 2016 with your organization. A registration package has been sent to you by mail.

Your apprentice's ITA ID is S. 22(1) You will need this number when completing their ITA paperwork.

#### What Next?

1. Log on to your [ITA Direct Access](#) account to view your apprentice's records, report hours (including backdated hours) and more.
2. Work with for your apprentice, and together plan a time for them to attend technical training.. Here are two websites to help:  
<http://www.tradetrainingbc.ca/>  
<http://www.educationplanner.ca/>
3. You may be eligible for Tax Credits; please click [here](#) for more information.

Thank you for your commitment to industry training and for supporting trades in British Columbia.

Kind regards,

ITA Customer Service

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November 1, 2019

S. 22(1)  
PO Box 637 STN A  
Abbotsford BC V2T 6Z8

Dear S. 22(1)

Please be advised we have received and processed a work-based training hours report of 879.25 Ironworker (Reinforcing) Workplace Hours on behalf of your apprentice S. 22(1). Please review the attached transcript for progress against program completion requirements (if applicable).

Sincerely,

ITA Customer Service

### Questions?

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May 30, 2019

S. 22(1)  
PO Box 637 STN A  
Abbotsford BC V2T 6Z8

**RE: Apprentice Registered** S. 22(1)

Dear S. 22(1)

Great news! S. 22(1) is now registered into the Ironworker (Reinforcing) Apprenticeship (HL) 2016 with your organization. A registration package has been sent to you by mail.

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November 9, 2019

S. 22(1)  
PO Box 637 STN A  
Abbotsford BC V2T 6Z8

Dear S. 22(1)

Please be advised we have received and processed a work-based training hours report of 705.25 Ironworker (Reinforcing) Workplace Hours on behalf of your apprentice S. 22(1). Please review the attached transcript for progress against program completion requirements (if applicable).

Sincerely,

ITA Customer Service

### Questions?

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May 30, 2019

S. 22(1)

PO Box 637 STN A  
Abbotsford BC V2T 6Z8

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August 22, 2019

S. 22(1)  
PO Box 637 STN A  
Abbotsford BC V2T 6Z8

**RE: Removal of Sponsor from Program For** S. 22(1)

Dear S. 22(1)

LMS Employees' Association is no longer the sponsor of S. 22(1) in their Ironworker (Reinforcing) Apprenticeship (HL) 2016 program.

We have attached a Work Based Training Report to this email for S. 22(1) Please use this attached form to submit any unreported hours for them.

Thank you for your commitment to industry training.

Kind regards,

ITA Customer Service

cc: S. 22(1)

### Questions?

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## WORK-BASED TRAINING HOURS FORM

Please complete all appropriate sections of this form to report work-based training hours for your apprentice. Print clearly. Missing information may delay the reporting process. The completed form must be returned to ITA Customer Service by email, fax or mail as noted above.

### Apprentice Information

Note: The apprentice's registered sponsor must always sign this form.

**Program:** Ironworker (Reinforcing) Apprenticeship (HL)  
2016  
**Full Legal Name:** S. 22(1)  
**Address:** S. 22(1)  
**ITA ID #:** S. 22(1)  
**Email Address:** S. 22(1)  
**Phone Number:** S. 22(1)  
**Fax Number:**

### Work-Based Training Hours Report

#### Reporting Period:

**Start Date:** May 30, 2019 **End Date:** \_\_\_\_\_  
(MM,DD,YYYY) (MM,DD,YYYY)

#### Work-based training hours reported during this period:

Workplace Hours Ironworker (Reinforcing) \_\_\_\_\_ Hours  
Workplace Hours Reinforcing Steel Installer \_\_\_\_\_ Hours

Company name of employer providing work-based training hours (if different than registered Sponsor): \_\_\_\_\_

Employer contact name and telephone number (if different than registered Sponsor contact): \_\_\_\_\_

### Sponsor Approval

The signature of an authorized representative of the apprentice's registered sponsor attesting to the statement below is required in order to approve the addition of the work-based training hours reported on this form to the apprentice's training record.

I attest that the work-based training completed by the above named trainee/apprentice has been done under the supervision and direction of a certified tradesperson or an ITA-registered individual with Supervision and Sign-off Authority in this trade.

**Sponsor Organization Name:** LMS Employees' Association

**Name of authorized sponsor representative:** S. 22(1)

**Sponsor Organization ITA ID#:** 0116232

**Signature of authorized sponsor representative:** \_\_\_\_\_

May 30, 2019

S. 22(1)

PO Box 637 STN A  
Abbotsford BC V2T 6Z8

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Kind regards,

ITA Customer Service

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May 30, 2019

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June 3, 2019

S. 22(1)

PO Box 637 STN A  
Abbotsford BC V2T 6Z8

**RE: Apprentice Registered** S. 22(1)

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December 3, 2019

S. 22(1)

PO Box 637 STN A  
Abbotsford BC V2T 6Z8

RE: S. 22(1)

Dear S. 22(1)

Let's get S. 22(1) a step closer to certification! It has been 6 months since any Work Based Hours or Technical Training results were recorded for S. 22(1) in the Ironworker (Reinforcing) Apprenticeship (HL) 2016 program. Their apprenticeship will remain active but as it has been awhile we want to make sure everything is up to date.

We recommend that sponsors report Work Based Training Hours every 3-6 months.

#### What next?

1. Log onto [ITA Direct Access](#) to report hours
2. If S. 22(1) is due to attend technical training then please plan a time for them to do so. Here are two websites to help:  
<http://www.tradetrainingbc.ca/>  
<http://www.educationplanner.ca/>
3. If S. 22(1) is already attending training then it can take 30 days from the day they completed for the results to be uploaded
4. If S. 22(1) is no longer your apprentice you can remove them in [ITA Direct Access](#) or by emailing us at [customerservice@itabc.ca](mailto:customerservice@itabc.ca)

Thank you for your continued commitment to industry training and for supporting trades in British Columbia.

Kind regards,

ITA Customer Service

#### Questions?

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