

APPLICATION TO CHALLENGE CERTIFICATE OF QUALIFICATION TOWER CRANE (0193)

ITA Customer Service
Suite 110 - 2985 Virtual Way
Vancouver, BC V5M 4X7
Tel: 778-328-8700
Fax: 778-328-8701
Toll Free: 1-866-660-6011

Please print clearly and return to the address noted above

Application Package Instructions

TRADE: TOWER CRANE (0193)

APPLICATION PACKAGE INFORMATION:

Please review the contents of this package prior to completing.

This package contains all of the information and forms you need to apply to challenge the written Examination for the trade of **Tower Crane**. The purpose of this package is to assist you in collecting the information necessary for us to complete the assessment of your application. The ITA will assess your work experience and determine whether you qualify to challenge the theory and practical examinations based on the information you supply.

The ITA will process your assessment within *10 days of receipt of your complete information* and will notify you in writing the results of your assessment. Applications will be returned if information is missing. We can not process incomplete applications.

Please Note:

To obtain a Certificate of Qualification in this trade via challenge, successful completion of both a theory exam and a practical exam is required. The theory exam component of this challenge process will be administered by the Industry Training Authority. The practical exam component for the process is being administered by the Fulford Harbour Group on behalf of the Industry Training Authority. Scheduling and payment for the practical exam must be arranged through the Fulford Harbour Group. The practical exam fee is \$500.00 and is payable to the Fulford Harbour Group. To obtain the application for the practical exam or for further information regarding the practical exam, please go to the Fulford Harbour Group website at www.fulford.ca.

Forms:

1. **Application to Challenge Examination** (page 2 of this package). To be completed by applicant.
2. **Applicant Work Experience Information** (page 3 of this package). To be completed and signed by applicant.
3. **Employer Declaration** (pages 4 to 6 of this package). *Note:* An Employer Declaration form must be completed and signed by any current or previous employers where you have acquired work experience you want assessed as part of your application (see page 3 section B).
4. **Document Checklist** (page 7 of this package) to be completed by applicant.
5. **Statutory Declaration** (pages 9 to 11 of this package) to be completed by applicant *if required*. See page 8 for additional information on Statutory Declarations.

All Documents must be submitted in English. Translations of documents in languages other than English must be done by a Certified Translator

- You are responsible for the cost of translation services.
- For a list of certified translators, contact the Society of Translators and Interpreters of British Columbia, or visit their web site at <http://www.stibc.org/directory.php>.

If you have any questions regarding the completion of this Challenge Assessment application, contact **ITA Customer Service** (see above for contact information) or send an email to: **customerservice@itabc.ca**

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A. Applicant's Information

Registration Number (TWID):					
Legal Last Name:		Legal First Name:		Legal Middle Name (s):	
Date of Birth (YYYY/MM/DD):		Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female			
Suite Number:	Mailing Address:				
City:		Province: B.C.	Postal Code:		Email:
Daytime Telephone Number: ()		Home Telephone Number: ()		Fax Number: ()	

B. Theory Examination Details

Is this examination a re-write? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide date of last exam: _____	Please indicate the earliest date you are available to write the theory portion of the examination (YYYY/MM/DD):
Please indicate your preferred location for the theory portion of the examination: <input type="checkbox"/> ITA Customer Service <input type="checkbox"/> Vernon <input type="checkbox"/> Victoria <input type="checkbox"/> Maple Ridge <input type="checkbox"/> Chilliwack <input type="checkbox"/> Prince George <input type="checkbox"/> Nanaimo <input type="checkbox"/> Other (please indicate) _____	
(Please note: If your Challenge application is successful you will be sent a letter with instructions on how to arrange your practical examination.)	

C. Fees

If you are applying for the Certificate of Qualification examination on a challenge basis, there is a fee of \$120.00 for assessing documentation of required work experience. There is no fee for a first Certificate of Qualification or IP theory exam attempt and first re-write. There is a \$100.00 fee for all subsequent theory re-writes.

Note: *There may be requirements for upgrading prior to re-writes. Contact ITA Customer Service if you have questions regarding re-write eligibility. If approval is granted, examination must be written within 12 months from date of approval. Approval will expire after 12 months, at that time re-submission of application form and fee will apply.*

D. . Payment Options for Document Assessment

CHEQUE OR MONEY ORDER made payable to: Industry Training Authority. If you are submitting your application to a government agent office elsewhere in BC, please make your cheques payable to The Minister of Finance and Corporate Relations. CASH and DEBIT CARD accepted only at Customer Service counter; **please do not send cash in the mail.**

Credit Card: VISA MasterCard American Express

Card holder name: _____ Card number: _____

Security Number (last three digits on back of card) ___ Expiry date: __/__/__

Card Holder Signature: _____

For Office Use Only

Date Screened:	Missing Information	Results
Application Status <input type="checkbox"/> Application Complete – Assigned to Assessor <input type="checkbox"/> Application Incomplete – Returned to Applicant		Hours: Required: 1024 Reported: - Rigging Required: 500* Reported: Scope: Required: 100% Reported
		* included within the 1024 total hours

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Applicant Work Experience Information

TRADE: TOWER CRANE (0193)

A: Applicant Information

Legal Last Name:	Legal First Name:	Legal Middle Name(s):
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To qualify to challenge an examination as a **Tower Crane**, you must provide proof of having worked a minimum of 1024 hours performing all tasks listed on the *Employer Declaration* (page 5). Of the 1024 hours documented, 500 hours must be documented rigging experience. In general your combined work experience should cover 100% of the tasks listed in Part 2 of the Employers Declaration (page 5).

B: Employment Summary Information

Name of Organization/Employer(s) *	Dates of Employment	Total # of Hours of Experience
	From: To: (YYYY/MM/DD)	
	From: To: (YYYY/MM/DD)	
	From: To: (YYYY/MM/DD)	
	From: To: (YYYY/MM/DD)	

***Note:** An *Employer Declaration* form (pages 4 and 5) must be completed by each of the Employers listed above. See *Employer Declaration* "Instructions to Employers" for additional information.

Certification and authorization for collection, use, and disclosure of personal information inside or outside Canada:

I certify that the information I (as apprentice, sponsor, or employer) have provided is accurate. In accordance with the *Freedom of Information and Protection of Privacy Act*, I authorize the Industry Training Authority to use and disclose the personal information I have provided on this form, as well as any further information necessary, for the purpose of administering the apprenticeship training program, including the application process, program delivery, evaluation, and certification. I authorize the Industry Training Authority to disclose my personal information for the above purposes to other agencies and ministries of the provincial and federal governments, and to apprenticeship officials in other jurisdictions, my present and future sponsors, educational institutions, private trainers, and agencies, whether located inside or outside Canada. I also authorize the Industry Training Authority to make the status of my certification and apprenticeship publicly available. (NOTE: If you have any question about your personal information, contact a Client Service Representative at Industry Training Authority Customer Service at 1.866.660.6011.)

Applicant Signature:	Date: (YYYY/MM/DD)
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Employer Declaration – Part 2

By checking “yes” or “no”, indicate in the “Employer’s Response” column whether the applicant performed the following tasks during the period of employment with your organization. <i>Cross out any tasks that were not performed.</i>	Employer’s Response	
	Yes	No
Safety Knowledge		
Demonstrate knowledge of safe working practices for crane operators		
Demonstrate knowledge of power line hazards and high voltage equipment		
Demonstrate knowledge of tower crane specific PPE		
Demonstrate knowledge of the regulations, standards, and documentation relevant to tower crane operation		
Demonstrate knowledge of regulations and protocols for operating a tower crane in proximity to power lines, cable hazards, and high and low voltage equipment		
Demonstrate knowledge of documentation for the site and the operator’s tower crane		
Comply with WorkSafeBC and OH & S regulations		
Communications Knowledge		
Demonstrate knowledge of personnel involved in crane operations		
Demonstrate knowledge of hand signals		
Demonstrate knowledge of radio communications		
Demonstrate knowledge of workplace communications		
Demonstrate knowledge of tower crane hand signals		
Demonstrate knowledge of tower crane radio protocols and vocabulary		
Interpret tower crane hand signals in the workplace		
Use tower crane radio protocols and vocabulary in the workplace		
Use hand signals in the workplace		
Use radio communications in the workplace		
Communicate information clearly and check for understanding in the workplace		
Cranes Knowledge		
Demonstrate knowledge of types of cranes and classifications		
Demonstrate knowledge of terminology related to craning and craning concepts		
Demonstrate knowledge of hoisting terminology, functions and systems		
Demonstrate knowledge of regulatory requirements pertaining to cranes		
Rigging Knowledge		
Demonstrate knowledge of lifting theory and forces		
Demonstrate knowledge of rigging hardware, materials, tools and manuals		
Demonstrate knowledge of types and function of wire rope and chains		
Demonstrate knowledge of installation, inspection and storage of wire rope		
Demonstrate knowledge of rigging techniques		
Rigging Practical		
Use rigging hardware and tools in the workplace		
Load Charts Knowledge		
Demonstrate knowledge of determining weight loads using fundamental math functions and calculations		
Demonstrate knowledge of loading and lifting		
Interpret load charts and load study drawings to configure crane for workplace operation		

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Crane Operations		
Demonstrate knowledge of pre-operational requirements in crane operations		
Demonstrate crane set-up per manufacturer's instructions		
Maintenance & Service		
Demonstrate knowledge of daily and monthly inspection for tower cranes		
Demonstrate knowledge of annual and special inspection requirements for tower cranes		
Conduct a start of shift tower crane inspection the work place		
Conduct tower crane load limit and range of travel tests in the workplace		
Maintain an equipment logbook to retain a permanent written record of maintenance and repairs		
Tower Crane Operator - Cranes		
Demonstrate knowledge of the training and certification process for tower crane operators		
Demonstrate knowledge of tower crane applications		
Demonstrate knowledge tower crane types and configurations		
Demonstrate knowledge of the erection and dismantling processes for tower cranes		
Demonstrate knowledge of components and their functions for different types of tower cranes		
Demonstrate knowledge of tower crane climbing and lowering methods and hazards		
Demonstrate knowledge of drives, controls, and safety devices for tower cranes		
Identify and describe the function of the drives, controls, and safety devices on the operator's tower crane		
Demonstrate knowledge of hoisting and rigging for tower cranes		
Demonstrate knowledge of tower crane load charts and load calculations		
Demonstrate knowledge of how weather conditions affect tower crane operations		
Demonstrate knowledge of tower crane operator's duties and responsibilities		
Demonstrate knowledge of protocols for leaving a tower crane unattended		
Demonstrate knowledge of protocols for operating of a tower crane on a multi-crane site		
Operate a tower crane safely in the workplace according to the regulations and manufacturer's specifications		
Leave a tower crane unattended in the workplace.		

Certification:

I certify that the information I (as employer) have provided is accurate. (Note: Collection and protection of personal information on this form is in accordance with the provisions of the *Freedom of Information and Protection of Privacy Act*.)

Applicant Name:	Employer Signature:	Date: (YYYY/MM/DD)
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DOCUMENTATION CHECKLIST

To avoid delays in processing, please use the following checklist to ensure the required documentation is attached to your application and all forms are complete. **We can not process incomplete applications.**

ALL APPLICABLE BOXES MUST BE CHECKED OFF:

- All documents, including letters and certificates, are originals or *certified true copies* of originals, in the English language, and where applicable include the “CraneSafe Certification of Competence”.
- Any translations have been performed by Certified Translators.
- The Applicant has completed in full the **Application to Challenge** (Page 2 of this package)
- The Applicant has completed in full and signed, the **Applicant Work Experience Information** (Page 3 of this package)
- Each Employer has completed in full and signed, the **Employer Declaration** (Page 4 to 6 of this package).
- The information contained on each **Employer Declaration** form matches the information declared on the **Applicant Work Experience Information** form.
- A Statutory Declaration is enclosed in situations when an Employer Declaration is not available. See *Statutory Declaration information on page 8 of this package.*
- A cheque in the amount of \$120.00 has been enclosed for your Challenge Work-Experience Assessment.
- A copy of your crane’s load chart is enclosed, showing the maximum rated capacity. This may be a photocopy or photo of the load chart and **must be legible.**

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Statutory Declarations

A Statutory Declaration form may be used to document time worked in a trade when applying to challenge an examination **only due to the following circumstances:**

1. The firm is no longer in business and the principals cannot be located.
2. The owner/manager is deceased and complete employment records are not available.
3. The firm is located overseas and extreme difficulties are encountered in trying to get the documentation.
4. The applicant has been self-employed as an owner/operator of a business.
5. A firm refuses to issue a letter to document time worked in a trade.

A Statutory Declaration, using the form that is provided on pages 9 to 11 of this package, must be completed **for each place of employment** for which you are unable to provide an Employer Declaration.

Important: The Statutory Declaration form is comprised of **Part 1 (page 9) and Part 2 (page 10 & 11)**. It must be completed for each place of employment you cannot obtain documentation for, and must be sworn before a Lawyer, Notary Public, or Commissioner of Oaths for the Province of British Columbia. Please make additional copies of the Statutory Declaration form as needed.

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Statutory Declaration – Part 2

By checking “yes” or “no”, indicate in the “Employer’s Response” column whether the applicant performed the following tasks during the period of employment with your organization. <i>Cross out any tasks that were not performed.</i>	Employer’s Response	
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Demonstrate knowledge of tower crane load charts and load calculations		
Demonstrate knowledge of how weather conditions affect tower crane operations		
Demonstrate knowledge of tower crane operator's duties and responsibilities		
Demonstrate knowledge of protocols for leaving a tower crane unattended		
Demonstrate knowledge of protocols for operating of a tower crane on a multi-crane site		
Operate a tower crane safely in the workplace according to the regulations and manufacturer's specifications		
Leave a tower crane unattended in the workplace.		

I solemnly declare that the information provided in this Declaration, to the best of my knowledge, is true.

Applicant's Name	Applicant's Signature:	Date: (YYYY/MM/DD)
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This section to be completed by:		Declaration of Official
Last Name:	First Name:	
Occupation: :	<input type="checkbox"/> Commissioner for Oaths <input type="checkbox"/> Notary Public <input type="checkbox"/> Lawyer	
Address:		
Telephone Number:	Declared before me on Date: (YYYY/MM/DD)	
Signed at: (City, Province)	Signature of Official:	

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EXAMINATION INFORMATION

The following information is offered as a guide to make you aware of the topics that will be covered in the theoretical examination.

Section	Title	Exam Weightings %
1	Safety	7%
2	Communications	9%
3	Cranes	39%
4	Maintenance and Service	7%
5	Tower Crane Operations	38%

- For certification, successful completion of the Certificate of Qualification theory exam and the practical exam is required.
- The theory exam is a multiple choice examination.
- Passing Standard is 70%.
- This information is subject to change without notice; consult the relevant program profile on the ITA website at www.itabc.ca.