

PRIOR TECHNICAL TRAINING CREDIT APPLICATION

Please print clearly and return to the address noted above.

Apprentice's Information

Registration Number (TWID):	Apprentice ID:		
Legal Last Name:	Legal First Name:	Legal Middle Name (s):	
Name of Trade for Which Credit is Being Requested:			Level Being Requested:

Street:	City:	Province:	Postal Code:
Daytime Telephone Number: ()	Home Telephone Number: ()	Email:	

General Information

As an apprentice you may be eligible for credit toward your current trade for your previous (relevant) technical training. Please carefully read the instructions in this form prior to completing and submitting both Pages 1 and 2 of this application form.

Red Seal Trades: Technical training for inter-provincial (Red Seal) trades will be accepted at a comparable level only if the training was completed through a training provider approved by a Provincial / Territorial Trades Apprenticeship Authority in the jurisdiction where the training provider is located.

Certificates of Qualification Trades (Non-Red Seal): Technical training that has been completed through an ITA authorized Training Provider will be accepted for the appropriate level of credit toward that trade. A list of ITA authorized technical training providers is available on the ITA website.

All Trades: Technical Training Programs Not Taken Through an "Approved" Training Provider: If the program you are requesting credit for has not been previously approved for credit by the ITA you will be required to write a Level Examination in order to receive credit for the Level(s) requested. If a Level Examination is not available for the trade/ level you are requesting, you must successfully complete technical training at an approved training provider. A list of ITA authorized technical training providers and the programs and levels that they are authorized to provide is available on the ITA website."

Step 1: Complete and submit this Prior Technical Training Credit application form.

Step 2: Arrange with your training organization for official transcripts to be submitted for each technical training program you want assessed.

Important: Incomplete applications cannot be assessed. Your Prior Technical Training Credit request will be processed in priority order only after all required documents have been received by the Industry Training Authority.

Technical Training Program Information

Please complete the following Technical Training Program Information – **Sections 1 to 5** – in full for *each* Program you would like to have assessed for possible credit. (You may make additional copies of Page 2 if required.)

You must submit appropriate documentation for each technical training program you want assessed (see Documentation Requirements on page 2).

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Legal Last Name:	Legal First Name:	Apprentice ID:
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Training Program 1 Information (complete all 5 boxes):

1. Name of Training Program	2. Name of Training Provider / Organization	3. Date Training Started	4. Date Training Completed:
5. Type of Documentation Being Submitted: <input type="checkbox"/> Original, official transcript <input type="checkbox"/> Original, official letter from training provider <input type="checkbox"/> Original letter from Provincial / Territorial Apprentices Authority		For Office Use Only: Date Supporting Documentation Received:	

Training Program 2 Information (complete all 5 boxes):

1. Name of Training Program	2. Name of Training Provider / Organization	3. Date Training Started	4. Date Training Completed:
5. Type of Documentation Being Submitted: <input type="checkbox"/> Original, official transcript <input type="checkbox"/> Original, official letter from training provider <input type="checkbox"/> Original letter from Provincial / Territorial Apprentices Authority		For Office Use Only: Date Supporting Documentation Received:	

I certify that the information I have provided is accurate.

Applicant's Signature	Date
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Important: Documentation Requirements

You must submit at least **one** of the following types of documentation for each technical training program you want assessed:

1. **Original, Official Transcripts:** Original, official transcripts from the organization where your training was completed must normally be submitted to support your application. Official transcripts must be signed by an appropriate authority from the training organization you attended (principal, registrar, department head, etc.) and must be either *sent directly* to the Industry Training Authority (ITA) by the training organization or *placed by the organization in a sealed envelope*.

Note: Official transcripts are available at minimal cost from most training providers. If the training provider does not issue official transcripts, an original (official) letter from the organization, signed by an authorized representative of the training provider (principal, registrar, department head, etc) *may* be accepted instead. Official documents must either be sent directly by the training provider to the ITA, or must be placed by the training organization in a sealed envelope for delivery to the ITA. Important: Photocopied or faxed documents will **not** be accepted for technical training assessments.

2. **Original Letter from Apprenticeship Authority:** An original letter from an Apprenticeship Authority indicating that the technical training you have completed has been accepted for Apprenticeship Level Credit by an authority in any jurisdiction in Canada (for example, a Provincial / Territorial Apprenticeship Branch), may also be accepted as documentation for training completed outside of British Columbia.

customerservice@itabc.ca