

EMPLOYER UPGRADING CONFIRMATION FORM

Please print clearly and return to the address noted above

Employer Information

Name of Organization/Employer/Business Name:		Contact:		Contact Position/Title:	
Suite Number:	Mailing Address:				
City:		Province: B.C.	Postal Code:		Email:
Home Telephone Number: ()		Cell / Pager Number: ()		Fax Number: ()	

Applicant Information

Legal Last Name:	Legal First Name:		Legal Middle Name (s):		
Program:				Individual ID:	

According to ITA Policy [PA3002 – Examinations](#), Individuals who score less than 60 % on their first attempt OR fail their second attempt regardless of their mark will be required to demonstrate upgrading before they will be permitted to re-write.

Options for upgrading following a failed exam include:

1. Home study documented on the ITA Home Study Confirmation Form*; OR
2. Employer assistance in deficient topic areas documented on the ITA Employer Upgrading Confirmation Form*; OR
3. Successful completion of relevant technical training from an ITA-approved training provider (this must be completed after the last failed attempt)

*Please Note: each option may only be used once.

A: Areas that require upgrading

I confirm that I have been notified that the applicant named above failed his/her last _____ Exam with a mark of _____

I/We have assisted this applicant to upgrade in the following topics for which He/She achieved a mark below 70%: (Please list the topics results for which the applicant achieved under 70%)

Section B: Acceptable training

I/We can confirm have taken the following steps/measures to assist this applicant in the above mentioned areas that required upgrading: (Please list training/upgrading activities.)

I hereby confirm that I believe the applicant named above is prepared to re-write this exam and recommend approval for Him/Her to re-write.

Signature of Employer/Sponsor

Date