

**TRADE: BRICKLAYER (0003)**  
(Mason)**PACKAGE INFORMATION:**

Please review the entire contents of this package prior to completing.

This package contains all of the information and forms you need to apply for *Credit of Prior Work-Based Experience hours* toward your apprenticeship for the trade of **Bricklayer**. The purpose of this package is to assist you to submit the information your Current Sponsor must approve for ITA to credit you for prior work-experience.

As an apprentice, you may be granted credit for your previous relevant work-based practical experience with the approval of your current sponsor. There are two ways in which to obtain this credit:

- For previous work experience you gained with a different employer (or multiple employers), please have your Prior Employer(s) complete and sign a Prior Work Experience Declaration Form (Part B) detailing the hours and type of experience. You must then take this form(s) to your Current Sponsor for approval and signature.
- If your Prior Employer can no longer be contacted, you may complete an affidavit (*Statutory Declaration Form*) detailing the duration and type of experience for approval *by your Current Sponsor*.

**Forms:**

1. **Prior Work-Based Experience Declaration** (pages 2 & 3 of this package). *Note:* A Prior Work Experience Declaration form must be completed and signed by any Prior Employers where you have acquired work experience hours you want credited toward your current apprenticeship hours, and must be approved by your Current Sponsor.
2. **Statutory Declaration** (pages 4 and 5 of this package) to be completed by applicant *if required and approved by your Current Sponsor*. See page 4 for additional information on Statutory Declarations.
3. If you are submitting a Statutory Declaration Form, you must **mail** the *original* approved Prior Work-Based Experience Declaration Form to the ITA. Faxed or photocopies of the Declaration Form will not be accepted.

**Process:**

**Step 1:** Complete **Part A** on page 2 of the enclosed Prior Work Experience Declaration Form.

**Step 2:** Have each Previous Employer (Prior Employer) complete and sign a separate **Part B** (on page 3) of the Prior Work Experience Declaration Form. This will provide your Current Sponsor/Employer with your prior work experience history.

**Step 3:** Have your Current Sponsor/Employer sign **Part C** (on page 2) of the Prior Work Experience Declaration Form to approve the hours to be credited toward your current apprenticeship.

**Step 4:** Return the signed, completed form (**Parts A, C, and where applicable B**) to the Industry Training Authority at the above address.

If you have any questions regarding the completion of this prior work-based training hours credit application, contact **ITA Customer Service** (see above contact information) or send an email to:

[customerservice@itabc.ca](mailto:customerservice@itabc.ca)

Please print clearly and return to the address noted above.

## Prior Work-Based Experience Declaration Form

### Part A. Apprentice's Information (To Be Completed by Applicant)

|   |                    |   |
|---|--------------------|---|
| Registration Number (TWID):                     | Apprenticeship ID: | Industry Training Program (Trade) Name: |
| Legal Last Name:                                | Legal First Name:  | Legal Middle Name (s):                  |
| Current Apprenticeship Start Date (YYYY/MM/DD): |                    |   |

### Instructions to Apprentice:

Please complete **Part A** of the enclosed Prior Work-Based Experience Declaration form. Part B of the form must be then completed by each Prior Employer where you are requesting a credit of prior work-based experience hours toward your current apprenticeship training program. The completed form must then be signed off by your Current Sponsor for approval of your prior work-based experience hours. You must **mail** the *original* approved Prior Work-Based Experience Declaration Form to the ITA. Faxed or photocopies of the Declaration Form will not be accepted.

### Instructions to Prior Employers:

Please complete **Part B** of the enclosed Prior Work-Based Experience Declaration form. The information you provide will be used to identify the applicant's work experience with your organization for review and approval by the applicant's Current Sponsor/Employer for the trade of **Bricklayer**. The Declaration will provide the Current Sponsor with details on the hours and experience the applicant has performed with your organization related to the Trade of **Bricklayer**.

### Instructions to Current Sponsors for Prior Work Experience:

As outlined in the Industry Training Authority policy on *Credit for Prior Related Practical Experience*, apprentices who want credit for prior work-based training experience must submit to you (the Current Sponsor) for your approval documentation detailing the hours they have worked related to their apprenticeship.

Please review the contents of the completed Prior Work Experience Declaration form for this apprentice and complete **Part C** (below) of the form to indicate the number of work-based experience training hours you are approving for this applicant. Note: It is the responsibility of the Current Sponsor to decide how many hours of prior work experience will be approved toward this applicant's apprenticeship.

### Part C. Current Sponsor – Approval of Prior Work-Based Experience Hours (To Be Completed by Current Sponsor/Employer)

|  |   |                               |
|--|---|-------------------------------|
| Date of Approval:  | Total Number of Prior Work-Based Experience Hours Approved: |                               |
| Dates of Approved Prior Work Experience<br>From: _____ To: _____ |   |                               |
| Name of Current Sponsor:   | Sponsor Registration No.                                    | Signature of Current Sponsor: |

**Please print clearly and return to the applicant.**

**Part B. Prior Work-Based Experience Description**  
*(Important: To Be Completed by Prior Employer and returned to Applicant)*

|   |                            |                                       |  |
|---|----------------------------|---------------------------------------|--|
| Apprentice's Last Name:                                     |                            | Apprentice's First Name:              |  |
| Name of Organization/Employer/Business:                     | Name of Reporting Sponsor: | Position / Title:                     |  |
| Telephone Number:<br>(        )                             | Fax Number:<br>(        )  | E-Mail Address:                       |  |
| Dates of Prior Work-Based Training Experience (YYYY/MM/DD): |                            | Hours of Prior Work-Based Experience: |  |
| Start Date:   | End Date:                  |                                       |  |

| By checking "yes" or "no", indicate in the "Employer's Response" column which of the following tasks the applicant performed during the period of employment with your organization. <b>Cross out any tasks that were not performed.</b>   | Employer's Response   |
|--|---|
| <b>Work Related Activities</b><br>Determining project requirements, building codes and safety requirements from blueprints and specifications, Using tools, machines, equipment and materials, Assembles, dismantles, erects scaffolding, rigging and hoisting equipment, Installing membrane, air barrier and insulation, Winterizing job site, Preparing mortar, Building cavity wall. | Yes: <input type="checkbox"/><br>No: <input type="checkbox"/> |
| <b>Masonry Wall and Column System</b><br>Building veneer walls, Building structural and/or foundation masonry walls, Installing stone cladding, Laying masonry to prefabricated wall panels, columns covers, spandrels, balcony screens and other masonry panels in a factory,   | Yes: <input type="checkbox"/><br>No: <input type="checkbox"/> |
| <b>Chimneys, Fireplaces, Masonry Heaters and Refractory Materials</b><br>Laying bricks or other masonry units to build fireplaces, masonry heaters, residential, commercial and industrial chimneys, Laying refractory or acid-resistant wall system/bricks to line or reline furnaces, kilns, ladles, vessels, tanks, and similar installations.  | Yes: <input type="checkbox"/><br>No: <input type="checkbox"/> |
| <b>Construction/Layout of Masonry Arches</b><br>Building templates for arches, Building arches.  | Yes: <input type="checkbox"/><br>No: <input type="checkbox"/> |
| <b>Restoration</b><br>Preparing mortar and grouting systems, Rebuilding masonry work, Restoring existing masonry work, Cleaning masonry, Protecting masonry surfaces.  | Yes: <input type="checkbox"/><br>No: <input type="checkbox"/> |
| <b>Ornamental Masonry</b><br>Laying masonry units to build walls, piers, various floors, patios and other similar installations, Installing glass blocks, Installing overlay applications, Installing sculptured masonry.  | Yes: <input type="checkbox"/><br>No: <input type="checkbox"/> |
| <b>Other Tasks</b><br><i>Includes:</i> Please identify any other tasks performed, if applicable to this trade.   |   |

I certify that the information I have provided is accurate. *(To be signed by Prior Employer.)*

|             |                          |
|-------------|--------------------------|
| Date Signed | Prior Employer Signature |
|-------------|--------------------------|

Please print clearly and return to the address noted above.

## Statutory Declaration Form – Part 1

A Statutory Declaration form may be used to document prior work-based experience *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. A firm refuses to issue a letter to document time worked in a trade.

**Important:** The Statutory Declaration form is comprised of **Part 1 (page 4) and Part 2 (page 5)**. It must be completed for each place of employment for which you cannot obtain documentation, 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.

### Part A. Applicant's Information

|                             |                    |                                    |
|-----------------------------|--------------------|------------------------------------|
| Registration Number (TWID): | Apprenticeship ID: | Industry Training Program (Trade): |
| Legal Last Name:            | Legal First Name:  | Legal Middle Name (s):             |

### Part B. Prior Work-Based Experience Description

|   |                         |                            |                                       |
|---|-------------------------|----------------------------|---------------------------------------|
| Name of Organization/Employer/Business:   |                         | Name of Reporting Sponsor: | Position / Title:                     |
| Suite Number:   | Street Number and Name: |                            |                                       |
| City:   | Province:               | Postal Code::              |                                       |
| Telephone Number:<br>(      )   | Fax Number:<br>(      ) | E-Mail Address:            |                                       |
| <b>Dates</b> of Prior Work-Based Training Experience (YYYY/MM/DD)<br>Start Date:                                  End Date: |                         |                            | Hours of Prior Work-Based Experience: |

### C. Reason for Statutory Declaration

- Self-Employed. (Include on a separate sheet the names and contact information for three individuals you have worked with; can include clients, suppliers, and employees.)
- Employer is no longer in business.\*
- Employer will not complete Employer Declaration.\*
- Employment records are not available.\*

**\*For situations where you are unable to obtain an Employer Declaration, please indicate what steps you have taken to attempt to obtain your documentation:**

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Please print clearly and return to the address noted above.

### Statutory Declaration – Part 2

| By checking "yes" or "no", indicate in the "Employer's Response" column which of the following tasks the applicant performed during the period of employment with your organization. <b><i>Cross out any tasks that were not performed.</i></b>  | Employer's Response   |
|--|---|
| <b>Work Related Activities</b><br>Determining project requirements, building codes and safety requirements from blueprints and specifications, Using tools, machines, equipment and materials, Assembles, dismantles, erects scaffolding, rigging and hoisting equipment, Installing membrane, air barrier and insulation, Winterizing job site, Preparing mortar, Building cavity wall. | Yes: <input type="checkbox"/><br>No: <input type="checkbox"/> |
| <b>Masonry Wall and Column System</b><br>Building veneer walls, Building structural and/or foundation masonry walls, Installing stone cladding, Laying masonry to prefabricated wall panels, columns covers, spandrels, balcony screens and other masonry panels in a factory,   | Yes: <input type="checkbox"/><br>No: <input type="checkbox"/> |
| <b>Chimneys, Fireplaces, Masonry Heaters and Refractory Materials</b><br>Laying bricks or other masonry units to build fireplaces, masonry heaters, residential, commercial and industrial chimneys, Laying refractory or acid-resistant wall system/bricks to line or reline furnaces, kilns, ladles, vessels, tanks, and similar installations.  | Yes: <input type="checkbox"/><br>No: <input type="checkbox"/> |
| <b>Construction/Layout of Masonry Arches</b><br>Building templates for arches, Building arches.  | Yes: <input type="checkbox"/><br>No: <input type="checkbox"/> |
| <b>Restoration</b><br>Preparing mortar and grouting systems, Rebuilding masonry work, Restoring existing masonry work, Cleaning masonry, Protecting masonry surfaces.  | Yes: <input type="checkbox"/><br>No: <input type="checkbox"/> |
| <b>Ornamental Masonry</b><br>Laying masonry units to build walls, piers, various floors, patios and other similar installations, Installing glass blocks, Installing overlay applications, Installing sculptured masonry.  | Yes: <input type="checkbox"/><br>No: <input type="checkbox"/> |
| <b>Other Tasks</b><br><i>Includes:</i> Please identify any other tasks performed, if applicable to this trade.   |   |

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

|                        |                    |
|------------------------|--------------------|
| Applicant's Signature: | Date: (YYYY/MM/DD) |
|------------------------|--------------------|

| This section to be completed by: <b>Declaration of Official</b>  |  |
|--|--|
| 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:                   |