

Please print clearly and return to the address noted above

Application Package Instructions

TRADE: LOGISTICS & DISTRIBUTION PERSON

APPLICATION PACKAGE INFORMATION:

Please review the contents of this package prior to completing.

Equivalency Status authorizes you to recommend certification for Logistics & Distribution Person trade apprentices.

An individual is considered to be equivalent to a certified journey person if they have been assessed by the ITA as having work experience in the specific trade amounting to at least one and a half times the number of work-based training hours required by the Industry Training Program for that trade. In general your work experience should cover at least 70% of the task listed in this application package.

This package contains all of the information and forms you need to apply for Equivalency Status for the trade of Logistics & Distribution Person. 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 for Equivalency Status.

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 cannot process incomplete applications.

Forms:

1. **Application for Equivalent Status and Work Experience Summary Information** (page 2 of this package). To be completed by applicant.
2. **Employer Declaration** (pages 3 - 5 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 2 section B).
3. **Document Checklist** (page 6 of this package) to be completed by applicant.
4. **Statutory Declaration** (pages 8 - 10 of this package) to be completed by applicant *if required*. See page 7 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 Equivalency Package, contact **ITA Customer Service** at **1-866-660-6011** or send an email to: **customerservice@itabc.ca**

APPLICATION FOR EQUIVALENT STATUS LOGISTICS & DISTRIBUTION PERSON

Please print clearly and return to the address noted above

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: ()	

To qualify for Equivalent Status as a Logistics & Distribution Person, you must provide proof of having worked a minimum of 7,560 hours performing the tasks listed on the Employer Declaration (page 4 & 5). In general your work experience should cover at least 70% of the tasks (8 out of 11 tasks) listed in Part 2 of the Employers Declaration (page 4 & 5).

B: Work Experience 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 3 and 4) 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)
----------------------	--------------------

For Office Use Only

Date Screened:	Missing Information	Results
Application Status <input type="checkbox"/> Application Complete <input type="checkbox"/> Application Incomplete – Returned to Applicant		Hours: Required: 7,560 Reported: Scope: Required: 8 out of 11 tasks Reported

APPLICATION FOR EQUIVALENT STATUS LOGISTICS & DISTRIBUTION PERSON

Please print clearly and return to the address noted above

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
Warehouse Operations: Describe ethical behaviour in a warehouse environment, the human rights statutes in British Columbia, warehouse terminology & operations, warehouse skill requirements, warehouse technology, the relationship of the warehouse to other divisions within an enterprise and define warehouse costs.	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Communication: Describe effective verbal, written & oral communication skills and utilize various warehouse calculations & effective written communication.	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Warehouse Safety Skills: Define first aid & applicable environmental protection for the recycling of waste materials, describe the components of a safety meeting, regulations & procedures for the transporting of dangerous goods, safe lifting, carrying & repetitive strain injury control prevention, fire & emergency response procedures & a safe work environment and review WHMIS.	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Material Handling: Describe receiving & related documentation, processing returned items, material storage, filling orders from stock, the allocation of products, correct stock maintenance, the safe operation of cranes & required rigging procedures, manual handling equipment, forklift truck operation & safety, narrow aisle forklift truck operation & safety, appropriate small tools for package handling, receiving & returns procedures, stock & storage procedures, order processing, packaging product for transportation, maintaining accurate inventory, supplier returned shipping precautions, physical material identification tools & procedures, material identification systems, electronic material identification, material identification records and analyze the distribution/stocking of incoming materials.	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Information Technology In Warehousing: Describe ethical use of work computers and information technology for warehousing.	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Transportation and Traffic: Analyze modes of transportation, discuss terms, costing & documentation for various modes of transportation, describe traffic management and the import/ export process.	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Customer Service: Describe internal & external customers, written communication skills, analyze customer satisfaction, customer service goals and define difficult customer situations & techniques.	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Warehouse Management: Analyze warehouse business procedures, warehouse activity, management & work processing techniques, describe storage & traffic efficiency, warehouse operational objectives, a long-range plan for a warehouse, warehouse goal setting, quality management, how ISO standards apply to warehousing and "outside the enterprise" standards.	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Fundamentals of Purchasing Procedures: Analyze various purchasing systems & efficient methods of purchasing and describe ethical behaviour in purchasing.	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Fundamentals of Inventory Control Procedures: Describe inventory & inventory management, analyze inventory procurement & storage, demands on inventory and the physical inventory process.	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Fundamentals of Workplace Supervisory Skills: Describe effective work supervision, analyze worker training & evaluation, discuss safety programs & training and human resource management.	Yes: <input type="checkbox"/> No: <input type="checkbox"/>

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)
-----------------	---------------------	--------------------

APPLICATION FOR EQUIVALENT STATUS LOGISTICS & DISTRIBUTION PERSON

Please print clearly and return to the address noted above

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 cannot 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.
- Any translations have been performed by Certified Translators.
- The Applicant has completed in full and signed, the **Application for Equivalent Status and Work Experience Summary Information.**
(Page 2 of this package)
- Each Employer has completed in full and signed, the **Employer Declaration.**
(Page 3 - 5 of this package)
- The information contained on each **Employer Declaration** form matches the information declared on the **Applicant's Work Experience Summary Information.**
- A **Statutory Declaration** form is enclosed in situations when an Employer Declaration is not available.
See Statutory Declaration information on page 7 of this package.

APPLICATION FOR EQUIVALENT STATUS LOGISTICS & DISTRIBUTION PERSON

Please print clearly and return to the address noted above

Statutory Declarations

A Statutory Declaration form may be used to document time worked in a trade when to receive Equivalent Status for a trade **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 8 - 10 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 8) and Part 2 (pages 9 & 10)**. 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.

APPLICATION FOR EQUIVALENT STATUS LOGISTICS & DISTRIBUTION PERSON

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 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
Warehouse Operations: Describe ethical behaviour in a warehouse environment, the human rights statutes in British Columbia, warehouse terminology & operations, warehouse skill requirements, warehouse technology, the relationship of the warehouse to other divisions within an enterprise and define warehouse costs.	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Communication: Describe effective verbal, written & oral communication skills and utilize various warehouse calculations & effective written communication.	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Warehouse Safety Skills: Define first aid & applicable environmental protection for the recycling of waste materials, describe the components of a safety meeting, regulations & procedures for the transporting of dangerous goods, safe lifting, carrying & repetitive strain injury control prevention, fire & emergency response procedures & a safe work environment and review WHMIS.	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Material Handling: Describe receiving & related documentation, processing returned items, material storage, filling orders from stock, the allocation of products, correct stock maintenance, the safe operation of cranes & required rigging procedures, manual handling equipment, forklift truck operation & safety, narrow aisle forklift truck operation & safety, appropriate small tools for package handling, receiving & returns procedures, stock & storage procedures, order processing, packaging product for transportation, maintaining accurate inventory, supplier returned shipping precautions, physical material identification tools & procedures, material identification systems, electronic material identification, material identification records and analyze the distribution/stocking of incoming materials.	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Information Technology In Warehousing: Describe ethical use of work computers and information technology for warehousing.	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Transportation and Traffic: Analyze modes of transportation, discuss terms, costing & documentation for various modes of transportation, describe traffic management and the import/ export process.	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Customer Service: Describe internal & external customers, written communication skills, analyze customer satisfaction, customer service goals and define difficult customer situations & techniques.	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Warehouse Management: Analyze warehouse business procedures, warehouse activity, management & work processing techniques, describe storage & traffic efficiency, warehouse operational objectives, a long-range plan for a warehouse, warehouse goal setting, quality management, how ISO standards apply to warehousing and "outside the enterprise" standards.	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Fundamentals of Purchasing Procedures: Analyze various purchasing systems & efficient methods of purchasing and describe ethical behaviour in purchasing.	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Fundamentals of Inventory Control Procedures: Describe inventory & inventory management, analyze inventory procurement & storage, demands on inventory and the physical inventory process.	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Fundamentals of Workplace Supervisory Skills: Describe effective work supervision, analyze worker training & evaluation, discuss safety programs & training and human resource management.	Yes: <input type="checkbox"/> No: <input type="checkbox"/>

APPLICATION FOR EQUIVALENT STATUS LOGISTICS & DISTRIBUTION PERSON

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

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)
-------------------	------------------------	--------------------

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:

APPLICATION FOR EQUIVALENT STATUS LOGISTICS & DISTRIBUTION PERSON

Please print clearly and return to the address noted above

PROVINCIAL EXAMINATION INFORMATION

Applicants Applying to Qualify to write a Provincial Exam only:

The following information is offered as a guide to make you aware of the topics that will be covered in the Provincial theoretical examination should you want to consider Challenging the Provincial Examination after achieving Equivalent Status.

Please visit the ITA Website for additional information on Challenging the Logistics & Distribution Person Provincial Examination. There is an assessment fee of \$120 for individuals who decide to apply to challenge the Provincial Examination.

If you decide to Challenge the Provincial Examination and are successful you will earn your B.C. Trade Certification of Qualification as a Logistics & Distribution 3.

Section	Title	Exam Weightings %
1.	Warehouse Operations	9
2.	Communication	8
3.	Warehouse Safety Skills	8
4.	Material Handling	29
5.	Information Technology in Warehousing	1
6.	Transportation and Traffic	4
7.	Customer Service	7
8.	Warehouse Management	16
9.	Fundamentals of Purchasing Procedures	4
10.	Fundamentals of Inventory Control Procedures	6
11.	Fundamentals of Workplace Supervisory Skills	8

- This is a multiple choice examination.
- Maximum time allowed for this examination is 3 hours.
- 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.