

APPLICATION FOR EQUIVALENT STATUS COOK (PROFESSIONAL COOK 3) (0324)

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

This page is for reference only, do not return with application

Trade: COOK (PROFESSIONAL COOK 3) (0324)

*****PLEASE REVIEW THE CONTENTS OF THIS PACKAGE PRIOR TO COMPLETING*****

APPLICATION PACKAGE INFORMATION:

An individual is considered to be equivalent to a certified **COOK (PROFESSIONAL COOK 3)** if they hold a **valid trade qualification** from another country and have provided proof of having worked a minimum of **8,000 hours** performing the tasks listed on the **Skill Assessment** form (pages 7 – 10). In general, your combined work experience should cover at least 70% of the tasks listed, demonstrating the breadth of the work experience required of a Red Seal Cook.

This package contains all of the information and forms you need to apply for ITA Recognized Equivalency for the trade of **COOK (PROFESSIONAL COOK 3)**. The purpose of this package is to assist you in collecting and submitting the information necessary for us to complete the assessment of your application. **Propel**, the Industry Training Organization (ITO) sanctioned by the ITA to manage the Professional Cook trade will assess your work experience to determine whether you qualify for equivalency based on the information you supply and ITA will notify you in writing with the results of your assessment.

Your application will be processed **within 10 days of receipt of your complete information**. Incomplete applications **can not be processed until all required information is received; please be advised that this could extend your wait time by 2 to 4 weeks**. To avoid delays in processing please be sure to include **all required information and original or certified true copies of documents**

ITA Recognized Equivalency allows you to have the qualification that you earned outside of British Columbia or Canada recognized in BC, authorizes you to recommend certification for Cook apprentices, and allows you to participate in other activities that require Red Seal or equivalent certification, such as becoming an assessor or instructor.

Package Contents and Forms:

1. **Documentation Checklist** (page 2). Reference for applicant. **Do not submit with application.**
2. **Application for ITA Recognized Equivalency** (pages 3 - 4). To be completed by applicant.
3. **Applicant Work Experience Information** (page 5). To be completed and signed by applicant.
4. **Employer Declaration** (page 6). There must be a completed and signed original *Employer Declaration* form for any current or previous employers listed on the *Applicant Work Experience Information* form, (see page 5- section B).
5. **Skill Assessment** (pages 7 - 10). There must be a completed and initialled Skill Assessment for each Employer Declaration or Statutory Declaration.
6. **Statutory Declarations (only if necessary)** (pages 12 - 13) to be completed by applicant *if required*. See page 11 for additional information on Statutory Declarations.

All Documents must be originals and 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 application, please contact Propel Customer Service directly at 604-633-9787 ext 223 or send an email to: info@go2propel.ca

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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.**

Steps to Prepare Your Application.

1) Prepare Documents

- All documents, including letters and certificates, **must be originals or certified true copies of originals**, in the English language.
- Any translations have been performed by Certified Translators.

2) Gather Required Documents

- Application for ITA Recognized Equivalency: Cook (Professional Cook 3)** (pages 3 - 4) - All applicable boxes must be filled in
 - **Section B - FOODSAFE Level 1 Prerequisite Information** – Copy of original certificate must be submitted along with information on the date completed and issuing Health Authority.
 - **Section C - Qualification Details** – Certified true copy of *Foreign Trade Qualification(s)* must be submitted along with qualification name, number, issuing country and date of issue.
- Applicant Work Experience Information** (page 5)
 - Section A - Applicant fills in and **signs and dates** the bottom of the form.
 - **Section B** - Make sure that the *Dates of Employment* and *Total # of Hours of Experience* match the same information in Section C of the Employer Declaration form (page 6)
 - Include a completed and signed *Employer Declaration* (page 6) and *Skill Assessment* form (pages 7 - 10) for each employer listed on the Applicant Work Experience Information form.
- Employer Declaration** (page 6) - All applicable boxes must be filled in – employer must sign and date.
 - **Section B** - The employer contact name is the person authorized to sign on behalf of the company and that can attest to the duties and responsibilities that you performed while employed for them.
 - **Section C** - *Dates of Employment* and *Total # of Hours of Experience* must match Section B of Applicant Work Experience Information form (page 5)
- Skill Assessment Form** (pages 7 - 10)
 - A separate completed and initialled copy of the form must accompany each Employer Declaration or Statutory Declaration.
 - Applicant's name, employer/business name and initial of employer signing the *Employer Declaration* (page 6) must be written/initialled on each page.
 - For all skills listed - there must be a clearly marked or for **only one** of the three categories – Frequently, Occasionally, Never. If a correction needs to be made, cross out the incorrect one and have the employer signing the document initial the correct one.
- Statutory Declaration (Optional)** (pages 12 - 13)
 - Page 11 outlines the circumstances a *Statutory Declaration* would be accepted.
 - Statutory Declaration Form (pages 12 - 13)
 - Sections A, B, C - all boxes must be filled in.
 - Section D - or the reason for using a *Statutory Declaration* – writing the steps you have taken to attempt to obtain prior work experience documentation.
 - Self-Employed – include name and contact information for three individuals you have worked with, i.e. clients, suppliers, employees.
 - Notarize *Statutory Declaration* and accompanying *Skill Assessment Form* (pages 7 - 10)

Foreign Work Experience: We require, in addition to the Employer Declaration, an original employer letter on company letterhead outlining the period you worked, your job title and duties performed.

4) Submit Documents – accepted only by mail or in person at:

ITA Customer Service
Suite 110 - 2985 Virtual Way
Vancouver, BC V5M 4X7

APPLICATION FOR ITA RECOGNIZED EQUIVALENCY: PROFESSIONAL COOK 3 (0324)

Please print clearly and return to the address noted above

A. Applicant's Information

Registration Number / Individual ID:		If you do not have an Individual ID number, ITA will create and enter one for you upon registration of the application.		
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. FOODSAFE Prerequisite Information

FOODSAFE Level 1 is a mandatory prerequisite for all Professional Cook certifications and equivalency and a copy of your certificate as well as the following information is required for verification.

Date completed:	Issuing Health Authority:
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C. Qualification Details

Foreign Trade Qualification Number:	Foreign Trade Qualification Name:
Issuing Country:	Date of Issue:

D. Additional Courses / Qualifications

Please provide details of additional courses/degrees/qualifications attained related to your application

Course/Degree/Qualification	Date Completed:
School or Location:	Issuing Body / Organization (if applicable):
Course/Degree/Qualification	Date Completed:
School or Location:	Issuing Body / Organization (if applicable):

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Additional Courses / Qualifications cont.

Course/Degree/Qualification	Date Completed:
School or Location:	Issuing Body / Organization (if applicable):
Course/Degree/Qualification	Date Completed:
School or Location:	Issuing Body / Organization (if applicable):

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Date ITA Received:		Individual ID Assigned: <input type="checkbox"/> Yes <input type="checkbox"/> No Number:	Date sent to Propel:
Date Screened:	Documentation: <input type="checkbox"/> FOODSAFE certificate <input type="checkbox"/> Trade Qualification <input type="checkbox"/> Application Form <input type="checkbox"/> Work Experience Information <input type="checkbox"/> Employer Declaration(s) <input type="checkbox"/> Skill Assessment(s) <input type="checkbox"/> Statutory Declaration(s)	Application Status : <input type="checkbox"/> Complete – Assigned for review <input type="checkbox"/> Incomplete – Follow up needed	Missing Information:
Date Reviewed:	FOODSAFE Level 1 Trade Qualification Hours Required: 8,000 Scope Required: 70% (weighted)	Verified: Verified: Reported: Verified: Reported:	Approval Status: <input type="checkbox"/> Approved <input type="checkbox"/> Not approved

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Applicant Work Experience Information

A: Applicant Information

Legal Last Name:	Legal First Name:	Legal Middle Name(s):
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To qualify for ITA Recognized Equivalency as a **Cook (Professional Cook 3)**, you must provide proof of having worked a minimum of **8,000 hours** demonstrating the skills and knowledge listed in the *Skill Assessment* (pages 7 - 10) In general, your combined work experience should cover at least 70% of the tasks listed in order to be eligible.

The tasks listed are related to the ITA Program Outlines for Professional Cook and the National Occupational Analysis (NOA) for Cook. Your experience must cover the entire task as indicated, and not only a portion of any task. For more detail on the topics covered in each of the Program outlines please consult the ITA website - www.itabc.ca or for more detail on the NOA, the Red Seal website – www.red-seal.ca

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)	
	From: To: (YYYY/MM/DD)	
	From: To: (YYYY/MM/DD)	
	From: To: (YYYY/MM/DD)	

***Note:** An *Employer Declaration* (page 6) and *Skill Assessment* form (pages 7 - 10) 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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Please print clearly and return to the address noted above

Skill Assessment – Cook (Professional Cook 3) – please complete all 4 pages		
Applicant's Name	Name of Employer/Business:	Employer Initial:
Please indicate how often the applicant has demonstrated the skills and knowledge in the areas listed below during their period of employment with you.		
How often has the applicant demonstrated the following?	Frequently	Occasionally
	Never	

A. OCCUPATIONAL SKILLS

Professional Cook 1 Skills

Roles and responsibilities in the kitchen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Following safe work practices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Following sanitary standards (FOODSAFE prerequisite)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Using tools and equipment, calculating and converting recipes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Using common menu terminology	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Receiving and storage, waste management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Principles of seasoning and flavouring, basic ingredient knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Professional Cook 2 Skills (in addition to PC1 skills)

Employment standards and practices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Basic menu planning procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Taking and extending inventory	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nutrition, allergies and intolerances, special diets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Purchasing procedures, basic cost calculations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Table settings, table service, service of wine and spirits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Professional Cook 3 Skills (in addition to PC1 and 2 skills)

Preparing food safety plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cook chill/cook freeze systems, specialty cooking methods, presentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writing a la carte menus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stress management, teambuilding, conflict resolution, problem solving	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Food and labour costing, budgeting procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

B. STOCKS, SOUPS AND SAUCES

Professional Cook 1 Skills

Preparation of stocks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Preparation of thickening agents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Preparation of basic soups (clear, cream, purée)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Preparation of basic sauces (white, blonde, brown, purée, emulsion)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Professional Cook 2 Skills (in addition to PC1 skills)

Specialty soups (consommé, chilled, ethnic)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Secondary and derivative sauces	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Professional Cook 3 Skills (in addition to PC1 and 2 skills)

Specialty and ethnic sauces, principles of sauce selection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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APPLICATION FOR ITA RECOGNIZED EQUIVALENCY: PROFESSIONAL COOK 3 (0324)

Please print clearly and return to the address noted above

Skill Assessment – Cook (Professional Cook 3) – please complete all 4 pages		
Applicant's Name	Name of Employer/Business:	Employer Initial:
Please indicate how often the applicant has demonstrated the skills and knowledge in the areas listed below during their period of employment with you.		
How often has the applicant demonstrated the following?	Frequently	Occasionally Never

C. VEGETABLES AND FRUITS

Professional Cook 1 Skills

- | | | | |
|----------------------------------|--------------------------|--------------------------|--------------------------|
| Preparation of common vegetables | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Preparation of fruits | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Professional Cook 2 Skills (in addition to PC1 skills)

- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| Specialty and volume vegetable preparation | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Vegetarian diets and vegetarian cooking | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

D. STARCHES

Professional Cook 1 Skills

- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| Preparation of potatoes | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Preparation of dry pasta and noodle dishes | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Preparation of rice | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Professional Cook 2 Skills (in addition to PC1 skills)

- | | | | |
|---|--------------------------|--------------------------|--------------------------|
| Specialty and volume potato preparation | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Fresh pasta and specialty starches | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Preparation of grains and legumes | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

E. MEATS

Professional Cook 1 Skills

- | | | | |
|-------------------------------------|--------------------------|--------------------------|--------------------------|
| Trimming and portion cutting | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Moist and dry heat cooking of meats | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Professional Cook 2 Skills (in addition to PC1 skills)

- | | | | |
|-------------------------------------|--------------------------|--------------------------|--------------------------|
| Deboning and processing meats | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Volume and banquet service of meats | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Professional Cook 3 Skills (in addition to PC1 and 2 skills)

- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| Cutting game and variety meats | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Preparation of game and variety meats, specialty/classic meat dishes | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Please print clearly and return to the address noted above

Skill Assessment – Cook (Professional Cook 3) – please complete all 4 pages

Applicant's Name	Name of Employer/Business:	Employer Initial:
Please indicate how often the applicant has demonstrated the skills and knowledge in the areas listed below during their period of employment with you.		
How often has the applicant demonstrated the following?	Frequently	Occasionally
	Never	

F. POULTRY

Professional Cook 1 Skills

Trimming and portion cutting chicken and turkey	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Moist and dry heat cooking of poultry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Professional Cook 2 Skills (in addition to PC1 skills)

Deboning common and specialty poultry (ducks, geese, and quail)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Volume and banquet service of poultry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Professional Cook 3 Skills (in addition to PC1 and 2 skills)

Cutting game birds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Preparation of game birds, specialty/classic poultry dishes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

G. SEAFOOD

Professional Cook 1 Skills

Filleting flat and round fish, cleaning bivalves and shrimp	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Moist and dry heat cooking of fish	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Moist and dry heat cooking of shellfish	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Professional Cook 2 Skills (in addition to PC1 skills)

Cleaning and cutting specialty fish and crustaceans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Volume and banquet service of fish	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Volume and banquet service of shellfish	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Professional Cook 3 Skills (in addition to PC1 and 2 skills)

Cleaning and cutting specialty seafood (squid, octopus, etc)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Preparation of specialty/classic fish dishes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Preparation of specialty/classic shellfish dishes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

H. GARDE-MANGER

Professional Cook 1 Skills

Preparation of basic salad dressings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Preparation of basic salads	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Preparation of hot and cold sandwiches	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Professional Cook 2 Skills (in addition to PC1 skills)

Specialty dressings and cold sauces	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Specialty salads	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Preparation of hors d'oeuvre and appetizers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assembly of presentation platters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

APPLICATION FOR ITA RECOGNIZED EQUIVALENCY: PROFESSIONAL COOK 3 (0324)

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Skill Assessment – Cook (Professional Cook 3) – please complete all 4 pages

Applicant's Name	Name of Employer/Business:	Employer Initial:
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Please indicate how often the applicant has demonstrated the skills and knowledge in the areas listed below during their period of employment with you.

How often has the applicant demonstrated the following?	Frequently	Occasionally	Never
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Professional Cook 3 Skills (in addition to PC1 and 2 skills)

- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| Pickling, infused oils and vinegars | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Buffet presentation and design | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Pates, terrines, basic sausage making, curing, and smoking | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

I. EGGS, BREAKFAST COOKERY, AND DAIRY

Professional Cook 1 Skills

- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| Use of eggs, preparation of egg dishes | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Preparation of breakfast items other than eggs | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Cooking with dairy and cheese | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

J. BAKED GOODS AND DESSERTS

Professional Cook 1 Skills

- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| Principle ingredients and methods used in baking | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Preparation of basic pies and pastry | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Preparation of fruit desserts and custards | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Preparation of quick breads | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Preparation of cookies | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Preparation of basic yeast breads | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Professional Cook 2 Skills (in addition to PC1 skills)

- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| Puff pastry, choux paste, meringues, specialty pastries | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Specialty yeast products (sourdoughs and laminated doughs) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Preparation and assembly of cakes, cheesecakes, icings and frostings | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Professional Cook 3 Skills (in addition to PC1 and 2 skills)

- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| Hot and specialty plated desserts | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Specialty cakes and tortes | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Preparation of frozen desserts, ice creams, and sorbets | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Preparation of basic chocolate, confectionary, and garnishes | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

K. BEVERAGES

Professional Cook 1 Skills

- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| Preparation of coffee and tea products | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--|--------------------------|--------------------------|--------------------------|

Professional Cook 3 Skills (in addition to PC1 and 2 skills)

- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| Types and styles of wine, principles of wine selection | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--|--------------------------|--------------------------|--------------------------|

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About Statutory Declarations

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

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 12 - 13 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 must be accompanied by a Skill Assessment form (pages 7 - 10). Please make additional copies of the Statutory Declaration form as needed.

Please Note:

Statutory Declarations must be original copies; faxes and photocopies will not be accepted.

Signing authority must affix their stamp and/or seal.

You cannot submit all hours on a Statutory Declaration unless all of the hours that you are reporting are for self-employment.

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D. 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:**

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: : Commissioner for Oaths Notary Public Lawyer

Address:

Telephone Number:	Declared before me on Date: (YYYY/MM/DD)
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Signed at: (City, Province)	Signature of Official:
-----------------------------	------------------------