

LEVEL PLACEMENT EXAM APPLICATION

SkilledTradesBC Customer Service
800 - 8100 Granville Ave
Richmond, BC V6Y 3T6
Tel: 778-328-8700
Fax: 778-328-8701
Toll Free: 1-866-660-6011
customerservice@skilledtradesbc.ca

Use this form to apply to write a level exam for placement into an apprenticeship program and to receive credit for the applicable technical training level within that program.

NOTE FOR SKILLED TRADE CERTIFICATION TRADE APPLICANTS:

- **If interested in applying to write a level exam in a Skilled Trades Certification Trade (STC Trade),** you must first complete the self-assessment located on SkilledTradesBC website: www.skilledtradesbc.ca/skilledtradescertification/self-assessment-forms
- Once you receive a result on the self-assessment of 65% or higher, attach a copy of your self-assessment results to this application.
- Any applicants wishing to challenge a Skilled Trades Certification trade (STC trade) level exam must register as an apprentice prior to submitting this application.

1. APPLICANT INFORMATION

SkilledTradesBC Individual ID# (if applicable):

*Program (Trade) Name:

*Level Wishing to Challenge

☐ Level 1 ☐ Level 2 ☐ Level 3

*Legal First Name:

*Legal Middle Name(s):

*Legal Last Name:

*Date of Birth (MM/DD/YYYY):

*Gender:

☐ Man ☐ Woman ☐ Non-Binary ☐ Prefer not to answer

*Mailing Address

*City

*Province

*Postal Code

*Phone Number

*Email Address

*Do you self-identify as an Indigenous person?

☐ Yes ☐ No ☐ Prefer not to answer

2. APPLICANT DECLARATION

FOR COMPLETION BY ALL APPLICANTS

I confirm that I have included in this application evidence of on-the-job training hours equivalent to **1,800 hours** (approximately 1 year) for each level including the level and trade referenced in this application.

☐ **Level 1: 1800 hours**

☐ **Level 2: 3600 hours**

☐ **Level 3: 5400 hours**

I understand that I am limited to two attempts for this level exam.

☐ **YES** ☐ **NO**

I understand that I must achieve a result of 70% or greater to be successful in challenging a level exam.

☐ **YES** ☐ **NO**

If an apprentice registered with SkilledTradesBC, I am aware my sponsor will receive the results of my exam and may be contacted to assess my readiness.

☐ **YES** ☐ **NO**

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ADDITIONAL REQUIREMENTS FOR APPLICANTS IN STC TRADES

I confirm that I have completed the self-assessment for the level referenced in this application and achieved a score of 65% or higher. I confirm that I have reviewed the results of my self-assessment with my employer or a certified journeyperson.

☐ YES ☐ NO

I have attached a copy of my self-assessment with this application:

☐ YES ☐ NO

3. SPONSOR/JOURNEYPerson DECLARATION

NOTE: In Non-Skilled Trades Certification Trades, individuals who are not registered apprentices with SkilledTradesBC may have a journeyperson declare their work experience.

*Legal First Name:

*Legal Last Name:

*Name of Organization:

Organization ID# (optional):

*Business Phone Number:

*Business Email Address:

I confirm that the applicant has on-the-job training hours equivalent to **1,800 hours** (approximately 1 year) for each level including the level and trade referenced in this application.

☐ **Level 1: 1800 hours** ☐ **Level 2: 3600 hours** ☐ **Level 3: 5400 hours**

(These hours are part of the eligibility criteria for the Level Placement Exam and will not be recorded on the individual file by signing off this form).

☐ YES ☐ NO

I understand that applicants are limited to two writes of this level exam.

☐ YES ☐ NO

I understand that applicants must achieve a score of 70% or better to be successful in challenging the level exam.

☐ YES ☐ NO

ADDITIONAL REQUIREMENTS FOR APPLICANTS IN SKILLED TRADE CERTIFICATION TRADES

I confirm that the apprentice noted above has completed the self-assessment accurately for this level and trade and has reviewed it with me, and I support their application to challenge the level exam referenced in this application.

☐ YES ☐ NO

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4. SPONSOR/ JOURNEYPerson SIGNATURE

Personal information recorded on this form is collected, used, disclosed, and managed in accordance with *B.C.'s Freedom of Information and Protection of Privacy Act*.

I certify, to the best of my knowledge, that the information I provided above is accurate.

*Signature of sponsor representative or Journeyperson

*Date (MM/DD/YYYY)

5. EXAM DETAILS

Program (Trade) Name

Exam Level

Preferred Exam Date (MM/DD/YYYY)

☐ Level ____

Where would you like to write your exam (or if already scheduled, where is your exam booked for writing)? **Please Check One:**

- | | | | |
|-------------------------------------|--|--|-----------------------------------|
| <input type="checkbox"/> Burnaby | <input type="checkbox"/> Fort St. John | <input type="checkbox"/> Nanaimo | <input type="checkbox"/> Surrey |
| <input type="checkbox"/> Chilliwack | <input type="checkbox"/> Kamloops | <input type="checkbox"/> Penticton | <input type="checkbox"/> Victoria |
| <input type="checkbox"/> Courtenay | <input type="checkbox"/> Kelowna | <input type="checkbox"/> Prince George | <input type="checkbox"/> Golden |

☐ Service BC Location: _____ for available locations, go to: <http://servicebc.gov.bc.ca/locations>

6. EXAM ACCOMMODATIONS (EXAM SUPPORTS)

Complete this section if you would like support in writing your exam (see SkilledTradesBC's Exam Accommodations Policy for more information: <https://www.skilledtradesbc.ca/policies-and-bylaws>)

If you would like an accommodation (exam support), please review Appendix A – List of Available Accommodations and indicate your preference in the field below. If you request an accommodation, you may be contacted by SkilledTradesBC to help identify supports needed.

If you wrote a SkilledTradesBC exam in the past and received an accommodation(s) and would like the same accommodation(s) for this exam, please indicate in the field below the type of accommodation(s) you received previously. Please also check the box.

☐ Check this box if you received an accommodation(s) for a previous SkilledTradesBC exam.

7. FEES

Please select your payment method. For more information about exam fees and amounts, or to make a credit card payment online, visit <https://www.skilledtradesbc.ca/fees-payments>.

- | | | |
|--|--|--|
| <input type="checkbox"/> Completed Credit Card Transaction | <input type="checkbox"/> Cheque or money order (please attach) | <input type="checkbox"/> Cash, credit or debit card, paid in person at SkilledTradesBC or Service BC (attach photocopy of receipt) |
|--|--|--|

Number: _____

8. APPLICANT SIGNATURE

By signing below, I am consenting to the collection, use, and disclosure of my personal information by SkilledTradesBC which is managed in accordance with B.C.'s *Freedom of Information and Protection of Privacy Act* (FOIPPA) and the *Skilled Trades BC Act* and its regulations. For more information, see SkilledTradesBC's Privacy Management Policy (available on SkilledTradesBC's website policy page). If you have any questions, contact SkilledTradesBC's Privacy Officer at privacy@skilledtradesbc.ca

*Signature of applicant:

*Date (MM/DD/YYYY)

1 APPENDIX A – LIST OF AVAILABLE EXAM ACCOMMODATIONS (EXAM SUPPORTS)

The table below outlines accommodations available to support individuals writing their SkilledTradesBC exam.

Accommodation Option	Description
Blue Paper	The exam is printed on blue-coloured paper, which may have a calming effect or help with reading challenges.
Increased font size	The exam is printed in larger font, which may assist with reading comprehension or impaired vision.
Straight edge	The candidate is provided a straight edge, which may help with the reading of an exam or blocking of exam questions.
Earplugs	The candidate is provided earplugs, which may help block out noise and distractions during the exam
Language dictionary	The candidate is permitted to bring a language dictionary during the exam, that translates words from English to their language of choice. The dictionary may not provide definitions but only direct, word-to-word translations. NOTE: The candidate must supply their own language dictionary for use.
Sign language interpreter (SkilledTradesBC or Self-provided)	The candidate may have a sign language interpreter attend the exam to sign the contents of the written exam. NOTE: A candidate using a sign language interpreter is provided a one-hour time extension and a private room to complete their exam. If this option is chosen, SkilledTradesBC will contact the candidate to discuss details of this support.
Translator (SkilledTradesBC or Self-provided)	The candidate may have a translator attend the exam and verbally translate the written exam into the candidate's chosen language. NOTE: A candidate using a translator is provided a one-hour time extension and a private room to complete their exam. If this option is chosen, SkilledTradesBC will contact the candidate to discuss details of this support. If the candidate is bringing their own translator, they must provide a completed Translator/Reader Declaration form with the application. The form can be found at https://skilledtradesbc.ca/exam-accommodations
Reader (SkilledTradesBC or Self-provided)	The candidate may have a reader attend the exam and verbally read the exam to the candidate. NOTE: A candidate using a reader is provided a one-hour time extension and a private room to complete their exam. If this option is chosen, SkilledTradesBC will contact the candidate to discuss details of this support. If the candidate is bringing their own reader, they must provide a completed Translator/Reader Declaration form with the application. The form can be found at https://skilledtradesbc.ca/exam-accommodations
Text-to-speech software (digital reader)	The candidate is provided with an SkilledTradesBC device that contains a text-to-speech software program, which reads aloud the contents of the exam. The candidate can control exam sections which may be read aloud and the speed of the reading. NOTE: A candidate using text-to-speech software is provided a one-hour time extension and a private room to complete their exam.
Bi-lingual Exam (Red Seal Only)	The Red Seal exam content is printed in French.
Extra time to write an exam	The candidate is provided with a one-hour time extension to complete their exam. A private room may be provided.
Private sitting	The candidate is provided with a private room away from other candidates during their exam.
Other*	If you need an accommodation that is not listed above, please indicate “Other” in section 3 of your Exam Application