



# INSTRUCTIONS

## CERTIFICATION CHALLENGE or SUPERVISION AND SIGN-OFF AUTHORITY

ITA 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@itabc.ca

### Who Can Apply?

#### Applying to Challenge Certification

If you have significant work experience in a trade but have never been certified in Canada, you may apply to challenge the certification. Your application must document your work experience in the trade you wish to challenge, and you must pay \$120 application fee.

If ITA approves your challenge application, you must then complete the requirements to challenge certification in your trade, which can include a practical assessment and/or writing the BC Certification of Qualification or Interprovincial Red Seal exam. You must write and pass this exam **within 12 months of approval** or you will have to reapply and submit a new application fee. Successful completion of those requirements will result in certification in your trade.

If you hold a Certificate of Qualification in this trade from a different Canadian jurisdiction and want to challenge the Red Seal exam, do not complete this application. Instead, contact ITA Customer Service for instructions.

#### Applying for a Supervision and Sign-Off Authority Number

If you have significant work experience in a trade but have never been certified in Canada, and you have individuals working under your supervision who you wish to register with ITA as your apprentices, you may apply for a Supervision and Sign-Off Authority number. This number allows you to supervise apprentices and Sign-Off on the *Recommendation for Certification* that is required for most trades. Your application must document your work experience in the trade. There is **no fee** for this application, and you are not required to write a certification exam or complete a practical assessment. If ITA approves your application, you will receive a Supervision and Sign-Off Authority number, **but this does not make you certified in the trade.**

**Please note:** Supervision and Sign-Off Authority is formerly known as “Equivalency Status”.

### How Do I Apply?

#### What do I do to apply?

**Please read these instructions carefully before completing your application.** All the information you submit must be in English. If you have any questions, contact ITA Customer Service by phone at 778-328-8700 in the Lower Mainland, or toll-free at 1-866-660-6011 from other parts of B.C., or email [customerservice@itabc.ca](mailto:customerservice@itabc.ca).

To apply for certification challenge or Supervision and Sign-Off Authority, you must:

Complete an application form

- Provide reference(s) that can confirm you have the minimum required number of hours of hands-on work experience in the trade, and experience performing most of the required job tasks. This does not include time spent in management, supervisory duties, or attending training courses. (Note: The hours and job tasks required are listed on the *Employer and Statutory Declaration of Work Experience* forms for each trade)
- Submit your completed application to ITA
- Have to be able to write your exam in B.C. Your application will be a single package consisting of:
  - One Application Form (Application – Certification Challenge or Supervision and Sign-Off Authority)
  - One or more Declarations of Work Experience forms (Employer Declaration of Work Experience and/or Statutory Declaration of Work Experience)



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### Where do I get the forms?

#### **To locate the forms for your trade:**

- On the ITA website Home page, click [Discover Apprenticeship Programs](#), choose Trade Programs from the left hand menu to display the Trade Programs Search Page.
- Search for your specific trade.
- Scroll down the program web page to locate:
  - Instructions – Certification Challenge or Supervision and Sign-Off Authority
  - Application Form – Certification Challenge or Supervision and Sign-Off Authority
  - Employer Declaration of Work Experience Form
  - Statutory Declaration of Work Experience Form

### How do I know the requirements for my trade?

The first paragraph of each *Employer or Statutory Declaration of Work Experience* form tells you the minimum number of hours of work experience and percentage of job task experience you must have to apply for certification challenge or Supervision and Sign-Off Authority in your trade.

The same forms also tell you whether any prerequisite credentials or certificates are required. If prerequisite credentials or certificates are required, they will be listed in the *Confirmation of Prerequisite Credentials or Certificates* section on each form (Section D on the Employer Declaration and Section E on the Statutory Declaration). If there are no prerequisite credentials or certifications, the forms will say so.

Some trades require challengers to undergo a practical assessment as well as writing an exam. The Program Profile for your trade will tell you if a practical assessment is required. It is available on the same webpage as the Employer and Statutory Declaration of Work Experience forms for your trade.



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### How do I submit my application package?

After completing your application, use the following checklist to ensure that all required documentation is attached to your application and that all forms are complete. **Incomplete applications will not be processed and will be returned to you.**

- A completed *Application – Certification Challenge or Supervision and Sign-Off Authority* form showing that your total work experience in the trade meets the minimum total hours required for your trade
- Declaration(s) of Work Experience – One Employer Declaration form for each employer you listed on the *Application to Challenge Certification or Receive Supervision and Sign-Off Authority* form; and, one *Statutory Declaration* form for each period of self-employment work listed on the same form, or for which a former employer was unavailable to complete an Employer Declaration.
- Completed *Request for Exam Accommodations* form, if you need exam accommodations
- Make sure all documents are in English
- For challengers only: cheque, money order, or proof of online payment of the \$120 application fee. Payment by credit card, cash or debit can also be made at ITA Customer Service when your application is submitted.

Your completed package can be sent by mail, courier, fax (778-328-8701), or email ([customerservice@itabc.ca](mailto:customerservice@itabc.ca)) to ITA. You can also deliver it in person to 800 – 8100 Granville Ave, Richmond BC V6Y 3T6.

### What happens next?

ITA will receive and assess your application. Once your work experience has been verified with your direct supervisor(s) and/or references, we will notify you of the results by e-mail. This usually takes about 6 weeks, but more time may be needed if employer(s) cannot be reached or if some of your work experience is from outside Canada.

**Challenge applicants only:** If you say on your application form that you want your exam scheduled as soon as your challenge application is approved, you will receive a letter with your exam date by email within two weeks of the approval.

### Additional Questions

Please do not hesitate to contact us with any questions you have about completing and submitting your package. You can call ITA Customer Service at 778-328-8700 in the Lower Mainland or toll-free at 1-866-660-6011 outside of the Lower Mainland. You can also send questions by email to [customerservice@itabc.ca](mailto:customerservice@itabc.ca).



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### How Do I Complete the Application Form?

Each section on the general *Application – Certification Challenge or Supervision and Sign-Off Authority* form is listed below with instructions on how to complete it.

#### A. Application Type

Check the appropriate box to indicate whether you are applying to challenge trade certification or requesting a Supervision and Sign-Off Authority number. Select only one.

#### B. Personal Information

All parts marked with an asterisk (\*) must be completed. If you do not have an ITA Individual ID number, it will be issued to you after we receive your application. If you have an ITA ID number but don't know it, leave it blank.

#### C. Scheduling My Exam

Only complete this section if you are applying to challenge trade certification. Provide the requested information about scheduling your exam, additional requirements, your preferred location to write the exam and identification.

Provide the requested information about when and where you wish to write the exam.

- If you **do not** want your exam scheduled when your application is approved, ITA will send you a letter allowing you to request your exam up to 12 months from the approval date. Contact our office to schedule your exam when you are ready to write it. Please note that ITA cannot schedule exams more than 60 days in advance.
- If you want your exam scheduled when your application is approved and the date you provide is **less** than 60 days from the date your application is approved, ITA will schedule your exam as close as possible to the date you enter in this section. If the date you enter is **more** than 60 days from the date your application is approved, ITA will send you a letter allowing you to request the scheduling of your exam up to 12 months from the approval date.
- If you are **not sure** when you want to write your exam, put "TBA" in the field that asks for the earliest date you are available. ITA will give you a letter allowing you to schedule an exam date up to 12 months after approval. You will need to contact ITA to schedule your exam once you know your availability.

Additional Requirements – Let us know if you need to make any special arrangements for writing your exam.

- ITA can accommodate the needs of individuals with physical, mental or learning disabilities, or those in need of a translator or translation dictionary. Read about the exam accommodations offered and how to apply on the ITA website (search for "exam accommodations"), or contact ITA Customer Service. A completed *Request for Exam Accommodations* form must be attached to your application if exam accommodations are required.
- ITA can also accommodate the needs of individuals who require a wheelchair accessible location to write the exam. Let us know if this is something you need.

Preferred Location to Write the Exam - Let us know where you prefer to write the exam.

- You can write your exam at any of the locations listed on the application, or at any Service BC location
- If you require exam accommodations, you can write your exam at the ITA office in Richmond
- Select one of the options listed on the application form, or check the [Service BC website](#) for additional locations.

Identification: Please check off the type of PHOTO identification you will be using on the day of your exam; you will be required to bring the same identification on the day of your exam. Your photo identification **MUST BE VALID AND CURRENT** on the day you write your exam; expired identification will not be accepted. You can find a list of acceptable identification documents on our website, search "schedule your exam". Do not submit originals, photocopies or write the identification number of your identification on your application. If you are using a foreign passport, indicate the country of origin.



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### D. Work Experience in Trade

List the names of employers where you have gained direct, hands-on experience working in your trade. For each employer or period of self-employment you list, include the dates of your employment and total hours of experience.

List only the names of employers or organizations in this section. This includes your own company name for periods of self-employment. Employer address and contact information is entered on the Employer and/or Statutory Declaration of Work Experience form(s). **Note:** Your completed application must include an *Employer or Statutory Declaration of Work Experience* form for every organization or employer you list in this section.

Your total hours must not include time spent in management, supervisory duties or attending training courses, unless you were also working hands-on in the trade while performing those duties. Your total work experience will be the combined total of all hours that ITA is able to verify from the Employer and/or Statutory Declaration forms you submit. Your total number of hours must be no less than the minimum number required for your trade.

### E. Challenge Application Fee Payment

If you are applying for a Supervision and Sign-Off Authority number, do not submit a fee.

Payment is only required when applying to challenge trade certification. To challenge trade certification, you must pay a non-refundable \$120 fee when your application is submitted. This fee covers processing of your application and the first two times you are scheduled to write your ITA exam. There is a \$100 fee for each subsequent time you are scheduled by ITA to write your exam.

You must attach to your application either:

- Cheque or money order payable to “Industry Training Authority”; or
- Proof of online payment made through the ITA website [Exam Fees and Payment](#) page. Contact ITA Customer Service if you have any trouble with online payment.

Credit cards, cash, and debit are accepted by ITA Customer Service if you submit your application in person at the ITA office in Richmond. Do not send cash in the mail.

Some trades require challengers to undergo a practical assessment as well as writing an exam. There will be an additional fee charged for a practical assessment; details will be provided when your application is approved.

### F. Signature

Please read the “Privacy Statement”, “Certification and Authorization for Collection Use and Disclosure of Personal Information” and “Attestation” carefully before signing and dating your application. Unsigned applications will be considered incomplete and will be returned to you.



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### How Do I Complete an Employer Declaration of Work Experience Form?

An Employer Declaration is confirmation of your hands-on work experience in the trade from your current or previous employer. In it, your direct supervisor verifies the hours you worked performing the trade, declares that he/she has seen you perform specific job tasks required for your trade, and certifies the information provided about you is accurate.

An *Employer Declaration of Work Experience* form must be completed for each employer listed in Section D of your completed *Application – Certification Challenge or Supervision and Sign-Off Authority* form, and attached to your application. For example, if you listed two employers on your Application form, you would need to submit two Employer Declaration forms—one completed by each employer.

#### A. Applicant Name

Enter the legal name used in Section A of your Application form. The Applicant name on all Declaration forms in your package must exactly match the name used on the Application form. Enter the same Applicant name, as well as the Supervisor name, in the footer of all subsequent pages of the Declaration form.

The Applicant and Supervisor name are required on every page of the Employer Declaration so that if a page becomes separated from the complete application package, its owner can be identified.

#### B. Supervisor Contact Information

Enter the **current** contact information for the person who was your direct supervisor when you worked for this employer. This is who ITA will contact to verify your work experience. If the direct supervisor listed on an Employer Declaration cannot be reached by ITA, the hours you worked at that employer will not be included in your total number hours of work experience. If your direct supervisor is unavailable or unwilling to be contacted, use a *Statutory Declaration of Work Experience* to declare the hours worked at this employer.

#### C. Employment Information of Applicant

Enter the dates you worked for this employer, the number of hours of work experience, and your job title while at this employer. Make sure that the hours recorded are for actual hands-on trade experience gained and not for time spent in management, supervisory duties or attending training courses, unless you were also working hands-on in the trade while performing those duties.

Your total work experience is calculated by the adding the number of hours in this field on each Employer and/or Statutory Declaration form submitted with your application. The number of hours entered must be specific. Entries like “more than one thousand” or “lots” are not acceptable.

#### D. Supervisor Declaration of Job Task Performance

The Declaration form lists job tasks that a journey person in the trade must be able to do. Your completed form(s) must show that you have experience performing a minimum percentage of the job tasks required for your trade. The minimum percentage required is shown in the Declaration form introduction for each trade.

Supervisors completing this form must check “yes” or “no” in the Declaration Response column to indicate whether or not they have personally seen the applicant perform the job tasks listed. Your total experience will be determined based on the total responses in all Declaration forms submitted with your application.



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### E. Confirmation of Prerequisite Credentials or Certificates

This section does not apply to all trades. Some trades require applicants to prove they have achieved additional credentials or certificates before they are allowed to challenge the certification or receive Supervision and Sign-Off Authority. For example, FOODSAFE is required before an applicant can challenge Professional Cook certification.

If this is the case for your trade, Section E will list the certification(s) required. An employer completing a Declaration form must verify that the applicant has achieved the required certifications. Please do not submit paperwork for training or certification earned outside Canada as it will not be reviewed.

### F. Supervisor Signature

The direct supervisor of the applicant must personally sign and date this section. ITA cannot assess unsigned declarations of work experience.



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### How Do I Complete a Statutory Declaration of Work Experience?

A Statutory Declaration is a declaration of work experience made by you.

A Statutory Declaration is required when there is no direct supervisor available to attest to your work experience. This may be the case for periods when you were self-employed, or if a previous supervisor is unavailable or unwilling to complete an Employer Declaration. References must be provided with all Statutory Declarations. If your work experience cannot be verified with a reference or direct supervisor, who have witnessed your work, your application will be denied.

If you listed more than one period of self-employment in Section D of your Application form, the self-employment hours can be combined on one Statutory Declaration form. This is not the case for periods of employment that cannot be verified with a former supervisor; you must submit a separate Statutory Declaration of Work Experience form for each employer. For example, if you listed one period of self-employment in Section D of your application form, and had two periods of employment for which your direct supervisor could not be contacted, you would submit two Statutory Declaration forms. The completed form(s) must be attached to your application.

#### A. Applicant Name

Enter the legal name you used in Section A of your Application form. Enter the same name in the footer of all subsequent pages of the Declaration form. Your legal name is required on every page of this form so that if a page becomes separated from the rest of the application package, its owner can be identified.

#### B. Supervisor or Self-Employment Contact Information

Enter the contact information for the former employer who is not able to complete an Employer Declaration, or your own contact information if you are declaring a period of self-employment. The Business Registration Number is only required if you are declaring hours for a period of self-employment.

#### C. Employment or Self-Employment Information

Enter the dates you worked for the employer listed in Section B, the number of hours of work experience gained at that employer, and your job title during this period. Make sure that the hours recorded are for actual hands-on trade experience gained, and not for time spent in management, supervisory duties or attending training courses, unless you were also working hands-on in the trade while performing those duties.

Your total work experience will be calculated by the adding the number of hours in this field on each Employer and/or Statutory form submitted with your application. The number of hours entered must be specific. Entries like “more than one thousand” or “lots” are not acceptable.





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### D. Reason for Statutory Declaration

You must indicate why a Statutory Declaration is required to declare these work hours. A statutory declaration can be used only when:

- All or part of your described work history is self-employment
- An employer is no longer in business and your direct supervisor cannot be located
- Your direct supervisor has died, and complete employment records are not available
- The employer is outside Canada, and getting documentation has not been possible
- Records destroyed by fire or natural disaster
- A supervisor refuses to complete an Employer Declaration for you

If you have been unable to obtain an Employer Declaration for any portion of your non-self-employed work experience, describe the steps you have taken to try and obtain it. If sufficient evidence of steps taken is not provided, your application may not be approved.

### E. Statutory Declaration of Job Task Performance

Check “yes” or “no” to indicate whether or not you performed the job tasks listed during the period of employment covered by the form. Your total work experience will be determined based on the total responses in all Declaration forms submitted with your application.

### F. Confirmation of Prerequisite Credentials or Certificates

Section F does not apply to all trades. Some trades require applicants to prove they have achieved additional credentials or certificates before they are allowed to challenge the certification or receive Supervision and Sign-Off Authority. For example, FOODSAFE is required before an applicant can challenge Professional Cook certification.

If your trade requires proof of the achievement of additional credentials or certificates, Section F will list the certification(s) required. Indicate whether or not you have achieved the required certifications. Achievement of those certifications must be verified by the individual who notarizes your form.

### G. Applicant Signature

The applicant must sign the Statutory Declaration. ITA cannot assess unsigned declarations of work experience.

### H. References

References must accompany all Statutory Declarations. Enter names and contact information for at least three individuals who can verify your self-declared work experience in this trade for the dates you list in Section C. References may include suppliers (maximum one), former employees (maximum one), contractors, or regular, long-term clients. Each individual listed will be contacted by the Industry Training Organization (ITO) responsible for this trade or ITA to verify the information provided on your application. If your work experience cannot be verified, your application will be denied.