

## WELDER

# LOG BOOK INFORMATION SHEET

### About Your Log Book

Your log book is an important record of your apprenticeship. It is a complete record of your training, competencies, certifications, endorsements and employment history. You need to take great care to keep it up-to-date, and ensure that all the required information is complete and correct. Each section of your log book will be reviewed by ITA to determine if you have met the completion requirements of your program.

### Getting Your Log Book

#### Welder Foundation Trainees

After you have completed your foundation program, your ITA-approved training provider will provide you with the most current edition of the log book.

#### Welder Apprentices

After you have completed Level 1 technical training, your ITA-approved training provider will provide you with most current edition of the log book.

If you want a log book before you complete technical training, you must send the [Request for Document Replacement](#) form with 2 passport sized photos (digital or printed) to ITA Customer Service, where you will receive most current edition of the log book. This form requires that your ID be verified. There is no fee required. Please see form for further directions.

#### Welder Challengers

After you have passed your Interprovincial Red Seal Exam & standardized practical assessment, you may request the most current edition of the log book by sending the [Request for Document Replacement](#) form with 2 passport sized photos (digital or printed) to ITA Customer Service. This form requires that your ID be verified. There is no fee required. Please see form for further directions.

#### Certified Red Seal Welders from outside BC

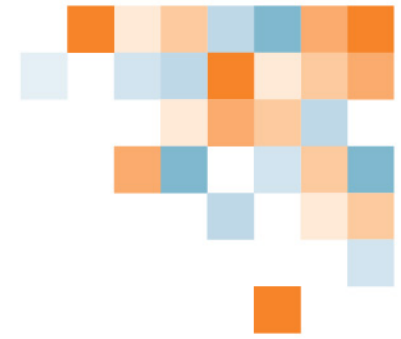
If you have an Interprovincial Red Seal Certification from a Canadian jurisdiction other than BC, you may request a blank log book of the most current version for Technical Safety BC pressure ticket(s) purposes.

In order to obtain most current edition of the log book, please send the [Request for Document Replacement](#) form with 2 passport sized photos (digital or printed) to ITA Customer Service. This form requires that your ID be verified. There is no fee required. Please see form for further directions.

#### Replacement Log Book

If you need a replacement log book, you must complete the [Request for Document Replacement](#) form available from the ITA website and send it to ITA Customer Service along with 2 passport sized photos (digital or printed). If you hold a BC issued certification there is a \$35.00 replacement fee. If you lost your log book, but were never certified, you can request a blank log book. There is no fee required to obtain a blank log book. You will receive the most current edition of the log book.

**NOTE:** training and hours tracked in a misplaced log book will not be transferred to your replacement log book, but previously submitted training and hours will be recorded on your Direct Access file. Please make copies of your current log book on a regular basis to ensure all training and credit obtained will be credited towards your apprenticeship. Verification of the information provided on these copies will be performed.



## Completing Your Log Book

### Old Editions (Blue or Green)

Your log book must document completion of the following:

1. All **Practical Modules** (P Modules) and **Related Knowledge** (RK Modules) for the following programs/levels, signed off by your ITA-approved training provider:
  - Welder Foundation, Welder C Modular or Levels 1 & 2 technical training
  - Welder B Modular or Level 3 technical training
  - Welder A Modular or Multi-Process Alloy Welding (MPAW) Endorsement technical training.
2. All **Training and Course Endorsements**, signed off by your ITA-approved training provider.
3. **Employment Record. All columns must be completed and signed by the employer(s).** Please note that the Green log book does not have a total hour's column.
4. **Welder Code Qualifications and Endorsements** handled by the Technical Safety BC will be housed in the log book. This, however, is not required for ITA certification.

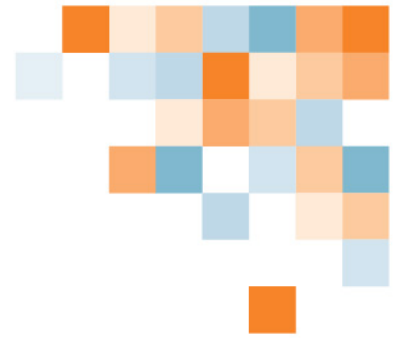
EMPLOYER 1. NAME 2. ADDRESS	DATE:		TOTAL HOURS	*ASME OR GENERAL SECTION 1. PROCESS(ES) 2. PROCEDURES USED	EMPLOYER'S REPRESENTATIVE 1. NAME 2. SIGNATURE
	FROM: Y/M/D	TO: Y/M/D			
1. 2.				1. 2.	1. 2.

### New Edition (Red)

Your log book must document completion of the following:

1. **The following programs/levels**, signed off by your ITA-approved training provider:
  - Welder Foundation or Levels 1 & 2 technical training
  - Welder B Modular or Level 3 technical training
  - Welder A Modular or Multi-Process Alloy Welding (MPAW) Endorsement technical training.
2. All **Training and Course Endorsements**, signed off by your ITA-approved training provider.
3. **Welder Code Qualifications and Endorsements** handled by the Technical Safety BC will be housed in the log book. This, however, is not required for ITA certification.
4. **Employment Record. All columns must be completed and signed by the employer(s).**
5. **Name and ITA Registration number and/or Technical Safety BC Registration number at the top of every page.**

EMPLOYER 1. NAME 2. ADDRESS	DATE:		Total Hours	*ASME OR GENERAL SECTION 1. PROCESS(ES) 2. PROCEDURES USED	EMPLOYER'S REPRESENTATIVE 1. NAME 2. TITLE 3. SIGNATURE
	From: MM/DD/YYYY	To: MM/DD/YYYY			
1. <i>Get It Together Welding</i> 2. <i>1200 Arctime Lane</i> <i>Sparksville BC, VOZ 1Z0</i>	From: <i>02/02/2014</i>	To: <i>08/05/2014</i>	<i>1040</i>	1. <i>SMAW</i> 2. <i>PWP#7 ASME Sec. IX</i>	1. <i>George Jensen</i> 2. <i>Operations Supervisor</i> 3. <i>George Jensen</i>



## Submitting Your Log Book

**Registered Apprentices** When you have met all your program requirements, your sponsor should submit your log book, along with a completed Recommendation for Certification form to ITA. Once certification is granted, ITA will send your certificate package to your sponsor. Your log book with the completion stamp enclosed can be mailed to your sponsor along with your certificates or mailed separately directly to you. Our ITA staff will contact you after your certification is achieved to verify which option you prefer. Please note your certificates will be sent to your sponsor.

**Modular Trainees** When you have completed all your program requirements, send your log book, along with a completed Completion of Modular Welder C, B, A & IP form, to ITA Customer Service for assessment. Once approved, ITA will send you a Certificate of Qualification and your log book with the completion stamp attached.

**Foundation** Log book submission is not required.

## Photo Requirements

**Printed**

- Passport photos recommended
- 50 mm wide x 70 mm high (2 in. wide x 2 ¾ in. high)
- Taken straight on, with face and shoulders **centered** and squared to the camera, and covering **at least 50%** of the photo area
- You must be the **only person** in the picture
- Taken in front of a plain white or light-coloured background with **no** shadows, glare or flash reflections
- Photos may be in colour or in black and white

**Digital**

- Smaller than 5MB in size (larger file sizes will be rejected)
- JPEG or PNG format
- Resolution must be between 1024 x 768 pixels and 1280 x 960 pixels
- You must be the **only person** in the picture
- Taken straight on, with face and shoulders **centered** and squared to the camera, and covering **at least 50%** of the photo area
- Taken in front of a plain white or light-coloured background with **no** shadows, glare or flash reflections
- Photos may be in colour or in black and white
- Please submit a copy of your government issued photo ID (e.g. driver's license) along with your digital copies to confirm identity

**Your photo will NOT be processed if:**

- Your head is tilted up, down, or to the side
- Your face is not clearly visible or is out of focus
- Anything blocks your head or face, including sunglasses, hats, or other objects
- If your image has been altered, filtered or excessively enhanced (i.e. instagrammed)