



**REQUEST FOR
RECOMMENDATION FOR CERTIFICATION
ASPHALT PAVING/LAYDOWN TECHNICIAN**

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

Please print clearly and return to the address or fax above

ASPHALT PAVING/LAYDOWN TECHNICIAN

To qualify for certification in this trade, you must:

- Have machine equipment hours or machine operating time for any one of the endorsements listed below
- Have experience performing all of the job tasks listed for any one or more endorsements listed in section 2
- Indicate which endorsement(s) listed below are being recommended with certification

Endorsements:

- Asphalt Paver 300 hrs
- Screed 400 hrs
- Compaction Roller 300 hrs
- Milling/Reclamation Machine 300 hrs
- Raker 250 hrs

This form is used by sponsors of Asphalt Paving/Laydown Technician apprentices to request certification of an apprentice who has completed all program requirements.

INSTRUCTIONS:

If certification is recommended, complete and return the Sponsor Information below, Section 1 (Recommendation for Certification) and Section 2* (Work-Based Training Checklist) to ITA Customer Service.

***Recommendation for Certification cannot be processed unless accompanied by the Work-based Training Checklist signed off by the Sponsor.**

If certification is not recommended complete and return the Sponsor Information below plus Section 3 (Certification Not Recommended) to ITA Customer Service.

Sponsor Information:

Contact Name		Sponsor ID No.
Company		
Address		
City	Province	Postal Code
Phone Number	Fax Number	



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SECTION 1: RECOMMENDATION FOR CERTIFICATION

Apprentice Name	Individual ID No.
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Work-based Training Hours Reporting Period: (MM,DD,YYYY)	Total number of work-based training hours reported during this period
Start Date End Date	
<i>Please ensure that you include an actual end date, do not use "to date" or ongoing. End date is the date you are reporting hours "up to".</i>	<i>Please ensure that there is no overlap of previously reported hours. Note: Do not report "future hours" as these are not "worked hours".</i>

Note: Trade signoff must be provided by a Journeyperson certified as an Asphalt Paving/Laydown Technician.

- I/We hereby confirm that the apprentice named above has completed all competencies listed on the APLT Work-based Training Checklist (attached).
- I/We hereby confirm that the apprentice named above is working at the competency level of a certified tradesperson and recommend certification.

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.)

Employer/Sponsor Signature	Date
Name (please print) of certified Tradesperson	Certificate No.(TWID#)
Tradesperson Signature	Date

Certification:

I certify that the information I (as sponsor) 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:	Sponsor/Authorized Representative Signature:	Date: (YYYY/MM/DD)
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SECTION 2: WORK-BASED TRAINING CHECKLIST

This form is intended for the Sponsor or Authorized Representative to use as a work-based training checklist to verify that the apprentice has demonstrated competence in all areas of competency listed. To qualify for certification the apprentice must have completed all job tasks. Complete this checklist to indicate whether the candidate performed the following tasks during the period of employment with your organization.

Job Tasks - Asphalt Paver Endorsement	Sponsor Response
<p>WORK-BASED TRAINING TIME The hours needed to receive the endorsement for the Asphalt Paver is 300 hours. Of the total number of hours reported with this request for certification, identify how many were specific to this endorsement.</p>	_____ Hrs
<p>WORK SAFELY Compliance with all regulatory requirements and established safe practices – some key examples include:</p> <ul style="list-style-type: none"> • PPE • entering and exiting machine using 3 point contact • pinch points including between hopper and trucks • safe parking and securing of machine 	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
<p>ASPHALT PLACEMENT PROCESS Proficiency should include the consistent demonstration of the following:</p> <ul style="list-style-type: none"> • correct positioning of paver for the job • placing the haul truck load into the hopper • place asphalt products effectively • keeping tight to joints and overlaps 	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
<p>ASPHALT PAVER OPERATION FUNDAMENTALS Proficiency should include the consistent demonstration of the following:</p> <ul style="list-style-type: none"> • positioning paver • ready paver (heating the screed & on blocks) • following the line • smooth transition of material to screed • consistent head of material on screed (material pushed by screed) <ul style="list-style-type: none"> – keeping hopper full • trucks back to paver properly <ul style="list-style-type: none"> – flow of mix from truck into hopper and hopper to the screed • truck driver & operator hand signals through truck mirrors and horn <ul style="list-style-type: none"> – hand signals should be slow & controlled • paver operator should be aware of overhead power lines & other overhead obstacles 	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
<p>ASPHALT PAVER MAINTENANCE Proficiency should include the consistent demonstration of the following:</p> <ul style="list-style-type: none"> • daily operator checks • reference: manufacturer specs • end of day: general clean of screed, hoppers, augers, screed deck, extensions, top of pavers, etc. Methods: <ul style="list-style-type: none"> – Scraping – Release agents • environmental concerns • biodegradable solvents <ul style="list-style-type: none"> – commonly missed spots • corners or hopper, screeds • hydraulic extensions • Push rollers 	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
<p>COMPLIANCE WITH MARKERS, GRADES AND STAKES Proficiency should include the consistent demonstration of the following:</p> <ul style="list-style-type: none"> • follow the line <ul style="list-style-type: none"> – precision developed through experience – staying with markers – aim vs. steering – set sight ahead – pay attention! – trucks come in straight – keep it smooth • able to proficiently operate paver on various grades 	Yes: <input type="checkbox"/> No: <input type="checkbox"/>



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Job Tasks - Asphalt Paver Endorsement	Sponsor Response
FOLLOW SHUT-DOWN PROCEDURES Proficiency should include the consistent demonstration of the following: <ul style="list-style-type: none"> • proper engine cool-down • record keeping • safe parking and lockout 	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
TRANSPORT PAVER Proficiency should include the consistent demonstration of the following: <ul style="list-style-type: none"> • width regulations <ul style="list-style-type: none"> – “Wide load”, removing extensions, etc. • operator not necessarily involved in loading 	Yes: <input type="checkbox"/> No: <input type="checkbox"/>

Job Tasks - Screed Endorsement	Declaration Response
WORK-BASED TRAINING TIME The hours needed to successfully challenge for a certificate of qualification / endorsement for the Asphalt Screed is 400 hours . Of the total number of hours reported with this request for certification, identify how many were specific to this endorsement.	_____ Hrs
WORK SAFETY Compliance with all regulatory requirements and established safe practices – some key examples include: <ul style="list-style-type: none"> • uses correct PPE • entering and exiting machine using 3 point contact • traffic <ul style="list-style-type: none"> – no-go zones • safe parking and securing of machine 	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
PAVING SCREED ATTACHMENT KNOWLEDGE Proficiency should include the consistent demonstration of the following knowledge: <ul style="list-style-type: none"> • when & why attachments are used • attachments <ul style="list-style-type: none"> – extensions, hydraulic wings, automatic grade controls (laser) – string line vs. boom vs. ski boom – cut off shoe to narrow down joint, curb form • string line vs. boom 	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
PAVING SCREED OPERATION FUNDAMENTALS Proficiency should include the consistent demonstration of the following: <ul style="list-style-type: none"> • maintain thickness, width and volume control of asphalt mix • communication: paver operator and raker man • anticipate adjustments and timing effect (several feet) • placed on wooden blocks to null /neutralize angle • aware of daily requirements of thickness for project • adjust thickness to allow for percentage of compaction (approx. 20-25%) • check depth frequently • maintain and correct volume – not under or over • <u>TEAM WORK</u>: Paver and screed operator 	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
PAVING SCREED MAINTENANCE Proficiency should include the consistent demonstration of the following: <ul style="list-style-type: none"> • perform pre-op check <ul style="list-style-type: none"> – check for wear & tear • check list (from manual) • maintaining screed plate & adjust <ul style="list-style-type: none"> – problem: scuff mark on finished product – problem: more wear – could reveal themselves in a day • thickness controls (screws) are manual: need grease 	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
FOLLOW SHUT-DOWN PROCEDURES Proficiency should include the consistent demonstration of the following: <ul style="list-style-type: none"> • proper cleaning to prevent build up– team up with paver • solvents and scraping (same for paver and in tandem) 20 mins. 	Yes: <input type="checkbox"/> No: <input type="checkbox"/>



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Job Tasks - Compaction Roller Endorsement	Declaration Response
<p>WORK-BASED TRAINING TIME The hours needed to successfully challenge for a certificate of qualification / endorsement for the Compact Roller is 300 hours. Of the total number of hours reported with this request for certification, identify how many were specific to this endorsement.</p>	<p style="text-align: right;">_____ Hrs</p>
<p>WORK SAFELY Compliance with all regulatory requirements and established safe practices – some key examples include:</p> <ul style="list-style-type: none"> • PPE • entering and exiting machine using 3 point contact <ul style="list-style-type: none"> – seatbelts • pinch points including between hopper and trucks <ul style="list-style-type: none"> – traffic considerations – maintaining safe distance between roller and other paving equipment (3 meter best practice) • safe parking and securing of machine 	<p>Yes: <input type="checkbox"/></p> <p>No: <input type="checkbox"/></p>
<p>COMPACT ROLLER KNOWLEDGE Proficiency should include the consistent demonstration of the following knowledge:</p> <ul style="list-style-type: none"> • machine details: <ul style="list-style-type: none"> – common sizes – static, vibrating and oscillating – pneumatic – combo – steel • determining machine production rate by size and passes • drum widths & weights • functions: <ul style="list-style-type: none"> – breakdown – mix, time of year – intermediate – finish 	<p>Yes: <input type="checkbox"/></p> <p>No: <input type="checkbox"/></p>
<p>COMPACT ROLLER FUNDAMENTALS Proficiency should include the consistent demonstration of the following:</p> <ul style="list-style-type: none"> • takes into account pre-rolling considerations <ul style="list-style-type: none"> – checks mat for grade, obstructions or limitations • determines number of rolls based on size of drum • lines up the roller before moving onto new mat • forward and reverse movements are straight and uniform • stops at 30-45 degree angle • achieves correct asphalt density • maintains smoothness • determines correct rolling patterns for the job • does not cut across the mat • does not stop with the vibrator feature still engaged • does not leave cut marks • can coordinate working training with paver and other rollers 	<p>Yes: <input type="checkbox"/></p> <p>No: <input type="checkbox"/></p>
<p>BREAKDOWN ROLLER (TYPICAL CONFINED EDGE ROLLING PATTERNS) Proficiency should include the consistent demonstration of the following:</p> <ul style="list-style-type: none"> • pre-Rolling Considerations including: <ul style="list-style-type: none"> – lining up to move onto the new mat for first pass – creating a test strip • use of correct rolling pattern <ul style="list-style-type: none"> – each pass is correct pattern (first pass vs preceding passes) – effectiveness of passes (is the operator able to cover the typical pattern in three lengths of the drum with the correct amount of overlap between passes) 	<p>Yes: <input type="checkbox"/></p> <p>No: <input type="checkbox"/></p>



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Job Tasks - Compaction Roller Endorsement	Declaration Response
<p>BREAKDOWN ROLLER (TYPICAL LONGITUDINAL JOINT PATTERN) Proficiency should include the consistent demonstration of the following:</p> <ul style="list-style-type: none"> • pre-Rolling Considerations including: <ul style="list-style-type: none"> – lining up to move onto the new mat for first pass • satisfactory and consistent use of correct rolling pattern <ul style="list-style-type: none"> – demonstrates typical first pass (commonly right along the joint, on the hot side, in vibratory mode) – demonstrates typical second pass (commonly overlap the cold mat by 15cm, in static mode) – each pass is correct pattern (first pass vs preceding passes) – effectiveness of passes (is the operator able to cover the typical pattern making sure to overlap each pass) 	<p>Yes: <input type="checkbox"/></p> <p>No: <input type="checkbox"/></p>
<p>BREAKDOWN ROLLER (TYPICAL TRANSVERSE JOINT PATTERN) Proficiency should include the consistent demonstration of the following:</p> <ul style="list-style-type: none"> • pre-Rolling Considerations including: <ul style="list-style-type: none"> – lining up to move onto the new mat for first pass – preparing the worksite with appropriate sized boards to allow the roller to run off the mat • satisfactory and consistent use of correct rolling pattern <ul style="list-style-type: none"> – demonstrates typical first pass (commonly most of the drum is on the cold side of the joint, in static mode) – demonstrates typical consecutive passes (commonly overlap onto the hot mat by 15cm, until roller is fully on the hot mat, in static mode) – each pass is correct pattern (first pass vs preceding passes) – effectiveness of passes (is the operator able to cover the typical pattern making sure to overlap each pass) 	<p>Yes: <input type="checkbox"/></p> <p>No: <input type="checkbox"/></p>
<p>BREAKDOWN ROLLER (TYPICAL CROWN ROLLING PATTERN) Proficiency should include the consistent demonstration of the following:</p> <ul style="list-style-type: none"> • pre-Rolling Considerations including: <ul style="list-style-type: none"> – lining up to move onto the new mat for first pass • satisfactory and consistent use of correct rolling pattern <ul style="list-style-type: none"> – demonstrates typical first through fourth passes (commonly starting from the outside edge and working to the middle for both sides of the crown) – each pass is correct pattern (first pass vs preceding passes) – overlapping the crown by no more than 15cm – effectiveness of passes (is the operator able to cover the typical pattern making sure to overlap each pass) – never straddling the crown 	<p>Yes: <input type="checkbox"/></p> <p>No: <input type="checkbox"/></p>
<p>INTERMEDIATE ROLLER Proficiency should include the consistent demonstration of the following:</p> <ul style="list-style-type: none"> • rolling considerations include: <ul style="list-style-type: none"> – watching for material displacement caused by the tires or drums – monitoring mat temperature – effective spacing behind the breakdown roller • satisfactory and consistent use of correct rolling pattern <ul style="list-style-type: none"> – effectiveness of passes (is the operator able to cover the typical pattern making sure to overlap each pass) 	<p>Yes: <input type="checkbox"/></p> <p>No: <input type="checkbox"/></p>
<p>FINISH ROLLER Proficiency should include the consistent demonstration of the following:</p> <ul style="list-style-type: none"> • rolling considerations include: <ul style="list-style-type: none"> – watching for material displacement caused by the tires or drums – monitoring mat temperature – effective spacing behind the intermediate roller – creating a smooth surface • satisfactory and consistent use of correct rolling pattern <ul style="list-style-type: none"> – effectiveness of passes (is the operator able to cover the typical pattern making sure to overlap each pass) • product is left with a smooth finish 	<p>Yes: <input type="checkbox"/></p> <p>No: <input type="checkbox"/></p>
<p>ROLLER MAINTENANCE Proficiency should include the consistent demonstration of the following:</p> <ul style="list-style-type: none"> • references manuals for specific machines • pre-op check • checks for oil and hydraulic leaks • greasing • maintains sprayers • maintains cleanliness of tires or drums • performs winter maintenance – drain all water, replace/maintain • maintains scrapers and coco mat 	<p>Yes: <input type="checkbox"/></p> <p>No: <input type="checkbox"/></p>



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Job Tasks - Compaction Roller Endorsement	Declaration Response
<p>SHUTDOWN PROCEDURES Proficiency should include the consistent demonstration of the following:</p> <ul style="list-style-type: none"> • cleaning the drums, etc. • drinking water system: tanks/ hoses • chock rollers • foreman staging • night switches/ lockouts – batteries • secure for public safety 	<p>Yes: <input type="checkbox"/> No: <input type="checkbox"/></p>

Job Tasks – Milling/Reclamation Machine Endorsement	Declaration Response
<p>WORK-BASED TRAINING TIME The hours needed to successfully challenge for a certificate of qualification / endorsement for the Asphalt Milling Machine is 300 hours. Of the total number of hours reported with this request for certification, identify how many were specific to this endorsement.</p>	<p>_____ Hrs</p>
<p>WORK SAFELY Compliance with all regulatory requirements and established safe practices – some key examples include:</p> <ul style="list-style-type: none"> • PPE • entering and exiting machine using 3 point contact <ul style="list-style-type: none"> - seatbelts - lockout • pinch points, including between conveyor and trucks <ul style="list-style-type: none"> - traffic considerations - maintaining safe distance between roller and other paving equipment (3 meter best practice) • safe parking and securing of machine 	<p>Yes: <input type="checkbox"/> No: <input type="checkbox"/></p>
<p>ASPHALT MILLING MACHINE FUNDAMENTALS Proficiency should include the consistent demonstration of the following:</p> <ul style="list-style-type: none"> • understanding of milling team rolls and responsibilities • getting machine into position • set teeth in ground (precise) • moving forward according to cut pattern • able to adjust up & down to precise cut depths • complies with markers 	<p>Yes: <input type="checkbox"/> No: <input type="checkbox"/></p>
<p>ASPHALT MILLING MACHINE MAINTENANCE Proficiency should include the consistent demonstration of the following:</p> <ul style="list-style-type: none"> • references manuals for specific machines • walk around - pre-op check • performs winter maintenance – drain all water, replace/maintain • inspection and replacement of profiling teeth 	<p>Yes: <input type="checkbox"/> No: <input type="checkbox"/></p>
<p>FOLLOW SHUT-DOWN PROCEDURES Proficiency should include the consistent demonstration of the following:</p> <ul style="list-style-type: none"> • proper engine cool-down • record keeping • safe parking and lockout 	<p>Yes: <input type="checkbox"/> No: <input type="checkbox"/></p>



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Job Tasks – Raker Endorsement	Declaration Response
<p>WORK-BASED TRAINING TIME The hours needed to successfully challenge for a certificate of qualification / endorsement for the Raker is 250 hours. Of the total number of hours reported with this request for certification, identify how many were specific to this endorsement.</p>	<p align="right">_____ Hrs</p>
<p>WORK SAFELY Compliance with all regulatory requirements and established safe practices – some key examples include:</p> <ul style="list-style-type: none"> • uses correct PPE • aware of traffic and traffic patterns <ul style="list-style-type: none"> - Keeps rake handle out of traffic • aware of no-go zones • awareness of roller patterns 	<p>Yes: <input type="checkbox"/> No: <input type="checkbox"/></p>
<p>RAKER FUNDAMENTALS Proficiency should include the consistent demonstration of the following:</p> <ul style="list-style-type: none"> • completes prep where machines can't go • smaller jobs: manhole leveling asphalt mix to conform to grade appurtenances (anything in the way) <ul style="list-style-type: none"> - repair & level mistakes (done by screed or paver) - looting around - finishing a pass, removing excess & squaring off edges • raking joints: <ul style="list-style-type: none"> - longitudinal or transverse centerline joint • stands on fringe of mat 	<p>Yes: <input type="checkbox"/> No: <input type="checkbox"/></p>
<p>PLACE ASPHALT HOT MIX Proficiency should include the consistent demonstration of the following:</p> <ul style="list-style-type: none"> • prep Road • intersection, drive ways, trench patching, pothole filling or grade deviations to minimize differential compaction • squaring off end of the run/mat 	<p>Yes: <input type="checkbox"/> No: <input type="checkbox"/></p>



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SECTION 3: CERTIFICATION NOT RECOMMENDED BY SPONSOR

Rationale:

If you do not recommend certification for the apprentice please indicate the reason(s) below and provide a date on which the ITA should send a Request for Recommendation for Certification again. Signature of an authorized representative of the sponsor is also required.

Date for ITA to re-send Request for Recommendation for Certification: _____

Sponsor Signature: _____

Sponsor ID No: _____

_____ Date

Trainee/Apprentice Acknowledgement

The decision of my sponsor has been discussed with me.

Apprentice Signature: _____

Individual ID No: _____

_____ Date