

November 14, 2012

Notice - Lower Mainland Exam Session

All training providers in the Lower Mainland requesting Industry Training Authority (ITA) exams for December 21 will be scheduled at one central location:

Auditorium, Croatian Cultural Centre
3250 Commercial Drive
Vancouver, BC V5N 4E4
Map of Croatian Centre:

<http://www.croatiancentre.com/News/Latest/contact-us.html>

Parking is free (Parking lot and street parking available)

Background

December is a high-volume examination month, and ITA expects more than 400 trade exams to be written in the Lower Mainland on December 21. Scheduling them in one location ensures that ITA can accommodate all candidates on their last day of classes.

The Croatian Cultural Centre satisfies ITA examination room requirements, and we plan separate morning and afternoon exam sessions combining all trades from every institution.

Exam Details

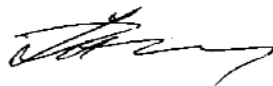
Registration times for the two sessions are 7:30 a.m. and 12:30 p.m., with exams starting at 8 a.m. and 1 p.m. ITA will inform training providers of specific session assignments by December 7th, with more details about the exam sessions coming before December 21.

To avoid confusion, please be certain to: [a] give your students the attached *Instructions to Candidates* handout; [b] inform them well in advance of the exam location and date.

As well, please note and relay the following information.

1. All examination requests must be received by Janna Wright by November 20, 2012. Late requests can not be guaranteed for this session and may be scheduled later in December or January 2013.
2. Candidates requiring modified exams must submit applications and required documents to Janna Wright by November 20, 2012. When all documents arrive on time, we try to arrange modified exams for these students as requested. If not, we will schedule them for the next available date.
3. Any candidate without acceptable photo ID on December 21 will be asked to leave the examination room and reschedule their exam. Types of ITA-approved government issued photo ID:
 - Provincial Driver's Licence (issued by a Canadian Province or Territory)
 - Provincial Identification Card (i.e. British Columbia Identification Card, Alberta Identification Card)
 - Canada/US passport
 - Canadian Permanent Residency Card
 - Certificate of Indian Status (Canada)
4. All code books and calculators will be provided by ITA.

Sincerely,



Laura Bosneaga