

WELDER

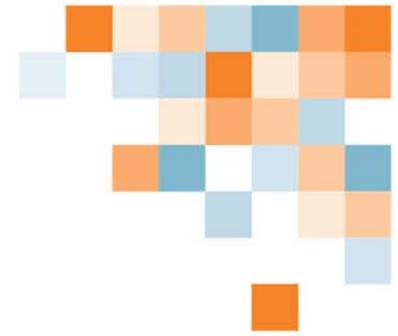
LOGBOOK INFORMATION SHEET

About Your Logbook

Your logbook 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 logbook will be reviewed by ITA to determine if you have met the completion requirements of your program.

Getting Your Logbook

- Welder Foundation Trainees** After you have completed your foundation program, your ITA-approved training provider will provide you with a Logbook.
- Welder Apprentices** After you have completed Level 1 technical training, your ITA-approved training provider will provide you with a logbook.
- If you want a logbook before you complete technical training, you must send the [Request for Document Replacement](#) form with 2 passport sized photos to ITA Customer Service. 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 a logbook by sending the [Request for Document Replacement](#) form with 2 passport sized photos 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 logbook for BC Safety Authority pressure ticket(s) purposes.
- In order to obtain a logbook, please send the [Request for Document Replacement](#) form with 2 passport sized photos to ITA Customer Service. This form requires that your ID be verified. There is no fee required. Please see form for further directions.
- Replacement Logbook** If you need a replacement logbook, 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. If you hold a BC issued certification there is a \$35.00 replacement fee. If you lost your logbook, but were never certified, you can request a blank logbook. There is no fee required to obtain a blank logbook.
- NOTE:** training and hours tracked in a misplaced logbook will not be transferred to your replacement. Please make copies of your current logbook 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 Logbook

Your logbook 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 Allow 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).**
4. **Welder Code Qualifications and Endorsements** handled by the British Columbia Safety Authority (BCSA) will be housed in the logbook. 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.

Submitting Your Logbook

Registered Apprentices When you have met all your program requirements, your sponsor should submit your logbook, along with a completed *Recommendation for Certification* form to ITA. Once certification is granted, ITA will send your certificate package to your sponsor. Your logbook 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 logbook, 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 logbook with the completion stamp attached.

Foundation Logbook submission is not required.