



# 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 a \$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 a B.C. Certification of Qualification or Interprovincial Red Seal exam. You must write and pass this exam **within 24 months of approval** or you will have to reapply and submit a new application fee. Successful completion of these requirements will result in certification in your trade.

If you hold a Certificate of Qualification in this trade from a different Canadian jurisdiction and wish 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 wish to register with ITA as a sponsor for a B.C. apprentice, 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 is not equivalent to holding certification in the trade.**

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



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### 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, toll-free at 1-866-660-6011 from other parts of B.C., or by e-mail at [customerservice@itabc.ca](mailto:customerservice@itabc.ca).

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

- Complete an application package consisting of:
  - One application form (Application – Certification Challenge or Supervision and Sign-Off Authority)
  - One or more declaration forms (Employer Declaration of Work Experience and/or Statutory Declaration of Work Experience)
- Provide reference(s) that can confirm you have the minimum required number of hours of hands-on work experience in the trade performing the required job tasks, as indicated on the *Employer and Statutory Declaration of Work Experience* forms for each trade. Do not include time spent performing managerial, administrative, or supervisory duties, volunteer work, teaching/instructing, or attending training courses.
- Submit your completed application to ITA
- Be able to write your exam(s) in B.C.

#### Where do I find the forms?

- Go to [www.itabc.ca](http://www.itabc.ca), and click on “Trade Programs” located on the top left-hand side
- Select your trade
- On the trade’s program web page, scroll down to the “Challenge Certification/Recognize Prior Experience” section 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

#### What are the requirements for my trade?

The first page of each *Employer or Statutory Declaration of Work Experience* form indicates 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 indicate whether any prerequisite credentials or certificates are required.

Some trades require challengers to undergo a practical assessment as well as writing an exam. The Program Profile for your trade will indicate 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 – Certification Challenge or 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.
- Ensure 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 e-mail ([customerservice@itabc.ca](mailto:customerservice@itabc.ca)) to ITA. You can also deliver it in person to 800 – 8100 Granville Ave, Richmond B.C. 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 your references cannot be reached, or if some of your work experience is from outside Canada.

**Challenge applicants only:** Once approved to challenge, you will need to contact us at [customerservice@itabc.ca](mailto:customerservice@itabc.ca) to request an exam date and location.

### Additional Questions

Please do not hesitate to contact us with any questions 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 e-mail 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. Challenge Application 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 allows you to request an exam date twice at no additional charge. Should you need to cancel or reschedule your examination date, there is a \$100 fee for each subsequent request.

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 also accepted 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.

#### C. Personal Information

All fields 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 do not know it, leave the field blank.

#### D. Work Experience in Trade

List the names the organizations where you have gained direct, hands-on experience working in your trade. For each period of employment or self-employment you list, include the dates of your employment and total hours of experience. Do not include time spent performing managerial, administrative, or supervisory duties, volunteer work, teaching/instructing, or attending training courses. 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.

List only the names of organizations in this section, including your own company name for periods of self-employment. You will be required to provide additional business and contact information on the *Employer and/or Statutory Declaration of Work Experience* form(s). Your completed application must include a separate *Employer or Statutory Declaration of Work Experience* form for each organization you list in this section, until you have declared at least the minimum required hours to challenge your trade.



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### E. 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 of Work Experience* form is confirmation of your hands-on work experience in the trade from your current or previous employer. By completing this form, your direct supervisor verifies the hours you worked performing the trade, declares that they have seen you perform specific job tasks required for your trade, and certifies the information provided 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. For example, if you list two employers on your application form, you must submit two Employer Declaration forms—one completed by each employer.

#### A. Applicant Name

Enter the legal name used in Section A of your *Application – Certification Challenge or Supervision and Sign-Off Authority* form. Your name on all declaration forms must match the name used on the application form. Enter your 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 its owner can be identified if a page becomes separated from the complete application package.

#### B. Employment Information of Applicant

Enter the business information of the organization for which you worked. If the organization no longer exists, enter the information of the organization when it was still in business. Enter the dates you worked for this organization, the hours of work experience gained, and your job title during this period. Ensure that the hours recorded are for hands-on trade experience. Do not include time spent performing managerial, administrative, or supervisory duties, volunteer work, teaching/instructing, or attending training courses.

Your total work experience is calculated by 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 such as “more than one thousand” or “lots” are not acceptable.

#### C. Supervisor Contact Information

Enter the **current** contact information for your direct supervisor when you worked for this organization. ITA will contact this individual to verify your work experience. If your direct supervisor cannot be reached by ITA, your experience from this organization will not be considered for your challenge application. If your direct supervisor is unavailable or unwilling to be contacted, you may declare your experience on a *Statutory Declaration of Work Experience* form.

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

This section lists job tasks that a journey person in the trade must be able to do. Supervisors completing this form must check ‘yes’ or ‘no’ in the “Declaration Response” column to indicate whether they have personally seen the applicant perform the job tasks listed.

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 at the top of the declaration form for each trade. Your total percentage will be determined based on the combined responses on all declaration forms submitted with your application.



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### E. 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 of Work Experience* form is a declaration of work experience completed by you.

This form 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 of Work Experience* form. In all cases, Statutory Declarations must be accompanied by a minimum of three references.

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 two periods of employment for which your direct supervisors could not be contacted, you would submit two Statutory Declaration forms.

Please note that unless your work experience was gained through self-employment, your application will not be accepted if it is only accompanied by a Statutory Declaration. If you were not self-employed, you must provide an Employer Declaration from at least one employer who can verify your work experience.

#### A. Applicant Name

Enter the legal name used in Section A of your *Application – Certification Challenge or Supervision and Sign-Off Authority* form. Your name on all declaration forms must match the name used on the application form. Enter your name in the footer of all subsequent pages of the declaration form. Your name is required on every page of the Statutory Declaration so that its owner can be identified if a page becomes separated from the complete application package.

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

Enter the business information of your own business, or the organization for which you worked. If the organization no longer exists, enter the information of the organization when it was still in business. Enter the dates you worked for this organization, the hours of work experience gained, and your job title during this period. Ensure that the hours recorded are for hands-on trade experience. Do not include time spent performing managerial, administrative, or supervisory duties, volunteer work, teaching/instructing, or attending training courses.

Your total work experience is calculated by 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 such as “more than one thousand” or “lots” are not acceptable.

#### C. Reason for Statutory Declaration

You must indicate your reason for submitting a *Statutory Declaration of Work Experience* form instead of an *Employer Declaration of Work Experience* form. Unless you were self-employed, you must also describe the steps you have taken to try to obtain an *Employer Declaration of Work Experience* form. If sufficient evidence of steps taken is not provided, your application may not be approved.

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

This section lists job tasks that a journey person in the trade must be able to do. Check ‘yes’ or ‘no’ in the “Declaration Response” column to indicate whether you performed the job tasks listed during the period of employment indicated in Section B of this form. 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 at the top of the declaration form for





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each trade. Your total percentage will be determined based on the combined responses on all declaration forms submitted with your application.

### E. Applicant Signature

You must sign and date this section. ITA cannot assess unsigned declarations of work experience.

### F. References

A minimum of three references must accompany each *Statutory Declaration of Work Experience* form. Enter names and **current** contact information for individuals who can verify your self-declared work experience for the period of employment that you have indicated in Section B of this form. References may include suppliers, former employees, contractors, or regular, long-term clients. ITA will contact each reference to verify your work experience. Note that ITA must be able to verify not only the hours you have worked, but also the job tasks you have performed. If your work experience cannot be verified with the references provided, your application will be denied.