



THE RIGHT SKILLS ► A PROVEN ADVANTAGE

# EXAMINATION APPLICATION INTERPROVINCIAL (RED SEAL) / CERTIFICATE OF QUALIFICATION

ITA Customer Service  
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customerservice@itabc.ca

Please print clearly and return to the address noted above

## A. Applicant's Information

Registration Number (TWID):		How do you want to receive updates from the ITA? <input type="checkbox"/> Email <input type="checkbox"/> Mail	
		Email address:	
Legal Last Name:	Legal First Name:	Legal Middle Name (s):	
Date of Birth (YYYY/MM/DD):	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female		
Suite Number:	Mailing Address:		
City:	Province: B.C.	Postal Code:	Email:
Daytime Telephone Number: ( )	Home Telephone Number: ( )	Fax Number: ( )	

## B. Examination Details

Name of Trade in Which You Wish to Be Examined:	Is this examination a re-write? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide date of last exam: _____
Please indicate your preferred location for examination: <input type="checkbox"/> ITA Customer Service <input type="checkbox"/> Chilliwack <input type="checkbox"/> Maple Ridge <input type="checkbox"/> Nanaimo <input type="checkbox"/> Prince George <input type="checkbox"/> Vernon <input type="checkbox"/> Victoria <input type="checkbox"/> Other (please indicate) _____.	
Please indicate the earliest date you are available to write this examination (YYYY/MM/DD):	

## C. Fees

If you are applying to write a Certificate of Qualification or IP examination on a challenge basis, there is a fee of \$120.00 for assessing documentation of required work experience (time in the trade). There is no fee for a first Certificate of Qualification or IP exam attempt and first re-write. There is a \$100.00 fee for all subsequent re-writes. A \$50.00 penalty will apply if candidates do not provide five business day's notice to reschedule an exam

**Note:** *There may be requirements for upgrading prior to re-writes. Contact ITA Customer Service if you have questions regarding re-write eligibility. If you are writing a C of Q or IP examination on a challenge basis and approval is granted, examination must be written within 12 months from date of approval. Approval will expire after 12 months, at that time re-submission of application form and fee will apply.*

- Payment made by:
- Credit Card (receipt attached) \_\_\_\_\_  
Credit card payment can be made online via the Forms & Fees page on the ITA website, if unable to pay online, phone ITA Customer Service.
  - Cheque or money order (attached)
  - Cash or debit (paid in person at ITA)

### Privacy Statement

The Industry Training Authority is committed to protecting the privacy of any personal information you may provide when filing an application form with us. The Industry Training Authority will not use or share any personal information provided by the applicants except with the consent of the individual to whom the information relates or as otherwise authorized by the Freedom of Information and Protection of Privacy Act.

### Certification and authorization for collection, use and disclosure of personal information

"I certify that the information that I, as an individual applying to either challenge this certification, or be granted Supervision and Sign-off Authority for apprentices in this trade, have provided is accurate and I understand and agree that ITA reserves the right to verify the accuracy of such information. I agree to allow ITA, in accordance with the BC Freedom of Information and Protection of Privacy Act, to use and provide to others the personal information I have provided on this form, as well as any other information necessary, for the purpose of administering the apprenticeship training program I'm seeking to challenge or receive Supervision and Sign-off Authority for, including the application process, program delivery, evaluation and certification. I authorize ITA to provide my personal information for the previously stated purpose to apprenticeship officials in other jurisdictions, my present and future sponsors, educational institutions, private trainers and to other agencies, regulatory authorities and ministries of municipal, provincial and federal governments where the information is necessary for them to fulfill their legal responsibilities and/or manage apprenticeship-related programs. I also authorize ITA to make the status of my certification and apprenticeship publicly available."

Applicant's Signature:	Date: (YYYY/MM/DD)
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