ita
industry training authority
THE RIGHT SKILLS ▶ A PROVEN ADVANTAGE

HOME STUDY CONFIRMATION FORM

ITA Customer Service
Suite 110 - 2985 Virtual Way
Vancouver, BC V5M 4X7
Tel: 778-328-8700
Fax: 778-328-8701
Toll Free: 1-866-660-6011

Please print clearly and return to the address noted above

Applicant Information

Individual ID:			Date of Birth (MMM,DD,YYYY):
Legal Last Name:	Legal First Name:		Legal Middle Name (s):
Suite Number:	Mailing Address:		
City:	Province: B.C.	Postal Code:	Email:
Home Telephone Number: ( )	Cell / Pager Number: ( )		Fax Number: ( )
Program:			

According to ITA Policy PA3002 – Examinations, individuals who score less than 60 % on their first attempt OR fail their second attempt regardless of their mark will be required to demonstrate upgrading before they will be permitted to re-write.

Options for upgrading following a failed exam include:

1. Home study documented on the ITA Home Study Confirmation Form*; OR
2. Employer assistance in deficient topic areas documented on the ITA Employer Upgrading Confirmation Form*; OR
3. Successful completion of relevant technical training from an ITA-approved training provider (this must be completed after the last failed attempt)

*Please Note: each option may only be used once.

I confirm that I have acquired and studied the textbooks and/or resource materials related to my trade. I have reviewed the material including the topic areas where my performance was deficient in my previous examination. I am prepared for re-examination as of this date. The materials I have studied are listed below (please include title and author/edition):

Title	Author	Edition

Apprentice's Signature:	**Date (MMM,DD,YYYY)**

The Industry Training Authority is an agency of the Government of British Columbia.

www.itabc.ca