

TRADE: _____ (_____)
Trade #

PACKAGE INFORMATION:

Please review the entire contents of this package prior to completing.

As an apprentice, you may be granted credit for your previous relevant work-based practical experience with the approval of your current sponsor. There are three ways in which to obtain this credit:

- For work experience with your current sponsor that was gained prior to the date that your apprenticeship began, simply have your sponsor complete, sign, and submit Parts A and C of the enclosed Prior Work Experience Declaration Form
- For previous work experience you gained with a different employer (or multiple employers), please have your Prior Employer(s) complete and sign a Prior Work Experience Declaration Form (Part B) detailing the hours and type of experience. You must then take this form(s) to your Current Sponsor for approval and signature.
- If your Prior Employer can no longer be contacted, you may complete an affidavit (*Statutory Declaration Form*) detailing the duration and type of experience for approval *by your Current Sponsor*. See page 4 for additional details on the Statutory Declaration requirements.

This package contains all of the information and forms you need to apply for *Credit of Prior Work-Based Experience hours* toward your apprenticeship for the above trade. The purpose of this package is to assist you in gathering the required information about your previous practical experience to submit to your Current Sponsor. If these hours are approved by your current sponsor, the ITA will enter this credit to your training record.

Forms:

1. **Prior Work-Based Experience Declaration** (pages 2 & 3 of this package). *Note:* A Prior Work Experience Declaration form must be completed and signed by any Prior Employers where you have acquired work experience hours you want credited toward your current apprenticeship hours, and must be approved by your Current Sponsor.
2. **Statutory Declaration** (pages 4 and 5 of this package) to be completed by applicant *if required and approved by your Current Sponsor*. See page 4 for additional information on Statutory Declarations.
3. You must **mail** the *original* approved Prior Work-Based Experience Declaration Form to the ITA. Faxed or photocopies of the Declaration Form will not be accepted.

Process:

- Step 1:** Complete **Part A** on page 2 of the enclosed Prior Work Experience Declaration Form.
- Step 2:** Have each *Previous Employer* (Prior Employer) **complete and sign** a separate **Part B** (on page 3) of the Prior Work Experience Declaration Form. This will provide your Current Sponsor/Employer with your prior work experience history. Please note that on page 3 we will need **detailed** information about the tasks performed related to this trade during the apprentice's previous employment. In the space provided in Part 2 of the Employer Declaration (page 3), include both the name of the task and the related duties the applicant would have performed to complete the task. See the following example of the type of task descriptions that should be provided for this trade. (Important: The following example is for the trade of Plumber *. You would need to enter the task descriptions that were performed by the applicant in relation to the trade).
- Step 3:** Have your *Current Sponsor/Employer* sign **Part C** (on page 2) of the Prior Work Experience Declaration Form to approve the hours to be credited toward your current apprenticeship.
- Step 4:** Return the signed, completed form (**Parts A, C, and where applicable B**) to the Industry Training Authority at the above address.

*** Example of a Detailed Task List**

Trade = Plumber

Primary Task 1: Working with Drainage, Waste, Vents, and Private Sewage Disposal Systems

Description: Installing site services; installing private sewage systems; preparing rough-in for buried interior drainage, waste and vent systems; and installing rough-in for interior drainage, waste and vent systems above grade. (*Note: This list of tasks will be provided by the Employer based on work that the apprentice has performed to date.*)

Primary Task 2: Water Service and Distribution, Plumbing Fixtures, and Appliances

Description: Installing: water services; water distribution systems; water treatment equipment; and plumbing fixtures and appliances.

Continue with Primary Task 3, Primary Task 4, etc.

If you have any questions regarding the completion of this prior work-based training hours credit application, contact **ITA Customer Service** (see above contact information) or send an email to:

customerservice@itabc.ca

Please print clearly and return to the address noted above.

Statutory Declaration – Part 2

TRADE: _____ (_____) Trade #
Please itemize and describe the primary tasks related to the scope of the trade, as outlined in the enclosed Training Program Profile and that were performed while in the employment of this organization. (See instructions on previous page.)
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I solemnly declare that the information provided in this Declaration, to the best of my knowledge, is true.

Applicant's Signature:	Date: (YYYY/MM/DD)
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This section to be completed by:		Declaration of Official
Last Name:	First Name:	
Occupation: <input type="checkbox"/> Commissioner for Oaths <input type="checkbox"/> Notary Public <input type="checkbox"/> Lawyer		
Address:		
Telephone Number: ()	Declared before me on Date: (YYYY/MM/DD)	
Signed at: (City, Province)	Signature of Official:	