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Application Package Instructions

TRADE: Welder C

APPLICATION PACKAGE INFORMATION:

Please review the contents of this package prior to completing.

This package contains all of the information and forms you need to apply to challenge the *Certificate of Qualification* (C of Q) for the trade of **Welder C**. The purpose of this package is to assist you in collecting the information necessary for us to complete the assessment of your application. Based on the documentation you provide, the ITA will assess your work experience and previous Welder qualifications to determine whether or not you qualify to challenge the examination.

The ITA will process your assessment within *10 days of receipt of your complete information* and will notify you in writing the results of your assessment. Applications will be returned if information is missing. We can not process incomplete applications.

General Welder C Challenge Requirements

Applicants who wish to challenge the **Welder C Certificate of Qualification** examination must provide original documentation (Welder Log Book, Performance Test Results, and / or Employer Declarations) to verify they have met the following requirements:

- Have acquired a minimum of *18 months* (2700 hours) in total of welding work experience.

Forms Enclosed:

1. **Application to Challenge Examination** (page 2 of this package). To be completed by applicant.
2. **Applicant Work Experience Information** (page 3 of this package). To be completed and signed by applicant.
3. **Employer Declaration** (page 4 of this package). *Note:* An Employer Declaration form must be completed and signed by any current or previous employer where you have acquired work experience that is not already recorded in your Welder Log Book. An Employer Declaration is not required for work experience recorded in your Log Book.
4. **Document Checklist** (page 6 of this package) to be completed by applicant.
5. **Statutory Declaration** (pages 8 and 9 of this package) to be completed by applicant *only if required*. See page 7 for additional information on Statutory Declarations.

All documents must be original and must be submitted in English. Translations of documents in languages other than English must be done by a Certified Translator

- You are responsible for the cost of translation services.
- For a list of certified translators, contact the Society of Translators and Interpreters of British Columbia, or visit their web site at <http://www.stibc.org/directory.php>.

If you have any questions regarding the completion of this Challenge Assessment application, contact **ITA Customer Service** (see above for contact information) or send an email to: **customerservice@itabc.ca**

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A. Applicant's Information

Registration Number (TWID):					
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. Theory Examination Details

I would like to apply to challenge: <input type="checkbox"/> Welder C Certificate of Qualification examination	
Is this examination a re-write? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide date of last exam: _____	Please indicate the earliest date you are available to write the theory portion of the examination (YYYY/MM/DD): _____
Please indicate your preferred location for theory portion of the examination: <input type="checkbox"/> ITA Customer Service <input type="checkbox"/> Vernon <input type="checkbox"/> Victoria <input type="checkbox"/> Maple Ridge <input type="checkbox"/> Chilliwack <input type="checkbox"/> Prince George <input type="checkbox"/> Other (please indicate) _____	
Note: If your Challenge application is approved you will be sent a letter with instructions on how to arrange your practical examination. Prior to scheduling your practical examination you must first write and pass the ITA theory examination.	

C. Fees

All Certificate of Qualification or Inter-Provincial (IP) examination challenge applicants must pay a \$120.00 assessment fee to verify previous work experience (time in the trade). There is no additional fee to write the Certificate of Qualification or IP exam. If a re-write is required, there is no fee for the first one, but a \$100.00 fee for all subsequent re-writes.

If you are applying to challenge this certification, you will have 12 months from the date of your ITA approval letter to write and pass the challenge exam. If you have not passed the challenge exam after 12 months, you must reapply.

Payment of Assessment Fee made by: <ul style="list-style-type: none"> <input type="checkbox"/> Credit card (receipt attached) or write confirmation number here: _____ <small>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.</small> <input type="checkbox"/> Cheque or money order (attached) <input type="checkbox"/> Cash or debit (paid in person at ITA)
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For Office Use Only

Date Screened:	Missing Information / Comments	Results
Application Status <input type="checkbox"/> Application Complete – Assigned to Assessor <input type="checkbox"/> Application Incomplete – Returned to Applicant		Work Experience Hours: Required: 2,700 Reported: Welding Process:

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Applicant Work Experience Information

TRADE: WELDER C

A: Applicant Information

Legal Last Name:	Legal First Name:	Legal Middle Name(s):
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To qualify to challenge as a **Welder C** you must provide proof of having worked a minimum of 2,700 hours performing the any of the Welding Procedures listed on the *Employer Declaration* (page 4).

B: Employment Summary Information (Attach an additional sheet if necessary)

Name of Organization/Employer(s) *	Dates of Employment	Total Number of Hours of Welding Experience
	From: To: (YYYY/MM/DD)	
	From: To: (YYYY/MM/DD)	
	From: To: (YYYY/MM/DD)	
	From: To: (YYYY/MM/DD)	

Note: An *Employer Declaration* form (page 4) must be completed only to document any work experience that has **not** been recorded in your Welder Log Book.

C: Signature

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 Name (Please Print):	Applicant Signature:	Date: (YYYY/MM/DD)
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DOCUMENTATION CHECKLIST

To avoid delays in processing, please use the following checklist to ensure the required documentation is attached to your application and all forms are complete. **We can not process incomplete applications. Incomplete applications will be returned.**

ALL APPLICABLE BOXES MUST BE CHECKED OFF:

- All documents, including letters and certificates, are originals or certified true copies of originals, in the English language.
- Any translations have been performed by Certified Translators.
- The Applicant has completed in full the Application to Challenge (Page 2 of this package)
- The Applicant has completed in full and signed, the Applicant Work Experience Information (Page 3 of this package)
- A Welder Log Book or, if a Log Book has not already been issued, 2 copies of passport-sized photographs are included with the application form.
- For work experience entries **not** included in the Welder Log Book, Employers have completed in full and signed the Employer Declaration (Page 4 of this package).
- Documentation to support completed Performance Tests are included with the application form.
- The information contained in the Welder Log Book and / or Employer Declaration form matches the information declared on the Applicant Work Experience Information form.
- A Statutory Declaration is enclosed in situations when an Employer Declaration is not available. See Statutory Declaration information on page 6 of this package.
- A cheque in the amount of \$120.00 has been enclosed for your Challenge Work-Experience Assessment.

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Statutory Declarations

A Statutory Declaration form may be used to document time worked in a trade when applying to challenge a Certificate of Qualification examination **only due to the following circumstances:**

1. The firm is no longer in business and the principals cannot be located.
2. The owner/manager is deceased and complete employment records are not available.
3. The firm is located overseas and extreme difficulties are encountered in trying to get the documentation.
4. The applicant has been self-employed as an owner/operator of a business.
5. A firm refuses to issue a letter to document time worked in a trade.

A Statutory Declaration, using the form that is provided on pages 7 and 8 of this package, must be completed **for each place of employment** for which you are unable to provide an Employer Declaration and where work experience has not already been noted in the Welder Log Book.

Important: The Statutory Declaration form is comprised of **Part 1 (page 7) and Part 2 (page 8)**. It must be completed for each place of employment you cannot obtain documentation for, and must be sworn before a Lawyer, Notary Public, or Commissioner of Oaths for the Province of British Columbia. Please make additional copies of the Statutory Declaration form as needed.

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Statutory Declaration – Part 2

Indicate Welding Procedures Used By Applicant:

Welding using:

- Oxy-fuel gas welding process (OFW);
- Shielded metal arc welding process (SMAW);
- Flux cored arc welding process (FCAW);
- Gas metal arc welding process (GMAW);
- Gas tungsten arc welding process (GTAW);
- Submerged arc welding process (SAW);

Joining using

- Stud arc welding process (SW)
- Resistance welding process (RW) (RSW – Spot and Seam).

I solemnly declare that the information provided in this Declaration, to the best of my knowledge, is true.

Applicant's Name:	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:	

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EXAMINATION INFORMATION

The following information is offered as a guide to make you aware of the topics that will be covered in the provincial theoretical examination.

Theory Examination Subjects

Section	Welder C	Exam Weightings
1	Occupational Skills	21%
2	Quality Control	12%
3	Cutting Processes	17%
4	Gouging Processes	10%
5	Welding Processes	40%

- This is a multiple choice examination.
- Maximum time allowed for this examination is 3 hours.
- Passing Standard is 70%.
- This information is subject to change without notice; consult the relevant program profile on the ITA website at www.itabc.ca.

Performance Challenge Tests:

LEVEL	TEST	PLATE	PIPE	POSITION	PROCESSES	METAL	FILLER	INSPECTION
C	#1	X		1G	FCAW, AAC, OFC	P1 to P1	F6	Visual, Guided Bend
	#2	X		3G	GMAW, OFC	P1 to P1	F6	Visual, Guided Bend
	#3	X		4G (4F)	SMAW, OFC	P1 to P1	F3 / F4	Visual, Guided Bend

Note: Applicants who hold an ASME Performance Test *conducted within the previous 12 months* and which corresponds (as identified above) to any registration test, may be exempted from that particular test during the challenge process.