SkilledTradesBC Customer Service
800 – 8100 Granville Ave
Richmond, BC V6Y 3T6
Tel: 778-328-8700
Toll Free: 1-866-660-6011
customerservice@skilledtradesbc.ca

LEVEL CHALLENGE APPLICATION FORM

Use this form is to apply to write a level exam for placement into an apprenticeship program and to receive credit for the applicable technical training level within that program.

NOTE:

- You must pass each level exam in sequence
- Hours must be recorded on this form and documented
- The employer signing must be registered as the employer
- Candidates must be registered into appropriate trade program with an active sponsor on file

1. APPLICANT INFORMATION

SkilledTradesBC Individual ID#:

Program (Trade) Name:

Level Requested to Challenge:
☐ Level 1 ☐ Level 2 ☐ Level 3

Legal Last Name:

Legal Middle Name(s):

Legal First Name:

Date of Birth (MM/DD/YYYY):

Gender
☐ Man ☐ Woman ☐ non-binary ☐ Prefer not to answer

Mailing Address

City

Province

Postal Code

Phone Number

Email Address

Do you identify as an Indigenous person?
☐ Yes ☐ No ☐ Prefer not to answer

If yes, do you identify as First Nations, Métis, or Inuk (Inuit)? Select all that apply.
☐ First Nations ☐ Métis ☐ Inuk (Inuit) ☐ Prefer not to answer

2. APPLICANT DECLARATION

FOR COMPLETION BY APPLICANT

I confirm that I have included in this application evidence of on-the-job training hours equivalent to 1,800 hours* (approximately 1 year) for each level including the level and trade referenced in this application. *unless otherwise noted in the program profile

☐ Level 1: 1800 hours ☐ Level 2: 3600 hours ☐ Level 3: 5400 hours

I understand that I am limited to two attempts for this level exam.

☐ YES ☐ NO

I understand that I must achieve a result of 70% or greater to be successful in challenging a level exam.

☐ YES ☐ NO

I am aware my sponsor will receive the results of my exam and may be contacted to assess my readiness.

☐ YES ☐ NO

SkilledTradesBC is an agency of the Government of British Columbia.
www.skilledtradesbc.ca
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LEVEL CHALLENGE APPLICATION FORM

3. SPONSOR DECLARATION

FOR COMPLETION BY SPONSOR OF APPLICANT

Legal First Name:

Legal Last Name:

Name of Organization:

Organization ID# (optional):

Business Phone Number:

Business Email Address:

I confirm that the applicant has on-the-job training hours equivalent to 1,800 hours* (approximately 1 year) for each level including the level and trade referenced in this application. *unless otherwise noted in the program profile

☐ Level 1: 1800 hours ☐ Level 2: 3600 hours ☐ Level 3: 5400 hours

(These hours are part of the eligibility criteria for the Level Placement Exam and will not be recorded on the individual file by signing off this form).

I understand that applicants are limited to two writes of this level exam.

☐ YES ☐ NO

I understand that I must achieve a result of 70% or greater to be successful in challenging a level exam.

☐ YES ☐ NO

I confirm my support for the apprentice noted above to challenge the level exam referenced in this application.

☐ YES ☐ NO

4. SPONSOR SIGNATURE

Personal information recorded on this form is collected, used, disclosed, and managed in accordance with B.C.'s Freedom of Information and Protection of Privacy Act.

I certify, to the best of my knowledge, that the information I provided above is accurate.

Signature of sponsor representative

Date (MM/DD/YYYY)

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LEVEL CHALLENGE APPLICATION FORM

5. EXAMS DETAILS

Program (Trade) Name:

Exam Type:

Preferred Exam Date (MM/DD/YYYY):

Where would you like to write your exam (or if already scheduled, where is your exam booked for writing)? Please Check One:

☐ Burnaby ☐ Courtenay ☐ Kamloops ☐ Nanaimo ☐ Prince George ☐ Victoria
☐ Chilliwack ☐ Fort St John ☐ Kelowna ☐ Penticton ☐ Surrey ☐ Golden

☐ Service BC Location: _____ for available locations, go to: http://servicebc.gov.bc.ca/locations

6. EXAM ACCOMMODATIONS (EXAM SUPPORTS)

Complete this section if you would like support in writing your exam (see SkilledTradesBC's Exam Accommodations Policy for more information: https://www.skilledtradesbc.ca/policies-and-bylaws)

If you would like an accommodation (exam support), please review Appendix A – List of Available Accommodations and indicate your preference in the field below. If you request an accommodation, you may be contacted by SkilledTradesBC to help identify supports needed.

If you wrote a SkilledTradesBC exam in the past and received an accommodation(s) and would like the same accommodation(s) for this exam, please indicate in the field below the type of accommodation(s) you received previously. Please also check the box.

Accomodation:

☐ Check this box if you received an accommodation(s) for a previous SkilledTradesBC exam.

7. APPLICANT SIGNATURE

By signing below, I am consenting to the collection, use, and disclosure of my personal information by SkilledTradesBC which is managed in accordance with B.C.'s Freedom of Information and Protection of Privacy Act (FOIPPA) and the Skilled Trades BC Act and its regulations. For more information, see SkilledTradesBC's Privacy Management Policy (available on SkilledTradesBC's website policy page). If you have any questions, contact SkilledTradesBC's Privacy Officer at privacy@skilledtradesbc.ca

Signature of applicant

Date (MM/DD/YYYY)

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APPENDIX A – LIST OF AVAILABLE EXAM ACCOMMODATIONS (EXAM SUPPORTS)

The table below outlines accommodations available to support individuals writing their SkilledTradesBC exam.

Accommodation Option	Description
Blue overlay	A plastic, blue-coloured overlay is provided, which may have a calming effect or help with reading challenges.
Increased font size	The exam is printed in larger font, which may assist with reading comprehension or impaired vision.
Straight edge	The candidate is provided a straight edge, which may help with the reading of an exam or blocking of exam questions.
Earplugs	The candidate is provided foam earplugs, which may help block out noise and distractions during the exam
Language dictionary	The candidate is permitted to bring a language dictionary during the exam, that translates words from English to their language of choice. The dictionary may not provide definitions but only direct, word-to-word translations. NOTE: The candidate must supply their own language dictionary for use.
Sign language interpreter (SkilledTradesBC or Self-provided)	The candidate may have a sign language interpreter attend the exam to sign the contents of the written exam. NOTE: A candidate using a sign language interpreter is provided a one-hour time extension and a private room to complete their exam. If this option is chosen, SkilledTradesBC will contact the candidate to discuss details of this support.
Translator (Self-provided)	The candidate may have a translator attend the exam and verbally translate the written exam into the candidate's chosen language. NOTE: A candidate using a translator is provided a one-hour time extension and a private room to complete their exam. If this option is chosen, SkilledTradesBC will contact the candidate to discuss details of this support. Translators must be supplied by the candidate and the candidate must provide a completed Translator/Reader Declaration form with the application. The form can be found at https://skilledtradesbc.ca/exam-accommodations
Reader (SkilledTradesBC or Self-provided)	The candidate may have a reader attend the exam and verbally read the exam to the candidate. NOTE: A candidate using a reader is provided a one-hour time extension and a private room to complete their exam. If this option is chosen, SkilledTradesBC will contact the candidate to discuss details of this support. If the candidate is bringing their own reader, they must provide a completed Translator/Reader Declaration form with the application. The form can be found at https://skilledtradesbc.ca/exam-accommodations
Text-to-speech software (Digital Reader)	The candidate is provided with an SkilledTradesBC device that contains a text-to-speech software program, which reads aloud the contents of the exam. The candidate can control exam sections which may be read aloud and the speed of the reading. NOTE: A candidate using text-to-speech software is provided a one-hour time extension and a private room to complete their exam.
Bilingual exam (Red Seal Only)	The Red Seal exam content is printed in French.
Extra time to write an exam	The candidate is provided with a one-hour time extension to complete their exam. A private room may be provided.
Private sitting	The candidate is provided with a private room away from other candidates during their exam.
Other*	If you need an accommodation that is not listed above, please indicate “Other” in section 3 of your Exam Application