

Trade Qualifier Policy (External)

External Policy No. E.03.2023 v.2

Purpose

This policy outlines SkilledTradesBC's Trade Qualifier requirements, which qualify applicants to write the Certification Exam(s) without completing an apprenticeship program.

In Scope

This policy applies to:

- Applicants requesting designation as a Trade Qualifier with SkilledTradesBC.
- All trades in B.C including Skilled Trades Certification (STC) trades.

Out of Scope

This policy does not apply to:

- Registered Apprentices
- Uncertified Experienced Workers (for more information see SkilledTradesBC's Uncertified Experienced Worker Policy)

Definitions

For the purpose of this policy:

- **"Apprentice"** means a person who is registered as an apprentice in an apprenticeship program in a trade in B.C., or a person who is registered as an apprentice in a similar program in another Canadian jurisdiction in accordance with the applicable legislation of that jurisdiction.
- **"Certification Exam"** means a Red Seal Interprovincial Exam or B.C. Certificate of Qualification Exam.
- **"Journey person"** means a person who holds a certificate of qualification awarded by SkilledTradesBC or who holds a related and valid journey person certificate or credential issued by another Canadian jurisdiction in accordance with the applicable legislation in that jurisdiction.
- **"Military Applicant"** means a person who holds a Canadian Military Trade Certificate.
- **"Skilled Trades Certification trades"** or **"STC trades"** means trades designated as a skilled trades certification trade in the *Skilled Trades BC Act* and *Skilled Trades BC Regulation*, as amended from time to time.
- **"Temporary Authorization"** means a temporary authorization issued by SkilledTradesBC under the *Skilled Trades BC Act*. A Temporary Authorization is for the purpose of authorizing a person to work in B.C. in an STC trade for a specified period as outlined in the authorization.

- **“Trade Qualifier”** means a person who has demonstrated to the satisfaction of SkilledTradesBC that they have experience which meets the requirements included in the apprenticeship program’s standard pathway. This includes Military Applicants.

Policy

Where there is any conflict between this policy and the *Skilled Trades BC Act*, its regulations, or any other applicable legislation as amended from time to time, the provisions of the applicable legislation apply to the degree necessary to settle the conflict.

1. TRADE QUALIFIER APPLICATION REQUIREMENTS

- 1.1 Applicants interested in becoming a Trade Qualifier must submit the following to SkilledTradesBC:
 - a. Trade Qualifier Application Form;
 - b. Employer Declaration Form (if applicable); and/or
 - c. Statutory Declaration of Work Experience Form(s) (if applicable);
 - d. any other information or documentation requested by SkilledTradesBC, and
 - e. pay any applicable fees.
- 1.2 SkilledTradesBC will evaluate an applicant’s qualification to ensure that:
 - a. their work experience meets the competencies included in the relevant Program Outline, and
 - b. they satisfy the minimum required trade related work experience included in the relevant Program Profile.
- 1.3 SkilledTradesBC’s evaluations may include a technical interview and/or practical skills assessment.
- 1.4 SkilledTradesBC may contact the applicant and/or employers and references listed in the application to verify all qualifying experience.
- 1.5 If an applicant’s application is successful, SkilledTradesBC will designate them as a Trade Qualifier for a period of 24 months, during which time they may attempt to write the Certification Exam(s) and/or any other exams required for certification in the applicable trades training program, up to four (4) times.
- 1.6 Trade Qualifiers may receive from SkilledTradesBC an automatic 12-month extension to their initial 24-month designation period if they have been unsuccessful in their exam attempts and have not used all four (4) exam attempts during the initial 24-month designation period.

- 1.7 Experience requirements for Military Applicants are outlined in Appendix A.

2. CERTIFICATION EXAM REQUIREMENTS

- 2.1 Trade Qualifiers must achieve a minimum score of 70 percent on their Certification Exam(s) to be certified as a Journeyperson.
- 2.2 Trade Qualifiers may attempt to write the Certification Exam(s) and/or any other exams required for certification in the applicable trades training program, up to four (4) times during the 24-month period or 36-month period if an extension is provided by SkilledTradesBC, to be certified as a Journeyperson by SkilledTradesBC.
- 2.3 For recognized trades that do not have technical training available, or at SkilledTradesBC's discretion, Trade Qualifiers may receive approval to attempt to write the Certification Exam(s) and/or any other exams required for certification more than four (4) times during the 24-month period or 36-month period if an extension is provided by SkilledTradesBC.
- 2.4 Trade Qualifiers must wait at least 30 days before they can attempt a rewrite of the Certification Exam(s) if they receive a score below 70 percent on an exam attempt.

3. STC TRADES

- 3.1 In addition to 1.5 and 1.6, Trade Qualifiers in STC Trades will automatically be issued a Temporary Authorization to work in a specific STC trade from SkilledTradesBC. For more information, please refer to the Temporary Authorization Factsheet.
- 3.2 In addition to section 2 above, Trade Qualifiers in STC Trades who have been unsuccessful in challenging the relevant Certification Exam(s) after four (4) exam attempts will no longer be able to continue in the Trade Qualification pathway and **must** register as an apprentice. For more information refer to the Apprenticeship Agreement Policy.
- 3.3 Once registered as an apprentice, applicants will receive work-based training hours credit for the program.

4. NON-STC TRADES

- 4.1 In addition to section 2 above, Trade Qualifiers in Non-STC Trades who have been unsuccessful in challenging the relevant Certification Exam after four (4) exam attempts will no longer be able to continue in the Trade Qualification pathway and **may** register as an apprentice. For more information refer to the Apprenticeship Agreement Policy.
- 4.2 Once registered as an apprentice, applicants will receive work-based training hours credit for the program.

5. REVIEWS AND APPEALS

- 5.1 Applicants dissatisfied with the outcome of their application to SkilledTradesBC for designation as a Trade Qualifier may request a review of SkilledTradesBC's decision or order on the grounds for review that are set out in the *Minister's Skilled Trades BC Regulation*, as amended from time to time.
- 5.2 The Request for Review **must be made within 30 days** of receiving SkilledTradesBC's decision or order. For more information refer to SkilledTradesBC's Request for Review Policy.

For assistance, contact SkilledTradesBC Customer Service at:

T: 778-328-8700

Toll Free in BC: 1-866-660-6011

customerservice@skilledtradesbc.ca

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APPENDIX A - Trade Qualifier Policy

Military Applicants

1. POLICY STATEMENTS - MILITARY APPLICANTS

- 1.1 Military applicants wishing to apply for designation as a Trade Qualifier with SkilledTradesBC in specific trades that have an equivalent Canadian Military Trade (see table below) must demonstrate their experience by submitting:
 - a. proof of a Canadian Military Trade Certificate, and
 - b. proof of their Canadian Military ranking at QL5 (Advanced Military Police Training) or higher or Canadian Military equivalent.
- 1.2 SkilledTradesBC requires verification of a Military Applicant's work experience in the Construction Electrician trade for a minimum of 6,000 hours. Therefore, Military Applicants in this trade are required to submit Employer Declaration of Work Experience Form(s).
- 1.3 All other Military Applicants who are making an application in trades, notwithstanding the Construction Electrician Trade (as outlined in section 1.2), are not required to submit Employer Declaration of Work Experience Form(s) unless requested by SkilledTradesBC.

For more information on Military Applicants, see SkilledTradesBC's website:

<https://skilledtradesbc.ca/holders-certificate-qualification-or-military-certification>

	Course Code	Military Trade Name	B.C. Trade Name
1	367/313	Marine Engineer/Marine Engineering Technician	Industrial Mechanic (Millwright) Machinist
2	125/331/332	Electrical Technician/Marine Electrician	Industrial Electrician
3	129/411	Vehicle Technician	Automotive Service Technician Heavy Duty Equipment Technician Truck and Transport Mechanic
4	134/441	Material Technician	Welder
5	301/641	Refrigeration and Mechanical Technician	Refrigeration and Air Conditioning Mechanic
6	302/642	Electrical Distribution Technician	Construction Electrician
7	304/646	Plumbing and Heating Technician	Plumber Oil Heat System Technician
8	306/648	Construction Technician	Carpenter
9	164/861	Cook	Cook