

This form is used to declare work experience for periods during which you were self-employed, or a previous employer will not complete an Employer Declaration.

Note: Unless your work experience was gained through self-employment, applications must be accompanied by at least one Employer Declaration. For more information, see Instructions for Certification Challenge or Supervision and Sign-off Authority.

“Instrumentation and Control Technician” means a person who installs, repairs, maintains, replaces, calibrates, programs and services all process monitoring and/or control instruments, including indicators, recording devices, control loops and computers. These instruments may be pneumatic, hydraulic, electronic, electrical, mechanical, nuclear, optical or chemical and include signal transmission, telemetering and digital devices in industrial operations.

To qualify to challenge certification in this trade or be granted authority to supervise and sign-off on apprentices in this trade, individuals must have:

- worked a minimum of **9,000 hours** performing the tasks listed in Section D, and
- experience performing at least **70%** of the job tasks listed in Section D.

A. Applicant Name

Legal First Name:	Legal Middle Name(s):	Legal Last Name:

B. Self-Employment or Employment Information of Applicant

Enter the contact information for your own business if you are self-employed or your previous employer who will not complete an Employer Declaration.

Name of Organization/Employer/Business:		Business Registration Number: (Self-Employment only)	
Business Address (Street Name/Number, Building/Unit Number):			City:
Province/ State:	Country:		Postal Code/ Zip Code:
Business Phone Number: ()	Email Address:	Website:	

Enter the dates and number of hours for this period of employment or self-employment. You may combine multiple periods of self-employment on one form, but you must separate periods of employment with different employers on separate forms.

Dates of Employment (MM/DD/YYYY):	Total Number Hours of Instrumentation and Control Technician
From:	Experience Accumulated in Period:
To:	
Job Title of Applicant:	

C. Reason for Statutory Declaration

Indicate why a Statutory Declaration is required for this period of employment:

- ☐ Applicant was self-employed ☐ Employer will/can not complete Employer Declaration

Applicants **must** attempt to contact current or previous employers to request an Employer Declaration to be filled out and signed.

If you have been unable to obtain an Employer Declaration for any portion of your non-self-employed work experience, **indicate the steps you have taken to try to obtain it.**

D. Statutory Declaration of Job Task Performance

By checking “Yes” or “No” in the Declaration Response column, indicate whether you have performed the job tasks listed below during the period indicated in Section B.

JOB TASKS (99)	DECLARATION RESPONSE	
Performs Safety-Related Functions		
Maintains safe work environment	☐ Yes	☐ No
Uses personal protective equipment (PPE) and safety equipment	☐ Yes	☐ No
Performs de-energizing, lock-out and tag-out procedures	☐ Yes	☐ No
Uses Tools And Equipment		
Uses calibration, configuration and test equipment	☐ Yes	☐ No
Uses hand and power tools	☐ Yes	☐ No
Uses access equipment	☐ Yes	☐ No
Uses rigging, hoisting and lifting equipment	☐ Yes	☐ No

Enter the applicant's initials on every page of this form

I hereby certify, that to the best of my knowledge, the information I am providing is true and accurate.	Applicant's Initials:
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INSTRUMENTATION AND CONTROL TECHNICIAN

STATUTORY DECLARATION OF WORK EXPERIENCE

SkilledTradesBC Customer Service
800 – 8100 Granville Ave
Richmond, BC V6Y 3T6
Tel: 778-328-8700
Fax: 778-328-8701
Toll Free: 1-866-660-6011
customerservice@skilledtradesbc.ca

JOB TASKS (99)	DECLARATION RESPONSE	
Organizes Work		
Uses documentation	☐ Yes	☐ No
Interprets drawings and schematics	☐ Yes	☐ No
Plans tasks	☐ Yes	☐ No
Uses Communication And Mentoring Techniques		
Uses communication techniques	☐ Yes	☐ No
Uses mentoring techniques	☐ Yes	☐ No
Installs And Services Pressure, Temperature, Level And Flow Devices		
Installs pressure, temperature, level and flow devices	☐ Yes	☐ No
Maintains pressure, temperature, level and flow devices	☐ Yes	☐ No
Diagnoses pressure, temperature, level and flow devices	☐ Yes	☐ No
Repairs pressure, temperature, level and flow devices	☐ Yes	☐ No
Installs And Services Signal Transducers		
Performs installation and configuration of signal transducers	☐ Yes	☐ No
Diagnoses signal transducers	☐ Yes	☐ No
Performs maintenance and repairs on signal transducers	☐ Yes	☐ No
Installs And Services Motion, Speed, Position And Vibration Devices		
Installs motion, speed, position and vibration devices	☐ Yes	☐ No
Maintains motion, speed, position and vibration devices	☐ Yes	☐ No
Diagnoses motion, speed, position and vibration devices	☐ Yes	☐ No
Repairs motion, speed, position and vibration devices	☐ Yes	☐ No
Installs And Services Mass, Density And Consistency Devices		
Installs mass, density and consistency devices	☐ Yes	☐ No
Maintains mass, density and consistency devices	☐ Yes	☐ No
Diagnoses mass, density and consistency devices	☐ Yes	☐ No
Repairs mass, density and consistency devices	☐ Yes	☐ No

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JOB TASKS (99)	DECLARATION RESPONSE	
Installs And Services Process Analyzers		
Installs process analyzers	☐ Yes	☐ No
Maintains process analyzers	☐ Yes	☐ No
Diagnoses process analyzers	☐ Yes	☐ No
Repairs process analyzers	☐ Yes	☐ No
Installs And Services Multiple Variable Computing Devices		
Installs multiple variable computing devices	☐ Yes	☐ No
Maintains multiple variable computing devices	☐ Yes	☐ No
Diagnoses multiple variable computing devices	☐ Yes	☐ No
Repairs multiple variable computing devices	☐ Yes	☐ No
Installs And Services Safety Systems And Devices		
Installs safety systems and devices	☐ Yes	☐ No
Maintains safety systems and devices	☐ Yes	☐ No
Diagnoses safety systems and devices	☐ Yes	☐ No
Repairs safety systems and devices	☐ Yes	☐ No
Installs And Services Facility Security Systems		
Installs facility security systems	☐ Yes	☐ No
Maintains facility security systems	☐ Yes	☐ No
Diagnoses facility security systems	☐ Yes	☐ No
Repairs facility security systems	☐ Yes	☐ No
Installs And Services Safety Instrumented Systems (SIS)		
Installs SIS	☐ Yes	☐ No
Configures SIS	☐ Yes	☐ No
Maintains SIS	☐ Yes	☐ No
Diagnoses SIS	☐ Yes	☐ No
Repairs SIS	☐ Yes	☐ No

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JOB TASKS (99)	DECLARATION RESPONSE	
Installs And Services Control Devices For Hydraulic Systems		
Installs control devices for hydraulic systems	☐ Yes	☐ No
Diagnoses control devices for hydraulic systems	☐ Yes	☐ No
Performs maintenance and repairs on control devices for hydraulic systems	☐ Yes	☐ No
Installs And Services Pneumatic Equipment		
Installs pneumatic equipment	☐ Yes	☐ No
Diagnoses pneumatic equipment	☐ Yes	☐ No
Performs maintenance and repairs on pneumatic equipment	☐ Yes	☐ No
Installs And Services Electrical And Electronic Equipment		
Installs electrical and electronic equipment	☐ Yes	☐ No
Diagnoses electrical and electronic equipment	☐ Yes	☐ No
Performs maintenance and repairs for electrical and electronic equipment	☐ Yes	☐ No
Installs And Services Valves		
Installs valves	☐ Yes	☐ No
Maintains valves	☐ Yes	☐ No
Diagnoses valves	☐ Yes	☐ No
Repairs valves	☐ Yes	☐ No
Installs And Services Actuators		
Installs actuators	☐ Yes	☐ No
Maintains actuators	☐ Yes	☐ No
Diagnoses actuators	☐ Yes	☐ No
Repairs actuators	☐ Yes	☐ No
Installs And Services Positioners		
Installs positioners	☐ Yes	☐ No
Maintains positioners	☐ Yes	☐ No
Diagnoses positioners	☐ Yes	☐ No
Repairs positioners	☐ Yes	☐ No

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JOB TASKS (99)	DECLARATION RESPONSE	
Configures And Services Variable Speed Drives (VSD)		
Configures VSD	☐ Yes	☐ No
Maintains VSD	☐ Yes	☐ No
Diagnoses VSD	☐ Yes	☐ No
Repairs VSD	☐ Yes	☐ No
Installs And Services Control Network Systems		
Performs installation and configuration on control network systems	☐ Yes	☐ No
Diagnoses control network systems	☐ Yes	☐ No
Performs maintenance and repairs on control network systems	☐ Yes	☐ No
Installs And Services Signal Converters		
Performs installation and configuration of signal converters	☐ Yes	☐ No
Diagnoses signal converters	☐ Yes	☐ No
Performs maintenance and repairs on signal converters	☐ Yes	☐ No
Installs And Services Gateways, Bridges And Media Converters		
Performs installation and configuration of gateways, bridges and media converters	☐ Yes	☐ No
Diagnoses gateways, bridges and media converters	☐ Yes	☐ No
Performs maintenance and repairs on gateways, bridges and media converters	☐ Yes	☐ No
Establishes And Optimizes Process Control Strategies		
Determines process control strategy	☐ Yes	☐ No
Optimizes process control	☐ Yes	☐ No
Installs And Services Stand-Alone Controllers (SAC)		
Installs SAC	☐ Yes	☐ No
Configures SAC	☐ Yes	☐ No
Performs maintenance, diagnostics and repairs on SAC	☐ Yes	☐ No
Installs And Services Programmable Logic Controllers (PLC)		
Installs PLC	☐ Yes	☐ No
Configures PLC	☐ Yes	☐ No

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JOB TASKS (99)	DECLARATION RESPONSE	
Performs maintenance, diagnostics and repairs on PLC	☐ Yes	☐ No
Installs And Services Distributed Control Systems (DCS)		
Installs DCS	☐ Yes	☐ No
Configures DCS	☐ Yes	☐ No
Performs maintenance, diagnostics and repairs on DCS	☐ Yes	☐ No
Installs And Services Human Machine Interface (HMI)		
Installs HMI	☐ Yes	☐ No
Configures HMI	☐ Yes	☐ No
Performs maintenance, diagnostics and repairs on HMI	☐ Yes	☐ No
Installs And Services Supervisory Control And Data Acquisition (SCADA) Systems		
Installs SCADA systems	☐ Yes	☐ No
Configures SCADA systems	☐ Yes	☐ No
Performs maintenance, diagnostics and repairs on SCADA systems	☐ Yes	☐ No

E. Applicant Signature

I certify that the information I have provided is true and accurate. (Note: Collection and protection of personal information on this form is in accordance with the provisions of the Freedom of Information and Protection of Privacy Act.)

Applicant Name (please print):	Applicant Signature:	Date: (MM/DD/YYYY)
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F. References

Minimum of Three References must accompany **each Statutory Declaration form**. Include names and contact information of minimum three individuals who can attest to your hours and/or scope of trade. References listed must be related to the organization and period of employment listed in Section B of this form.

Each individual listed will be contacted by SkilledTradesBC to verify the information provided on your application.

1. Reference

Relationship to Applicant:		
☐ Former Employee	☐ Contractor	☐ Supplier
☐ Co-worker	☐ Client	☐ Other (i.e. HR; Book keeper; Accountant, Business Partner) please specify:
First and Last Name of Reference:	Language(s) that reference can communicate: (Check all that apply)	
	☐ English	☐ Other (specify):
Organization/Business Name:	Position/Title:	
Phone Number:	Email Address:	

2. Reference

Relationship to Applicant:		
☐ Former Employee	☐ Contractor	☐ Supplier
☐ Co-worker	☐ Client	☐ Other (i.e. HR; Book keeper; Accountant, Business Partner) please specify:
First and Last Name of Reference:	Language(s) that reference can communicate: (Check all that apply)	
	☐ English	☐ Other (specify):
Organization/Business Name:	Position/Title:	
Phone Number:	Email Address:	

3. Reference

Relationship to Applicant:		
☐ Former Employee	☐ Contractor	☐ Supplier
☐ Co-worker	☐ Client	☐ Other (i.e. HR; Book keeper; Accountant, Business Partner) please specify:
First and Last Name of Reference:	Language(s) that reference can communicate: (Check all that apply)	
	☐ English	☐ Other (specify):
Organization/Business Name:	Position/Title:	
Phone Number:	Email Address:	

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