# OIL HEAT SYSTEM TECHNICIAN

## EMPLOYER 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

This form is used to declare work experience for periods of employment and must be completed by a **direct supervisor of the applicant**, who will be contacted by SkilledTradesBC.

**Note:** An Employer Declaration of Work Experience form must be completed for each period of employment.

This form is not to be used for periods of self-employment. For more information, see Instructions for Certification Challenge.

"Oil Heat System Technician" means a person who installs repairs and maintains all types of oil fired domestic and commercial equipment or components.

To qualify to challenge certification in this trade, individuals must have:

- worked a minimum of **9,600 hours** performing the tasks listed in Section D, and
- experience performing at least **70%** of the job tasks listed in Section D.

Holders of a Canadian **military certificate** in **Plumbing and Heating Technician MT #304/ MT #646, QL5 or higher** will be eligible to challenge this certification by submitting an Exam Application Form along with a copy of the certificate.

## A. Applicant Name

Enter the name of the individual for whom this form is being completed.

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

## B. Employment Information of Applicant

Enter the business information for the applicant's period of employment declared for this trade.

| Name of Organization/Employer/Business: | | |
|---|---|---|
| Business Address (Street Name/Number, Building/Unit Number): | | City: |
| Province/ State: | Country: | Postal Code/ Zip Code: |
| Business Phone Number:<br>(  ) | Website: | |

Enter the dates and number of hours for this period of employment.

| Dates of Applicant's Employment (MM/DD/YYYY):<br>From: To: | Total Number Hours of **Oil Heat System Technician** Experience Accumulated in Period: |
|---|---|
| Job Title of Applicant: | |

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## C. Supervisor Contact Information

Enter the name and contact information for the person who directly supervised the applicant during this employment period. Ensure the information given is current as the application will be denied if this person cannot be contacted by SkilledTradesBC.

| First and Last Name of Applicant's Direct Supervisor: | Supervisor Position or Title: |
|---|---|
| Supervisor's Phone Number:<br>(  ) | Supervisor E-Mail Address: |
| Language(s) that the employer/supervisor can communicate: (check all that apply)<br>☐ English ☐ Other (please specify): _____ | |

## D. Supervisor Declaration of Job Task Performance of Applicant

By checking "Yes" or "No" in the Declaration Response column, indicate whether you, as the direct supervisor of the applicant, have personally witnessed the applicant performing the job tasks listed.

| JOB TASKS (15) | SUPERVISOR DECLARATION RESPONSE | |
|---|---|---|
| **Occupational Skills** | | |
| Uses tools and equipment | ☐ Yes | ☐ No |
| Organizes work | ☐ Yes | ☐ No |
| **Fuel Supply and Storage Systems** | | |
| Installs fuel storage tanks | ☐ Yes | ☐ No |
| Installs fuel supply system | ☐ Yes | ☐ No |
| **Oil Fired Heating Systems** | | |
| Installs and retrofits oil-fired and wood/oil appliances and components | ☐ Yes | ☐ No |
| Installs forced air heating systems | ☐ Yes | ☐ No |
| Installs hydronic heating systems | ☐ Yes | ☐ No |
| **Venting, Combustion Air And Make-Up Air** | | |
| Installs venting systems | ☐ Yes | ☐ No |
| Installs equipment and components for combustion air and makeup air | ☐ Yes | ☐ No |

*Supervisor must enter name and initials on every page of this form*

| Supervisor First and Last Name (Please Print): | |
|---|---|
| I hereby certify, that to the best of my knowledge, the information I am providing as a current or past supervisor of the applicant (as named on page 1 of this document), is true and accurate. | Supervisor's Initials: |

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| JOB TASKS (15) | SUPERVISOR DECLARATION RESPONSE | |
|---|---|---|
| **Electrical/Electronic Systems** | | |
| Installs electrical and electronic systems | ☐ Yes | ☐ No |
| Tests electrical and electronic systems | ☐ Yes | ☐ No |
| **Maintenance, Repair and Removal** | | |
| Maintains oil-fired heating systems and components | ☐ Yes | ☐ No |
| Diagnoses oil-fired heating systems and components | ☐ Yes | ☐ No |
| Repairs oil-fired heating systems and components | ☐ Yes | ☐ No |
| Removes appliances and components | ☐ Yes | ☐ No |

## E. Supervisor Signature

I certify that the information I, as the current or former direct supervisor of the applicant, 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.)

| Supervisor Signature: | Date Signed: (MM/DD/YYYY) |
|---|---|
| | |

*Supervisor must enter name and initials on every page of this form*

| Supervisor First and Last Name (Please Print): | |
|---|---|
| I hereby certify, that to the best of my knowledge, the information I am providing as a current or past supervisor of the applicant (as named on page 1 of this document), is true and accurate. | Supervisor's Initials: |