

YOUR TRADE CERTIFICATION GUIDEBOOK

# CARPENTER



**CARPENTER PROGRAM  
HARMONIZED**

**ita**  
**YOUR TICKET.**

## TABLE OF CONTENTS

03	Apprentice Responsibilities
03	Apprenticeship Pathway – Mapping Your Way To Certification
04	Gaining Competencies Through Work Experience
06	Standard Level Exams (SLE)
07	Red Seal Inter-Provincial Exam
08	Final Piece For Your Red Seal Inter-Provincial Certification
09	Frequently Asked Questions (FAQ)
10	Financial Support For Apprentices
11	Apprenticeship Advisor Map

## YOUR TRADES TRAINING

It's an exciting time to be in the skilled trades industry! BC is growing and so is the demand for skilled tradespeople in the province. Almost one million jobs are expected to be created by 2025 in BC, many of them being in the construction industry.

With the increasing number of retirees in the trades community, there is a need for more driven individuals like you to pursue careers in trades. From the building you're sitting in right now to the cars you drove to get there, there are a number of tradespeople that were involved in the design, creation, and maintenance of them.

Congratulations on starting your journey to certification. You are on your way to becoming a key contributor to BC's trade industry and your community.

## ABOUT INDUSTRY TRAINING AUTHORITY:

The Industry Training Authority (ITA) leads and coordinates British Columbia's skilled trades system. ITA works with employers, employees, industry, labour, training providers, and government to issue credentials, manage apprenticeships, set program standards, and increase opportunities in the trades.

# APPRENTICESHIP RESPONSIBILITIES

**Work-Based Hours (WBT)** – Reporting your work-based training hours is essential to completing your Apprenticeship. It is your responsibility to confirm with your Sponsor/Employer that your hours have been reported to ITA and applied to your Apprenticeship record.

If your previous Employer has not submitted work based hours for you, the WBT form allows your current Sponsor/Employer to sign off those hours.

You can find a copy of the **work-based training form** here:

[www.itabc.ca/sites/default/files/docs/apply/forms/CS005.4-Work-Based-Training-Report.pdf](http://www.itabc.ca/sites/default/files/docs/apply/forms/CS005.4-Work-Based-Training-Report.pdf)

**Sponsor/Employer** – If you have changed your employer it is important to update your Apprenticeship records with this information. Sponsors have the responsibility to sign off work hours and Recommendation for Certification for completion.

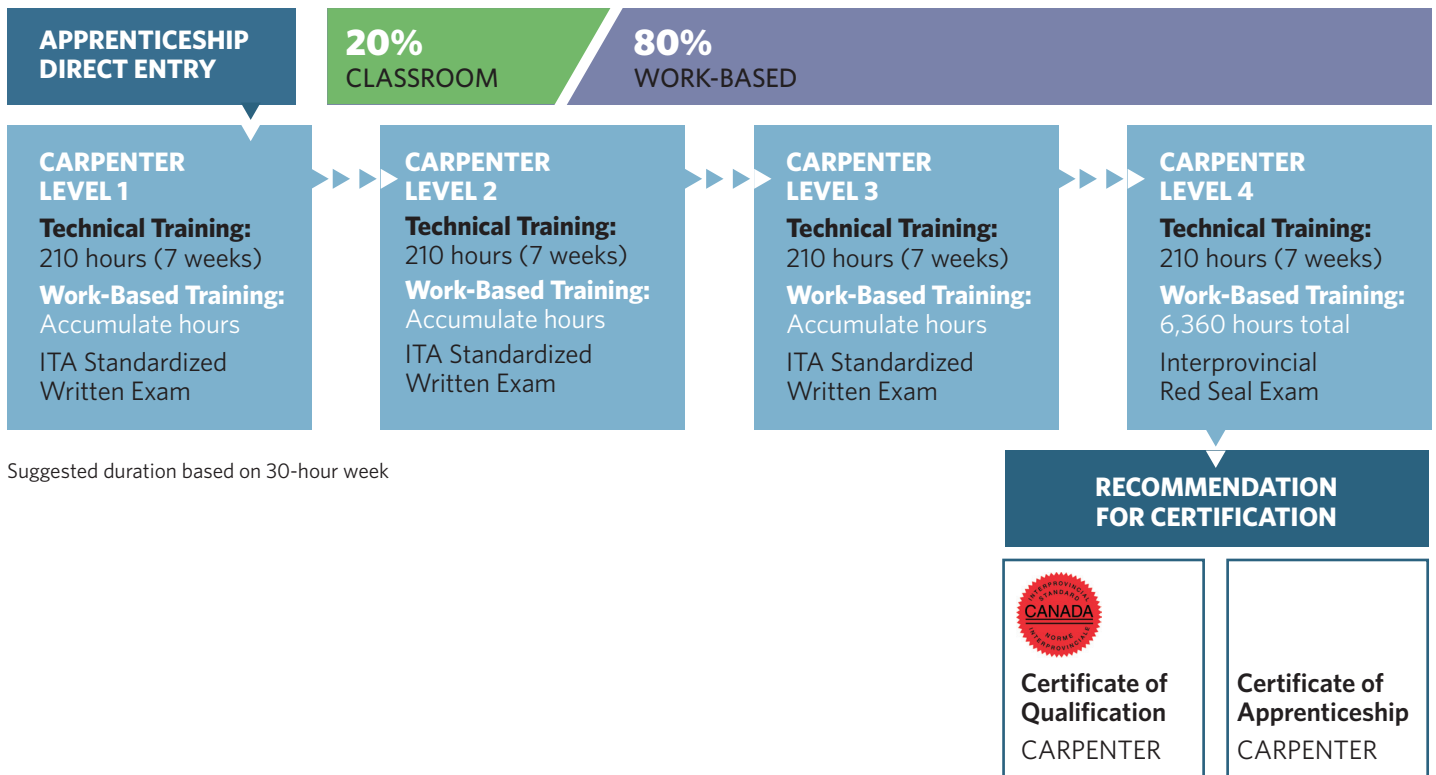
**Contact Information** – It is your responsibility to ensure your contact information is up to date (address, phone, name changes, etc.) This can be done by logging into Direct Access or phoning Customer Service.

**Direct Access** – By logging into Direct Access you can view your Apprenticeship records (transcripts, exam marks, etc). [www.itabc.ca/apply-apprenticeship/direct-access](http://www.itabc.ca/apply-apprenticeship/direct-access)

**Technical Training Registration** – Speak with your employer about when will be a good time for you to go back to school for your next level of technical training. Once you and your employer have agreed on a time, it is your responsibility to register for technical training. A list of Designated Training Providers can be found here, [www.tradetrainingbc.ca](http://www.tradetrainingbc.ca).

It is recommended to have the conversation with your employer and register for technical training ahead of time, as classrooms have limited space.

## APPRENTICESHIP PATHWAY - MAPPING YOUR WAY TO CERTIFICATION



Suggested duration based on 30-hour week

# GAINING COMPETENCIES

Below are skills and knowledge you will gain from technical and hands on training.

Program competencies can change. Check Program Outline, link below, for accuracy.

[www.itabc.ca/sites/default/files/docs/Carpenter-Program-Outline-Jan-2019-Harmonized.pdf](http://www.itabc.ca/sites/default/files/docs/Carpenter-Program-Outline-Jan-2019-Harmonized.pdf)

## ✓ CARPENTER LEVEL ONE

### Safe Work Practices

- Apply Shop and Site Safety Practices
- Apply Personal Safety Practices

### Documentation and Organizational Skills

- Use Construction Drawings and Specifications
- Interpret Building Codes and Bylaws
- Plan and Organize Work
- Perform Trade Math

### Tools and Equipment

- Use Hand tools
- Use Portable Power Tools
- Use Stationary Power Tools

### Survey Instruments and Equipment

- Use Levelling Instruments and Equipment

### Access, Rigging and Hoisting Equipment

- Use Ladders, Scaffolds, and Access Equipment
- Use Rigging and Hoisting Equipment

### Site Layout

- Lay Out Building Locations

### Concrete Formwork

- Use Concrete Types, Materials, Additives and Treatments
- Select Concrete Forming Systems
- Build Footing and Vertical Formwork
- Build Slab-On-Grade Forms and Suspended Slab Forms
- Install Reinforcement and Embedded Items
- Place and Finish Concrete

### Wood Frame Construction

- Described Wood Frame Construction
- Select Framing Materials
- Build Floor Systems
- Build Stair Systems
- Build Decks and Exterior Structures

### Building Science

- Control the Forces Acting on a Building

## ✓ CARPENTER LEVEL TWO

### Documentation and Organizational Skills

- Use Construction Drawings and Specifications
- Interpret Building Codes and Bylaws

### Tools and Equipment

- Use Portable Power Tools
- Use Stationary Power Tools
- Use Oxy-Fuel Equipment

### Survey Instruments and Equipment

- Use Site Layout Equipment

### Site Layout

- Lay Out Building Locations

### Concrete Formwork

- Build Slab-On-Grade Forms and Suspended Slab Forms
- Place and Finish Concrete

## ✓ CARPENTER LEVEL THREE

### Wood Frame Construction

- Select Framing Materials
- Build Wall Systems
- Build Stair Systems
- Build Roof Systems

### Finishing Materials

- Describe Roofing Materials
- Install Doors and Hardware
- Install Windows and Hardware
- Install Exterior Finishes

### Building Science

- Control the Forces Acting on a Building
- Control Heat and Sound Transmission
- Control Air and Moisture Movement in Buildings

### Documentation and Organizational Skills

- Use Construction Drawings and Specifications
- Interpret Building Codes and Bylaws

### Tools and Equipment

- Use Hand tools
- Use Stationary Power Tools

### Site Layout

- Apply Excavation and Shoring Practices

### Concrete Formwork

- Use Concrete Types, Materials, Additives and Treatments
- Select Concrete Forming Systems
- Build Footing and Vertical Formwork
- Build Slab-On-Grade Forms and Suspended Slab Forms
- Install Reinforcement and Embedded Items
- Build Concrete Stair Forms
- Install Specialized Formwork

### Wood Frame Construction

- Build Roof Systems

### Finishing Materials

- Install Doors and Hardware
- Install Interior Finishes
- Install Cabinets
- Install Interior Floor, Ceiling and Wall Systems

## ✓ CARPENTER LEVEL FOUR

### Documentation and Organizational Skills

- Interpret Building Codes and Bylaws
- Plan and Organize Work

### Survey Instruments and Equipment

- Use Site Layout Equipment

### Site Layout

- Prepare Building Site

### Wood Frame Construction

- Build Stair Systems
- Build Roof Systems
- Build Specialized Framing Systems
- Perform Renovations and Additions
- Build Timber and Engineered Wood Construction
- Build Decks and Exterior Structures

### Finishing Materials

- Install Interior Finishes
- Install Interior Floor, Ceiling and Wall Systems

### Building Science

- Control the Forces Acting on a Building

# STANDARD LEVEL EXAMS

Standard Level Exams (SLEs) are usually written on the last day of in-school training and will count for 20% of your overall mark.

**Below is a list for general areas of competencies covered in SLEs for each level.**

The list of competencies covered in the SLEs can change. Check the **Exam Weighting Charts** for accuracy at:

[www.itabc.ca/program/carpenter](http://www.itabc.ca/program/carpenter)

LEVEL 1	LEVEL 2	LEVEL 3
A. Safe Work Practices B. Documentation and Organizational Skills C. Tools and Equipment D. Survey Instruments and Equipment E. Access, Rigging and Hoisting Equipment F. Site Layout G. Concrete Formwork H. Wood Frame Construction J. Building Science	B. Documentation and Organizational Skills C. Tools and Equipment D. Survey Instruments and Equipment F. Site Layout G. Concrete Formwork H. Wood Frame Construction I. Finishing Materials J. Building Science	B. Documentation and Organizational Skills C. Tools and Equipment F. Site Layout G. Concrete Formwork H. Wood Frame Construction I. Finishing Materials

## REMINDERS

- You must bring a piece of Government PHOTO identification. The ID must be VALID and CURRENT. Expired IDs and IDs with no expiry date will not be accepted.
- Your Training Provider will inform you of the time and location of the exam. Arrive early.

# RED SEAL INTER-PROVINCIAL EXAM

The Red Seal Inter-Provincial Exam covers a whole range of competencies from all your levels of technical training.

The table below is a general breakdown of areas of competencies covered in the Red Seal IP exam.

The areas of competencies covered in the Red Seal IP exam can change. Check **Occupational Standard for current exams** at [www.red-seal.ca/trades/c.1rp.2nt.2r-eng.html](http://www.red-seal.ca/trades/c.1rp.2nt.2r-eng.html) for accuracy.

<b>BLOCK A</b>   Common Occupational Skills	Task 1	Uses and maintains tools and equipment
	Task 2	Performs safety related activities
	Task 3	Uses building materials
	Task 4	Builds and uses temporary access equipment
<b>BLOCK B</b>   Planning and Layout	Task 5	Interprets documentation
	Task 6	Organizes work
	Task 7	Performs layout
<b>BLOCK C</b>   Concrete	Task 8	Constructs formwork
	Task 9	Installs concrete, cement-based and epoxy products
<b>BLOCK D</b>   Framing	Task 10	Constructs floor systems
	Task 11	Constructs deck systems
	Task 12	Constructs wall systems
	Task 13	Constructs roof and ceiling systems
<b>BLOCK E</b>   Exterior Finish	Task 14	Installs exterior doors and windows
	Task 15	Installs roofing
	Task 16	Installs exterior finishes
<b>BLOCK F</b>   Interior Finish	Task 17	Applies wall and ceiling finishes
	Task 18	Installs flooring
	Task 19	Installs interior doors and windows
	Task 20	Constructs and installs finish components and stairs
<b>BLOCK G</b>   Renovations	Task 21	Performs renovation - specific support activities
	Task 22	Performs renovation - specific construction activities

**Note:** Based on the Carpenter National Occupational Analysis (NOA).

A copy of the Carpenter NOA is available at

[www.red-seal.ca](http://www.red-seal.ca)

# FINAL PIECE FOR YOUR RED SEAL INTER-PROVINCIAL CERTIFICATION

## Once you passed your red seal exam these are the next steps:

1. Ensure your work-based training hours have been submitted and reached achieved status. Check your status in Direct Access.
2. The Recommendation for Certification (RFC) will be automatically emailed to your Sponsor/Employer. Once received, both the Sponsor and Journeyperson will sign the form and submit to ITA for processing.
3. ITA will verify and process the RFC, the Certificates will then be printed for mailing.
  - Certificates are mailed to your Sponsor.
  - If your Sponsor had indicated on the RFC form to send Certificates to the Apprentice, they will be mailed to the address noted on your Apprenticeship record in Direct Access.



**ITA Customer Service**  
 800 8100 Granville Avenue,  
 Richmond, BC V6Y 3T6  
 Tel 778-328-8700  
 Toll Free: 1-866-660-6011  
 Fax 778-328-8701  
 customerservice@itabc.ca

### RECOMMENDATION FOR CERTIFICATION FORM

This form is to recommend for certification an apprentice who has completed the requirements of a program. Please complete section A and return the completed signed form to us at [customerservice@itabc.ca](mailto:customerservice@itabc.ca). Missing information may delay the process.

#### Sponsor Information:

Organization: ABC123 Electrical LTD.      Org ID: 123456  
 Primary Contact: Pat Jones  
 Address: 4321 ABEC Street Vancouver, V3B2G2      Email Address: patjones@abcemail.com

#### Apprentice Information:

Full Legal Name: Jessie Lee      ITA ID# 654321  
 Program: Residential Electrician      Email Address: leejessie@123email.com

#### Section A: Recommendation for Certification By Sponsor (and Certified Journeyperson or individual with Supervision and Sign-off Authority)

RELEASE OF CERTIFICATES sent to the sponsor directly unless indicated otherwise. Apprentice check address in DA.  
 Send to Sponsor       Send to Apprentice

SPONSOR	JOURNEYPEPERSON
<p>I/We hereby confirm that the trainee/apprentice named above is working at the skill and competency level of a certified journeyperson and recommend certification.</p> <p><u>Bob Smith</u>                      (Signed) Name</p> <p><u>Jan 1, 2016</u>                      Date Signed</p> <p><b>Please note:</b> The Certified Journeyperson or the individual with Supervision and Sign-off Authority (who supervised this apprentice) must always sign this form. The Certified Journeyperson or the individual with Supervisor and Sign-off Authority must provide all the details requested in the box to the right and must be certified at the same level or higher than the apprentice or in another approved trade that is recognized by ITA as having similar competencies.</p> <p><b>CERTIFICATION NOT RECOMMENDED BY SPONSOR:</b>                      I/We hereby confirm that the apprentice named above is NOT recommended for certification at this time. Please fill out an <b>RFC Form B</b> to complete this recommendation.</p> <p><u>[Signature]</u>                      Sponsor Signature      Date</p>	<p><b>Print Full Name of the Certified Journeyperson or individual with Supervision and Sign-Off Authority</b> who has supervised this apprentice and is recommending him/her certification (<b>may be same as Sponsor, or a different individual</b>)</p> <p><u>Jason Jones</u>                      Name</p> <p><u>[Signature]</u>                      Signature</p> <p><u>Jan 1, 2016</u>                      Date Signed</p> <p><u>Residential Electrician</u>                      Trade Name      Province Issued</p> <p><b>Certificate Number (below):</b>  <u>12345AB01</u></p> <p><input type="checkbox"/> Certificate of Qualification      <input type="checkbox"/> ITA Sign-off Authority  <input type="checkbox"/> Interprovincial (Red Seal)</p> <p><b>If the Journeyperson's credential was awarded outside of BC attach a copy of the certificate or wallet card.</b></p>



## FREQUENTLY ASKED QUESTIONS

### **HOW DOES MY SPONSOR/ EMPLOYER SUBMIT HOURS?**

The sponsor/employer will submit Work Based Training Hours via Direct Access, email, mail, or fax.

### **WHAT IF I WORKED FOR A SPONSOR/ EMPLOYER AND THEY DID NOT SUBMIT MY HOURS?**

You can talk to your current sponsor to see if they are willing to submit the hours for the work you did previously on a work based training report.

### **DOES MY SPONSOR/EMPLOYER HAVE TO LET ME GO TO SCHOOL?**

You need to discuss your plans for school with your sponsor/employer to see if they are able to release you to go to school. Let them know of upcoming training locations and dates.

### **HOW DO I KNOW WHAT MY GRADES ARE FOR SCHOOL?**

The Trades Training school will submit your marks to ITA. You and your sponsor/employer will receive a notice by email.

### **WHERE DO I GET MY PROGRESSION LETTER?**

Upon completion of your technical training and required work-based hours for Level 1 and 2, ITA will send you the Progression Letter by email. Required number of work place hours by level can be found at

[www.itabc.ca/grants-tax-credits/grants](http://www.itabc.ca/grants-tax-credits/grants)

You will need this Progression Letter to apply for your Apprenticeship Incentive Grant.

[www.servicecanada.gc.ca/eng/goc/apprenticeship/incentivegrant/program.shtml](http://www.servicecanada.gc.ca/eng/goc/apprenticeship/incentivegrant/program.shtml)

### **WHEN I FINISH ALL MY TRAINING AND REQUIRED HOURS, AM I CERTIFIED?**

No, first ITA will email the Employer Recommendation for Certification document to your sponsor after you have passed the Red Seal Inter-Provincial Exam. This must be signed by a certified tradesperson (your trade) and returned to ITA. ITA will send your Certificate of Apprenticeship, Certificate of Completion and Interprovincial Red Seal Endorsement certificates to your sponsor/employer.

### **ARE THERE ANY GRANTS FOR FINISHING MY CERTIFICATION?**

Yes. You can apply for the Apprenticeship Completion Grant once you receive your Red Seal Inter-Provincial Endorsement Certificate. You will need a copy of your certificate to apply.

[www.servicecanada.gc.ca/eng/goc/apprenticeship/completiongrant/application.shtml](http://www.servicecanada.gc.ca/eng/goc/apprenticeship/completiongrant/application.shtml)

### **ARE THERE ANY INCENTIVES FOR MY EMPLOYER?**

Employers can apply for Tax Credits as their apprentice progresses through the trade. The tax information letter can be found on Direct Access.

# FINANCIAL SUPPORT FOR APPRENTICES

As a registered apprentice, you can apply for financial support. You're also eligible to apply for Employment Insurance. Federal and provincial financial support information can be found in the two links below:

[www.itabc.ca/grants-tax-credits/grants](http://www.itabc.ca/grants-tax-credits/grants)

[www.esdc.gc.ca/en/reports/apprentices/support\\_brochure.page](http://www.esdc.gc.ca/en/reports/apprentices/support_brochure.page)

Apprentice Supports*	Direct Entry Apprenticeship Hired and registered by Sponsor without prior Foundation/ apprentice training	Foundation Training (a.k.a: pre-apprentice)	Apprentice Technical Training (Levels 1, 2, 3, 4)
<b>Skills Training Funding Tuition*</b> See Notes A+C		✓	
<b>Indigenous Skills Training Funding Tuition*</b> (eligible Indigenous applicants) ISETS agencies See Notes A+C		✓	✓
<b>Student Aid/Loans*</b> Only Foundation Training over 12 weeks long BC ACCESS Grant (only for training in high demand trades) Bursaries and Scholarships		✓	
<b>Canada Apprentice Loan</b>			✓
<b>Wage Subsidy (new hires)*</b> WorkBC / ASETS agencies	✓		
<b>Other Resources*</b> STEP See Note D	✓		
<b>EI and AOP: Apprentice Financial Benefits for Apprentice Training *</b> (Apprentice Supports Online Portal) WorkBC and Service Canada (for EI-eligible clients) <sup>2</sup>			✓
<b>Training Tax Credits Non-Red Seal and Red Seal*</b> Credit amount varies, please refer to CRA			✓
<b>Incentive and Completion Grants, Red Seal Trades*</b> Service Canada		✓	✓
<b>ITA Website Resources*</b> (www.itabc.ca) Direct Access Online Apprenticeship Reporting Trade Profile	✓	✓	✓

\*Support is dependent on eligibility and varies by trade, level of training, and whether or not it is a Red Seal or Non-Red Seal trade.

Note A: WorkBC and EPBC. Indigenous resources: ISETS agencies, Victoria Foundation, Bands, bursaries, scholarships, STEP

Note B: Bursaries may be available through individual training institutions

Note C: ACE IT/SSA coordinated through School Districts

Note D: Skilled Trades Employment Program (STEP) is available in several communities to assist Canadians in entering trade careers. Programs include Immigrants in Trades Training, Aboriginals in Trades Training and Women in Trades Training



# CONNECT WITH US!

[www.itabc.ca](http://www.itabc.ca)



## CONTACT EMAIL OR CALL

**778.328.8700 or call TOLL FREE in BC: 1.866.660.6011**

**[customerservice@itabc.ca](mailto:customerservice@itabc.ca)**

Our customer experience representatives are accessible, from 8:00 a.m. to 4:30 p.m. PT, Monday to Friday, and can provide you with quick and easy access to information regarding all of ITA's services. Call or email us today for information on training and apprenticeship, including registration, examinations and certification, or to answer any other questions you may have.



## CONNECT LOCALLY

Looking for someone to help you in your community? ITA has regional Apprenticeship Advisors across the province to support local skilled trades apprentices and employers. Find the Apprenticeship Advisor closest to you—all you need is your postal code.

Do you want to learn more about how ITA works with industry? Feel free to contact any of our Industry Relations Team to better understand each industry's needs in BC and to learn more about how they are working to ensure we have the right skilled workers where they are needed.



## VISIT CUSTOMER CENTRE

**ITA's Customer Support Centre**

**8th Floor - 8100 Granville Avenue, Richmond, BC V6Y 3T6**

We are happy to serve you in-person at our Richmond Customer Support Centre, and through our regional Apprenticeship Advisors, who are available to serve you in communities across the province.



## SUBSCRIBE TO TRADES TALK

Keep up to date on ITA in action as well as other trades and industry news by subscribing to our quarterly newsletter, Trades Talk.



Industry Training Authority



@ita\_bc



@ita\_bc



ITA BC

