



PERSONAL RECORD BOOK

Carpenter

ita

This is your Record Book!

DO NOT SUBMIT TO THE ITA

This is not required to achieve certification

- **It is a record of your progress towards achieving certification in the trade**
- **It provides a record of your experience**
- **It is your responsibility to keep it up-to-date**
- **Take it with you if you change employers**

Note: Employers and supervisors are not responsible for keeping your Record Book up-to-date. They are responsible for sign-off of hours and sign-off of competencies once you have achieved the required level of skills and knowledge.

APPRENTICE IDENTIFICATION

Trade: CARPENTER

Legal First Name:		Legal Last Name:	
Suite Number:	Street Number and Name:		
City:		Province:	Postal Code:
Telephone Number: ()		Email Address:	

Work Safely!

A safe work attitude contributes to an accident free environment. Accident prevention and safe working conditions are the responsibility of both employers and employees.

Wear the required personal protective equipment, follow safe work practices and follow all safety regulations applicable to specific job activities.

Employer's responsibilities:

- Provide and maintain safety equipment and protective devices
- Ensure proper safe work clothing is worn
- Enforce safe work procedures
- Provide safeguards for machinery, equipment and tools
- Observe all accident prevention regulations
- Train employees in safe use and operation of equipment

Employee's responsibilities:

- Work in accordance with the safety regulations pertaining to job environment.
- Work in such a way as not to endanger themselves or fellow workers.

CONTENTS

APPRENTICE IDENTIFICATION	2
CONTENTS.....	3
EMPLOYER INFORMATION.....	4
WORKPLACE HOURS.....	6
DATE (TO-FROM)	7
EMPLOYER	7
HOURS	7
TOTAL HOURS	7
RECORD OF COMPETENCIES	8
LEVEL 1	9
LEVEL 2.....	14
LEVEL 3.....	19
LEVEL 4.....	24
MISSING COMPETENCIES?	28
TECHNICAL TRAINING	29
COMPLETION REQUIREMENTS	30
CERTIFICATIONS	31

EMPLOYER INFORMATION

Originating Employer

Start Date:	End Date:
Employer:	
Contact Person:	
Address:	Phone: Email: Fax:
Supervisor/Journeyperson 1:	*TWID #: Phone: Email:
Supervisor/Journeyperson 2:	TWID #: Phone: Email:

***TWID # – Trade Worker Identification Number**

If you have more than one employer during your apprenticeship, record the information for subsequent employers on the following page(s).

If your job ends or you change employers...

Before leaving your place of employment:

- **Update Workplace Hours** through a [Work-Based Training Hours form](#) for the current reporting period and get signoff by your employer.
- **Update Record of Competencies** with your supervisor.
- **Confirm** with your employer that your workplace hours have been reported to ITA, and if possible get a copy of all Workplace Hours Reports submitted.
- **Notify the ITA** of the change in your employment by submitting an [Apprentice and Sponsor Registration form](#) with your new employ

When re-employed...

You must be registered with your new employer before submitting any work-based training hours to the ITA.

Subsequent Employers

Start Date:	End Date:
Employer:	
Contact Person:	
Address:	Phone: Email: Fax:
Supervisor/Journeyperson 1:	TWID #: Phone: Email:
Supervisor/Journeyperson 2:	TWID #: Phone: Email:

Subsequent Employers

Start Date:	End Date:
Employer:	
Contact Person:	
Address:	Phone: Email: Fax:
Supervisor/Journeyperson 1:	TWID #: Phone: Email:
Supervisor/Journeyperson 2:	TWID #: Phone: Email:

WORKPLACE HOURS

Instructions

Make an entry in this section each time your hours are reported to the ITA.

1. Get a copy of the *Workplace Hours Report* from your employer.
2. Fill in the dates of the reporting period and the hours reported.
3. Enter your employer name, address and phone number.
4. Keep your Record Book in a safe place.

Workplace Hours

Workplace hours must be submitted to the ITA by your employer on a regular basis. Your hours should be reported at least every six months, however, every three months is preferred.

At the beginning of your apprenticeship discuss the frequency of reporting with your employer.

Keeping Workplace hours up-to-date in your Record Book gives you the tools to better manage your apprenticeship. It provides you with the opportunity to:

- Follow up with your employer each reporting period to ensure your hours are reported on a regular basis.
- Discuss your progress with your direct supervisor/journey person on a regular basis.

RECORD OF COMPETENCIES

Instructions

The Record of Competencies is filled out and signed-off by the journeyperson supervising your work.

1. Know what skills are expected at each level of the program.
2. When you have acquired the skills and are able to perform the task without supervision ask the journeyperson to sign off on the competency.
3. If the journeyperson agrees that you have the required skills, he/she will:
 - Record the date that the competency was achieved
 - Sign off on the competency
 - Enter his/her Trades Worker Identification Number (TWID #)

What is a Record of Competencies?

The Record of Competencies lists all competencies you should be knowledgeable in prior to receiving your certification. Keeping this section up to date will allow you to track your progress towards certification and demonstrate proficiency in the skills within the scope of your trade. Completion of the entire program should result in you becoming a skilled and knowledgeable journeyperson.

- Refer to this section periodically to ensure you are getting the work experience you need.
- Use the competencies as a guide to ensure work tasks are assigned so that you acquire the skills and knowledge required to be successful in the trade.

Review the Record of Competencies on a regular basis with your direct supervisor/journeyperson to ensure they have been completed.

Program Outline

The Program Outline provides detailed information on the scope of knowledge and skills expected at each level of the program, further defining the competencies listed in the Record Book. The Program Outline is a great resource for developing a training plan.

Download from: www.itabc.ca/program/carpenter

Apprenticeship Toolkit

For general information on apprenticeship and tips for navigating the apprenticeship system in BC visit ITA's website to learn about the [apprenticeship basics](#).

LEVEL 1

IMPORTANT!

Download the Program Outline!

<https://www.itabc.ca/program/carpenter>

Read the competency tables

Some competencies are taught in many levels

For detailed information about that competency, go to the Program Outline

THEORY

LINE A: SAFE WORK PRACTICES

- ☐ DESCRIBE SAFE WORK PRACTICES USED IN A SHOP AND ON A CONSTRUCTION SITE
- ☐ LIST THE HAZARDS ASSOCIATED WITH WORKING IN CONFINED SPACES

LINE B: DOCUMENTATION AND ORGANIZATIONAL SKILLS

- ☐ DESCRIBE TYPES OF DRAWINGS
- ☐ INTERPRET AND EXTRACT INFORMATION FROM A SET OF CONSTRUCTION DRAWINGS
- ☐ IDENTIFY BUILDING CODES AND BYLAWS FOR RESIDENTIAL APPLICATIONS
- ☐ DESCRIBE WARRANTIES AND THE HOMEOWNERS' PROTECTION OFFICE

LINE C: TOOLS AND EQUIPMENT

- ☐ DESCRIBE THE USE OF HAND TOOLS
- ☐ DESCRIBE PORTABLE POWER TOOLS
- ☐ DESCRIBE STATIONARY POWER TOOLS

LINE E: ACCESS, RIGGING, AND HOISTING EQUIPMENT

- ☐ DESCRIBE LADDERS
- ☐ DESCRIBE SCAFFOLDS AND TEMPORARY ACCESS STRUCTURES
- ☐ DESCRIBE THE SAFE USE AND MAINTENANCE OF HOISTING EQUIPMENT

LINE F: SITE LAYOUT

- ☐ DESCRIBE LAYOUT, EXCAVATION AND GRADING PROCEDURES

LINE G: CONCRETE FORMWORK

- ☐ DESCRIBE CONCRETE AND ITS USES
- ☐ DESCRIBE THE CONSTRUCTION OF CONCRETE FORMWORK SYSTEMS
- ☐ DESCRIBE THE CONSTRUCTION OF FOOTING, WALL AND COLUMN FORMS
- ☐ DESCRIBE SLABS-ON-GRADE
- ☐ DESCRIBE THE INSTALLATION OF REINFORCING BAR IN CONCRETE
- ☐ DESCRIBE METHODS OF PLACING CONCRETE

LINE H: WOOD FRAME CONSTRUCTION

- ☐ DESCRIBE THE SYSTEMS AND TERMINOLOGY IN WOOD FRAME CONSTRUCTION
- ☐ DESCRIBE STANDARD SIZES, SPECIES AND GRADES OF WOOD FOR FRAMING
- ☐ DESCRIBE FASTENERS AND HARDWARE FOR WOOD FRAMING
- ☐ DESCRIBE THE CONSTRUCTION OF FLOORS AND SUPPORT SYSTEMS
- ☐ DESCRIBE THE CONSTRUCTION OF STRAIGHT STAIRS AND HANDRAIL
- ☐ DESCRIBE DECK SYSTEMS

LINE J: BUILDING SCIENCE

- ☐ DESCRIBE THE FORCES ACTING ON A BUILDING

PRACTICAL

LINE A: SAFE WORK PRACTICES

- ☐ **APPLY SAFE WORK PRACTICES USED IN A SHOP AND ON A CONSTRUCTION SITE**
- ☐ **CONTROL THE STRESSES ON THE BODY CAUSED BY PHYSICAL WORK**
- ☐ **SELECT AND USE FALL PROTECTION AS OUTLINED BY THE OHS REGULATION AND WORKSAFEBC STANDARDS**
- ☐ **SELECT AND USE PERSONAL PROTECTIVE EQUIPMENT**
- ☐ **APPLY THE CONCEPTS OF PERSONAL SAFETY AWARENESS AND PRACTICES**

LINE B: DOCUMENTATION AND ORGANIZATIONAL SKILLS

- ☐ **USE DRAWING INSTRUMENTS TO CREATE WORKING DRAWINGS**
- ☐ **USE BUILDING CODES**
- ☐ **PLAN AND ORGANIZE A PROJECT**
- ☐ **HANDLE AND STORE CONSTRUCTION MATERIALS**
- ☐ **USE TRADE MATHEMATICS**

LINE C: TOOLS AND EQUIPMENT

- ☐ **USE HAND TOOLS**
- ☐ **USE PORTABLE POWER TOOLS**
- ☐ **USE A TABLE SAW AND A BENCH GRINDER**

LINE D: SURVEY INSTRUMENTS AND EQUIPMENT

- ☐ **USE OPTICAL LEVELS**

LINE E: ACCESS, RIGGING, AND HOISTING EQUIPMENT

- ☐ **USE A LADDER**
- ☐ **USE SCAFFOLDS AND TEMPORARY ACCESS STRUCTURES**
- ☐ **USE HOISTING EQUIPMENT**
- ☐ **USE HAND SIGNALS TO COMMUNICATE WITH THE HOIST OPERATOR**

LINE F: SITE LAYOUT

- ☐ **BUILD BATTER BOARDS**

LINE G: CONCRETE FORMWORK

- ☐ **CONSTRUCT FOOTING, WALL AND COLUMN FORMS**

LINE H: WOOD FRAME CONSTRUCTION

- ☐ **BUILD FLOORS AND SUPPORT SYSTEMS**
- ☐ **BUILD STAIRS AND HANDRAIL**

Supervisor Signature

NOTES FROM LEVEL 1

LEVEL 2

IMPORTANT!

Download the Program Outline!

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Read the competency tables

Some competencies are taught in many levels

For detailed information about that competency, go to the Program Outline

THEORY

LINE B: DOCUMENTATION AND ORGANIZATIONAL SKILLS

- ☐ DESCRIBE ARCHITECTURAL DRAWINGS
- ☐ DESCRIBE SCHEDULES, DETAILS AND SHOP DRAWINGS
- ☐ DESCRIBE PERMITS, INSPECTIONS AND WARRANTIES

LINE C: TOOLS AND EQUIPMENT

- ☐ DESCRIBE PORTABLE POWER TOOLS
- ☐ DESCRIBE STATIONARY POWER TOOLS FOR FINISHING
- ☐ DESCRIBE OXY-FUEL EQUIPMENT

LINE D: SURVEY INSTRUMENTS AND EQUIPMENT

- ☐ DESCRIBE ELECTRONIC LAYOUT INSTRUMENTS

LINE F: SITE LAYOUT

- ☐ DESCRIBE SITE LAYOUT

LINE G: CONCRETE FORMWORK

- ☐ DESCRIBE METHODS OF PLACING, FINISHING AND CURING CONCRETE
- ☐ DESCRIBE CONCRETE TREATMENTS AND SEALERS

LINE H: WOOD FRAME CONSTRUCTION

- ☐ DESCRIBE WOOD FRAME WALLS
- ☐ DESCRIBE STRAIGHT STAIRS AND BALUSTRADE
- ☐ DESCRIBE FINISHED STAIRCASES
- ☐ DESCRIBE THE CONSTRUCTION OF GABLE ROOFS
- ☐ DESCRIBE TRUSS ROOFS

LINE I: FINISHING MATERIALS

- ☐ DESCRIBE ROOFING MATERIALS
- ☐ DESCRIBE THE INSTALLATION OF ROOFING MATERIALS
- ☐ DESCRIBE EXTERIOR DOORS
- ☐ DESCRIBE WINDOWS
- ☐ DESCRIBE BUILDING ENVELOPE REQUIREMENTS
- ☐ DESCRIBE EXTERIOR FINISHING MATERIALS

LINE J: BUILDING SCIENCE

- ☐ DESCRIBE THE FORCES ACTING ON A BUILDING
- ☐ DESCRIBE THE CONSTRUCTION DETAILS FOR WOOD FRAME SEISMIC APPLICATIONS
- ☐ DESCRIBE METHODS OF CONTROLLING HEAT AND SOUND TRANSMISSION
- ☐ DESCRIBE ENERGY EFFICIENT FRAMING
- ☐ DESCRIBE METHODS OF CONTROLLING AIR, MOISTURE AND VAPOUR MOVEMENT

PRACTICAL

LINE B: DOCUMENTATION AND ORGANIZATIONAL SKILLS

- ☐ USE SCHEDULES, DETAILS AND SHOP DRAWINGS
- ☐ DRAW FINISHING COMPONENTS

LINE C: TOOLS AND EQUIPMENT

- ☐ USE PORTABLE POWER TOOLS
- ☐ USE STATIONARY POWER TOOLS FOR FINISHING
- ☐ USE OXY-FUEL EQUIPMENT

LINE D: SURVEY INSTRUMENTS AND EQUIPMENT

- ☐ USE THEODOLITES

LINE F: SITE LAYOUT

- ☐ LAY OUT BUILDING LOCATIONS AND GRADES

LINE G: CONCRETE FORMWORK

- ☐ BUILD SLABS-ON-GRADE
- ☐ BUILD SLAB TABLES

LINE H: WOOD FRAME CONSTRUCTION

- ☐ SELECT FRAMING MATERIALS
- ☐ BUILD WOOD FRAME WALLS
- ☐ BUILD STRAIGHT STAIRS AND BALUSTRADE
- ☐ FRAME GABLE ROOFS

LINE I: FINISHING MATERIALS

- ☐ **INSTALL EXTERIOR DOORS**
- ☐ **INSTALL WINDOWS**
- ☐ **INSTALL EXTERIOR FINISHING MATERIALS**

LINE J: BUILDING SCIENCE

- ☐ **CONTROL HEAT AND SOUND TRANSMISSION**
- ☐ **INSTALL AIR, MOISTURE AND VAPOUR CONTROL PRODUCTS**

Supervisor Signature

NOTES FROM LEVEL 2

LEVEL 3

IMPORTANT!

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Read the competency tables

Some competencies are taught in many levels

For detailed information about that competency, go to the Program Outline

THEORY

LINE B: DOCUMENTATION AND ORGANIZATIONAL SKILLS

- ☐ DESCRIBE STRUCTURAL DRAWINGS AND SPECIFICATIONS
- ☐ INTERPRET REFLECTED CEILING PLANS

LINE C: TOOLS AND EQUIPMENT

- ☐ DESCRIBE FINISHING TOOLS
- ☐ DESCRIBE STATIONARY POWER TOOLS

LINE F: SITE LAYOUT

- ☐ DESCRIBE EXCAVATIONS AND SHORING

LINE G: CONCRETE FORMWORK

- ☐ DESCRIBE CONCRETE TYPES, MATERIALS AND ADMIXTURES
- ☐ DESCRIBE CONCRETE FORMING SYSTEMS
- ☐ DESCRIBE SUSPENDED SLAB CONSTRUCTION
- ☐ DESCRIBE CONCRETE REINFORCEMENT
- ☐ DESCRIBE EMBEDDED METALS AND PLASTICS
- ☐ DESCRIBE CONCRETE STAIR CONSTRUCTION
- ☐ DESCRIBE PRE-CAST CONCRETE
- ☐ DESCRIBE TILT-UP CONSTRUCTION
- ☐ DESCRIBE PRE-STRESSED CONCRETE

- ☐ DESCRIBE SLIP-FORMING
- ☐ DESCRIBE MASS CONCRETE
- ☐ DESCRIBE ARCHITECTURAL FORMWORK

LINE H: WOOD FRAME CONSTRUCTION

- ☐ DESCRIBE HIP ROOFS
- ☐ DESCRIBE INTERSECTING ROOFS

LINE I: FINISHING MATERIALS

- ☐ DESCRIBE INTERIOR DOORS
- ☐ DESCRIBE GYPSUM WALLBOARD INSTALLATION
- ☐ DESCRIBE THE CONSTRUCTION AND INSTALLATION OF CABINETS, COUNTERTOPS AND HARDWARE
- ☐ DESCRIBE INTERIOR SYSTEMS

PRACTICAL

LINE B: DOCUMENTATION AND ORGANIZATIONAL SKILLS

- ☐ **USE SCHEDULES, DETAILS AND SHOP DRAWINGS**
- ☐ **USE BUILDING CODES**

LINE C: TOOLS AND EQUIPMENT

- ☐ **USE HAND TOOLS FOR FINISHING WORK**
- ☐ **USE SHOP EQUIPMENT**

LINE F: SITE LAYOUT

- ☐ **PLAN EXCAVATIONS AND SHORING**
- ☐ **CALCULATE EXCAVATION VOLUMES**

LINE G: CONCRETE FORMWORK

- ☐ **SELECT CONCRETE FORMING SYSTEMS**
- ☐ **CONSTRUCT CONCRETE FORMING SYSTEMS**
- ☐ **BUILD SUSPENDED SLABS**
- ☐ **INSTALL ANCHOR BOLT TEMPLATES**
- ☐ **BUILD CONCRETE STAIR FORMS**
- ☐ **LAY OUT FOR THE INSTALLATION OF PRE-CAST, CONCRETE COMPONENTS**

LINE H: WOOD FRAME CONSTRUCTION

- ☐ **BUILD A HIP ROOF**
- ☐ **BUILD AN INTERSECTING ROOF**

LINE I: FINISHING MATERIALS

- ☐ INSTALL INTERIOR DOORS
- ☐ CONSTRUCT CABINETS
- ☐ INSTALL STEEL STUD WALLS AND PARTITIONS
- ☐ INSTALL SUSPENDED CEILINGS

Supervisor Signature

NOTES FROM LEVEL 3

LEVEL 4

IMPORTANT!

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Read the competency tables

Some competencies are taught in many levels

For detailed information about that competency, go to the Program Outline

THEORY

LINE B: DOCUMENTATION AND ORGANIZATIONAL SKILLS

- ☐ INTERPRET BUILDING CODES AND BYLAWS
- ☐ DESCRIBE CONTRACT DOCUMENTS
- ☐ ESTIMATE COSTS FROM CONSTRUCTION DRAWINGS

LINE D: SURVEY INSTRUMENTS AND EQUIPMENT

- ☐ DESCRIBE TOTAL STATIONS

LINE F: SITE LAYOUT

- ☐ DESCRIBE SITE CONSIDERATIONS
- ☐ DESCRIBE SITE PREPARATION
- ☐ DESCRIBE HOARDING
- ☐ DESCRIBE PRE-EXCAVATION PREPARATION
- ☐ DESCRIBE DRAINAGE SYSTEMS
- ☐ DESCRIBE BACKFILLING

LINE H: WOOD FRAME CONSTRUCTION

- ☐ DESCRIBE GEOMETRIC STAIRS
- ☐ DESCRIBE THE CONSTRUCTION METHODS FOR UNEQUAL SLOPE INTERSECTING ROOFS
- ☐ DESCRIBE SPECIALIZED FRAMING SYSTEMS
- ☐ DESCRIBE RENOVATIONS AND ADDITIONS
- ☐ DESCRIBE TIMBER AND ENGINEERED WOOD CONSTRUCTION
- ☐ DESCRIBE EXTERIOR STRUCTURES

LINE I: FINISHING MATERIALS

- ☐ DESCRIBE FINISHED FLOORS
- ☐ DESCRIBE INTERIOR WALL FINISHES AND TRIMS
- ☐ DESCRIBE SPECIALIZED FLOOR SYSTEMS

LINE J: BUILDING SCIENCE

- ☐ DESCRIBE THE FORCES ACTING ON A BUILDING
- ☐ DESCRIBE THE CONSTRUCTION DETAILS FOR WOOD FRAME SEISMIC APPLICATIONS
- ☐ DETERMINE CONSTRUCTION PRACTICES BASED ON DESIGN LOADS AND BEARING CAPACITIES OF SOILS

PRACTICAL

LINE B: DOCUMENTATION AND ORGANIZATIONAL SKILLS

- ☐ **USE CONSTRUCTION SPECIFICATIONS**
- ☐ **USE PLANS AND DRAWINGS**

LINE H: WOOD FRAME CONSTRUCTION

- ☐ **BUILD GEOMETRIC STAIRS**
- ☐ **BUILD BALUSTRADES**
- ☐ **BUILD AN UNEQUAL SLOPE INTERSECTING ROOFS**
- ☐ **BUILD SPECIALIZED FRAMING SYSTEMS**
- ☐ **PLAN EXTERIOR STRUCTURES**

LINE I: FINISHING MATERIALS

- ☐ **INSTALL INTERIOR WALL FINISHES AND TRIMS**

Supervisor Signature

NOTES FROM LEVEL 4

MISSING COMPETENCIES?

To develop the best journey person possible employers should attempt to provide training in all competencies for the trade. This is not always possible.

If your employer is unable to provide training in any competency required for your trade, note that competency below.

Competencies listed here will remain unsigned until your employer can provide training in that area or until you find an alternate way to gain the experience needed.

Competency:	Date:
Reason:	
Alternate plan:	

Competency:	Date:
Reason:	
Alternate plan:	

TECHNICAL TRAINING

Instructions

Keep a record of each level of technical training completed.

Level 1

Date Completed:	Training Provider:
Mark:	Instructor:

Level 2

Date Completed:	Training Provider:
Mark:	Instructor:

Level 3

Date Completed:	Training Provider:
Mark:	Instructor:

Level 4

Date Completed:	Training Provider:
Mark:	Instructor:

COMPLETION REQUIREMENTS

Instructions

Keep a record of each program completion requirement achieved.

CARPENTER

- ☐ Level 1 - Technical Training
- ☐ Level 2 - Technical Training
- ☐ Level 3 - Technical Training
- ☐ Level 4 - Technical Training

- ☐ 6,360 workplace hours

- ☐ ITA Interprovincial Red Seal examination
- ☐ Recommendation for Certification signed by sponsor

Note: After all other completions requirements have been met, ITA sends a Recommendation for Certification form to the sponsor requesting signoff.

CERTIFICATIONS

Instructions

Keep a record of the credentials and endorsements you have earned, including the certification number and date of issue.

CREDENTIAL EARNED	NUMBER	DATE OF ISSUE

If you have any questions, please contact ITA Customer Service at customerservice@itabc.ca 778-328-8700 or toll free (within BC) at 1-800-660-6011