



PERSONAL RECORD BOOK

Glazier

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: GLAZIER

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.

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EMPLOYER INFORMATION

Originating Employer

Start Date:	End Date:
Employer:	
Contact Person:	
Address:	Phone:
	Email:
	Fax:
Supervisor/Journeyman 1:	*TWID #:
	Phone:
	Email:
Supervisor/Journeyman 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 Work-Based Training Hours reports submitted.
- Notify the ITA of the change in your employment by submitting an [Apprentice and Sponsor Registration form](#) with your new employer.

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/journeyperson 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. Ask the journeyperson to sign off on the competency when you have acquired the skills and are able to perform the task without supervision.
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: <https://www.itabc.ca/program/glazier>

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/glazier>

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: USE SAFE WORK PRACTICES

- ☐ DESCRIBE WORKPLACE HAZARDS
- ☐ DESCRIBE EMERGENCY PROCEDURES
- ☐ DESCRIBE NON-EMERGENCY INJURY REPORTING PROCEDURES
- ☐ INTERPRET WORKSITE SAFETY POLICIES
- ☐ DESCRIBE THE PURPOSE OF THE GLOBAL HARMONIZED SYSTEM 2015 (GHS 2015) (WHMIS) REGULATIONS
- ☐ INTERPRET MATERIAL SAFETY DATA SHEETS (MSDS)
- ☐ INTERPRET GHS 2015 LABELS
- ☐ DESCRIBE PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTS FOR GLAZIERS
- ☐ IDENTIFY VARIOUS CLASSES OF FIRES
- ☐ DESCRIBE FIRE SAFETY PROCEDURES
- ☐ DESCRIBE FALL PROTECTION EQUIPMENT AND SYSTEMS

LINE B: ORGANIZE WORK

- ☐ DESCRIBE ARCHITECTURAL, SHOP, AND FABRICATION DRAWINGS
- ☐ IDENTIFY ORGANIZATIONS RESPONSIBLE FOR CODES, REGULATIONS, AND STANDARDS
- ☐ DESCRIBE CODES, REGULATIONS, STANDARDS, AND ENGINEERING REQUIREMENTS
- ☐ INTERPRET MANUFACTURER AND SUPPLIER DOCUMENTATION

- ☐ DESCRIBE INSPECTION OF THE WORKSITE

LINE C: USE TOOLS AND EQUIPMENT

- ☐ DESCRIBE LAYOUT AND MEASURING EQUIPMENT
- ☐ DESCRIBE HOISTING, RIGGING, AND LIFTING PRINCIPLES AND EQUIPMENT

LINE D: FABRICATE COMMERCIAL SYSTEMS

- ☐ DESCRIBE STOREFRONT PROFILES
- ☐ DESCRIBE FASTENER AND SCREW TYPES
- ☐ DESCRIBE DOORS AND PIVOT SYSTEMS
- ☐ DESCRIBE LAYOUT FOR FABRICATION OF COMMERCIAL WINDOW SYSTEMS
- ☐ DESCRIBE FABRICATION OF COMMERCIAL WINDOW SYSTEMS
- ☐ DESCRIBE COMPOSITION OF GLASS
- ☐ DESCRIBE THE TYPES OF GLASS
- ☐ DESCRIBE SPECIALTY TOOLS AND CUTTING EQUIPMENT

LINE E: INSTALL COMMERCIAL SYSTEMS

- ☐ DESCRIBE COMMERCIAL STRIP WINDOW SYSTEM INSTALLATION
- ☐ DESCRIBE CURTAIN WALL INSTALLATION
- ☐ DESCRIBE PREPARATION OF MATERIALS FOR INSTALLATION
- ☐ DESCRIBE PROCEDURES FOR INSTALLING BUILDING ENVELOPE MEMBRANES
- ☐ DESCRIBE TYPES OF SEALANTS AND SHIMS

LINE F: INSTALL RESIDENTIAL SYSTEMS

- ☐ DESCRIBE PREPARATION AND INSTALLATION FOR MIRRORS AND BACK-PAINTED GLASS

PRACTICAL

LINE A: USE SAFE WORK PRACTICES

- ☐ **MANAGE WORKPLACE HAZARDS**
- ☐ **APPLY OCCUPATIONAL HEALTH AND SAFETY REGULATIONS APPLICABLE TO THE WORKPLACE**
- ☐ **APPLY GHS 2015 REGULATIONS**
- ☐ **USE PERSONAL PROTECTIVE EQUIPMENT**
- ☐ **APPLY PREVENTATIVE FIRE SAFETY PRECAUTIONS**
- ☐ **APPLY LEVEL 1 FIRST AID PRACTICES**
- ☐ **USE FALL PROTECTION EQUIPMENT AND SYSTEMS**

LINE B: ORGANIZE WORK

- ☐ **APPLY MATHEMATICAL PRINCIPLES TO SOLVE PROBLEMS**
- ☐ **PREPARE THE WORKSITE**
- ☐ **HANDLE AND STORE GLASS AND ALUMINUM MANUALLY**
- ☐ **USE EQUIPMENT TO MOVE GLASS, SEALED UNITS, AND ALUMINUM**
- ☐ **SHIP AND RECEIVE GLASS PRODUCTS AND ALUMINUM**
- ☐ **HANDLE AND STORE FLASHINGS MANUALLY**
- ☐ **COMMUNICATE WITH OTHERS TO LIFT, TRANSPORT AND INSTALL GLASS AND OTHER MATERIALS**
- ☐ **PARTICIPATE IN TOOLBOX MEETINGS**
- ☐ **COMMUNICATE WITH SUPERVISORS**
- ☐ **CONVEY POSSIBLE HAZARDS**

LINE C: USE TOOLS AND EQUIPMENT

- ☐ **USE HAND TOOLS**
- ☐ **INSPECT AND MAINTAIN HAND TOOLS**
- ☐ **USE PORTABLE POWER TOOLS**
- ☐ **INSPECT AND MAINTAIN PORTABLE POWER TOOLS**
- ☐ **USE STATIONARY POWER TOOLS**

- ☐ INSPECT AND MAINTAIN STATIONARY POWER TOOLS
- ☐ USE LAYOUT AND MEASURING EQUIPMENT
- ☐ MAINTAIN LAYOUT AND MEASURING EQUIPMENT
- ☐ USE LADDERS AND SCAFFOLDS
- ☐ TIE KNOTS, BENDS AND HITCHES
- ☐ OPERATE MOBILE ACCESS EQUIPMENT

LINE D: FABRICATE COMMERCIAL SYSTEMS

- ☐ FABRICATE BASIC STOREFRONT
- ☐ APPLY BASIC GLASS CUTTING
- ☐ PERFORM BASIC GLASS EDGE TREATMENT PROCEDURES

LINE E: INSTALL COMMERCIAL SYSTEMS

- ☐ INSTALL BASIC STOREFRONT
- ☐ PREPARE CURTAIN WALL
- ☐ GLAZE CURTAIN WALL
- ☐ FINISH CURTAIN WALL
- ☐ INSTALL BUILDING ENVELOPE MEMBRANES

Supervisor Signature

NOTES FROM LEVEL 1

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LEVEL 2

IMPORTANT!

Download the Program Outline!

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

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: ORGANIZE WORK

- ☐ IDENTIFY SYMBOLS AND ABBREVIATIONS
- ☐ INTERPRET SHOP AND FABRICATION DRAWINGS
- ☐ DESCRIBE DOOR AND WINDOW SCHEDULES

LINE D: FABRICATE COMMERCIAL SYSTEMS

- ☐ DESCRIBE THE TYPES AND APPLICATIONS OF DIFFERENT COMMERCIAL ENTRANCE SYSTEMS
- ☐ DESCRIBE THE PARTS REQUIRED FOR FABRICATING COMMERCIAL ENTRANCE SYSTEMS
- ☐ DESCRIBE THE FABRICATION OF GUARDRAIL, HANDRAIL AND BALUSTRADE SYSTEMS
- ☐ DESCRIBE AND INSTALL SEALED UNITS

LINE E: INSTALL COMMERCIAL SYSTEMS

- ☐ DESCRIBE LAYOUT AND INSTALLATION OF GUARDRAIL, HANDRAIL, AND BALUSTRADE SYSTEMS
- ☐ DESCRIBE TYPES OF FLASHING
- ☐ DESCRIBE SHEAR AND BREAK FLASHING
- ☐ DESCRIBE THE PURPOSE OF FLASHING
- ☐ DESCRIBE INSTALLATION CONSIDERATIONS

- ☐ DESCRIBE MIXING PROCEDURES
- ☐ DESCRIBE SEALING METHODS

LINE F: INSTALL RESIDENTIAL SYSTEMS

- ☐ DESCRIBE REPLACING BROKEN GLASS
- ☐ DESCRIBE UPGRADING EXISTING WINDOWS

LINE G: INSTALL SPECIALTY GLASS AND PRODUCTS

- ☐ DESCRIBE APPLICATIONS OF SPECIALTY GLASS AND PRODUCTS
- ☐ DESCRIBE SPECIALTY PRODUCT MATERIALS

LINE H: SERVICE GLAZING SYSTEMS

- ☐ DESCRIBE SERVICING BROKEN AND FAILED GLASS
- ☐ DESCRIBE SERVICING DOORS AND HARDWARE
- ☐ DESCRIBE SERVICING DAMAGED FRAMING COMPONENTS

PRACTICAL

LINE B: ORGANIZE WORK

- ☐ USE A DRAWING TO PREPARE A MATERIAL LIST
- ☐ SOLVE GEOMETRIC PROBLEMS
- ☐ SOLVE PROBLEMS USING TRIGONOMETRY
- ☐ USE MATH TO OPTIMIZE MATERIALS FOR SPECIFIC FRAMING

LINE D: FABRICATE COMMERCIAL SYSTEMS

- ☐ FABRICATE DOOR FRAME AND SIDELITES
- ☐ PREPARE FRAME FOR CLOSERS, BUTT HINGES, AND HARDWARE
- ☐ PERFORM ROUTERING AND LOCK CUT-OUTS
- ☐ FABRICATE JIGS
- ☐ FABRICATE HEADERS FOR CONCEALED OVERHEAD CLOSERS
- ☐ INSTALL PANIC HARDWARE
- ☐ LAYOUT FOR FABRICATION OF COMMERCIAL WINDOW SYSTEMS
- ☐ FABRICATE COMMERCIAL WINDOW SYSTEMS
- ☐ FABRICATE CURTAIN WALLS
- ☐ FABRICATE ENTRANCE SYSTEMS
- ☐ CUT DIFFERENT TYPES OF GLASS
- ☐ USE SPECIALTY TOOLS AND CUTTING EQUIPMENT
- ☐ PERFORM EDGE TREATMENT PROCEDURES

LINE E: INSTALL COMMERCIAL SYSTEMS

- ☐ INSTALL DOOR AND SIDELITE FRAMING
- ☐ INSTALL DOOR AND GLAZING
- ☐ PERFORM DOOR ADJUSTMENT
- ☐ FINISH FRAME
- ☐ LAYOUT COMMERCIAL WINDOW SYSTEMS FOR INSTALLATION
- ☐ INSTALL COMMERCIAL WINDOW SYSTEMS

- ☐ **INSTALL CURTAIN WALLS**
- ☐ **GLAZE CURTAIN WALLS**
- ☐ **INSTALL FLASHING**
- ☐ **APPLY CAULKING AND SEALANTS**

LINE F: INSTALL RESIDENTIAL SYSTEMS

- ☐ **LAYOUT WINDOW AND DOOR SYSTEMS**
- ☐ **MEASURE FOR MIRRORS AND BACK-PAINTED GLASS**
- ☐ **INSTALL MIRRORS AND BACK-PAINTED GLASS**
- ☐ **LAYOUT RESIDENTIAL WINDOWS, DOORS, FRAMES AND HARDWARE FOR INSTALLATION**
- ☐ **INSTALL RESIDENTIAL WINDOWS, DOORS, FRAMES AND HARDWARE**

Supervisor Signature

NOTES FROM LEVEL 2

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LEVEL 3

IMPORTANT!

Download the Program Outline!

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

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: ORGANIZE WORK

- ☐ INTERPRET ARCHITECTURAL DRAWINGS AND SPECIFICATIONS
- ☐ IDENTIFY ORGANIZATIONS RESPONSIBLE FOR CODES, REGULATIONS, AND STANDARDS
- ☐ DESCRIBE MENTORSHIP

LINE D: FABRICATE COMMERCIAL SYSTEMS

- ☐ DESCRIBE CURTAIN WALL TYPES AND COMPONENTS
- ☐ DESCRIBE CURTAIN WALL FABRICATION
- ☐ DESCRIBE ANCHOR SYSTEMS
- ☐ DESCRIBE THE PURPOSE, FUNCTION AND COMPONENTS OF COMPLEX SKYLIGHTS
- ☐ DESCRIBE THE TYPES AND APPLICATIONS OF DIFFERENT COMMERCIAL ENTRANCE SYSTEMS
- ☐ DESCRIBE THE PARTS REQUIRED FOR FABRICATING COMMERCIAL ENTRANCE SYSTEMS

LINE E: INSTALL COMMERCIAL SYSTEMS

- ☐ DESCRIBE INSTALLATION AND GLAZING OF CURTAIN WALLS
- ☐ DESCRIBE PURPOSE AND TYPES OF BUILDING ENVELOPE MEMBRANES

LINE G: INSTALL SPECIALTY GLASS AND PRODUCTS

- ☐ **DESCRIBE SPECIALTY PRODUCT MATERIALS**
- ☐ **DESCRIBE APPLICATIONS OF SPECIALTY GLASS AND PRODUCTS**
- ☐ **DESCRIBE SERVICE PROCEDURES**

PRACTICAL

LINE B: ORGANIZE WORK

- ☐ USE DOOR AND WINDOW SCHEDULES
- ☐ USE A DRAWING TO PREPARE A COMPLEX MATERIAL LIST
- ☐ APPLY CODES, REGULATIONS, STANDARDS, AND ENGINEERING REQUIREMENTS
- ☐ APPLY MANUFACTURER AND SUPPLIER DOCUMENTATION
- ☐ CALCULATE MATERIAL QUANTITIES
- ☐ USE MATH TO OPTIMIZE MATERIALS FOR ENTIRE PROJECT
- ☐ ASSESS SPECIFIC JOB REQUIREMENTS
- ☐ PREPARE TOOL AND MATERIAL LIST
- ☐ DETERMINE BUILDING ENVELOPE SPECIFICATIONS
- ☐ COPY A FABRICATION LIST
- ☐ DETERMINE INSTALLATION PRIORITIES
- ☐ LEAD TOOLBOX MEETING
- ☐ COORDINATE WORK WITH OTHER TRADES
- ☐ PARTICIPATE IN SITE-SPECIFIC JOHS MEETING
- ☐ COMMUNICATE WITH ENGINEERS AND ARCHITECTS
- ☐ COMMUNICATE WITH CLIENTS

LINE C: USE TOOLS AND EQUIPMENT

- ☐ PERFORM ON SITE MEASURING OFF GRIDLINES AND BENCHMARKS
- ☐ LAYOUT OF RADIUS FRAME
- ☐ TRANSPOSE ROUGH OPENINGS (ROS), FRAME SIZES, AND FLASHING TO DRAWINGS
- ☐ USE RIGGING, HOISTING, AND LIFTING EQUIPMENT

LINE D: FABRICATE COMMERCIAL SYSTEMS

- ☐ FABRICATE COMPLEX SKYLIGHTS
- ☐ FABRICATE ENTRANCE SYSTEMS

- ☐ LAYOUT FOR FABRICATION OF GUARDRAIL, HANDRAIL AND BALUSTRADE SYSTEMS
- ☐ FABRICATE GUARDRAIL, HANDRAIL AND BALUSTRADE SYSTEMS
- ☐ CUT DIFFERENT SHAPES OF GLASS
- ☐ USE SPECIALTY TOOLS AND CUTTING EQUIPEMENT

LINE E: INSTALL COMMERCIAL SYSTEMS

- ☐ ANALYZE AND TROUBLESHOOT PROBLEMS WITH ENVELOPE PERFORMANCE INTEGRITY
- ☐ INSTALL COMPLEX SKYLIGHTS
- ☐ INSTALL COMPLEX SLOPED GLAZING SYSTEMS
- ☐ INSTALL ENTRANCE SYSTEMS
- ☐ LAYOUT FOR INSTALLATION OF GUARDRAIL, HANDRAIL, AND BALUSTRADE SYSTEMS
- ☐ INSTALL GUARDRAIL, HANDRAIL, AND BALUSTRADE SYSTEMS
- ☐ INSTALL FLASHING
- ☐ APPLY STRUCTURAL SILICONE GLAZING (SSG)

LINE F: INSTALL RESIDENTIAL SYSTEMS

- ☐ INSTALL A RESIDENTIAL NAIL-ON FLANGE
- ☐ MEASURE FOR SOLARIUMS
- ☐ INSTALL SOLARIUMS
- ☐ MEASURE FOR SHOWER ENCLOSURES
- ☐ INSTALL SHOWER ENCLOSURES
- ☐ LAYOUT GUARDRAIL, HANDRAIL, AND BALUSTRADE SYSTEMS FOR INSTALLATION
- ☐ INSTALL GUARDRAIL, HANDRAIL, AND BALUSTRADE SYSTEMS

LINE G: INSTALL SPECIALTY GLASS AND PRODUCTS

- ☐ LAYOUT SPECIALTY GLASS AND PRODUCTS
- ☐ SELECT MATERIALS REQUIRED FOR ASSEMBLY

- ☐ **ASSEMBLE SPECIALTY GLASS AND PRODUCTS**
- ☐ **INSTALL SPIDER GLAZING, SMOKE BAFFLES, CANOPIES, SUNSHADES, AUTO HEADERS, AUTOMOTIVE AND COMMERCIAL MACHINERY GLASS**

LINE H: SERVICE GLAZING SYSTEMS

- ☐ **SERVICE BROKEN AND FAILED GLASS**
- ☐ **SERVICE DOORS AND HARDWARE**
- ☐ **SERVICE DAMAGED FRAMING COMPONENTS**

Supervisor Signature

NOTES FROM LEVEL 3

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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:

COMPLETION REQUIREMENTS

Instructions

Keep a record of each program completion requirement achieved.

GLAZIER

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

- ☐ 6,660 Work-Based Training Hours

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

Note: After all other completion 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