

**RESIDENTIAL BUILDING MAINTENANCE
WORKER**

**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

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 **6,750 hours** performing the tasks listed in Section E, and
- experience performing at least **70%** of the job tasks listed in Section E

A Statutory Declaration of Work Experience is used to declare work experience for periods during which you were self-employed or a previous employer is unavailable to complete an Employer Declaration. Please note that unless your work experience hours were gained through self-employment, Certification Challenge and Supervision and Sign-Off Authority applications will not be accepted if they are only accompanied by a Statutory Declaration. Non-self-employed applicants must provide an Employer Declaration from at least one employer who can verify work experience. For more information, see **Instructions for Certification Challenge or Supervision and Sign-off Authority**.

The information provided on this form is used to assess and to validate your work experience in this trade.

A. Applicant Name

Legal First Name:	Legal Middle Name(s):	Legal Last Name:
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B. Supervisor or Self-Employment Contact Information

Enter the contact information for the Supervisor at your previous employer who is unavailable to complete an Employer Declaration, or for your own business if you are self-employed.

Name of Organization/Employer/Business:		Supervisor Name:	Supervisor's Position/Title:
Suite Number:	Street Number and Name:		
City:	Province:	Postal Code:	
Telephone Number: ()	Email Address:	Business Registration Number: (Self-Employment only)	

C. Employment or Self-Employment Information of Applicant

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

Dates of Employment (MM/DD/YYYY): From: _____ To: _____	Total Number Hours of Residential Building Maintenance Worker Experience Accumulated in that Period:
Job Title of Applicant:	

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D. Reason for Statutory Declaration

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

- | | |
|--|--|
| <input type="checkbox"/> Applicant was self-employed | <input type="checkbox"/> Employer will not complete Employer Declaration |
| <input type="checkbox"/> Employer is no longer in business | <input type="checkbox"/> Employment records are not available |

Applicants must attempt to contact current or previous employers to request an Employer Declaration. 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. If sufficient evidence of steps taken is not provided, the application may not be approved.

E. Statutory Declaration of Job Task Performance

By checking “Yes” or “No” in the Declaration Response column, indicate whether or not you have performed the job tasks listed below. Cross out any job tasks you did not perform during the period indicated in Section C.

Job Tasks	Declaration Response
Describe Building Maintenance Work Includes: Describe Types of Buildings, Building Maintenance Industry/Work and Uses Basic Trade Terminology	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Use Safe Work Practices Includes: Obtaining Level 1 First Aid Certification, Transport Endorsement and WHMIS Certification, Identifying WCB Safety Regulations, Practices Fire Safety, Uses and Maintains Personal Safety Equipment, Uses and Maintains Ladders, Scaffolding & Platforms, Safely Enter Confined Spaces and Use Air Packs and Identifies Lock Out Procedures	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Perform Trades Math & Financial Calculations Includes: Performs Conversions to and from Metric and Imperial, Arithmetic Functions with Whole Numbers & Fractions, Basic Plane (2D) Geometry, Estimating Calculations for Materials & Services, Budget Calculations and Prepares Basic Budget Spreadsheets	Yes: <input type="checkbox"/> No: <input type="checkbox"/>

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Job Tasks	Declaration Response
<p>Use & Maintain Tools</p> <p>Includes: Uses and Maintains Hand Tools, Power Tools, Shop Tools, Uses Measuring & Testing Devices, Disassembles, Sharpens & Reassembles Cutting Tools and Obtains Powder Actuated Tool Certification, Uses Lifting and Hoisting Equipment, uses a personal computer.</p>	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
<p>Describe Building Structure and Design</p> <p>Includes: Applying Federal, Provincial & Local Codes & Bylaws, Interprets Blueprints, Identifies Residential Concrete Technology, Structural Elements in Wood Frame Construction, Fire and Life Safety Systems and Prepares Basic Shop Drawings</p>	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
<p>Prevent and Remediate Mould Issues</p> <p>Includes: Able to Describe Types and Causes of Mould, Recognize and Prevent Mould Issues and Remediate Mould Issues</p>	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
<p>Perform Carpentry Repairs and Maintenance</p> <p>Includes: Identifies Carpentry Materials, Repairs & Maintain Stairs, Landings, Handrails & Decks, Repairs Cabinets, Countertops & Shelving, Repairs, Maintains & Replace Hardware, Repairs Concrete, Identifies & Repairs Structural Problems, Repair, Maintains & Replace Windows and Doors, Repairs & Maintains Baseboards, Moldings and Casings, Identifies and Locate Cladding Problems, Identifies Infestation Problems, and Assesses Need for a Journeyman and/or Licensed Contractor</p>	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
<p>Repair Drywall</p> <p>Includes: Identifies Drywall Materials, Patches Holes in Gyproc, Plaster and Lath, Tapes, Muds and Installs Beads, Sands & Finishes Gyproc, Repairs Insulation and Vapour Barriers, and Assesses need for a Journeyman and/or Licensed Contractor</p>	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
<p>Apply Public Relations Skills</p> <p>Includes: Demonstrates Interpersonal Skills, Maintains Effective Home Owner and Tenant Relations, Conducts Home Owner and Tenant Orientations and Training, Liaises with Regulatory Officials and Inspectors</p>	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
<p>Repair and Maintain Plumbing</p> <p>Includes: Identifying Plumbing Materials, Repairs & Maintains Plumbing Fixture Components Implements Replacement of Piping & Hot Water Tanks, Identify and Locates Plumbing Problems, Assesses Need for a Journeyman and/or Licensed Contractor</p>	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
<p>Repair and Maintain Roofing</p> <p>Includes: Identifies Roofing Materials, Repairs, Maintain & Replace Gutters & Downspouts, Shakes and Shingles, Panel Roofing Systems, Venting Systems and Apply Roof Patching Materials. Repairs & Replace Flashings, Repairs Roof Decks & Sheathing, Identifies Roofing & Weatherproofing Problems and Assesses Need for Journeyman and/or Licensed Contractor</p>	Yes: <input type="checkbox"/> No: <input type="checkbox"/>

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Job Tasks	Declaration Response
Repair and Maintain Flooring Includes: Identifying Flooring Materials, Prepares Substrate for Flooring (Lino, Tile & Carpet), Repair & Replace Ceramic Tile, Repair, Maintain & Replace Underlay, Carpets, Rolled Goods and Tile, Maintains Hardwood Flooring, Identifies and Locate Flooring Problems, Repair and Lay Vinyl Flooring, Assesses Need for Journeyman and/or Licensed Contractor	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Repair and Maintain Heating and Ventilation Systems Includes: Identifying Heating System Materials, Replace Thermostats, Replaces Baseboard Heater Thermostats, Inspects and Maintains Chimneys, Inspects and Replaces Furnace Belts, Fans & Filters, Describes Heat Recovery Ventilation Systems, Describes Basic Refrigeration and Boiler Theory, Identify and Locate Heating Problems, Identifies, Test for Ventilation Problems, Performs minor repairs and implement maintenance of furnaces, Assesses Need for a Journeyman and/or Licensed Contractor	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Perform RBMW Administrative Duties Includes: Maintaining Records, Completing Forms and Permits, Procure Materials, Scheduling Work, Including Sub-Contractor, Estimating Costs, Including Sub-Contractor Prices, Performing Maintenance Planning, Assesses the Retrofitting of Buildings for Accessibility	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Describe Basic Building Sciences Includes: Describing the Forces Acting on a Building, Describing the Heat and Sound Transfer Principles, Describing Air and Moisture Movement in a Building	Yes: <input type="checkbox"/> No: <input type="checkbox"/>

F. Confirmation of Prerequisite Credentials or Certificates

For some trades, evidence that the applicant has earned prerequisite credentials or certificates is required before the individual is permitted to challenge certification or receive Supervision and Sign-Off Authority. For those trades, you must prove you have the required prerequisite credentials.

There are no prerequisite credentials or certificates for this trade.

G. Applicant Signature

I certify that the information I have provided is 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)

Enter the applicant name (repeat on every page of this form).

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

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H. References

References must accompany all Statutory Declarations. Include with your completed Statutory Declaration the names and contact information of three individuals who can verify your self-declared work experience in this trade. This may include suppliers (maximum one), former employees (maximum one), contractors, or regular, long-term clients (maximum one).

Each individual listed will be contacted by the Industry Training Organization (ITO) responsible for this trade or SkilledTradesBC to verify the information provided on your application.

1. Reference

Legal Last Name of Reference:	Legal First Name of Reference:
Organization/Business Name:	Position/Title:
Business Phone Number:	Reference Cell Number:
Relationship to Applicant:	Email Address:

2. Reference

Legal Last Name of Reference:	Legal First Name of Reference:
Organization/Business Name:	Position/Title:
Business Phone Number:	Reference Cell Number:
Relationship to Applicant:	Email Address:

3. Reference

Legal Last Name of Reference:	Legal First Name of Reference:
Organization/Business Name:	Position/Title:
Business Phone Number:	Reference Cell Number:
Relationship to Applicant:	Email Address:

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