

# Trade Qualifier Policy

External Policy No. E.03.2023

## Purpose

This policy outlines SkilledTradesBC's Trade Qualifier requirements, which qualify individuals to write the relevant B.C. Certificate of Qualification and/or Red Seal exam without completing an apprenticeship program.

## Trade(s) Application:

This policy applies to all trades in British Columbia (B.C.) including Skilled Trades Certification trades.

## In Scope

This policy applies to individuals requesting designation as a Trade Qualifier with SkilledTradesBC.

## Out of Scope

This policy does not apply to:

- Registered Apprentices
- Uncertified Experience Workers

## Definition

For the purpose of this policy:

- **“Apprentice”** means a person who is registered as an apprentice in an apprenticeship program in a trade in B.C., or a person who is registered as an apprentice in a similar program in another Canadian jurisdiction in accordance with the applicable legislation of that jurisdiction.
- **“Journey person”** means a person who holds a certificate of qualification awarded by SkilledTradesBC or who holds a related and valid journey person certificate or credential issued by another Canadian jurisdiction in accordance with the applicable legislation in that jurisdiction.
- **“Military Applicant”** means a person who holds a Canadian Military Trade Certificate.
- **“Skilled Trades Certification Advisor”** means a compliance officer appointed under section 7(1) of the *Skilled Trades BC Act*.
- **“Skilled Trades Certification trades”** or **“STC trades”** means trades designated as a skilled trades certification trade in the *Skilled Trades BC Act* and *Skilled Trades BC Regulation*, as amended from time to time.

- “**Temporary Authorization**” means a temporary authorization issued by SkilledTradesBC under the *Skilled Trades BC Act*. A Temporary Authorization is for the purpose of authorizing a person to work in B.C. in an STC trade.
- “**Trade Qualifier**” means a person who has demonstrated to the satisfaction of SkilledTradesBC that they have experience which meets the requirements included in the apprenticeship program’s standard pathway. This includes Military Applicants.

## Policy

Where there is any conflict between this policy and the *Skilled Trades BC Act*, its regulations, or any other applicable legislation as amended from time to time, the provisions of the applicable legislation apply to the degree necessary to settle the conflict.

### 1. POLICY STATEMENTS

#### Trade Qualifiers

- 1.1 To receive designation as a Trade Qualifier, an individual must have demonstrated to SkilledTradesBC’s satisfaction that:
  - a. their work experience meets the competencies included in the relevant apprenticeship program standard, and
  - b. they satisfy the minimum required work-based training hours (i.e., 1.5 times the work-based training hours required for completion of the apprenticeship program in the related trade).
- 1.2 Experience requirements for Military Applicants are outlined in Appendix A.
- 1.3 To apply to become a Trade Qualifier, individuals must complete and submit the Trade Qualifier Application Form to enable SkilledTradesBC to evaluate their experience and qualifications. Evaluations may include a technical interview and/or practical skills assessment.
- 1.4 If an individual’s application is successful, SkilledTradesBC will designate them as a Trade Qualifier for a period of 24 months.
- 1.5 Trade Qualifiers may receive from SkilledTradesBC an automatic 12-month extension to their 24-month designation period if they have been unsuccessful in their exam attempts and have not used all four exam attempts (see section 1.8 below) during the initial 24-month designation period.
- 1.6 During the 24-month period or 36 months if a 12-month extension is provided by SkilledTradesBC, Trade Qualifiers may write the B.C. Certificate of Qualification and/or Red Seal exam for the trade in question.
- 1.7 Trade Qualifiers must achieve a minimum score of 70% on their B.C. Certificate of

Qualification and/or Red Seal exam to be certified as a Journeyperson.

- 1.8 Trade Qualifiers may attempt to write the B.C. Certificate of Qualification and/or Red Seal Exam up to four (4) times during the 24-month period or 36-month period if an extension is provided by SkilledTradesBC, to be certified as a Journeyperson by SkilledTradesBC.
- 1.9 Trade Qualifiers must wait at least 30 days before they can attempt a rewrite of a B.C. Certificate of Qualification and/or Red Seal exam if they achieve a score below 70% on an exam attempt.
- 1.10 Trade Qualifiers who have been unsuccessful in challenging the relevant exam after four (4) exam attempts and who wish to register as apprentices, will be placed in the applicable apprenticeship trade program at level 4 and:
  - a. will receive full hours credit for the program they registered in, and
  - b. are required to successfully complete level 4 technical training by a SkilledTradesBC designated training provider before they are able to write the B.C. Certificate of Qualification and/or Red Seal exam.

## Trade Qualifiers – STC Trades

Sections 1.5, 1.6, and 1.8 of this policy (SkilledTradesBC Trade Qualifier Policy) do not apply to individuals wishing designation as a Trade Qualifier in an STC trade. However, all other sections of this policy apply as well as the sections noted below (sections 1.11 through to and including section 1.18).

- 1.11 For an individual to work in an STC trade as a Trade Qualifier, they must have:
  - a. submitted a SkilledTradesBC completed Trade Qualifier Application Form and any applicable Employer Declaration and/or Statutory Declaration of Work Experience Forms, and
  - b. received a Temporary Authorization for that STC trade from SkilledTradesBC.
- 1.12 Temporary Authorizations for Trade Qualifiers in STC trades are issued automatically once SkilledTradesBC has approved an individual as a Trade Qualifier.
- 1.13 Trade Qualifier Temporary Authorizations are issued for an initial 24-month period and may include terms and conditions with which the Trade Qualifier must comply.
- 1.14 Trade Qualifiers in STC trades may also be issued an automatic 12-month extension to the initial Temporary Authorization term if, during the 24-month Temporary Authorization period, they have been unsuccessful in their exam attempts and have not used all four exam attempts (see section 1.15 below).
- 1.15 Upon granting a 12-month Temporary Authorization extension, SkilledTradesBC may impose either the same terms and conditions as the initial 24-month temporary authorization, or different terms and conditions.
- 1.16 Trade Qualifiers in STC trades may attempt to write the final B.C. Certificate of Qualification

and/or Red Seal Exam up to four (4) times during their initial 24-month Temporary Authorization period, or 36-month Temporary Authorization period if an extension is provided by SkilledTradesBC, to be certified as a Journeyperson by SkilledTradesBC.

- 1.17 Trade Qualifiers in STC trades who have been unsuccessful in challenging the relevant exam after four (4) exam attempts and wish to continue working in the applicable STC trade must register as an apprentice at least 30 days before their Temporary Authorization expires.
- 1.18 Trade Qualifiers who register as apprentices as noted in section 1.17 above will be placed in the applicable STC apprenticeship trade program at level 4 and:
  - a. will receive full hours credit for the program they registered in, and
  - b. are required to successfully complete level 4 technical training by a SkilledTradesBC designated training provider before they are able to write the B.C. Certificate of Qualification and/or Red Seal exam.

## 2. TRADE QUALIFIER APPLICATION AND VERIFICATION

- 2.1 Individuals interested in becoming a Trade Qualifier must:
  - a. submit a completed Trade Qualifier Application Form to SkilledTradesBC including any applicable Employer Declaration and/or Statutory Declaration of Work Experience Form(s),
  - b. submit any other information or documentation requested by SkilledTradesBC, and
  - c. pay any applicable fees.
- 2.2 The Employer Declaration of Work Experience Form is used to declare work experience for specified period(s). For verification purposes, references included on the form will be contacted by SkilledTradesBC. The Statutory Declaration of Work Experience Form is used if an individual was self-employed or if an employer will not complete an Employer Declaration of Work Experience Form. Unless an individual was self-employed throughout their whole career, their application must include at least one Employer Declaration of Work Experience Form.
- 2.3 Application requirements for Military Applicants are outlined in Appendix A.
- 2.4 SkilledTradesBC will conduct an initial assessment for each application received:
  - a. for completeness, including all related forms, and
  - b. to ensure all eligibility requirements are met as outlined in sections 1.1 or 1.2 above, as applicable.
- 2.5 If the application passes the initial assessment, SkilledTradesBC may contact the applicant and/or employers and references listed in the application to verify all qualifying experience.

## 3. INVESTIGATIONS AND PENALTIES

- 3.1 A Skilled Trades Certification Advisor may, either on their own initiative or on information provided by a third party, conduct an inspection to monitor compliance with this policy or

related sections of the *SkilledTradesBC Act*.

- 3.2 An individual who has contravened this policy or applicable sections of the *SkilledTradesBC Act* may be subject to the following:
- a. a revocation of a temporary authorization.
  - b. a written warning.
  - c. a compliance order, which may include an order that a person immediately stop work in an STC trade.
  - d. an administrative monetary penalty.
- 3.3 If a contravention continues for, or occurs on, two or more consecutive days, separate daily administrative monetary penalties may be imposed.

#### 4. REVIEWS AND APPEALS

- 4.1 Persons dissatisfied with the outcome of their application to SkilledTradesBC for designation as a Trade Qualifier may request a review of SkilledTradesBC's decision or order on the grounds for review that are set out in the *Minister's Skilled Trades BC Regulation*, as amended from time to time. The Request for Review **must be made within 30 days** of receiving SkilledTradesBC's decision or order. For more information refer to SkilledTradesBC's Request for Review Factsheet and Reviews and Appeals Policy.

For assistance, contact SkilledTradesBC Customer Service at:

T: 778-328-8700

Toll Free in BC: 1-866-660-6011

[customerservice@skilledtradesbc.ca](mailto:customerservice@skilledtradesbc.ca)

Date Approved: October 3, 2023

## APPENDIX A - Trade Qualifier Policy

### Military Applicants

#### 1. POLICY STATEMENTS – MILITARY APPLICANTS

- 1.1 Military Applicants wishing to apply for designation as a Trade Qualifier with SkilledTradesBC in specific trades that have a correlated Canadian Military Trade (see table below) must demonstrate their experience by submitting:
  - a. proof of a Canadian Military Trade Certificate, and
  - b. proof of their Canadian Military ranking at QL5 (Advanced Military Police Training) or higher or Canadian Military equivalent.
- 1.2 SkilledTradesBC requires verification of a Military Applicant’s work experience in the Construction Electrician trade for a period of 6,000 hours. Therefore, Military Applicants in this trade are required to submit Employer Declaration of Work Experience Form(s).
- 1.3 All other Military Applicants who are making an application in trades, notwithstanding the Construction Electrician Trade (as outlined in section 1.2), are not required to submit Employer Declaration of Work Experience Form(s) unless requested by SkilledTradesBC.

For more information on Military Applicants, see SkilledTradesBC’s website:

<https://skilledtradesbc.ca/holders-certificate-qualification-or-military-certification>

1	367/313	Marine Engineer/Marine Engineering Technician	Industrial Mechanic (Millwright) Machinist
2	125/331/332	Electrical Technician/Marine Electrician	Industrial Electrician
3	129/411	Vehicle Technician	Automotive Service Technician Heavy Duty Equipment Technician Truck and Transport Mechanic
4	134/441	Material Technician	Welder
5	301/641	Refrigeration and Mechanical Technician	Refrigeration and Air Conditioning Mechanic
6	302/642	Electrical Distribution Technician	Construction Electrician
7	304/646	Plumbing and Heating Technician	Plumber Oil Heat System Technician

8	306/648	Construction Technician	Carpenter
9	164/861	Cook	Cook