

Administration of Certification Exams Policy (EXTERNAL)

No. E.02.2025

Purpose

This policy outlines SkilledTradesBC's requirements for the administration of Certification Exams.

In Scope

This policy applies to all candidates writing Certification Exams, including Red Seal Interprovincial Exams and British Columbia (B.C.) Certificate of Qualification Exams.

Out of Scope

For clarity, this policy does not apply to:

- Standard Level Exams

Definitions

For the purposes of this policy,

- **"Certification Exam"** means a Red Seal Interprovincial Exam or B.C. Certificate of Qualification Exam.
- **"Level Challenger"** means an uncertified tradesperson who has some experience in their trade and has completed 1,800 work-based training hours (1+ year) for each level they wish to challenge, unless otherwise specified in the program profile.
- **"SkilledTradesBC Foundation Program"** means a program which teaches the basic knowledge and skills needed for entry into a trade. It's typically taught in both a classroom and in-school shop setting, without the need to find an employer sponsor to participate.
- **"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
- **"Trades Training Program"** means Red Seal Apprenticeship Programs, Foundation Programs and Recognized Apprenticeship Programs.
- **"Youth Train in Trades Program"** means a program for B.C. secondary students resulting in level 1 (or higher) technical training credit towards a Trades Training Program.

Policy

All Candidates must follow all other current, newly developed and/or revised SkilledTradesBC policies that may affect this policy.

1. EXAM ELIGIBILITY

- 1.1. Candidates may only write a Certification Exam, if they are:
 - a. Registered as an active apprentice and successfully completed all required levels of technical training; or
 - b. Qualified by SkilledTradesBC to challenge a Certification Exam.
 - c. Otherwise specified in the Program Profile; or

2. EXAM REQUIREMENTS

- 2.1. Certification Exams must be invigilated by SkilledTradesBC, or its designate, and marked by SkilledTradesBC.
- 2.2. Candidates must follow all Certification Exam rules and instructions as defined by SkilledTradesBC or its designate, including but not limited to rules regarding required identification and allowable materials.
- 2.3. For B.C. Certificate of Qualification Exams, Candidates will have a maximum of three (3) hours to complete the exam unless an accommodation has been approved and provided for. For more information on exam accommodations, please see SkilledTradesBC's Exam Accommodations Policy.
- 2.4. For Red Seal Interprovincial Exams, Candidates will have a maximum of four (4) hours to complete the exam unless an accommodation has been approved and provided for. For more information on exam accommodations, please see SkilledTradesBC's Exam Accommodations Policy.
- 2.5. In addition to the requirements of this policy, SkilledTradesBC applies Red Seal Policies and Procedures to the administration of Red Seal Interprovincial Exams.

3. EXAM RESULTS AND REWRITES

- 3.1. Candidates must achieve a result of 70 percent or greater to pass the Certification Exam.
 - a. Achieving an exam result of 70 percent or greater may not be the sole requirement for certification. All requirements for certification outlined in the relevant Program Profile must be met.
- 3.2. Candidates who do not achieve a result of 70 percent or greater on their Certification Exam must wait a minimum of 30 days before writing their next exam attempt.
- 3.3. Subsequent exam attempts may be subject to a rewrite fee.
- 3.4. Apprentices are eligible to rewrite Certification Exams with no attempt limitations.
- 3.5. Trade Qualifiers may rewrite a Certification Exam up to four (4) times. For more

information on trade qualifiers, please see SkilledTradesBC's Trade Qualifier Policy.

- 3.6. Candidates enrolled in Youth Train in Trades and Foundation Programs are eligible to rewrite the Certification Exam up to two (2) times within one year without an active apprenticeship registration.

For assistance, contact SkilledTradesBC Customer Service at:

Customer Service

T: 778-328-8700

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

customerservice@skilledtradesbc.ca

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