



EXAM APPLICATION

CERTIFICATION EXAM (CERTIFICATE OF QUALIFICATION AND/OR INTERPROVINCIAL RED SEAL) OR STANDARD LEVEL EXAM

ITA Customer Service
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Complete this form to schedule your Certification Exam (Certification of Qualification (CofQ) and/or Interprovincial Red Seal Exams) or Standard Level Exam. You may also use this form to request an accommodation (exam writing support) to complete your exam (see section 3 below). **Once you have submitted this form, ITA staff will contact you to schedule your exam or discuss a requested accommodation (see section 3 below) within 10 business days.**

If you need help in completing this form, please contact ITA Customer Service by phone at: 778-328-8700 or toll free in B.C.: 1-866-660-6011 or by email at: customerservice@itabc.ca.

1 EXAM CANDIDATE INFORMATION

ITA Individual ID #	First Name	Last Name	
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	
Email Address	Mailing Address	Phone Number	Date of Birth (MM/DD/YYYY)
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

On the day of the exam, you will need to present valid government photo identification such as a driver's license, Services Card or passport. Applicants from outside Canada must provide valid issued government identification like a driver's license or passport.

2 EXAM DETAILS

Program (Trade) Name	Exam Type:	Preferred Exam Date (or Scheduled Exam Date if already booked) (MM/DD/YYYY)
<input style="width: 100%;" type="text"/>	<input type="checkbox"/> CofQ <input type="checkbox"/> Red Seal <input type="checkbox"/> Level ____	<input style="width: 100%;" type="text"/>

Where would you like to write your exam (or if already scheduled, where is your exam booked for writing)? **Please Check One:**

<input type="checkbox"/> Burnaby	<input type="checkbox"/> Fort St. John	<input type="checkbox"/> Nanaimo	<input type="checkbox"/> Surrey
<input type="checkbox"/> Chilliwack	<input type="checkbox"/> Kamloops	<input type="checkbox"/> Penticton	<input type="checkbox"/> Victoria
<input type="checkbox"/> Courtenay	<input type="checkbox"/> Kelowna	<input type="checkbox"/> Prince George	
<input type="checkbox"/> Service BC Location: _____ for available locations, go to: http://servicebc.gov.bc.ca/locations			

3 EXAM ACCOMMODATIONS (EXAM SUPPORTS)

Complete this section if you would like support in writing your exam (see ITA's *Exam Accommodations Policy* for more information: www.itabc.ca/about-ita/policies-bylaws)

If you would like an accommodation (exam support), please review *Appendix A – List of Available Accommodations* and **indicate your preference in the field below**. If you request an accommodation, you may be contacted by ITA to help identify supports needed.

If you wrote an ITA exam in the past and received an accommodation(s) and would like the same accommodation(s) for this exam, please indicate in the field below the type of accommodation(s) you received previously. Please also check the box.

<input style="width: 100%;" type="text"/>
<input type="checkbox"/> Check this box if you received an accommodation(s) for a previous ITA exam.

4 FEES

Please select your payment method. For more information about exam fees and amounts, or to make a credit card payment online, visit <http://www.itabc.ca/exams/fees-and-payment>.

<input type="checkbox"/> Completed Credit Card Transaction Number: _____	<input type="checkbox"/> Cheque or money order (please attach)	<input type="checkbox"/> Cash, credit or debit card, paid in person at ITA or Service BC (attach photocopy of receipt)
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5 EXAM CANDIDATE'S SIGNATURE

Privacy Notice: Your personal information is collected, used, disclosed, and managed in accordance with B.C.'s *Freedom of Information and Protection of Privacy Act*. The information is used for the purposes of your participation in B.C.'s skilled trades training and apprenticeship system, and where applicable the Interprovincial Red Seal program, including: planning, delivering, researching and evaluating apprenticeship programs; assisting in the promotion of apprenticeship/certification programs; identifying persons for the purpose of financial awards; and, identifying persons for targeted correspondence (e.g., surveys, statistics, consultations) related to their trade(s) or their involvement in apprenticeship training. In addition, your personal information may be shared for the purposes as noted above with other Canadian jurisdictional apprenticeship bodies, your sponsor(s), educational institutions, training providers, regulatory authorities, and municipal, provincial, and federal governments where the information is required for them to fulfill their legal responsibilities or manage apprenticeship-related programs. If you have any questions about the management of your personal information, please contact us by email at privacy@itabc.ca or by phone at 1-866-660-6011.

By signing this form, I certify that the information collected on this form is accurate and complete that I have read and understand the Privacy Notice and consent to the collection, use and disclosure of my personal information.

1 Appendix A – List of Available Accommodations (Exam Supports)

The table below outlines accommodations available to support individuals writing their ITA exam.

Accommodation Option	Description
Blue Paper	The exam is printed on blue-coloured paper, which may have a calming effect or help with reading challenges.
Increased font size	The exam is printed in larger font, which may assist with reading comprehension or impaired vision.
Straight edge	The candidate is provided a straight edge, which may help with the reading of an exam or blocking of exam questions.
Earplugs	The candidate is provided earplugs, which may help block out noise and distractions during the exam
Language dictionary	<p>The candidate is permitted to bring a language dictionary during the exam, that translates words from English to their language of choice. The dictionary may not provide definitions but only direct, word-to-word translations.</p> <p>NOTE: <i>The candidate must supply their own language dictionary for use.</i></p>
Sign language interpreter (ITA- or Self-provided)	<p>The candidate may have a sign language interpreter attend the exam to sign the contents of the written exam.</p> <p>NOTE: <i>A candidate using a sign language interpreter is provided a one-hour time extension and a private room to complete their exam. If this option is chosen, ITA will contact the candidate to discuss details of this support.</i></p>
Translator (ITA- or Self-provided)	<p>The candidate may have a translator attend the exam and verbally translate the written exam into the candidate's chosen language.</p> <p>NOTE: <i>A candidate using a translator is provided a one-hour time extension and a private room to complete their exam. If this option is chosen, ITA will contact the candidate to discuss details of this support. If the candidate is bringing their own translator, they must provide a completed translator/reader declaration form with this application: Translator/Reader Declaration Form</i></p>
Reader (ITA- or Self-provided)	<p>The candidate may have a reader attend the exam and verbally read the exam to the candidate.</p> <p>NOTE: <i>A candidate using a reader is provided a one-hour time extension and a private room to complete their exam. If this option is chosen, ITA will contact the candidate to discuss details of this support. If the candidate is bringing their own reader, they must provide a completed translator/reader declaration form with this application: Translator/Reader Declaration Form</i></p>
Text-to-speech software (digital reader)	<p>The candidate is provided with an ITA device that contains a text-to-speech software program, which reads aloud the contents of the exam. The candidate can control exam sections which may be read aloud and the speed of the reading.</p> <p>NOTE: <i>A candidate using text-to-speech software is provided a one-hour time extension and a private room to complete their exam.</i></p>
Bi-lingual Exam (Red Seal Only)	The Red Seal exam content is printed in French.
Extra time to write an exam	The candidate is provided with a one-hour time extension to complete their exam. A private room may be provided.
Private sitting	The candidate is provided with a private room away from other candidates during their exam.
Other*	If you need an accommodation that is not listed above, please indicate "Other" in section 3 of your Exam Application Form. ITA will contact you to discuss accommodation options that meet your specific needs.

If you require any of the above accommodations for your next ITA exam, you may request them by completing section 3 of your Exam Application form.