

EXAMINATION APPLICATION INSTRUCTIONS

All sections of the application form are **mandatory** (unless non-applicable)

A. Industry Experience

- **Industry Experience:** A candidate seeking certification under the Examination stream must have a minimum of 5 years' Industrial Commercial and Institutional working experience in the Designation applied for. A minimum of 2 of these years must be Canadian experience. Two years of assistant duties will count towards certification (e.g. Assistant Superintendent, Assistant Project Manager, Jr. Estimator, etc.).
- **Residential Experience:** Experience in the residential sector includes all projects that fall under **Part 9** of the National Building Code. This definition recognizes that all single family residences will continue to be excluded regardless of size. All other residential occupancies and projects that fall under **Part 3** of the National Building Code will fall under the ICI sector and will be included for Gold Seal Certification.
- **Not-for-profit:** Employment within not-for-profit organizations, governments, etc., is not eligible for experience credits except in applications for Owner's Project Manager.
- Where your occupational title is not the same as the Gold Seal Designation – e.g. Project Coordinator vs. Project Manager – you **must** provide a job description or a summary of responsibilities. Refer to the profiles for a definition of the designations.

B. Related Management Skills

If you have years of experience in one of the other certifiable designations, please provide information on the project list reflecting the related management skills you possess.

C. Trade experience

You **must** include a copy of your tradesperson qualification. If there is not a tradesperson qualification available in your province for your trade, you will need to demonstrate a minimum of 6000 hours as a tradesperson by way of letter from a third party in order to be equivalent to a certified journeyman. If there is a tradesperson qualification available for your trade, you will need to challenge the trade exam before being allocated credits towards your Gold Seal application.

Roadbuilding Trades: on applications for Superintendent, Roadbuilding and Heavy Construction, credit will be given for minimum 6000 hours heavy equipment operation as equivalent to a trades certificate. Applicants must provide a letter from a current or past employer attesting to this.

D. Formal Education & Training

Training – Special Industry Courses (SIC)

In order to be eligible for consideration for Gold Seal certification, seminars, workshops and courses must be **essentially similar** to the Gold Seal **National Curriculum Standard** of 11 course topics that includes:

Overview of the Construction Industry	Environment
Law & Contracts for construction	Communication
Management of Human Resources	Estimating
Construction Job Site Controls	Planning/Scheduling
Project Costing Control and Accounting	Project Management
Construction Safety (max. 5 credits for Project Managers & Estimators and max. 10 credits for Superintendents)	

Records of attendance or certificates of completion are required to gain credits. Credits **will not be issued without documented proof.*

Course content **should be managerial rather than technical.*

Duration of courses **must be indicated.*

Courses **should be related to your designation.*

Please consult the Gold Seal web site for a description of acceptable courses or sessions, at www.goldsealcertification.com. A list of Accredited Courses is also available online.

Formula to calculate SIC credits

6 hours of seminar/workshop = **1 credit** (Candidates can only gain a maximum of 10 out of the 25 credit minimum requirement with **seminars/workshops**)

30 hours of industry-related course = **5 credits** to a maximum of 10 credits per course regardless of duration. (Candidates must have a minimum of 30 hour **courses** or 15 of the 25 credited minimum requirement through course work)

E. Letter of Recommendation

All applicants **must** provide a letter of recommendation from their current employer stating their position within the company, length of time with the company as well as a brief summary of duties.

Self-Employed: If you have been self-employed for more than 5 years, no letter is required. If you have been self employed for less than 5 years, a letter from a client is required.

PROJECT LIST

Experience must be indicated on a signed and dated project list.

- In order for the Gold Seal Review Committee to approve your industry experience, it is important that you provide a project list giving brief details of your work history; names, addresses and phone numbers of all employers; job titles and duties; projects worked on including name, description, contract value, year and contact name. If you do not use the project list included in this application, only a duplicate in exact form will be considered. The duplicate must contain the same information required on the application project list.
- For the project information requirements, please provide in your project list a list of the principal projects that you were associated with in each year as either a Project Manager, Superintendent, Estimator or Owner's – Project Manager. The project list provided **must** be used by applicants to list projects. (*Duplicate as needed.*) Incomplete lists will be returned (This includes date and signature).
- It is critical that you provide a clear description of the project and duties that you have held over the years. Job titles alone do not provide sufficient insight.
- Minimum of one project is required per year, partial years are not accepted.
- If you list two designations on one project – e.g. Estimator / Project Manager – please allocate the percentage of time in each designation for that project. 1 year = 100% of the time in that designation. If a percentage of time is not indicated, the split will be 50%-50%.
Example: Superintendent 90% + Project Manager 10% or Estimator 30% + Project Manager 70%

GENERAL INFORMATION

EXAMS

Proficiency in one of the two official languages is essential when challenging the Gold Seal exams.

EXAM NO SHOW

If an applicant has indicated that he/she will sit for an exam and fails to show up to write, they will be charged an administrative fee of \$50.00 + GST or HST where applicable (British Columbia, New Brunswick, Newfoundland, Nova Scotia, Ontario). This administrative fee will be waived if the applicant notifies the CCA office in writing at least 10 days prior to the date of the exam that he/she will not be writing.

APPLICATION REVIEW PROCESS

Applications must be submitted to the local/provincial construction association for the preliminary review (a list of local/provincial associations is available on the Gold Seal website). The preliminary review is a **recommendation** to the National Review Committee; the **final approval is at the National level.**

Incomplete applications will not be reviewed and will cause delays in the candidates ability to receive Goal Seal Certification.

APPLICATION FEE PROCESSING

All application fees are processed upon receipt of application. **This is no indication that the application has been approved.** All fees are refundable should the application be denied.

APPLICATION SUBMISSION DEADLINES

Please refer to the Goal Seal website for application submission deadlines. Exam candidates need to submit their local construction association at least 6 weeks prior to the next scheduled exam.

THE GOLD SEAL CREDIT SYSTEM

In order to qualify for Gold Seal certification through the Examination stream you will require a minimum of 100 'credits,' allocated on the following basis:

Industry Experience: 10 credits per documented year of Institutional Commercial and Industrial experience (minimum 5 years = 50 credits).

Related Management Skills:

- 1) Experience in one of the other Gold Seal certifiable Designations
5 credits per year to a maximum of 10 credits per Designation

OR

- 2) 30 credits if Gold Seal certified in one or more of the other Gold Seal certifiable Designations

**Note: Experience and education credits received on the first Gold Seal application will not be applicable for credits on any following application.*

Tradesperson Qualification or Equivalent (if applicable):

20 credits if you are applying as an Estimator or Project Manager

30 credits if you are applying as a Superintendent

Formal Education & Training: *Candidates must have a minimum of 25 credits, to a maximum of 50 credits in this section.*

6 hours of seminars/workshops = **1 credit**

(Candidates can only gain a maximum of 10 out of the 25 minimum requirement with **seminars/workshops**)

30 hours of industry related course = **5 credit** to a maximum of 10 credits per course regardless of duration.

(Candidates must have a minimum of three 30 hour **courses** or 15 of the 25 credit minimum requirement through course work)



**Canadian
Construction
Association**

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Tel: (613) 236-9455 Fax: (613) 236-9526



GOLD SEAL CERTIFICATION PROGRAM Examination Stream Application Form

PERSONAL DATA

Name: _____
(as it will appear on certificate)

Address: _____

Telephone (Home): _____ **(Business):** _____ **(Cellular):** _____

Date of Birth: ____/____/____ **E-mail:** _____
Day Month Year

Most Current Employer: _____ **Telephone:** _____

Position: _____ **Dates employed:** ____/____/____ to ____/____/____
Day Month Year Day Month Year

Responsibilities: *(please attach job description or summary of duties)*

DESIGNATION

Estimator Superintendent Project Manager Owner's – Project Manager (no discipline necessary)

CONTRACTING DISCIPLINE

- | | |
|---|---|
| 1. General Contracting <input type="checkbox"/> | 2. Mechanical Contracting <input type="checkbox"/> |
| 3. Electrical Contracting <input type="checkbox"/> | 4. Roadbuilding / Heavy Construction <input type="checkbox"/> |
| 5. Specialty Trade <i>(Check only one box below)</i> | |

Carpet/Resilient Flooring <input type="checkbox"/>	Masonry <input type="checkbox"/>
Concrete Floor Finishing <input type="checkbox"/>	Metal Siding/Decking <input type="checkbox"/>
Concrete Formwork <input type="checkbox"/>	Painting <input type="checkbox"/>
Controls (Electric & Mechanical) <input type="checkbox"/>	Plumbing <input type="checkbox"/>
Conveying Systems <input type="checkbox"/>	Precast Concrete <input type="checkbox"/>
Doors, Windows, Glazing <input type="checkbox"/>	Reinforcing Steel <input type="checkbox"/>
Drywall/Acoustics <input type="checkbox"/>	Roofing <input type="checkbox"/>
Finish Carpentry/Millwork <input type="checkbox"/>	Sheet Metal (HVAC, Air Distribution) <input type="checkbox"/>
Fire Protection <input type="checkbox"/>	Structural Steel <input type="checkbox"/>
Foundation Systems <input type="checkbox"/>	Tile/Terrazzo/Marble <input type="checkbox"/>
Industrial Equipment (Millwrighting) <input type="checkbox"/>	Utility/Power Line <input type="checkbox"/>
Insulation <input type="checkbox"/>	Waterproofing <input type="checkbox"/>
Landscaping <input type="checkbox"/>	Other _____ <input type="checkbox"/>
Manufactured Specialties (Lockers, Louvres, etc.) <input type="checkbox"/>	

E Letter of recommendation from most current employer attached.

Self-Employed: If you have been self-employed for more than 5 years, no letter is required. If you have been self-employed under 5 years, a letter from a client is required and must be included.

F Application fee: \$500 plus G.S.T. or H.S.T. where applicable (British Columbia, New Brunswick, Newfoundland, Nova Scotia, Ontario) per Gold Seal Certificate.

Cheque payable to CCA Visa MasterCard

Card Holder's Name _____ Card # _____

(Please Print)

Expiry Date ____/____/____ Signature _____

Do you require a receipt? Yes No

**Fee may be subject to change. GST/HST Registration #R106844624.*

**The processing of application fees is no indication of application approval. All fees are refunded should the application be denied.*

WHY ARE YOU SEEKING GOLD SEAL CERTIFICATION?

Self-enhancement Employer request/demand Improve employment opportunities

Facilitate geographic mobility Condition of contract

OTHER (explain)

Where did you learn about the Gold Seal Program? _____

APPLICATION CHECKLIST

The following documentation must be provided, if applicable.

- Letter of recommendation from employer
- Project List **signed and dated**
- Certification of trade qualification
- Educational Diploma/Degree (copies)
- Copies of Special Industry course certificate and duration
- Payment of **\$500 plus GST or HST where applicable** per certificate
- Signed Application (see below)

Signature _____ Date _____

**Please submit application to
your Local or Provincial Construction Association**

