

SENIOR PRACTITIONER APPLICATION INSTRUCTIONS

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

A. Industry Experience

- **Industry Experience:** A candidate seeking certification under the Senior Practitioner stream must have a minimum of 15 years Canadian Industrial Commercial and Institutional experience in the Designation applied for. Your experience will be considered until the date specified on your application. Foreign experience is not accepted.
- **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 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 (minimum 25 credit requirement)

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)

