



Canadian
Construction
Association

Gold Seal Certification Examination



Gold Seal Certification

Examination Application Instructions

goldsealcertification.com



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

Important Information and Tips

- Visit the Certification Process page and watch the video that walks you through the application process.
- Read the instructions and Guidelines below that list all the information you need for completing an application.
- Ensure you have all the information required to complete the application. If you do not have all your information on hand, you can resume the application later by clicking on the Resume Application tab on the menu bar
- For information on the Industry Ethics course, please contact your local construction association. A list of associations can be accessed by following this link:
<http://www.goldsealcertification.com/contact-us/partner-associations/>
- Attachments: All text files and PDF's are accepted, not exceeding a size of 50MB
- If you experience any technical difficulties before pressing the "Pay Now" button, please contact Gold Seal at goldseal@cca-acc.com or 613-236-9455 ext. 424.
- The application fee is \$500 + GST/HST where applicable
 - Electronic Payment Processor (PayPal): ○ If you do not have an existing PayPal account but plan on using your credit card, ensure that the address information that you enter to PayPal matches your credit card information.
 - If you receive a PayPal transaction error or any message after you have pressed the Pay now link, please do not re-start your application. Contact Gold Seal at goldseal@cca-acc.com or 613-236-9455 ext. 424.

Instructions

Step 1. Personal Information

Provide your personal information.

Step 2. Designation

Select the designation you are applying for and the relevant discipline. If you hold a Construction Estimator Certified (**CEC**) or a Professional Quantity Surveyor (**PQS**) designation from the Canadian Institute of Quantity Surveyors (**CIQS**), you may be automatically eligible to challenge the appropriate Estimator exam (**CEC**) or automatically eligible for certification (**PQS**).

Step 3. Industry Experience: (minimum requirement five years' experience = 50 credits)

A candidate seeking certification must have a minimum of 5 years' Industrial, Commercial, Institutional (ICI) or Heavy Civil working experience in the designation applied to. A minimum of 3 of these years must be experienced in Canada. Up to two (2) years of assistant duties will count towards the minimum requirement (i.e. 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. 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/Heavy Civil sector and will be accepted for Gold Seal Certification.

Not-for-profit:

Employment within the non-profit organizations, governments, etc., is not eligible for experience credits except in applications for the Owner's Construction Manager designation.

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 Certification Guide for definitions of the designations.

Project List

Industry experience must be indicated on the project list.

- To approve your industry experience, it is important that you complete the project list giving details of your work history; names and phone numbers of all employers, job titles, and duties; projects worked on including name, description, contract value, year and contact name.
- For the project information requirements, please provide a list of the principal projects that you were associated with in each year as either a Project Manager, Superintendent, Estimator or Owner's Construction Manager.
- 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.

Step 4. Formal Education & Training (minimum 25 credit requirement)

Formal Education:

Credits for formal education will be awarded based on the highest level you have reached. Please refer to the **Gold Seal Credit System** below for credit allocation. A Canadian Equivalency is required for all foreign formal education.

Training: (seminars, workshops, and courses **must** have been taken within the last **ten years**)

To be eligible for consideration for Gold Seal Certification, seminars, workshops, and courses must be essentially alike to the Gold Seal **National Curriculum Standard** of 11-course topics that include:

1. **Overview of the Construction Industry**
2. **Environment**
3. **Law & Contracts for Construction Communication**
4. **Management of Human Resources**
5. **Estimating**
6. **Construction Job Site**
7. **Controls**
8. **Planning/Scheduling**
9. **Project Cost Control and Accounting**
10. **The Project Management Process**
11. **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.*

Seminars, workshops, and courses content **must be managerial rather than technical. Exceptions are made for some technical courses.*

Duration of seminars, workshops, and courses **must be indicated.*

****Mandatory Education** - Industry Ethics course, **online and classroom component** for all disciplines.*

*Identified Subject matters related to designation (see **Gold Seal Credit System**).*

Please consult the National Curriculum Standard on www.goldsealcertification.com for a description of acceptable seminars, workshops, and courses. A list of accredited seminars, workshops and courses is also available online.

Step 5. Letter of Recommendation

You **must** provide a letter of recommendation from your current employer stating your position within the company, length of time with the company as well as a summary of your duties. If you are self-employed, a letter from a client is required.

Step 6. Survey

Answer the brief survey questions.

Step 7. Additional Information

Attach any additional information to support your application.

Step 8. Payment

Enter your initials and click on the submit button to proceed to the payment page.

General Information

Exam

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 the exam and fails to show up to write, they will be charged an administrative fee of \$50.00 + GST/HST where applicable.

Application Review Process

Applications are first reviewed by the local/provincial construction association
(a list of local construction association is available at www.goldsealcertification.com).

The preliminary review is a recommendation to the National review, the **final approval is at the National level.**

Incomplete applications will cause delays in the review process. To avoid delays and disappointment, please verify that the required information and documentations are attached before submitting the application.

Application Fee Processing

All application fees are processed upon receipt of application. **This is no indication that the application has been approved.** An administrative fee of **\$75.00 +GST/HST** (where applicable) will be retained by CCA if an applicant withdraws or is not accepted into the program. Applicants who are not approved to challenge the exam will be offered Gold Seal Internship until they meet the exam requirements.

Application Submission Deadlines

Please refer to the Gold Seal website for application deadlines. Exam candidates should submit their application to their local construction association at least six weeks before the next scheduled exam date otherwise you will be scheduled for the following exam.

The Gold Seal Credit System

To challenge Gold Seal Certification via the Examination you will require **100 credits** with minimums in industry experience and education allocated on the following basis:

Industry Experience: (minimum 50 credits)

Ten credits per documented year of Industrial Commercial, Institutional (ICI) or Heavy Civil experience in the designation applied for (minimum **five years = 50 credits**).

Note experience and education credits received on a first Gold Seal application will not be applicable for credits on any following application, however, **30 credits will be awarded to those with an existing Gold Seal Certificate.*

Education and Training: (minimum 25 credits)

Formal Education: (credits are awarded for the highest level of formal education)

- Tradesperson Qualification (ticket) **10 credits**
- Industry Related Technician or Technologist Diploma **20 credits**
- Industry Related University Degree **30 credits**
- Construction Management Degree Program **40 credits**

Training: (seminars, workshops or courses **must** have been taken within the last ten years)
One credit will be allocated for every 6 hours of training.

Mandatory Education in addition to Formal Education/Training:

For all designations (Estimator, Project Manager, Owner's Construction Manager and Superintendent)

Construction Industry Ethics course (online + classroom component) for all designations; **3 credits**

Safety 2 credits (minimum)

All applicants **must** demonstrate that they've acquired a minimum of **2 credits** in seminars, workshops or courses related to the designation for which they are applying:

Estimators:

must have a minimum of **2 credits** in one of the following areas as part of their education requirement: measurement of construction work, drawings & specifications, construction contracts, pricing/bidding, construction documents, regulatory codes, scheduling, and communication.

Superintendents:

Must have a minimum of **2 credits** in one of the following areas as part of their education requirement: management of human resources in the construction industry, construction job site controls, and planning and scheduling.

Project Managers/Owner's Construction Managers:

Must have a minimum of **2 credits** in one of the following areas as part of their education requirement: laws and contracts in the construction industry, construction planning and scheduling, project management and project costing control/accounting.