



Canadian  
Construction  
Association

Gold Seal Certification Intern



# Gold Seal Certification

Intern Application Instructions

[goldsealcertification.com](http://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
- 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 Intern registration fee is **\$100 + GST/HST** where applicable. Interns will have to pay the **\$500 + GST/HST** to challenge the exam when requirements have been met.
  - 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 the address associated with your credit card.
  - 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 one years' experience - 10 credits)

A candidate seeking registration as an Intern must have a minimum of 1 year Industrial, Commercial, Institutional (ICI) or Heavy Civil working experience in the designation applied for. 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 not-for-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 (no minimum requirement to register as an Intern)

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

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

**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**).*

Seminars, workshops, and courses will receive **one credit** for every six hours of training.

***\*Note:** Interns will need to meet the minimum requirement of 25 credits in education/training, including the mandatory education requirements, to eventually challenge the Gold Seal Exam.*

Please consult the National Curriculum Standard on [www.goldsealcertification.com](http://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

### Interns

The Intern is striving to meet the examination requirement throughout the life of their Gold Seal Internship. The onus is on the Intern applicant to keep the Gold Seal office updated on their progress. Interns are building on their existing application, therefore do not need to re-apply. Registered Interns must update all additional information directly onto the application portal. Once all the requirements are met, the Registered Intern will be required to pay the examination fee, and they will be invited to challenge the next scheduled Gold Seal Exam.

It is intended for the Interns to complete their Internship within **five years**. Extensions to this rule are possible and are at the discretion of the Gold Seal Committee.

### 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](http://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 documentation is 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 from the program.

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## The Gold Seal Credit System

To register as a Gold Seal Intern, you will require a minimum of **10 credits**.

### Industry Experience: (minimum ten credits)

**Ten credits** per documented year of Industrial Commercial, Institutional (ICI) or Heavy Civil experience in the designation applied for (minimum **one year = 10 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:

**(no minimum required to register as an Intern)**

### 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)**

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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.