Gold Seal Certification guide
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Gold Seal application process

We are migrating to a new application and exam system, so the old one is currently closed, and we are using a temporary system for new applications and for older applicants to submit their application for final review.

New applicants (applications started after May 1, 2020)

Before starting your application, please read the occupational profile for the designation that you are applying for (at the bottom of the Gold Seal exam page), ensure you understand the requirements and process and watch a "How to apply for the Gold Seal Intern (GSI) designation" video or "How to apply for the Gold Seal Certified (GSC) designation" video.

- **Gold Seal Intern (GSI) application** for estimators, foremen, owner’s construction managers, project managers, safety coordinators and superintendents
  - **Cost:** $125 plus applicable taxes
  - **Requirements:** 1 year of experience in the designation or 2 years in an assistant’s role plus a letter of recommendation
  - Becoming GSI shows your commitment to becoming a GSC. GSIs have 5 years to meet the GSC requirements and to challenge the Gold Seal exam.

- **Gold Seal Certified (GSC) application** for estimators, foremen, owner’s construction managers, project managers, safety coordinators and superintendent
  - **Cost:** $525 plus applicable taxes, includes one Gold Seal exam (see the Gold Seal exam page for rewrite fees)
  - **Requirements:**
    - Foremen: A minimum 50 credits (10 credits per year) need to come from experience, and a minimum 25 need to come from education and training, mandatory education included.
    - Other designations: A minimum 50 credits (10 credits per year) need to come from experience, and a minimum 25 need to come from education and training, mandatory education included. The remaining 25 credits can come from either category or a combination.
  - If your application doesn’t meet the requirements, you will be approved as GSI as an intermediary step. You will have 5 years to meet the GSC requirements and to challenge the Gold Seal exam.

- **Professional, Gold Seal Certified (PGSC) application**
  - **Cost:** $125 plus applicable taxes, renewable every two years
  - **Pre-requisite:** GSC
Requirements: Work a minimum of 2,000 hours for 2 years in the designation in which they were certified (1,000 hours per year) and earn a minimum of 30 Gold Seal credits.

Applicants with an application started in the now closed portal

- If you started your GSI or GSC application in the old portal but never submitted and paid for it, you need to start a new GSI application or GSC application.
- If you applied as a GSI and were approved in the previous portal, you must begin a new GSC application when you meet the GSC requirements, and pay the GSC fee of $525 plus applicable taxes.
- If your GSC application was previously reviewed, use the in-progress application tool to submit your application for final review when you have over 100 credits. This should happen within the 5-year period that you were given when you were approved as a GSI as an intermediate step. If you don't remember how many credits you had, review your emails/documents from the Gold Seal team. If you have lost your statement or no longer have access to it, contact goldseal@cca-acc.com.
- Those with an expired GSI expiry date were contacted in June 2020 and given until March 12, 2021 to get their application approved.
- Approved GSCs can use this form to book their first exam date. Those who didn’t pass can book and pay for their rewrite using this form.

What is Gold Seal Certification?

The Gold Seal Certification program establishes, administers and continuously improves national professional certification standards for construction management. It certifies construction management professionals against these standards and promotes their accredited education and training.

Applicants require a combination of industry experience, education and training to take the exam and become certified.

What designation should I apply for?

We certify estimators, foremen, owner’s construction managers, project managers, safety coordinators and superintendents. See the occupational profiles posted on the Gold Seal exam page regarding how we define these designations. Note that we are currently updating all occupational profiles (as well as exam question banks and sample questions). For estimators, project managers and superintendents, we are eliminating disciplines and consolidating the current five discipline-specific occupational profiles to one non-discipline specific occupational profile and exam per designation. All applicants will receive an email when the new occupational profiles are published.
**Type of company**
Estimators, foremen, project managers, safety coordinators and superintendents must be directly employed by a general, specialty trade, electrical, mechanical or civil infrastructure contractor.

Owner’s construction managers are accountable to the procurement authority which can include owners, consultants (on behalf of the owners), general contractors, construction managers and design builders. Owner’s construction managers are responsible for managing time, cost, quality, and the project’s overall performance, as well as promoting positive relationships with all stakeholders.

**Type of project**
Residential projects (Part 9 of the National Building Code) do not count toward industry experience credits. We accept residential occupancies and projects that fall under Part 3 of the National Building Code’s industrial, commercial, institutional or heavy civil sector.

Employment at non-profit organizations (including governments) is only eligible for experience credits if you apply for the owner’s construction manager designation.

**Job titles**
Your job title may differ from our official designation name. For example, in some companies “General Foreman” is used instead of “Superintendent”. In these cases, the “Experience” section and your letter of recommendation must provide details on what your duties entail.

**Job duties**
In order to qualify to write the Gold Seal exam, you need to be currently employed in and have at least 5 years of experience in the designation that you are applying for. Experience in another designation doesn't count for credits. E.g. if you are applying as an estimator, your experience as foreman doesn't qualify for credits. However, for superintendents, two years as a foreman can count since often companies don’t have an “assistant superintendent” role but it is filled by a foreman.

Some applicants spend e.g. 10% of their time at the onset of a project doing estimating and the rest of the time doing project manager’s duties. What matters is that most of your duties align with the occupational profile for the designation that you have chosen. Again, the “Experience” section and your letter of recommendation must provide details on what your duties entail.

**Do I qualify to apply?**

**Gold Seal Intern**
If you have at least one year of Canadian experience in your designation – or two years in an assistant’s role, you can register as a Gold Seal Intern (GSI). You’ll have up to five years to meet the Gold Seal Certification requirements and to take the Gold Seal exam to become Gold Seal Certified. Note that the application fee (non-refundable) for GSI is $125 plus applicable taxes. When you meet the GSC requirements and want to re-submit your application, you will need to pay the $525 non-refundable GSC application fee.

Unlike the full Gold Seal Certification application, you do not need any credits in education and training to apply.
Gold Seal Certified

If you have more than five years of experience in your designation, you may apply for your Gold Seal Certified (GSC) designation.

You need **100 credits** to apply to take the Gold Seal exam (foremen only need **75 credits**):

- You need at least **50 credits** in industry experience.
- You need at least **25 credits** in education and training.
- Applicants in every designation except foremen need an additional **25 credits** in either category.

Automatic eligibility

You may be automatically eligible to write the Gold Seal exam or become certified if you have one of these four designations. Note that three years of experience must be in the Canadian industry.

1. **All designations: Chartered Institute of Builders (CIOB)**
   Chartered Members (MCIOB) automatically meet the educational requirements (50 credits) to challenge the exam with 5 years of experience and mandatory ethics courses. You must apply to take the exam.

2. **Safety coordinator: National Construction Safety Officer (NCSO)**
   If you have your NCSO, five years of construction site safety experience and have taken the Construction Industry Ethics courses, you’re automatically eligible to take the construction safety coordinator exam. You must apply to take the exam.

3. **Estimator: Construction Estimator Certified (CEC) and Professional Surveyor (PQS)**
   If you have your CEC, you’re automatically eligible to take the estimator exam. You must apply to take the exam.

   If you have your PQS, you’re automatically eligible for Gold Seal Certification. You do not have to take the exam, but you must apply to receive your certification.

Project experience

You need at least five years of experience in the designation you are applying for (i.e., 50 credits). You receive 10 credits for each year of experience you have in the field. There are a few other conditions you need to meet:

- Your experience must be in the industrial, commercial, institutional, or heavy civil sectors.
- At least three of your five years of experience must have been in Canada.
- If you are applying as a foreman, three of your five years of experience must have been in a foreman’s position.
- Up to two years as an assistant count toward the five-year requirement (e.g., assistant superintendent, assistant project manager, junior estimator).
• Must currently be employed in the designation you have selected.

Owner's construction manager: Not for profit/government employment experience is eligible for credits.

Note that the current year doesn't count as it is not a full year. Therefore, if you apply in 2020, you need to demonstrate that you are employed in the designation that you are applying for in 2020 and relevant experience for 2015 – 2019.

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**Project experience**
Include the current project you are working on, as well as at least 5 more projects (one project per year of experience). You may include up to 7 years experience for additional Gold Seal credits. Do not include multiple projects from the same year. Each year/project is worth 10 credits. Project experience must be within the last 10 years. Maximum 2 years of the minimum 5 can be from abroad.

Foremen: 3 years must be as foreman, remaining 2 can be claimed without foreman title or duties.

Other designations: Maximum 2 years out of the minimum 5 can be in an assistant’s role (e.g. junior estimator, project coordinator, foreman for superintendents).

Note: Residential experience (part 9 of the National Building Code) does not count.

**Current project – 2020**
Current project does not count towards the minimum 5 years experience. It is to confirm you are currently working in the designation you have chosen for this application.

**Role**

**Project description (e.g. building renovation)**

**Specific duties (e.g. supervision of site activities)**

**Employer’s company name**
Who was this project for? (company name)
Education and training
You must have at least 25 credits in formal education and/or training before you apply to take the certification exam. All training and courses must have been completed within the last 10 years. There is no time limit on formal education you have completed. Note that you can’t use the same courses from your formal education to gain additional training credits.

Formal education
*Credits are awarded for the highest level of education you have achieved, related to the construction industry* (e.g. a construction management degree or a technologist’s diploma).

<table>
<thead>
<tr>
<th>Qualification</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tradesperson qualification</td>
<td>10</td>
</tr>
<tr>
<td>Project management or superintendent</td>
<td>15</td>
</tr>
<tr>
<td>Industry-related technician</td>
<td>20</td>
</tr>
<tr>
<td>Technologist diploma</td>
<td>25</td>
</tr>
<tr>
<td>Industry-related university degree</td>
<td>30</td>
</tr>
<tr>
<td>Construction management degree</td>
<td>40</td>
</tr>
</tbody>
</table>

You must attach your diploma with your application.

- If you do not have formal education, you can make up for it with training credits.
- If you have a foreign formal education, we require proof of Canadian equivalency. You can obtain that proof through an academic credential assessment service provider, such as the Canadian Information Center for International Credentials.

Mandatory training
- *Construction Industry Ethics courses*
  - All candidates must take the Construction Industry Ethics courses (3 credits) which includes online and classroom/virtual components.
  - Courses are offered through local construction associations across the country. Please contact your local construction association to learn more about course schedules.
  - We do not accept any other ethics courses.

- *Designation-specific training*
  - *Foremen:* Must take Construction 101 and beyond and Leadership for Safety Excellence
  - *Estimator* (min. 2 credits): Measuring construction work, drawings and specifications, construction contracts, pricing/bidding, construction documents, regulatory codes, scheduling, or communication
  - *Owner's construction manager* (min. 2 credits): Law and contracts in the construction industry, construction planning and scheduling, project management, project costing control/accounting
Project manager (min. 2 credits): Law and contracts in the construction industry, construction planning and scheduling, project management, project costing control/accounting

Superintendent (min. 2 credits): Management of human resources in the construction industry, jobsite controls, planning/scheduling

Safety training

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Safety training (optional)

Safety coordinator applicants: Report all your training on the next page

There is a maximum number of safety credits for the following designations:

- Estimator: 5
- Foreman: 5
- Owner’s construction manager: 5
- Project manager: 5
- Superintendent: 10
- Construction safety coordinator: unlimited

We allocate 1 credit per 6 hours of training, lunch and breaks not included

Safety course name, duration (hours), year completed

Certificate

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Additional training

The Gold Seal Certification program accredits training that meets our national curriculum standard. These courses have been pre-approved and guarantee you will earn a designated number of Gold Seal credits.

There are more than 1,000 Canadian Gold Seal-accredited education and training seminars, workshops and courses listed on the Gold Seal website.

We also recognize non-accredited construction management courses that fall under our Gold Seal national curriculum standard. If a course is recognized, you will receive one credit for every six hours of training.

There are 11 national curriculum standard areas in which you can earn credits:

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
7. Construction job site controls
8. Construction planning/scheduling
9. Project cost control and accounting
10. Project management process
11. Construction and environment

Please consult our national curriculum standard to read descriptions of acceptable seminars, workshops, and courses. Note that they must be managerial rather than technical. Exceptions are made for some technical courses.

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You must have at least 25 credits in formal education and/or training before you apply to take the certification exam. All training and courses must have been completed within the last 10 years. Note that you can’t use the same courses from your formal education to gain additional training credits.

One (1) credit will be allocated for every six (6) hours of training.

**Course 1**

Duration of course (hours) / year completed

Certificate

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What do I need to know about the exam?

When is the Gold Seal exam offered?
We offer the Gold Seal Certification exams in January, April and October. Check the Gold Seal Certification website for precise dates.

How do I select my exam date?
Once your application has been approved, you can use this link to book your exam date. Approved applicants should take their exam within about a year from being approved. If you failed your exam, you can use this link to book and pay for your rewrite.

Is there a study guide for the exam?
The Gold Seal Certification program has used adult learning professionals, industry experts and groups of volunteer industry practitioners to define the knowledge, skills and abilities that construction professionals working in Gold Seal designations should possess. The Gold Seal exam measures the applicants against this standard. There is no guidebook to study; the candidates apply the knowledge gained over a minimum of 5 years’ experience plus the applicable training and education. Ideally, Gold Seal candidates should read the applicable occupational profile (see the Gold Seal exam page) as they are planning their applications, to identify any additional learning and training needs, to maximize the likelihood of passing the exam.

Where do I write the exam?
You will write your exam at the local construction association you selected when you started your application.

If you are scheduled to write the exam and fail to attend, there is an administrative fee of $50 (plus applicable taxes).

What are the technical requirements?
You must bring a laptop computer to the exam as one will not be provided to you. The computer you use for your exam must meet these technical requirements:

- It must be able to connect to your local construction association's wireless account.
- It must have an up-to-date version of Chrome, Firefox, Safari or Edge. You cannot take the exam using Internet Explorer.
- It should have a screen that is 11 inches or larger.
- We recommend a standard keyboard instead of an on-screen keyboard.
- We recommend using a mouse, touchpad or trackball, not a touchscreen monitor.

In which language may I write the exam?
You may write the exam in English or French. You must be proficient in one of these languages to write the exam.
**What is the exam's pass mark?**
The exam’s pass mark is 75%. The exam questions are developed and vetted by industry experts in each of the designations we certify.

**How long is the exam?**
You have 3.5 hours to complete the exam.

**I have questions. Who do I contact?**
If you have questions about GSI or GSC, email goldseal@cca-acc.com.