



**Canadian
Construction
Association**

400-75 Albert Street, Ottawa, ON K1P 5E7
Tel: (613) 236-9455 Fax: (613) 236-9526



GOLD SEAL CERTIFICATION PROGRAM

Examination / Intern 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

Current Employer: _____ **Telephone:** _____

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

Responsibilities: _____

OCCUPATION

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

CONTRACTING DISCIPLINE

General Contracting Mechanical Contracting
 Electrical Contracting Road Building / Heavy Construction
 Specialty Trade (Check below as applicable)

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

A Industry Experience

Industry Experience: Minimum 5 years in Occupation/Discipline (2 years minimum Canadian experience)

10 credits per year (complete project list)

B Trade Experience

Trade Experience: Work experience in a relevant construction trade at the Journeyman level will qualify for certification credits.

Trade: _____ Certified: Yes No

Trade Qualification number: _____ (copy enclosed)

C Related Management Experience

Related Management Experience: I hold a Gold Seal Certificate as follows:

Estimator Superintendent Project Manager Owner's – Project Manager Safety Coordinator

I am not currently certified but have the experience in one of these Gold Seal Management areas.

D Education & Training

Formal Education:

- Provide Proof of Academic Achievement (*not required for secondary school*)

- For foreign education, please provide certification of Canadian equivalency.

Level of Education	Name of School & College/City	Program of Study Completed	Duration and Details
<i>High School</i>		General <input type="checkbox"/> Technical <input type="checkbox"/>	Grade completed _____ Year completed _____
<i>College</i>		Technician <input type="checkbox"/> Technologist <input type="checkbox"/> Other <input type="checkbox"/>	# of years _____ Year completed _____
<i>University</i> Industry-related Degree			# of years _____ Year completed _____

Special Industry Courses: Attach certificates, transcripts, or other proof of completion.

	Course Name/Description	Institution/Organization	Year	Duration (hours)
1.				
2.				
3.				
4.				
5.				

E

Letter of recommendation from current employer attached.

F

Application fee: \$300 plus G.S.T. or H.S.T. where applicable 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 Registration #R106844624. All fees are refunded should the application be denied.

G

Signature _____ Date _____

WHY ARE YOU SEEKING GOLD SEAL CERTIFICATION?

Self-enhancement Employer request/demand Improve employment opportunities

Facilitate geographic mobility

OTHER (explain)

Where did you learn about the Gold Seal Program? _____

APPLICATION CHECKLIST

Did you provide the following required documents?

- Letter of recommendation/endorsement from employer
- Project List signed and dated
- Certification of trade qualification
- Educational Diploma/Degree (copy)
- Special Industry course certificate or description (copy)
- Payment of **\$300 plus GST or HST where applicable** per certificate

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

GOLD SEAL PROJECT LIST

Please provide a list of the principle projects that you were associated with in each year as either a Project Manager, Superintendent Estimator or Owner's – Project Manager. *(Please photocopy as required.)*

Project Name:	Contract Value \$:
Description:	Year:
Employer:	Occupation Title:
Owner/Prime Contractor:	
Refer to:	Phone No.:
Project Name:	Contract Value \$:
Description:	Year:
Employer:	Occupation Title:
Owner/Prime Contractor:	
Refer to:	Phone No.:
Project Name:	Contract Value \$:
Description:	Year:
Employer:	Occupation Title:
Owner/Prime Contractor:	
Refer to:	Phone No.:
Project Name:	Contract Value \$:
Description:	Year:
Employer:	Occupation Title:
Owner/Prime Contractor :	
Refer to:	Phone No.:
Project Name:	Contract Value \$:
Description:	Year:
Employer:	Occupation Title:
Owner/Prime Contractor:	
Refer to:	Phone No.:
Project Name:	Contract Value \$:
Description:	Year:
Employer:	Occupation Title:
Owner/Prime Contractor:	
Refer to:	Phone No.:

I declare that the information provided is true and correct to the best of my knowledge.

Signature

Date

A. Industry Experience

- **Industry Experience:** A minimum 5 years' working experience in the occupation that you are applying for is required for certification under the exam criteria. A minimum of two of these must be Canadian experience.
- **Homebuilding Experience:** Experience in the homebuilding sector is allowable only if the projects involve "multi-story, multi-family, poured-in-place or steel frame structures."
- **Not-for-profit:** Work for not-for-profit organizations, governments, etc., is not eligible for experience credits except in applications for Owners' 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.

B. Trade experience

If you are not certified in a trade, please provide a letter of endorsement from your current or past employer attesting to your trade experience and that you possess the skills equivalent to a certified journeyperson.

D. Special Industry Courses

- 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	Construction Safety
Law & Contracts for construction	Communication
Management of Human Resources	Estimating
Construction Job Site Controls	Planning/Scheduling
Project Costing Control and Accounting	Project Management
Environment	

**Note that course content should be managerial rather than technical.*

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 on the web site.

Formula to calculate SIC credits

6-hour education session (seminar or workshop) = **1 credit**

30-hour industry-related course = **5 credits**

E. Letter of Recommendation

Self-Employed: *If the applicant has been self-employed for more than 5 years, no letter is required. If under five years, a letter from a client is required.*

PROJECT LIST

Experience must be indicated in a signed and dated 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. A sample project sheet is provided which may be used by applicants to list projects. (*Photocopy as needed.*)
- 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 responsibilities; projects worked on including name, description, contract value, year and references.
- It is critical that you provide a clear description of the responsibilities that you have held over the years. Occupational titles alone do not provide sufficient insight.
- Only one project is required per year.
- If you list two occupations on one project – e.g. Estimator / Project Manager – you will be allocated with only 1/2 a year's credit for that project.

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. 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.

The Gold Seal Credit System

In order to qualify to write your Gold Seal exam you require a minimum of 100 'credits', allocated on the following basis:

Industry Experience: 10 credits per year (minimum 50)

Tradesperson qualification or equivalent: 20 credits if you are applying as an Estimator or Project Manager, 30 credits if you are applying as a Superintendent.

Related Management Skills:

- 1) Experience in one of the other Gold Seal certifiable occupations
5 credits per year to a maximum of 10 credits per occupation
OR
- 2) 30 credits if Gold Seal certified in one or more of the other Gold Seal certifiable occupations

Education and Training: (25 credits minimum, 50 credits maximum)

Grade 12:	5 credits
Industry-related Technician or Technology Diploma:	25 credits
Industry-related Degree:	30 credits
Industry-related Management Training:	1 credit for every six hours