

EXAMINATION APPLICATION INSTRUCTIONS

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

A. Industry Experience

- **Industry Experience:** A candidate seeking certification under the Examination stream must have a minimum of 5 years' working experience in the Designation applied for. A minimum of 2 of these years 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 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 a summary of responsibilities.

B. Related Management Skills

If you have 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

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. Education & Training

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)	

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 (max. 10 credits)**

30 hours of industry-related course = **5 credits (max. 10 credits per course)**

E. Letter of Recommendation

All applicants **must** provide a letter of recommendation from their current employer stating their position within the company, length of time with the company as well as a brief summary of duties.

Self-Employed: If you have been self-employed for more than 5 years, no letter is required. If you have been self employed for less than 5 years, a letter from a client is required.

PROJECT LIST

Experience must be indicated on a signed and dated project list.

- 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 duties; projects worked on including name, description, contract value, year and contact name.
- 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. The project list provided **must** be used by applicants to list projects. *(Photocopy as needed.)*
- 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.
- Minimum of one project is required per year.
- If you list two designations on one project – e.g. Estimator / Project Manager – please allocate the percentage of time in each designation for that project. 1 year = 100% of the time in that designation.

Example: Superintendent 90% + Project Manager 10% or Estimator 30% + Project Manager 70%

GENERAL INFORMATION

EXAMS

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 an exam and fails to show up to write, they will be charged an administrative fee of \$50.00 + GST or HST where applicable (British Columbia, New Brunswick, Newfoundland, Nova Scotia, Ontario). 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.

APPLICATION REVIEW PROCESS

Applications must be submitted to the local/provincial construction association for the preliminary review (a list of local/provincial associations is available on the Gold Seal website). The preliminary review is a **recommendation** to the National Review Committee; the final approval is at the National level.

APPLICATION FEE PROCESSING

All application fees are processed upon receipt of application. This is no indication that the application has been approved. All fees are refundable should the application be denied.

THE GOLD SEAL CREDIT SYSTEM

In order to qualify for Gold Seal certification through the Examination stream you will require a minimum of 100 'credits'; allocated on the following basis:

Industry Experience: 10 credits per documented year (minimum 5 years = 50 credits).

Related Management Skills:

- 1) Experience in one of the other Gold Seal certifiable Designations
5 credits per year to a maximum of 10 credits per Designation

OR

- 2) 30 credits if Gold Seal certified in one or more of the other Gold Seal certifiable Designations

***Note:** Experience and education credits received on the first application will not be applicable for credits on any following application.

Tradesperson Qualification or Equivalent (if applicable):

20 credits if you are applying as an Estimator or Project Manager
30 credits if you are applying as a Superintendent

Education & Training: Candidates must have a minimum of 25 credits, to a maximum of 50 credits in this section.

Education: (Use 1 Formal Education credit only)

Grade 12:	5 credits
Industry-related Technician or Technologist Diploma:	25 credits
Industry-related Degree:	30 credits

Training – Special Industry Courses:

1 credit for every six hours of seminar/workshop (max. 10 credits)
5 credits for every 30 hours of course (max. 10 credit per course)



**Canadian
Construction
Association**

400-75 Albert Street, Ottawa, ON K1P 5E7
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GOLD SEAL CERTIFICATION PROGRAM Examination 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

Most Current Employer: _____ **Telephone:** _____

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

Responsibilities: *(please attach job description or summary of duties)*

DESIGNATION

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

CONTRACTING DISCIPLINE

- | | |
|---|---|
| 1. General Contracting <input type="checkbox"/> | 2. Mechanical Contracting <input type="checkbox"/> |
| 3. Electrical Contracting <input type="checkbox"/> | 4. Roadbuilding / Heavy Construction <input type="checkbox"/> |
| 5. Specialty Trade <i>(Check only one box below)</i> | |

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

A Industry Experience

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

10 credits per year (**must** complete project list)

B Related Management Experience

I am not currently certified but have related management experience in the following Gold Seal Management area:

(Check all that apply)

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

(Documentation must be included on the project list)

OR

I have a Gold Seal Certificate as follows:

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

**Note: Experience and education credits received on the first application will not be applicable for credits on any following application.*

C Trade Experience

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

Trade: _____ Certified: Yes No

Trade Qualification number: _____ (**must** include copy of trade certificate)

*Note: **Roadbuilding Trades:** In applications for Superintendent, Roadbuilding and Heavy Construction, credit will be given for minimum 6000 hours heavy equipment operation as equivalent to a trade certificate. Applicants must provide a letter from a current or past employer attesting to this.*

D Education & Training

Formal Education:

- Provide Proof of Academic Achievement (*not required for secondary school*)
- For foreign education, please provide certification of Canadian equivalency
- Apprenticeship training does not qualify in this section

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> Industry-related Diploma		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 _____

Training – Special Industry Courses (SIC): Attach certificates, transcripts, or other proof of completion. Duration of courses **must** be indicated below.

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

E Letter of recommendation from most current employer attached.

Self-Employed: If you have been self-employed for more than 5 years, no letter is required. If you have been self-employed under 5 years, a letter from a client is required and must be included.

F Application fee: \$300 plus G.S.T. or H.S.T. where applicable (British Columbia, New Brunswick, Newfoundland, Nova Scotia, Ontario) 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/HST Registration #R106844624.*

**The processing of application fees is no indication of application approval. All fees are refunded should the application be denied.*

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

The following documentation must be provided, if applicable.

- Letter of recommendation from employer
- Project List **signed and dated**
- Certification of trade qualification
- Educational Diploma/Degree (copies)
- Copies of Special Industry course certificate and duration
- Payment of **\$300 plus GST or HST where applicable** per certificate
- Signed Application (see below)

Signature _____ Date _____

**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 (minimum of one project for each year of experience).

(Please photocopy as required.)

Project Name:	Contract/Sub Contract Value \$:
Description:	Year:
Employer:	Designation:
Owner or Prime Contractor:	
Contact name:	Phone No.:
Duties:	
Project Name:	Contract/Sub Contract Value \$:
Description:	Year:
Employer:	Designation:
Owner or Prime Contractor:	
Contact name:	Phone No.:
Duties:	
Project Name:	Contract/Sub Contract Value \$:
Description:	Year:
Employer:	Designation:
Owner or Prime Contractor:	
Contact name:	Phone No.:
Duties:	
Project Name:	Contract/Sub Contract Value \$:
Description:	Year:
Employer:	Designation:
Owner or Prime Contractor:	
Contact name:	Phone No.:
Duties:	
Project Name:	Contract/Sub Contract Value \$:
Description:	Year:
Employer:	Designation:
Owner or Prime Contractor:	
Contact name:	Phone No.:
Duties:	
Project Name:	Contract/Sub Contract Value \$:
Description:	Year:
Employer:	Designation:
Owner or Prime Contractor:	
Contact name:	Phone No.:
Duties:	

I declare that the information provided is true and correct to the best of my knowledge. This declaration **must** be signed and dated by the applicant.

Signature

Date