

# SENIOR PRACTITIONER APPLICATION INSTRUCTIONS

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

## A. Industry Experience

- **Industry Experience:** A candidate seeking certification under the Senior Practitioner stream must have a minimum of 15 years Canadian experience in the Designation applied for. Your experience will be considered until the date specified on your application. Foreign experience is not accepted.
- **Homebuilding Experience:** Experience in the homebuilding sector is not allowable for the Senior Practitioner stream.
- **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 summary of duties.

## 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

### 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 Senior Practitioner stream you will require a minimum of 200 'credits,' allocated on the following basis:

**Industry Experience:** 10 credits per documented year (minimum 15 years = 150 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: (no minimum)

#### 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  
Tel: (613) 236-9455 Fax: (613) 236-9526



## GOLD SEAL CERTIFICATION PROGRAM Senior Practitioner 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 <b>only one</b> box below)</i> |   |

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

**Industry Experience:** Minimum 15 years in Designation/Discipline (must be Canadian experience)

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

## B Related Management Experience

**I am not currently certified but have the experience in the following Gold Seal Management areas:**

(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 Journeyman 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