



# ARCHITECTURAL SHEET METAL WORKER EMPLOYER DECLARATION OF WORK EXPERIENCE

ITA Customer Service  
800 – 8100 Granville Ave.  
Richmond, BC V6Y 3T6  
Tel: 778-328-8700  
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customerservice@itabc.ca

To qualify to challenge certification in this trade or be granted authority to supervise and sign-off on apprentices in this trade, individuals must have:

- worked a minimum of **7,200 hours** performing the tasks listed in Section D, and
- experience performing at least **70%** of the job tasks listed in Section D

This form is used to declare work experience for periods of employment. The information provided is used to verify the applicant's work experience in this trade. This form must be completed by a **direct supervisor of the applicant**, who will be contacted by ITA.

**Note:** An Employer Declaration of Work Experience form must be completed by each Employer listed on the applicant's completed Application form. A Statutory Declaration of Work Experience form must be completed for periods during which the applicant was self-employed or a previous employer is unavailable to complete an Employer Declaration. For more information, see **Instructions for Certification Challenge or Supervision and Sign-Off Authority**.

## A. Applicant Name

Enter the name of the individual for whom this form is being completed.

Legal First Name:	Legal Middle Name(s):	Legal Last Name:
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## B. Supervisor Contact Information

Enter the name and contact information for the person who directly supervised the applicant at this employer. Ensure the information given is current as the application will be denied if this person cannot be contacted by ITA.

Name of Organization/Employer/Business:		
First and Last Name of Applicant's Direct Supervisor:		Supervisor Position or Title:
Suite Number:	Street Number and Name:	
City:	Province:	Postal Code:
Business Number: ( )	Mobile Phone Number: ( )	Supervisor E-Mail Address:

## C. Employment Information of Applicant

Dates of Applicant's Employment (MM/DD/YYYY): From: To:		Total Number Hours of <b>Architectural Sheet Metal Worker</b> Experience Accumulated in that Period:
Job Title of Applicant:		



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### D. Supervisor Declaration of Job Task Performance

By checking “Yes” or “No” in the Declaration Response column, indicate whether or not you, as the direct supervisor of the applicant, have personally witnessed the applicant performing the job tasks listed. Cross out any job tasks you did not see the applicant perform.

Job Tasks	Declaration Response
<b>Safety</b> Includes: use of the necessary personal protective equipment, WorksafeBC and WHMIS regulations, First Aid and safety procedures for residential, commercial & industrial projects	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
<b>Trade Math</b> Includes: the use of various mathematic calculation processes using area, volume, perimeter and trigonometry	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
<b>Architectural Components</b> Includes: exterior finishes/wall systems, exterior finishes/roof systems, fasteners & sealants, building envelope requirements and materials, metal roofing, cladding, decking and types of flashings	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
<b>Materials and Equipment</b> Includes: hand tools, power tools and powder actuated tools	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
<b>Shop Work Theory and Shop Projects</b> Includes: calculation and fabrication of seams, locks, edges and joints	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
<b>Field Installation</b> Includes: installing metal roofing, cladding, decking, flashing	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
<b>Layout and Pattern Development</b> Includes: understanding of orthographic, isometric and shop drawings and pattern development	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
<b>Interprets Blueprints</b> Includes: interpreting shop drawings and estimating	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
<b>Welding</b> Includes: soldering, plasma arc cutting, interpreting welding symbols, use of welding equipment – SMAW and GMAW	Yes: <input type="checkbox"/> No: <input type="checkbox"/>

### E. Confirmation of Prerequisite Credentials or Certificates

For some trades, evidence that the applicant has earned prerequisite credentials or certificates is required before the individual is permitted to challenge certification or receive Supervision and Sign-Off Authority. For those trades, a current or previous employer must verify that the applicant has the required prerequisite credentials.

There are no prerequisite credentials or certificates for this trade.

Enter the Supervisor and Applicant names from Page 1 on every page of this form

Supervisor First and Last Name:	Applicant First and Last Name:
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### F. Supervisor Signature

I certify that the information I, as the current or former direct supervisor of the applicant, have provided is accurate. (Note: Collection and protection of personal information on this form is in accordance with the provisions of the Freedom of Information and Protection of Privacy Act.)

Supervisor name (Please Print):	Supervisor Signature:	Date Signed: (MM/DD/YYYY)
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*Enter the Supervisor and Applicant names from Page 1 on every page of this form*

Supervisor First and Last Name:	Applicant First and Last Name:
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