

Trade Qualification Program (Guidelines and Process)

In Nova Scotia, there are 65 designated trades. Of these designated trades, there are a number that are compulsory under the *Apprenticeship and Trades Qualifications Act* and others that are compulsory under other regulatory bodies.

If you wish to work in one of the compulsory trades, there is a legal requirement to be registered as an apprentice, have a current provincial certification, a current temporary permit, or have a current Certificate of Qualification bearing the Interprovincial Red Seal. Where these regulations are not being adhered to, persons employed in the trade may be in non-compliance with the *Apprenticeship and Trades Qualifications Act* and *General Regulations* and may be working in an illegal situation.

There is no legal requirement in any of the other designated trades. However, certification is recommended as it may increase your employability.

Section 30 of the *General Regulations of the Apprenticeship and Trades Qualifications Act* makes provision for persons other than registered apprentices to be examined for a Certificate of Qualification. If you have extensive experience in a trade and can prove that your skills and work experience meet the standards set for a certified skilled tradesperson in Nova Scotia, you may be able to achieve certification by writing the trade examination.

Note - If you hold a Certificate of Qualification issued by another regulatory body (from within or outside of Canada) in a trade that is also designated in Nova Scotia, you may be eligible to apply for certification under another program.

The following is a list of the compulsory designated trades. This changes from time to time, so check the website for the most current list.

Compulsory Trades in Nova Scotia	
Compulsory under the <i>Apprenticeship and Trades Qualifications Act</i>	Compulsory under other Regulatory Bodies
Automotive Service Technician Automotive Service Technician (Service Station Mechanic) Boilermaker Bricklayer Construction Electrician Oil Burner Mechanic Plumber Refrigeration and Air Conditioning Mechanic Sprinkler System Installer Steamfitter/Pipefitter Truck and Transport Mechanic	Blaster Gas Fitter Hairstylist Power Engineer Mobile Crane

Trade Information
<p>For a brief description and regulatory requirements for a specific trade, refer to the applicable trade regulations found at www.gov.ns.ca/just/regulations/rxaa-l.htm#atq.</p> <p>To determine if your skills and work experience meet the standards set for a skilled tradesperson in one of the designated trades, review the detailed <u>national occupational analyses</u> found on the Interprovincial Standards Red Seal website at www.red-seal.ca. National occupational analyses are available for most of Nova Scotia's designated trades and detail the scope of each trade, reflecting the skills and knowledge to be tested on the trade examination.</p> <p>These analyses are excellent self-assessment tools that may assist you in determining your readiness to write the trade examination.</p>

Requirements for Certification

In order to be granted a Nova Scotia Certificate of Qualification as a trade qualifier, you must successfully pass the trade examination (if applicable).

To qualify to write the examination you must:

- schedule an interview with a representative of the Apprenticeship Training and Skill Development division;
- complete the application form;
- provide documented evidence of the required hours in the trade;
- provide documented evidence of support from two qualified references who are able to attest to your competence in the trade;
- pay the non-refundable fee in Canadian funds.

Note - If you hold a Certificate of Qualification issued by another regulatory authority (from within or outside of Canada) that is also designated in Nova Scotia, you may be eligible to apply for certification under another program.

Fees

There is a \$654.86 CDN non-refundable fee, which covers the review of the application, the verification of your work experience and references, and one writing of the trade examination (if applicable). If the fee is not submitted with the application, the application will not be accepted and will be returned to you.

If you are required to reattempt the trade examination, a \$130.97 rewrite fee is required.

Note - Personal cheques are not accepted and will be returned. Fees should be in the form of a certified cheque or money order payable to the MINISTER OF FINANCE. Debit and Credit card payments are accepted at the Halifax, Sydney and Truro offices. Cash payment is accepted in the Halifax Office with exact change only. The fees and are subject to change without notice.

Work Experience (Hourly Requirement)

The required work experience (hourly requirement) for each trade is identified in the applicable trade regulations and can be found at www.gov.ns.ca/just/regulations/rxaa-l.htm#atq. This work must be hands-on experience only; time spent on supervisory duties is not to be included in determining the work experience time. Some of this experience must be within the past 10 years.

To fulfill the time in trade requirement, you must provide employer letters confirming your work experience. The letters must be signed, on company letterhead and document the following:

- business or company name;
- name of employer designate (contact person)
- full contact information (mailing address, telephone, facsimile numbers, e-mail, etc.)
- name of the trade;
- start and end dates of the employment (period of employment); and
- number of hours of hands-on work experience with the company;

You must obtain original letters from your employer(s). Exceptions may be made in the following circumstances:

- employer is out of business or deceased
- temporary or contracted work assignments (if employment period is less than six months)
- self-employment
- extenuating circumstances (with prior approval)

In these circumstances an affidavit is required. Other support documentation may be accepted to support the affidavit such as letters from 3rd party associations or labour organizations, records of employment, work orders, T-4's, etc.

An affidavit is a written statement in which you have sworn or affirmed officially to tell the truth, and which might be used as proof in a court of law. Affidavits must be signed and stamped by a Canadian-recognized Notary Public, Commissioner of Oaths, or Lawyer. The affidavit must include the required confirmation of work experience information as identified above as well as identify why you are unable to obtain written documentation from your employer(s). You can request a sample of an affidavit from your Industrial Training and Certification Officer. If you use an affidavit or other support documentation, you may be required to have a personal interview with a certified tradesperson in the trade.

If you do not have the required work experience (hourly requirement) as identified in the applicable trade regulations, you may be recommended to enroll in the apprenticeship program.

Appendix 1 is a sample of an acceptable employer "confirmation of work experience letter" to meet the hourly requirement.

References

You must provide letters of support from two references who are able to attest to your competence in the trade as defined in the trade regulations found at www.gov.ns.ca/just/regulations/rxaa-l.htm#atq. References must be qualified in the trade and satisfy the division that they can make a valid recommendation based on the requirements of the trade. References will be asked to outline their experience and background in the trade, indicate in which capacity they have worked with you, and attest to your competence in the trade.

References may include employers, co-workers, association or union representatives.

Appendix 2 is a sample of the reference form included with the application.

Examination

You must pass a written examination (if applicable) that is specific to the trade.

If approved to write the trade examination, you will be allowed two attempts (the second attempt is subject to a fee). If you fail both attempts, you will be recommended to complete training approved by the Director and/or enroll in the apprenticeship program.

An interpreter or a reader may be permitted during the examination. Prior to scheduling the examination you must obtain approval from the division to have an interpreter or reader present.

Process

1. Contact Labour and Workforce Development, Apprenticeship Training and Skill Development division and schedule an interview with an Industrial Training and Certification Officer to discuss certification options and eligibility requirements. You will receive an application package at your interview.
2. When you have completed the application package and collected the supporting documentation, make a copy, and contact the Industrial Training and Certification Officer who will review your completed application package and supporting documentation.
3. If your application is complete and meets the criteria, the Industrial Training and Certification Officer will sign it and provide you with an examination application. Select a preferred date to write the examination.
4. Mail or take your completed trade qualifier application, your exam application and the fee to the nearest Apprenticeship Training and Skill Development division office within 10 days.
5. Your application may be returned to you because it requires further information to be considered complete; or
6. If you do not meet the requirement, your application will be returned to you and the Industrial Training and Certification Officer will provide further explanation and information on how to obtain certification.
7. It is recommended that you keep a copy of the application package for your records.

Contact Information

For more information on certification options and eligibility requirements, contact an Industrial Training and Certification Officer at the Apprenticeship Training and Skill Development division.

Labour and Workforce Development
Apprenticeship Training and Skill Development division
PO Box 578, 2021 Brunswick Street
Halifax, Nova Scotia B3J 2S9
Telephone: (902) 424-5651
Toll Free: 1-800-494-5651 (within NS only)
Facsimile: (902) 424-0717
E-mail: apprenticeship@gov.ns.ca
Website: www.nsapprenticeship.ca

Appendix 1 - Sample Employer Confirmation of Work Experience Letter (hourly requirement)

(Company letterhead)

{insert date}

**Labour and Workforce Development
Apprenticeship Training and Skill Development Division
PO Box 578, 2021 Brunswick Street
Halifax, Nova Scotia
B3J 2S9**

To whom it may concern:

Subject: Trade Qualification Program - Confirmation of Work Experience for {insert name}

Mr./Ms. {insert name} was employed by this company as a {insert name of trade}. During his/her employment with this company, he/she performed the duties of the trade as described in the Nova Scotia trade regulations.

Start date of employment: {insert date}

End date of employment: {insert date}

Total hours: {insert exact number of hours spent performing hands-on duties in the trade}

If you have any questions or if you require additional information, please do not hesitate to contact me. I can be reached by telephone {insert daytime telephone number}, by facsimile {insert facsimile number} or by e-mail {insert e-mail address}.

Sincerely,

{insert full name - signature}

{insert full name - printed}

{insert business title}

References - To fulfill the reference requirement, your references must provide detailed contact information and sign the declaration of support. You may attach an original letter (signed and on company letterhead if applicable) for each reference in lieu of this form.

Reference # 1

Last Name		Former Last Name (if applicable)	
First Name		Middle Name (no initials)	
Home Mailing Address		Apt. #	City/Town
Province/State	Country	Postal Code	Email
Home Telephone Number	Business Telephone Number		Cellular Phone Number
Trade	Certificate of Qualification #		Date of Birth (yy/mm/dd)
Date Issued	Province/Territory Issued		Trade

If **not** a Certificate of Qualification holder, describe your experience in the trade.

Position (Title)	Describe your working relationship with the applicant.(e.g. supervisor, co-worker, employer)
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Declaration

I have seen a copy of the trade regulations and I believe _____ has the trade skills and is operating at a journeyman level. In my opinion he/she should be given the opportunity to write the trade certification examination.

(Applicant's name)

Signature:	Date (Year / Month / Day)
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