

**110th Meeting of the Provincial Apprenticeship and
Certification Board
Conference Call
June 23, 2020**

MINUTES

Board Members Present:

- David Harris, Chair
- Sandra Bishop, Director of the Apprenticeship and Trades Certification Division
- Tyson Stanley Hedge, Employee Representative
- Karen Rowe, At-Large Representative
- Mona Morrow, At-Large Representative, Alternate
- Joann Greeley, Employer Representative
- Karen Walsh, At-Large Representative

Board Member Regrets:

- Craig Randell, Employer Representative
- Jennifer Hillier, Employer Representative, Alternate

Recording Secretary:

- Paula Dobbin – Administrative Officer

Invitees:

- Angela Abbott, Manager of Standards and Curriculum

1. Call to Order:

Chair, David Harris welcomed all members and called the meeting to order

2. Quorum/Attendance:

Chair confirmed that there was a quorum

3. Approval of Agenda:

MOTION:

- A motion was passed by Karen Walsh and seconded by Tyson Hedge to approve the agenda as presented.

4. Approval of Minutes from the 109th PACB Meeting

MOTION:

- A motion was passed by Tyson Hedge and seconded by Mona Morrow to adopt the minutes of the 109th meeting as presented.

5. Routine Business

a. Memo Facilities Check Fee

MOTION:

- A motion was passed by Karen Rowe and seconded by Joann Greely to approve the fee for public training institutions to remain in line with private institutions.

b. Compulsory Certification

i. Implementation Plan – Refrigeration and Air Conditioning Mechanic

MOTION:

- A motion was passed by Karen Walsh and seconded by Mona Morrow to approve the Implementation Plan that is presented and outline in the document Annex A.

ii. New Policies

Employer Specific Work Permit

MOTION:

- A motion was passed by Karen Walsh and seconded by Mona Morrow to approve the Employer Specific Work Permit Policy to assist in the implementation of the newly designation compulsory trades in Newfoundland and Labrador.

Designated Trainer Policy

MOTION:

- A motion was passed by Karen Walsh and seconded by Mona Morrow to approve the Designated Trainer Policy to assist in the implementation of the newly designation compulsory trades in Newfoundland and Labrador

c. Restarting Advanced Level apprenticeship training update due to COVID 19

- Two apprenticeship classes exempt from exams
- Public Health officials approved ATCD a guideline to re-start in-class training, and a guideline for exam invigilation.

d. Divisional Update

- New board members in final stages of approval

- Development work for the new Apprenticeship Management System (AMS) continues
- NL is scheduled to Go-live in the spring-summer Of 2021
- ATCD is developing a plan to on-board approximately 30,000 users into the new system

e. Instructor Status of Post-Secondary Instructor Certification (PSIC) Completion

- Documentation was presented to the board on the status of instructors that are certified in each institution

6. Action Items

- Director will follow-up on the progress of the instructors that will still need to complete courses for their certification

7. Adjournment

- Director thanked each Board Member for their time they have been on the board and their contribution in being a participant on the Provincial Apprenticeship Certification Board (PACB) and wish them well

MOTION:

- A motion was passed by Karen Walsh and seconded by Joann Greeley to adjourn the 110th meeting.