



Department of Immigration, Population Growth and Skills
Apprenticeship and Trades Certification Division
Policy and Procedures Manual

Last Updated: April 2024

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INTRODUCTION

The Department of Immigration, Population Growth and Skills (IPGS) is responsible for the administration of the **Apprenticeship and Certification Act, SNL 1999 c.A-12.1**, which governs apprenticeship training and certification in designated trades in the Province of Newfoundland and Labrador.

The Provincial Apprenticeship and Certification Board (PACB), established under the **Act**, are directly responsible for all aspects of apprenticeship training and the certification process, taking guidance from both legislation and representatives of the Apprenticeship and Trades Certification Division (ATCD).

ATCD is responsible for apprenticeship and certification programs for those pursuing a skilled trade.

PURPOSE OF THIS MANUAL

The purpose of this manual is to provide policies and procedures to ensure that the **Apprenticeship and Certification Act** is effectively implemented.

STRUCTURE

This manual is divided into three sections:

SECTION	TITLE
One	PACB Policies and Procedures <ul style="list-style-type: none">▪ PACB Policies▪ PACB Procedures
Two	Versioning and Reference Tables
Three	Glossary

SECTION DEFINITIONS

Policies

Policies and Procedures are displayed in Section One. There are two types of policies:

1. PACB policies to ensure the Apprenticeship Act is administered; and
2. Atlantic Apprenticeship Council policies developed as part of the Atlantic Apprenticeship Harmonization Project (AAHP).

The below chart describes how the policies are numbered and the order in which they will be displayed.

POLICIES AND PROCEDURES	NUMBERED
Provincial Apprenticeship and Certification Board (PACB)	Policy: PACB 0001 Procedure: PR100
Atlantic Apprenticeship Council	AAC 001

GENERAL INFORMATION

VERSIONING AND REFERENCE TABLES

The versioning and reference tables are displayed in Section Two. These tables indicate the effective date of the policies and the date that the policy was reviewed/revise

GLOSSARY AND ACRONYMS

The glossary and acronym section provides definitions for commonly used terms and acronyms related to Newfoundland and Labrador's apprenticeship system, the Red Seal program, Atlantic and National Apprenticeship Harmonization and Atlantic and National mobility.

REVIEWS, REVISIONS AND NUMBERING

All entries in the manual are reviewed and/or revised each calendar year. The manager for each section of ATCD is responsible for ensuring reviews are conducted as scheduled, and for ensuring that any revisions that are forwarded to the Director of ATCD for approval by the PACB.

SUPPLEMENTARY DOCUMENTS

Accreditation Resource Manual

Red Seal Policies and Procedures Manual

Red Seal Glossary of Terms for Apprenticeship Training and Certification

Conditions Governing Apprenticeship Training

APPROVAL

All PACB policies referenced are approved by the PACB to ensure that the **Apprenticeship and Certification Act** is implemented.

ACRONYMS

Access to Information and Protection of Privacy Act	ATIPPA
Atlantic Apprenticeship Council	AAC
Atlantic Apprenticeship Harmonization Project	AAHP
Apprenticeship and Certification Act (1999)	The “Act”
Apprenticeship Completion Grant	ACG
Apprenticeship Incentive Grant	AIG
Apprenticeship Information Management System	AIMS
Apprenticeship Logbook	The “Logbook”
Apprenticeship and Occupational Certification	AOC
Apprenticeship Plan of Training	The “Plan”, “plan of training” or POT
Apprenticeship Program Officer	APO
Atlantic Trade Advisory Committees	ATAC
Apprenticeship and Trades Certification Division	ATCD
Canadian Adult Achievement Test	CAAT
Canadian Apprenticeship Forum	CAF
Canadian Council of Directors of Apprenticeship	CCDA
Canadian General Educational Development certificate	GED
Certificate of Qualification	CQ
Canada Revenue Agency	CRA
Conditions Governing Apprenticeship Training	CGAT or “conditions”
Desire 2 Learn	D2L
Electronic Document Management System	“TRIM”
Employment and Social Development Canada (Federal)	ESDC
Forum of Labour Market Ministers	FLMM
Foreign Qualification Recognition	FQR
Immigration, Population Growth and Skills	IPGS
Interprovincial Computerized Examination Management System	ICEMS
Interprovincial Examination	IP
Interprovincial Program Guides	IPG
Industrial Training Unit	IT
Interprovincial Standards and Examination Committee	ISEC
Interprovincial Red Seal Program	Red Seal
Key Activity Design	KAD
Key Activity Jurisdictional Impact	KAJI
Key Activity Implementation Plan	KAIP
Labour Market Development Agreement	LMDA
Letter of Understanding	LOU
Memorandum of Understanding	MOU
National Occupational Analysis	NOA
Newfoundland and Labrador	NL
Provincial Apprenticeship and Certification Board	PACB or “The Board”
Program Development Specialist	PDS
Prior Learning Assessment Recognition	PLAR
Provincial Trade Advisory Committees	PTAC
Registered Apprenticeship Information System	RAIS

Recognition of Prior Learning	RPL
Red Seal Occupational Standard	RSOS
Standards and Curriculum Unit	S&C
Self Study Program	SSP
Trade Qualifier	TQ

POLICY AND PROCEDURE REFERENCE CHART

Policy Number	Policy Title	Procedure Number	Procedure Title
PACB – 0001 AAC – 001	Atlantic Apprenticeship Completion Requirements	PR100	Eligibility to Write Level Examinations
		PR110	Apprentice Eligibility to Complete Certification Examinations (Practical and Written)
		PR120	Apprentice and Trade Qualifier Final File Review to Issue Certificate
		PR130	File Management
PACB – 002 AAC – 019	Atlantic Apprenticeship Hours	N/A	Policy Only
PACB – 0003 AAC – 002	Atlantic Apprenticeship Registration Requirements	PR300	Apprentice Registration
PACB – 0004 AAC – N/A	Journeyman Mentorship	N/A	Policy Only
PACB – 0006 AAC – N/A	Terms, Conditions and Violation Sanctions for the Memorandum of Understanding for Apprenticeship	PR600	Terms, Conditions and Violation Sanctions for the Memorandum of Understanding for Apprenticeship
PACB – 0007 AAC – N/A	Apprentice Logbook	PR700	Apprentice Logbook
PACB – 0009 AAC – N/A	Recognition of Prior Learning (RPL)	PR900	Recognition of Prior Learning
PACB – 0010 AAC – 017	Atlantic Apprenticeship Pre- Employment Recognition	N/A	Refer to PACB Policy No.: 0009 – Recognition of Prior Learning (RPL)
PACB – 0011 AAC – 015	Atlantic Apprenticeship Recognition of Work Experience and Technical Training – Permanent Transfer	N/A	Refer to PACB Policy No.: 0009 – Recognition of Prior Learning (RPL)
PACB – 0012 AAC – 016	Atlantic Apprenticeship Recognition of Work Experience – Temporary Mobility	N/A	Policy Only
PACB – 0013 AAC – N/A	Apprenticeship Orientation	PR1300	Apprenticeship Orientation
PACB – 0014 AAC – N/A	Fees	N/A	Policy Only
PACB – 0015 AAC – N/A	Apprenticeship and Certification Training	PR1510	Apprenticeship Specialized Training Course Approval

Policy Number	Policy Title	Procedure Number	Procedure Title
PACB – 0016 AAC – N/A	Issuance of Class Calls for Apprentices/Trade Qualifiers	PR1600	Training Session Management (Class Call)
PACB – 0017 AAC – N/A	Issuance of Class Calls for Post-Journey Training	PR1700	Issuance of Class Calls for Post-Journey/Specialized Training
PACB – 0018 AAC – N/A	Status of Apprenticeship (Inactive)	PR1800	Status of Apprenticeship (Inactive)
PACB – 0019 AAC – N/A	Status of Apprenticeship (Cancellation)	PR1900	Status of Apprenticeship (Cancellation)
PACB – 0020 AAC – N/A	Voluntary Cancellation of Apprenticeship to Trade Qualify	PR2000	Voluntary Cancellation of Apprenticeship to Trade Qualify
PACB – 0021 AAC – 006	Atlantic Level and Certification Examination Accommodations	PR2100	Atlantic Level and Certification Examination Accommodations
PACB – 0022 AAC – 004	Atlantic Trade Qualifier Requirements	PR2220	Trade Qualifier Application and Eligibility to Write Certification Examinations
		PR120	Apprentice and Trade Qualifier Final File Review to Issue Certificate
PACB – 0023 AAC – 018	Trade Qualifier Hours	N/A	Policy Only
PACB – 0024 AAC – N/A	Cancellation of a Trade Qualifier	PR2400	Cancellation of a Trade Qualifier
PACB – 0025 AAC – N/A	Eligibility to Complete Practical Examination – Apprentices and Trade Qualifiers	PR110	Apprentice Eligibility to Complete Certification Examinations (Practical and Written)
		PR120	Apprentice and Trade Qualifier Final File Review to Issue Certificate
		PR2220	Trade Qualifier Application and Eligibility to Write Certification Examinations
PACB – 0026 AAC – 005	Atlantic Level and Certification Examination Rewrites	PR2600	Atlantic Level and Certification Examination Rewrites
		PR2610	Self Study Program (SSP)
		PR2620	Examination Deferral
PACB – 0027 AAC – N/A	Certificate of Qualification – Issuance, Renewal, Exchange and Revocation	N/A	Policy Only
PACB – 0028 AAC – 007	Atlantic Examination Security and Invigilation	PR2800	Administering the Red Seal Examination on Behalf of Another Jurisdiction

Policy Number	Policy Title	Procedure Number	Procedure Title
		PR2810	Department of National Defence/QL5 Application and Eligibility to Write Certification Examinations
		PR2820	Management and Security of Level Examination Documentation
		PR2830	Invigilating Online Level Examinations
		PR2850	Compromised Provincial Examinations
PACB – 0029 AAC – 008	Access to Confidential Information	N/A	Policy Only
PACB – 0030 AAC – 009	Examination Banks – General Requirements	N/A	Policy Only
PACB – 0031 AAC – 010	Examination Banks – Bank Preparation	PR3100	Development, Review and Update of Provincial Certification Examinations
PACB – 0032 AAC – 011	Examination Banks – Diagrams, Load Charts and Attachments	N/A	Policy Only
PACB – 0033 AAC – 012	Examination Banks – Systems of Measurement	N/A	Policy Only
PACB – 0034 AAC – 013	Modifying Atlantic Examination Banks and Keys	PR3100	Development, Review and Update of Provincial Certification Examinations
PACB – 0035 AAC – 014	Examination Banks – Updating Banks Between Review Cycles for New Code Book Release	PR3500	Updating Examination Banks for New Code Book Release
PACB – 0036 AAC – N/A	Accreditation of Apprenticeship Training Programs	PR3600	Initial Accreditation of an Apprenticeship Training Program
		PR3610	Accreditation Maintenance for Apprenticeship Training Programs
		PR3630	Accreditation Renewal Process
		PR3680	Site Inspections Prior to Offering Advanced-Level Training
		PR3800	Appointment of Provincial Trade Advisory Committee, Accreditation Team and Examination Committee Members
PACB – 0037 AAC – N/A	Accreditation Appeals Process	PR3700	Accreditation Appeals Committee and Process

Policy Number	Policy Title	Procedure Number	Procedure Title
PACB – 0038 AAC – N/A	Advisory Committees	PR3800	Appointment of Provincial Trade Advisory Committee, Accreditation Team and Examination Committee Members
PACB – 0039 AAC – N/A	Examination Committees	PR3800	Appointment of Provincial Trade Advisory Committee, Accreditation Team and Examination Committee Members
PACB – 0040 AAC – N/A	Development, Revision and Approval of Plans of Training	PR4000	Development, Revision and Approval of Plans of Training
		PR4010	Transitioning to a New Plan of Training
PACB – 0041 AAC – N/A	Private Plans of Training	PR4100	Development, Revision and Approval of Private Plans of Training
PACB – 0042 AAC – N/A	Designation of Occupations	PR4200	Initial Designation of Occupations
		PR4210	Developing an Apprenticeship Program for a Newly Designated Trade
		PR4220	Changing the Designation of a Trade
		PR4230	Changing the Name of a Red Seal Trade
PACB – 0043 AAC – N/A	De-Designation of Trades	PR4300	De-Designation of Trades
PACB – 0044 AAC – 003	Apprenticeship Technical Training Credit	N/A	Policy Only
PACB – 0045 AAC – N/A	Distance Delivery of Training	N/A	Policy Only
PACB – 0046 AAC – N/A	Board Authority, Protocols, Administrative Procedures and Terms of Reference	N/A	Policy Only
PACB – 0047 AAC – N/A	Exam Misconduct	PR4700	Exam Misconduct
		PR4710	Exam Misconduct Appeals Committee
		PR4720	Exam Misconduct Appeal Process
PACB – 0048 AAC – N/A	Determining Theory Credit for Journeypersons Registering in a Related Designated Trade	PR4800	Determining Theory Credit for Journeypersons Registering in a Related Designated Trade
		PR4810	Challenging Level Examinations for Journeypersons Registered in a Related Designated Trade



SECTION ONE: POLICIES AND PROCEDURES

Policy No.: 0001	Effective Date: June 2017
AAC Policy No.: 001	Reviewed/Revised Date: August 2017

POLICY TITLE: ATLANTIC APPRENTICESHIP COMPLETION REQUIREMENTS

Objective:

The Atlantic Apprenticeship Authorities agree that in the interest of achieving Atlantic harmonization related to **Apprenticeship Completion Requirements**, each jurisdiction will make the necessary changes (i.e. Policy, Board Order, Legislation, etc.) to align with the processes and requirements outlined in this Atlantic Harmonization Policy.

Policy:

Minimum Hours Completion

An apprentice must successfully complete the required total hours including practical experience and technical training for an apprenticeship program.

Log Book Completion

All applicable sections in an apprentice’s logbook/progress record book must be successfully completed with the required approvals.

Technical Training Completion

An apprentice must successfully complete all technical training courses for a designated trade.

Required Licenses

An apprentice must provide proof of any mandatory license(s) pertaining to the designated trade as required by each jurisdiction.

Required Examinations

- a) An apprentice must successfully complete and achieve a pass mark of 70 per cent for all required written examinations that are applicable to the designated trade.
- b) An apprentice must successfully complete and pass all required practical examinations that are applicable to the designated trade as required by each jurisdiction prior to writing the certification exam. Practical examinations will adhere to established national benchmarks per trade as applicable.
- c) All completion requirements must be confirmed by the apprenticeship authority prior to giving approval for an apprentice to write the certification exam. Passing the interprovincial certification exam, or jurisdictional certification exam when the trade is not a Red Seal trade, will be the final milestone for apprenticeship completion.

Payment of All Mandatory Fees

An apprentice must pay all mandatory fees as required by each jurisdiction.

Required Documentation

An apprentice must supply all documentation as required per jurisdiction and as applicable to the individual apprentice. The documentation may be supplied at any point leading up to completion including prior to and after apprenticeship registration.

The following list contains documents used in one or more Atlantic Canadian jurisdictions. Document formatting and content may vary per jurisdiction.

Document	Description
Apprenticeship Agreement / Memorandum of Understanding (MOU)	The signed agreement allowing the apprentice to start or continue an apprenticeship program in a given jurisdiction.
Progress Record Book / Log Book	A document issued to registered apprentices in which acquired skills, courses completed and time worked at a trade or occupation are recorded.
Prior Learning Assessment Recognition (PLAR) or Recognition of Prior Learning (RPL)	Documentation supporting PLAR or RPL results when appropriate.
Exam / Test Results	Official confirmation that all required examinations have been completed and passed including level, course ending, practical, and certification exam results.
Certificate of Qualification / Certification Exam Application Form	Jurisdictional form to apply to challenge the certification exam or to be assessed for completion fulfillment.
Confirmation of Completed Technical Training Requirements	Confirmation that all technical training has been completed.
Employer Transfer Form	Official documentation supporting a change of employer during the apprenticeship program.
Out-of-Province Documentation	Official documentation supporting employment (hours and skills) performed outside the province where the apprentice is registered.

Formal Approvals

An apprentice must attain all formal apprenticeship program completion approvals as required by each jurisdiction.

References:

Reference	Description
KAD Apprenticeship Completion Requirements	The Atlantic Apprenticeship Harmonization Project (AAHP) design document related to this Apprenticeship Completion Requirements Policy.
KAIP Apprenticeship Completion Requirements	The Atlantic Apprenticeship Harmonization Project (AAHP) implementation planning document related to this Apprenticeship Completion Requirements Policy.

Procedure No.: PR100	Effective Date: June 2017
Policy No.: 0001	Reviewed/Revised Date: August 2017
AAC Policy No.: 001	

Procedure Title: Eligibility to Write Level Examinations

Procedure:

1. APOs will monitor the attendance of an apprentice in level training.
2. During the final week of training, the Exam Coordinator will request the training institution complete *Form 2* (Advanced Training Attendance) to confirm early program success of each apprentice (e.g., client will receive a 70 per cent in each course) and eligibility to write the level examination.
3. The Exam Coordinator, or designate, will enrol eligible clients in the level examination.
4. If deemed ineligible (will not receive a 70 per cent in each course), the APO will contact the apprentice to discuss deficiencies and next steps to complete training (e.g., future class call for all or part of the program, etc.).

Procedure No.: PR110	Effective Date: March 2016
PACB Policy No.: 0001	Reviewed/Revised Date: March 2023
AAC Policy No.: 001	

**Procedure Title: **Apprentice Eligibility to Complete Certification Examinations
(Practical and Written)****

Procedure:

1. During the final level of in-school training, an APO will request that the apprentice submit their apprenticeship logbook for review.
2. The APO will verify hours, skills (verified by a JP) and technical training (e.g., 70 per cent on each level examination).
3. If requirements are not met, the APO may request additional information regarding:
 - Work experience hours;
 - Logbook skills;
 - Transcripts; and/or
 - Official documents from the training institution (RPL assessments etc.).
4. If a practical examination is required (i.e., Welder and Hairstylist), the APO will schedule and invigilate a practical examination at an approved training institution.
 - For Welders in training, practical examinations typically occur within the last two weeks of training in the final level.
 - For Welder re-tests, practical exams can occur during the next offering.
 - For Hairstylists, APOs will document apprentices seeking to complete a practical exam and schedule with the training institution once a minimum of three apprentices (or the number a training institution is willing to take) have confirmed interest.
 - The APO will contact the Practical Examination Committee as appointed by ATCD to coordinate the scheduling of practical exams.
 - Once the practical exam is complete, the APO will provide results to the Exam Coordinator. The Exam Coordinator will document results in the AIMS (minimum pass mark of 70 per cent).
 - If unsuccessful, the APO will work with the training institution to schedule and complete a re-test.
 - After each unsuccessful attempt to pass the practical examination, a course of study recommended by the Examination Committee and approved by the APO must be completed. This course of study must be completed successfully before another attempt will be granted. Refer to PACB Policy No.: 0026/ AAC Policy No.: 005 – Atlantic Level and Certification Examination Rewrites.
 - The minimum period between attempts of the practical examination is 30 calendar days.
 - There is no maximum number of attempts to pass a practical or written examination.
5. The APO will verify that all mandatory fees have been paid.

6. If requirements are met, the APO and apprentice sign a *Statement of Eligibility to Write the Certification Examination*. The *Statement of Eligibility to Write the Certification Examination* is only completed before the first attempt of the certification exam.
7. The APO places the *Statement of Eligibility to Write the Certification Examination* on the apprentice's TRIM file.
8. The APO will contact the Exam Coordinator via email confirming that the apprentice is eligible to write the certification exam.

Procedure No.: PR120	Effective Date: March 2016
PACB Policy No.: 0001	Reviewed/Revised Date: March 2023
AAC Policy No.: 001	

Procedure Title: Apprentice and Trade Qualifier Final File Review to Issue Certificate

Procedure:

UNDER REVIEW

Procedure No.: PR130	Effective Date: March 2023
Policy No.: 0001	Reviewed/Revised Date: March 2023
AAC Policy No.: 001	

Procedure Title: File Management

Procedure:

1. Apprenticeship Program Officers (APOs) will review files regularly for the following reasons:
 - Class call process;
 - Client has refused class calls;
 - Inputting data (e.g., hours, transcript, emails received, etc.);
 - New MOUs (e.g., new applicants and apprentice transfer to new employers);
 - Apprentice/TQ inquiry (from client);
 - Confirm TQ requirements are being met (e.g., exam challenged within six months);
 - Final file review to confirm eligibility for Red Seal exam;
 - Known business closures; and
 - After exam attempts.

2. All apprentice files should be reviewed and updated annually to confirm:
 - Personal information;
 - Employment status;
 - Hours of employment have been updated;
 - Workplace skills have been submitted via the logbook; and
 - Training eligibility.

3. All TQ files must be reviewed at a maximum of six months after approval to ensure the exam has been challenged.

4. APO and support staff must electronically record client information in AIMS and TRIM in a timely manner to avoid document misfiling. Original documents are preferred, however pictures and faxes are acceptable if clear and legible.

Acceptable documents for client's files include:

- Logbook and related documents;
- Record of Employment hours forms;
- Company payroll printouts of hours;
- *Record of Work Experiences-Pre-apprenticeship Credits/Trade Qualifier* forms;
- Signed letters on company letterheads;
- Transcripts (verified copies or originals); and
- E-mails.

Acceptable documents for client's files if approved by the Manager include:

- Record of Employment (ROEs) issued by the employer or ESDC if it is confirmed that a company is no longer in business and all other means to retrieve hours worked have been exhausted;

- Union pensionable hours with Manager approval to use an ROE for recording hours worked; and
 - Other documentation as determined/approved by the Manager.
5. APOs will review files for discrepancies (e.g., hours logged vs. hours with support documentation) and work with parties to resolve. The APO will seek Manager approval for all identified discrepancies and document rationale to accept or deny discrepancies.

Policy No.: 0002	Effective Date: June 2017
AAC Policy No.: 019	Reviewed/Revised Date: August 2017

POLICY TITLE: ATLANTIC APPRENTICESHIP HOURS

Objective:

The Atlantic Apprenticeship Authorities agree that in the interest of achieving Atlantic harmonization related to **Apprenticeship Hours**, each jurisdiction will make the necessary changes (i.e. Policy, Board Order, Legislation, etc.) to align with the processes and requirements outlined in this Atlantic Harmonization Policy.

Policy:

Hours per Level Multiplier

In order to maintain alignment with current and future National Harmonization efforts, Atlantic Apprenticeship Hours will be based on a standard of 1,800 Hours per level times the number of levels identified within Atlantic Apprenticeship Curriculum Standards.

Maximum Hours per Year

On-the-job hours accumulated by apprentices shall not exceed 3,600 hours per year.

Technical Training Hours

Technical training hours for apprentices accumulated during the apprenticeship term count toward total hours for completion.

On-the Job Hours

On the job hours are recognized on an hour for hour (insurable hours) basis for apprentices.

Recognition of Prior Learning (RPL)

Credit for prior learning (i.e. pre-apprentice, related trades) is detailed in the Recognition of Prior Learning Key Activity.

References:

Reference	Description
KAD - Hours Model	The Atlantic Apprenticeship Harmonization Project (AAHP) design document related to this Apprenticeship Hours Policy.
KAIP - Hours Model	The Atlantic Apprenticeship Harmonization Project (AAHP) implementation planning document related to this Apprenticeship Hours Policy.

Policy No.: 0003	Effective Date: June 2017
AAC Policy No.: 002	Reviewed/Revised Date: August 2017

POLICY TITLE: ATLANTIC APPRENTICESHIP REGISTRATION REQUIREMENTS

Policy:

The Atlantic Apprenticeship Authorities agree that in the interest of achieving Atlantic harmonization related to **Atlantic Apprenticeship Registration Requirements**, each jurisdiction will make the necessary changes (i.e. Policy, Board Order, Legislation, etc.) to align with the processes and requirements outlined in this Atlantic Harmonization Policy.

Education Requirements

The following are minimum education requirements to be eligible to register as an apprentice in Atlantic Canada. It is important to note that this policy does not prohibit individual trades from identifying additional educational requirements. It is recommended any additional educational requirements be developed and recommended using the trade’s ATAC.

1. An applicant must have a Canadian high school diploma or “equivalent” in order to register as an apprentice. Applicants with education credentials from outside Canada will be assessed by the Foreign Qualification Recognition (FQR) process.

a) Equivalent can be defined by having one of the following:

- Canadian General Educational Development (GED) certificate;
- Canadian Adult High School Diploma;
- A Diploma/Certificate of Apprenticeship from any Canadian apprenticeship authority (jurisdiction) in any occupation;
- A Certificate of Qualification from any Canadian apprenticeship authority (jurisdiction) in any trade.
- A diploma or certificate issued by a recognized Canadian accredited training institution for the successful completion of a post-secondary program.
- The Director may allow individuals who do not hold any of the credentials listed above to register into an apprenticeship agreement upon proof of equivalency to Grade 12 from a private school.

OR

An applicant will be considered as having passed the education requirements if the applicant is a currently registered apprentice from any Atlantic Canadian jurisdiction excluding individuals registered as a youth apprentice.

OR

An applicant may qualify as a mature student or conditional apprentice as per jurisdictional policy or regulation. Each request will be judged on its own merit and approval will be at the discretion of the Director/Manager of Apprenticeship.

Employment Requirements

The following are employment requirements to be eligible to register as an apprentice in Atlantic Canada.

1. An applicant must be employed in a designated trade.
2. An applicant's employer must have a
 - a. Journeyperson holding a certificate of qualification in the apprentice's trade under their employ.

OR

- b. If available within a jurisdiction and without contravention to a jurisdiction's act, a trades person who has received temporary approval from the jurisdictional apprenticeship authority to act as a formal designated trainer to provide supervision to an apprentice.
3. An applicant's employer must provide the ability to cover an adequate scope of trade for the apprentice to progress in their apprenticeship.
4. An applicant's registration is dependent on meeting the jurisdictional requirement for the apprentice to journeyperson ratio.

Age Requirements

An individual must reach the age of 18 within the calendar year of registering as an apprentice, excluding individuals registered as a youth apprentice or requesting entry as a mature student.

Each jurisdiction will recognize the previous registration of a currently registered apprentice from another Atlantic Canadian jurisdiction excluding individuals registered as a youth apprentice.

Payment of All Mandatory Fees

An apprentice must pay all mandatory registration fees as required by each jurisdiction.

Required Documentation

An apprentice must supply all documentation as required per jurisdiction and as applicable to the individual apprentice. The documentation may be supplied at any point leading up to formal registration as an apprentice.

The following list contains documents used in one or more Atlantic Canadian jurisdictions. Document formatting and content may vary per jurisdiction.

Document	Description
Apprenticeship Agreement / Memorandum of Understanding (MOU)	The signed agreement allowing the apprentice to start or continue an apprenticeship program in a given jurisdiction.
Prior Learning Assessment Recognition (PLAR) or Recognition of Prior Learning (RPL)	Documentation supporting PLAR or RPL results when appropriate.
Education Documentation	Evidence of meeting the education requirements, e.g. copy or a high school diploma, GED, or other acceptable equivalent conditions.
Mature Student Supporting Documentation	Evidence of meeting the mature student conditional requirements.

Formal Approvals

An apprentice must attain all formal apprenticeship program registration approvals as required by each jurisdiction.

Interprovincial Mobility Agreements Exemption

This Atlantic Apprenticeship Registration Requirements Policy will exist independently of interprovincial mobility agreements between one Atlantic jurisdiction and another Canadian jurisdiction.

References:

Reference	Description
Operational Support Plan	Please refer to the Operations Support Plan for questions or issues related to Atlantic apprenticeship harmonization support and maintenance for this Apprenticeship Completion Requirements Policy.
KAD Apprenticeship Registration Requirements	The Atlantic Apprenticeship Harmonization Project (AAHP) design document related to this Apprenticeship Registration Requirements Policy.
KAJI Apprenticeship Registration Requirements	The Atlantic Apprenticeship Harmonization Project (AAHP) jurisdictional impact assessment document related to this Apprenticeship Registration Requirements Policy.
KAIP Apprenticeship Registration Requirements	The Atlantic Apprenticeship Harmonization Project (AAHP) implementation planning document related to this Apprenticeship Registration Requirements Policy.

Procedure No.: PR300	Effective Date: June 2017
Policy No.: 0003	Reviewed/Revised Date: August 2017
AAC Policy No.: 002	

Procedure Title: Apprentice Registration

Procedure:

1. Applications are received via a paper process, in-person, mail, fax or email.
2. All applications must be reviewed by the APO or designate (clerk, admin, etc.) for a preliminary review for application completeness.
 - Mandatory documents include:
 - Apprenticeship application (in-province or out of province).
 - Proof of highest level of education achieved (minimum of a High School Diploma or equivalent).
 - In an instance, whereby the applicant is a mature student, a Canadian Adult Achievement Test (CAAT), institutional requirement or other similar mechanism may be accepted in place of a High School Diploma. See PACB Policy No.: 0003/ AAC Policy No.: 002 – Atlantic Apprenticeship Registration Requirements
 - MOU/LOU.
3. The APO or designate will provide confirmation to the client that the application was received within 20 business days.
4. Based on the completeness of the application, the following actions will be taken:
 - If all mandatory fields are complete, the APO or designate will create a file for the client in AIMS and enter all mandatory fields.
 - If the application is processed by a person designated by the APO, the designate will forward the application to the APO via the shared drive in a complete application folder.
 - If the application is not complete (all mandatory fields are not complete) the APO or designate will return the application to the client noting areas of deficiencies and save the application on the shared drive in an incomplete application folder.
5. The APO will verify the information indicated in the application and enter it in the client's AIMS file (the MOU/LOU can only be verified and entered by an APO).
 - To verify the details of the application, the APO may:
 - Contact the employer to ensure the information on the application is accurate;
 - Confirm the journeyperson's name and certification number for accuracy in AIMS (or by contacting another apprenticeship authority if certification is from another province); and
 - Confirm the high school diploma or equivalent by contacting the training institution/government agencies (other provinces).

6. Once satisfied the application is complete, the APO will approve the application. The APO will:
 - Select the application type of apprenticeship.
 - Assign the apprentice to a trade.
 - Assign the apprentice to the latest implemented POT.
 - Determine any pre-apprenticeship training credits:
 - For credit of pre-apprenticeship training, if training not acquired through an accredited pre-employment/ or other training program in the province, the APO will issue a class call for the client to complete an RPL process at a provincial training institution (PACB Policy No.: 0009 – Recognition of Prior Learning and applicable procedures).
 - For credit of pre-apprenticeship training in a correlated trade where the client has already a certificate of qualification, the APO will refer to Table 1 to determine credits to award.
 - Determine any pre-apprenticeship hours and skills:
 - For pre-apprenticeship hours and skills, the client must submit the *Record of Work Experiences-Pre-apprenticeship Credits* form within 90 days of the registration date for an apprentice to receive credit (this is typically received with the application). The APO will verify hours and skills by contacting the employer and ensuring a journeyperson was supervising the individual during the time indicated.
 - For credit of hours, skills and training completed in another jurisdiction, see PACB Policy No.: 0009 – Recognition of Prior Learning and applicable procedures and PACB Policy No.: 0011/AAC Policy No.: 015 – Atlantic Apprenticeship Recognition of Work Experience – Permanent Mobility and applicable procedures.

7. The APO, or designate will:
 - Enter marks from transcript;
 - Enter pre-apprenticeship training credits, if applicable;
 - Enter pre-apprenticeship hours and skills, if applicable;
 - Print a registration card; and
 - Issue an Apprentice Logbook.
 - See PACB Policy No.: 0007 – Apprentice Logbook and PACB Policy No.: 0013 – Apprenticeship Orientation

8. The APO will ensure that that the approved client receives their logbook and an orientation session has occurred within 40 business days of application approval.

Table 1: Cross Trade Work Experience Credits

Trade Certified	Trade Credited with: 1,800 Hours Work Experience
Agricultural Equipment Technician	Automotive Service Technician Heavy Duty Equipment Technician Truck and Transport Mechanic Transport Trailer Technician
Auto Body and Collision Technician	Automotive Refinishing Technician

Automotive Refinishing Technician	Auto Body and Collision Technician
Automotive Service Technician	Agricultural Equipment Technician Heavy Duty Equipment Technician Truck and Transport Mechanic Transport Trailer Technician
Baker	Cook
Boilermaker	Ironworker (Generalist) Metal Fabricator (Fitter) Welder
Cabinetmaker	Carpenter
Carpenter	Cabinetmaker Lather (Interior Systems Mechanic)
Construction Electrician	Industrial Electrician Residential Electrician
Cook	Baker
Heavy Duty Equipment Technician	Agricultural Equipment Technician Automotive Service Technician Truck and Transport Mechanic Transport Trailer Technician
Industrial Electrician	Construction Electrician Instrumentation and Control Technician Residential Electrician
Industrial Mechanic (Millwright)	Machinist
Instrumentation and Control Technician	Industrial Electrician
Ironworker (Generalist)	Boilermaker Metal Fabricator (Fitter) Welder
Ironworker (Reinforcing)	Ironworker (Generalist)
Lather (Interior Systems Mechanic)	Carpenter
Machinist	Industrial Mechanic (Millwright)
Metal Fabricator (Fitter)	Boilermaker Ironworker (Generalist) Welder
Motorcycle Technician	Small Equipment Service Technician
Oil Heat System Technician	Plumber Steamfitter/Pipefitter Refrigeration and Air Conditioning Mechanic
Plumber	Oil Heat System Technician Sprinkler Fitter Steamfitter/Pipefitter
Refrigeration and Air Conditioning Mechanic	Oil Heat System Technician
Residential Electrician	Construction Electrician Industrial Electrician
Small Equipment Service Technician	Automotive Service Technician Motorcycle Technician
Sprinkler Fitter	Plumber Steamfitter/Pipefitter
Steamfitter/Pipefitter	Oil Heat System Technician

	Plumber Sprinkler Fitter
Transport Trailer Technician	Automotive Service Technician Heavy Duty Equipment Technician Truck and Transport Mechanic
Truck and Transport Mechanic	Agricultural Equipment Technician Automotive Service Technician Heavy Duty Equipment Technician Transport Trailer Technician
Welder	Boilermaker Ironworker (Generalist) Metal Fabricator (Fitter)

Trade Certified	Trade Credited with: 900 Hours Work Experience
Boom Truck Operator	Tower Crane Operator Mobile Crane Operator
Mobile Crane Operator	Boom Truck Operator Tower Crane Operator
Tower Crane Operator	Boom Truck Operator Mobile Crane Operator

Policy No.: 0004	Effective Date: June 2017
AAC Policy No.: N/A	Reviewed/Revised Date: September 2017

POLICY TITLE: JOURNEYPERSON MENTORSHIP

Policy:

This policy is intended to provide the guiding standard on the mentorship of an apprentice by a Certified Journeyperson.

An employer shall ensure that each apprentice is working under a certified Journeyperson Mentor, in the same trade, and that the Certified Journeyperson Mentor shall:

- Be located at the same worksite as the apprentice;
- Be available by phone or radio when apprentices are working independently;
- Mentor up to a maximum of two apprentices;
- Be able to communicate with the apprentice with respect to the task, activity or function that is being mentored;
- Mentor the apprentice, through instruction, demonstration and feedback, in order to provide the knowledge and guidance necessary for the apprentice to work and develop skills in the trade to the standards set by industry; and
- Sign off and verify trade skills as set by industry.

Limitations of the Policy:

- Skill sets performed at the place of employment cover common core elements of the National Occupational Analysis (NOA) or Red Seal Occupational Standard (RSOS) for a designated Red Seal trade. For a provincially designated trade, the skills performed are set by the Provincial Advisory Committee for that trade.

Policy No.: 0006	Effective Date: June 2017
AAC Policy No.: N/A	Reviewed/Revised Date: September 2017

POLICY TITLE: TERMS, CONDITIONS AND VIOLATION SANCTIONS FOR THE MEMORANDUM OF UNDERSTANDING FOR APPRENTICESHIP

Policy:

This policy is intended to provide the guiding principle on the form and content of a Memorandum of Understanding (MOU) for Apprenticeship and has the authority to certify it as binding upon the parties to it. In this policy, the Director acts on behalf of the PACB.

Apprentices, employers and a representative from ATCD are required to sign a MOU to permit employees to be registered as apprentices in NL. A completed MOU must be provided by the apprentice during their initial registration (PACB Policy No.: 0001 – Atlantic Apprenticeship Completion Requirements) and with each subsequent employer.

Signatories to a MOU for Apprenticeship agree to abide by the:

1. Terms of the agreement;
2. Conditions Governing Apprenticeship Training (CGAT) Section(s) 4.0;
 - After the probationary period referred to in Section 3.0, the Memorandum of Understanding may be terminated by the PACB with the mutual consent of the parties involved, or cancelled by the PACB for proper and sufficient cause in the opinion of the PACB, such as that stated in Section 14 of the CGAT; and,
3. Roles and Responsibilities of Stakeholders in the apprenticeship process.

Failure to comply with the above shall result in the Director suspending or cancelling a MOU upon agreement of all parties. The Director shall reconcile all disputes arising out of a MOU, and the decision will be final.

Interprovincial Mobility Agreements Exemption:

This Terms, Conditions and Violation Sanctions for the Memorandum of Understanding for Apprenticeship policy will exist independently of interprovincial mobility agreements between one Atlantic jurisdiction and another Canadian jurisdiction.

Apprentices, employers and a representative from ATCD are required to sign a Letter of Understanding (LOU) that must be provided during an apprentice’s initial out of Province registration and with each subsequent employer. The LOU provides guiding principles for both the out of province employer and apprentice regarding apprenticeship training in NL. Refer to PACB Policy No.: 0012 – Atlantic Apprenticeship Recognition of Work Experience – Temporary Mobility and PACB Policy No.: 0003 – Atlantic Apprenticeship Registration Requirements.

Procedure No.: PR600	Effective Date: June 2017
Policy No.: 0006	Reviewed/Revised Date: August 2017
AAC Policy No.: N/A	

Procedure Title: Terms, Conditions and Violation Sanctions for the Memorandum of Understanding for Apprenticeship

Procedure:

1. The APO will ensure that a MOU/LOU is completed for all new apprentices and when an apprentice changes employers (e.g., employment transfer).
2. The APO will monitor apprentice progress and has the ability, with the approval of the Manager of Industrial Training, to recommend to the Director, suspending a MOU/LOU where there is an allegation of non-compliance by the apprentice or employer. This may occur for non-compliance of any area of the Conditions Governing Apprenticeship Training.
3. Upon written complaint of an interested person to the Director of ATCD or upon the initiative of the Director, the Manager along with the APO, will determine whether there has been a violation of a MOU/LOU and may recommend suspension of the MOU/LOU.
4. The Director may conduct hearings, inquiries and other proceedings deemed necessary or advisable to determine whether suspension of the MOU/LOU should occur. The Director must advise the PACB that an investigation is occurring and report findings to the PACB.
5. The PACB will review the findings and make its decision in the matter. The PACB may:
 - Upon agreeing that there has been a violation of a MOU/LOU, cancel the contract; or
 - Upon determining that there has not been a violation of MOU/LOU, revoke the suspension and order the payment of wages to the apprentice for the period of the suspension.
6. The PACB will determine what additional measures will occur in accordance with the **Apprenticeship and Certification Act** (1999 cA-12.1 s13).

Policy No.: 0007	Effective Date: June 2017
AAC Policy No.: N/A	Reviewed/Revised Date: September 2017

POLICY TITLE: APPRENTICE LOGBOOK

Policy:

This policy is intended to provide the guiding principles on the maintenance of the apprentice logbook as an accurate, verifiable record of progress and competency required in order to properly assess eligibility to write certification examinations.

All registered apprentices are required to keep an accurate and up-to-date record of their training and work experience. Proper completion and verification of the logbook is required before an apprentice will be deemed eligible to write certification examinations.

Limitations of the Policy:

The total scope of experiences obtained on the job notwithstanding, only those experiences directly related to the trade for which the apprentice is registered will be recorded in the logbook.

Guidelines:

Apprenticeship handbooks are available for pre-apprentices. It outlines the required steps to become a registered apprentice in NL and is accompanied by an interim log book to document skills and hours prior to registration.

The logbook is the property of the apprentice and it is the responsibility (in conjunction with the employer) to ensure that it is completed.

Apprentices are presented with a logbook upon registration by ATCD. If a logbook is subsequently lost or destroyed, it is the responsibility of the apprentice to contact ATCD to request a replacement.

Work experiences must be documented and signed by the supervising journey person mentor, and verified by an APO.

Procedure No.: PR700	Effective Date: June 2017
Policy No.: 007	Reviewed/Revised Date: September 2017
AAC Policy No.: N/A	

Procedure Title: Apprentice Logbook

Procedure:

1. Upon registration, the APO will issue each apprentice an Apprenticeship Logbook.
2. The apprentice and employer receive an orientation session from an APO including an overview on completing a logbook. The orientation may be done in person, through telephone conversation or by some other media. Refer to PACB Policy No.: 0013 – Apprenticeship Orientation.
3. The journeyperson is responsible for validating competency through the endorsement of logbook skills.
4. The employer is responsible for confirming work hours accumulated in the record section of the logbook.
5. The APO will periodically review each client’s logbook, specifically hours and skills acquired to verify that the endorsing journeyperson has received a certification of qualification.
 - The APO can only verify completed level training from official training records or through an apprenticeship authority if the client was an apprentice in another Canadian jurisdiction. All other documentation accepted has to be approved by the Manager.
6. Upon commencement of the final level of training, the apprentice will provide the logbook to an APO for verification.
7. The APO will verify that hours are obtained, training is complete, and all skills have been signed off by a certified journeyperson.

Policy No.: 0009	Effective Date: June 2017
AAC Policy No.: N/A	Reviewed/Revised Date: September 2017

POLICY TITLE: RECOGNITION OF PRIOR LEARNING (RPL)

Policy:

The PACB recognizes that learning, which some adults acquire from work, life experiences, as well as from other forms of formal training may be equivalent to components of apprenticeship training programs offered within the province.

Recognition of Prior Learning (RPL) is a process by which various forms of learning acquired through previous experiences can be recognized, and potentially attain advanced standing towards skilled trades certification, either as an apprentice, a trade qualifier, or through credential recognition.

This policy is designed to increase access to, and participation in, the RPL process, while promoting consistency across training institutions and programs.

Limitations of the Policy:

No person shall be given credit on a per course basis in a trades program.

No person shall be given credit for journeyman certification without successfully writing the Provincial/Interprovincial (IP) certification examination.

Guidelines:

Eligibility

- RPL may be required for:
 - graduates of non-accredited entry-level (pre-employment) training programs;
 - entry-level (pre-employment) training programs superseded by a revised POT;
 - plans of training that are no longer being delivered for training;
 - partially completed entry-level (pre-employment) training programs;
 - foreign credentialed workers; and
 - Programs completed outside of apprenticeship training that may be recognized by the person’s respective provincial or territorial apprenticeship authority.

- RPL shall be mandatory for:
 - trade qualifiers without full workplace skills endorsement;
 - foreign credentialed workers without a full workplace skills endorsement; and
 - programs completed outside of apprenticeship training that are not recognized by the person’s respective provincial or territorial apprenticeship authority.

- RPL shall not:
 - Award credit on a per course basis for level training.

- RPL may be used to grant credit:
 - for entry-level (pre-employment) training programs superseded by a revised POT;

- for block/level or program wide basis;
- using a combination of theoretical evaluations, challenging standardized tests, available block/level examinations, reviews of employer-based training (workplace skills in the Apprentice Logbook) or practical demonstration of skills;
- for completed training that is recognized by the apprentice's respective provincial or territorial apprenticeship authority; and
- Based on criteria that is no more or less rigorous than the criteria used in assessing traditional classroom learning.

Assessment Guidelines

- RPL shall be completed at a training institution and/or by ATCD staff. RPL shall focus on the skills acquired through work experience and prior learning completed.
- If RPL is conducted at a training institution an assessor shall:
 - Be an expert in the content assessed;
 - Be a certified journeyman instructor in good standing; and
 - Be a journeyman instructor in the trade if assessing core occupational courses.
- An apprentice shall receive full credit for entry-level, pre-employment or block/level training superseded by a revised Plan of Training (POT) as long as their entry-level, pre-employment or block/level training occurred on a POT that is not more than two revisions older than the existing POT.
- Awarding full credit for entry-level, pre-employment or block/level training superseded by a revised POT more than two revisions older than the existing POT or was completed more than 10 years ago is at the discretion of the Manager/Director.
- To receive full credit, the apprentice shall provide accurate and complete transcripts and agree to undergo an informal assessment by ATCD staff.
- After training gaps have been identified through the informal assessment, the apprentice shall move on to the next level of training as outlined in the succeeding POT that he/she is assigned to.
- Depending on the age of the entry-level or pre-employment training completed, the apprentice may need to undergo a formal RPL and complete any necessary training or testing as outlined by the assessment.
- All provincial training institutions offering apprenticeship training shall have policies and procedures in place to address RPL. The RPL policy and procedures of the training institution must adhere to the standards for RPL established by the policies and procedures approved by the PACB.

Procedure No.: PR900	Effective Date: June 2017
Policy No.: 0009	Reviewed/Revised Date: September 2017
AAC Policy No.: N/A	

Procedure Title: Recognition of Prior Learning

Procedure:

1. Recognition of Prior Learning (RPL) may be used for the following applicant types:
 - Apprentices with a NL pre-employment program/apprenticeship training complete;
 - Apprentices with a NL pre-employment program/apprenticeship training complete which is out of date by more than two revisions/versions from the date of the latest POT or 10 years old;
 - Apprentices with a non-accredited pre-employment program complete;
 - Apprentices with a NL pre-employment program/apprenticeship training complete where level examinations do not exist;
 - Direct entry apprentices in a trade with no Atlantic Apprenticeship Curriculum Standard or NL Curriculum Standard;
 - Apprentices requiring recognition of cross-trade hour credit for related trades (see Table 2);
 - Apprentices who had a previous apprenticeship in another Canadian jurisdiction;
 - Graduates of a pre-employment program completed in another Canadian jurisdiction;
 - Graduates of a correlated trades program completed in or outside NL where a transfer guide or matrix does not exist (diploma, technology programs etc.);
 - Trade Qualifiers whose skills are not verified by a journeyperson;
 - Foreign credentialed workers; or
 - Military credentials that are not included in the Red Seal correlation studies.

2. RPL assessments can include:
 - Apprenticeship and/or academic counselling completed by ATCD staff;
 - Use of an ATCD approved matrix or transfer guide;
 - Challenging level examinations;
 - Additional in-school training;
 - Formal RPL assessment completed by an instructor at a registered training institution; and
 - Others as deemed appropriate by the Manager.

3. RPL shall not:
 - Award credit on a per course basis for level training

4. RPL assessments can be completed by:
 - ATCD staff at the discretion and direction of the Manager of Industrial Training in the following instances:
 - Graduates of a pre-employment program or apprenticeship level training that is out of date by more than two revisions/versions from the date of the latest POT or 10 years old;
 - Graduates of a non-accredited pre-employment program;

- Recognition of cross-trade hour credit for related trades;
 - Direct entry apprentices where apprenticeship level training and level examinations do not exist;
 - Cancelled or inactive apprentices who wish to resume training;
 - Foreign credentialed workers' and
 - Others as deemed appropriate by the Manager.
- Instructors from a registered training institution in the following instances:
 - Apprentices with a non-accredited pre-employment program complete;
 - Direct entry apprentices in a trade with no Atlantic Apprenticeship Curriculum Standard or NL Curriculum Standard;
 - Trade Qualifiers whose skills are not verified by a journeyperson;
 - Graduates of a correlated trades program completed in or outside NL where a transfer guide or matrix does not exist (diploma, technology programs etc.);
 - Military credentials that are not included in the Red Seal correlation studies; and
 - Foreign credentialed workers.
5. Instructors completing a RPL assessment at a registered training institution are required to have the following qualifications:
- For core trade course assessments:
 - Certificate of Qualification in the same trade;
 - Post-Secondary Instructor Certificate (where possible);
 - Employed as full or part time instructor in a related accredited trades program; and
 - Minimum of two years experience in a related trade after their certification.
 - For essential skills course assessments:
 - Diploma or Degree in content area;
 - Post-Secondary Instructor Certificate;
 - Employed as full or part time instructor for essential skills in an accredited program; and
 - Minimum of two years experience as an essential skills course instructor.
6. An APO has the authority to case manage RPL for the following applicant types:
- Apprentices with a NL pre-employment program/apprenticeship training complete;
 - Apprentices with a NL pre-employment program/apprenticeship training complete which is out of date by more than two revisions/versions from the date of the latest POT or 10 years old (requires approval by the Manager);
 - Apprentices with a non-accredited pre-employment program complete (requires approval by the Manager);
 - Apprentices with a NL pre-employment program/apprenticeship training complete where level examinations do not exist;
 - Apprentices requiring recognition of cross-trade hour credit for related trades (see Table 2);
 - Direct entry apprentices in a trade with no Atlantic Apprenticeship Curriculum Standard or NL Curriculum Standard;
 - Trade Qualifiers whose skills are not verified by a journeyperson (formal assessment by a training institution required); or

- Newcomers with previous trades related training completed (requires approval by the Manager).
7. An APO will engage the RPL PDS when the client:
- Has previously registered as an apprentice in another Canadian jurisdiction and transfers their training records to NL;
 - Is a graduate of a pre-employment trades program completed in another Canadian jurisdiction;
 - Completed correlated trades training in a Canadian jurisdiction;
 - Is a foreign credentialed worker; or
 - Has Military credentials that are not included in the Red Seal correlated studies.
8. APOs will take the following actions for apprentices who:
- a. Have a pre-employment program from an accredited institution completed based on the latest POT;
 - b. Have a pre-employment program from an accredited institution completed on one of the previous two versions/revisions from the date of the latest POT; or
 - c. Have level training completed from an accredited institution.
- Review transcripts from accredited or non-accredited training institutions in NL.
 - Award credit (hours and training) for pre-employment or level training completed:
 - Grant Level I (1st year) status if no work experience is documented;
 - Grant Level II (2nd year) status if they present work experience which exceeds Level I (1st year) requirements (hours).
 - If applicable, use a transfer matrix (if available) noting the differences between the newest POT and the POT for which they have training completed and recommend that they obtain information on their own to compensate for the gaps through industry experience, resource material from a college, peers etc.
 - APO may facilitate a class call at an accredited institution to complete a formal RPL if an apprentice has a pre-employment program completed from a non-accredited training institution. The APO will review the assessment and follow recommendations provided.
 - Document work experience hours, if accumulated before the initial registration, and advise that:
 - A *Record of Work Experiences-Pre-apprenticeship Credits* form is required;
 - Apprentice will have a maximum 90 days to submit after registration date; and
 - A maximum of 480 hours of pre-apprenticeship credits can be submitted for applicants in a compulsory trade.
 - Review number of hours documented to determine if eligible for next level of training.
 - Issue a class call, if eligible.

9. APOs will take the following actions for apprentices with training complete on a POT that is out of date by more than two revisions/versions from the date of the latest POT;
 - Review transcripts from accredited or non-accredited training institutions in NL.
 - Assess the difference between the POT completed and the current version. Refer to a transfer matrix (if available) which outlines the course differences between the POTs and determine if there are any training gaps between versions. The APO will advise of gaps which will have to be addressed on their own through industry experience, resource material from a college, peers etc.
 - Advise the apprentice that, once required hours are accumulated, they will be able to challenge the level examination associated with each training level.
 - Criteria to register for training:
 - Level I complete on the old POT and 1,800 work experience hours;
 - Levels I/II complete on the old POT and a total of 3,000 work experience hours and training;
 - Levels I/II/III on the old POT complete and a total of 5,200 work experience hours and training; or
 - Level I/II/III/IV complete and a total of 7,000 work experience hours and training.
 - If unsuccessful after two attempts at a level examination, the apprentice will be required to attend the level of training on the latest POT.
 - If level examinations do not exist (course based) the apprentice will be required to attend a formal RPL at a training institution before any credit will be granted (if no matrix is available). The APO will review the assessment and follow recommendations provided.
 - Document work experience hours, if accumulated before the initial registration, and advise that:
 - A *Record of Work Experiences-Pre-apprenticeship Credits* form is required;
 - Apprentice will have a maximum 90 days to submit after registration date; and
 - A maximum of 480 hours of pre-apprenticeship credits can be submitted for applicants in a compulsory trade.
 - Review number of hours documented to determine if eligible for next level of training.
 - Issue a class call, if eligible.
10. APOs will take the following action for apprentices with training complete on a POT which is 10 years old or older, if not within the last two versions.
 - The APO will assess the difference between the POT completed and the current version, if necessary.
 - If the POT has had no revisions or major changes within the time period;
 - Grant Level I (1st year) status if no work experience, or work experience less than 1,800 hours when combined with course credit, is documented;
 - Grant Level II (2nd year) status if they present work experience which exceeds Level I (1st year) requirements (hours).
 - Etc.

- If there are major changes (greater than 30 per cent difference) the APO will advise the apprentice that, once required hours are acquired, they will be able to challenge the level examination associated with each training level. Required hours may vary across some trades and the hours for eligibility may be flexible depending on timing of classes. In most cases:
 - Level I training complete on the old POT and 1,800 work experience hours;
 - Levels I/II training complete on the old POT and a total of 3,000 work experience hours and training;
 - Levels I/II/III training on the old POT complete and a total of 5,200 work experience hours and training; or
 - Level I/II/III/IV training complete and a total of 7,000 work experience hours and training.
 - If unsuccessful after two attempts at a level examination, the client will be required to attend the level of training on the latest POT.
 - If level examinations do not exist (course based) the apprentice will be required to attend a formal RPL at a training institution before any credit will be granted. The APO will review the assessment and follow recommendations provided.
- APO will document work experience hours, as per Section 8.
 - Review number of hours to determine if eligible for next level of training/exam.
 - Issue a class call and advise on scheduling an exam sitting, if eligible.
11. APOs will take the following action for apprentices with completed pre-employment training at a non-accredited NL institution:
- Review the history of the institution regarding: quality of training, reasons for not being accredited, etc.
 - If deemed that appropriate training was received, follow Sections 8, 9 or 10 depending on the situation.
 - If issues with the institution are identified:
 - APO will advise the apprentice that they must challenge the Level I exam, if available in the trade.
 - If level examinations do not exist, the apprentice will be required to attend a formal RPL at a training institution before any credit will be granted. The APO will review the assessment and follow recommendations provided.
 - APO will document work experience hours, as per Section 8.
 - Review number of hours to determine if eligible for next level of training/exam.
 - Issue a class call and advise on scheduling an exam sitting, if eligible.
12. APOs will take the following actions for Direct Entry Apprentices in a trade with no Atlantic Apprenticeship Curriculum Standard or NL Curriculum Standard (with no level examinations available):

- Upon registration, the APO will detail the apprenticeship training process and will discuss RPL with the apprentice.
 - The APO will verify that the apprentice has accumulated a minimum of 1,800 workplace hours.
 - Issue class call for Level I (pre-employment) at a training institution. The apprentice may participate in a RPL assessment to reduce formal training requirements. When the apprentice participates in an RPL assessment:
 - The APO will direct the apprentice to the current POT.
 - The APO will advise the apprentice to gather all training records to bring to the college for the RPL and apply, where possible, for exemptions. Documents could include, but not limited to:
 - transcripts from a recognized training institution;
 - certificates and documents related to formal, informal and experiential learning;
 - logbook; and/or
 - Course or curriculum outline.
 - A transcript or official document will be issued to the apprentice, by the training institution, detailing the course work completed.
 - After all requirements of Level I training (pre-employment program) are completed and the Level II hours requirement is met, the APO will advance the apprentice to Level II.
13. APOs will take the following actions for Trade Qualifier applicants who do not have all workplace skills verified:
- Advise the applicant to identify and provide evidence of prior on-the-job work experiences and workplace hours. Information required can include:
 - Letters to support work experiences and hours:
 - from employers;
 - from the TQ applicant, if self employed;
 - from accountants, if self employed;
 - Record of employment hours (ROE's) if companies are no longer in business;
 - *Record of Work Experiences-Trade Qualifier* forms; and/or
 - Affidavit from applicant that skills and hours were acquired
 - The APO will facilitate a RPL class call by contacting an approved training institution to schedule an RPL assessment.
 - The APO will issue a RPL class call to the applicant.
 - The APO will review the completed official assessment report from the training institution. An official college report can be a letter on college letterhead with instructor signatures, a completed *Record of Work Experiences-Trade Qualifier* form from the college instructors with signatures verifying the skills or a PL-210 Trade Qualifier Application & Assessment Plan.
 - If the RPL is successful, the APO will advise the Trade Qualifier to register for a certification exam sitting.

- If the RPL is unsuccessful the APO will suggest that the Trade Qualifier register as an apprentice or obtain more workplace skills.
14. The RPL PDS will take the following action for any apprentice who is seeking RPL for credits earned in another Canadian jurisdiction:
- Advise the apprentice to identify and provide evidence of prior formal learning. Information required for RPL may differ depending on the previous training and work experience of the apprentice. The information required includes, but is not limited to:
 - Complete training records from the originating jurisdictional apprenticeship authority (logbooks, transcripts, hours etc.);
 - Certified transcripts from recognized training institutions;
 - Course outlines that identify outcomes and objectives of each course;
 - Evidence of type of evaluation of a course or level of training;
 - Evidence of practical evaluation;
 - Letters from employers;
 - Certificates and documents related to non-formal/formal and experiential learning; and/or
 - A completed *PL-110* form.
 - Contact jurisdictional apprenticeship authorities in the other Canadian jurisdiction to verify training records and determine if training was received at an accredited institution.
 - Award Credit:
 - Credit (training and hours) will be awarded for training at a level equal to that recognized by the originating jurisdiction for complete levels only.
 - The RPL PDS will only grant credit for what a client would receive from their originating jurisdiction.
 - No credit will be awarded for partial training.
 - If training is recognized (accredited) by the originating jurisdiction, assess the POT for which the applicant was trained in the other jurisdiction and the skills acquired to identify training gaps that should be addressed at the workplace.
 - If no training gaps exist and all other requirements are met (e.g., hours), the apprentice is eligible to attend the next available level of training they would have been prescribed in their originating jurisdiction (e.g., Level I completed in originating jurisdiction they will attend Level II in NL).
 - If training gaps exist, the RPL PDS will offer the client training options, including but not limited to full level training or course training.
 - If training is not recognized by the originating jurisdiction, is from another country, or are Military credentials not recognized through Red Seal correlated studies, the RPL PDS will recommend that the apprentice attend RPL at a training institution.
 - RPL PDS will notify the APO to issue a class call for RPL session when available.
 - The apprentice will be required to attend a formal RPL at a training institution before any credit will be granted. The APO will review the assessment and follow recommendations provided.

- If a level examination exists, the apprentice client must challenge, at the required hours, and pass the exam before moving on to the next level.
 - If a level examination does not exist, the apprentice will be required to complete the training as prescribed in the report's recommendations or transcript before moving on to the next level.
- Record all activities, recommendations and documents in AIMS and TRIM.
15. For foreign credentialed workers:
- The APO will inform the client that they may be responsible for all costs associated with RPL as funding is not available for those who are not Canadian citizens.
 - The APO will inform the client to apply as a Trade Qualifier and be assessed as per Section 12.

Table 2: Cross Trade Work Experience Credits

Certification Trade	Application Trade	Work Hours Credited for Application Trade
Agricultural Equipment Technician	Automotive Service Technician	1,800
	Heavy Duty Equipment Technician	
	Truck and Transport Mechanic	
	Transport Trailer Technician	
Auto Body and Collision Technician	Automotive Refinishing Technician	1,800
Automotive Refinishing Technician	Auto Body and Collision Technician	1,800
Automotive Service Technician	Agricultural Equipment Technician	1,800
	Heavy Duty Equipment Technician	
	Truck and Transport Mechanic	
	Transport Trailer Technician	
Baker	Cook	1,800
Boilermaker	Ironworker (Generalist)	1,800
	Metal Fabricator (Fitter)	
	Welder	
Boom Truck Operator	Tower Crane Operator	900
	Mobile Crane Operator	
Cabinetmaker	Carpenter	1,800
Carpenter	Cabinetmaker	1,800
	Lather (Interior Systems Mechanic)	
Construction Electrician	Industrial Electrician	1,800
	Instrumentation and Control Technician	

Certification Trade	Application Trade	Work Hours Credited for Application Trade
	Residential Electrician	
Cook	Baker	1,800
Heavy Duty Equipment Technician	Agricultural Equipment Technician	1,800
	Automotive Service Technician	
	Truck and Transport Mechanic	
	Transport Trailer Technician	
Industrial Electrician	Construction Electrician	1,800
	Instrumentation and Control Technician	
	Residential Electrician	
Industrial Mechanic (Millwright)	Machinist	1,800
Instrumentation and Control Technician	Construction Electrician	1,800
	Industrial Electrician	
Ironworker (Generalist)	Boilermaker	1,800
	Metal Fabricator (Fitter)	
	Welder	
Ironworker (Reinforcing)	Ironworker (Generalist)	1,800
Lather (Interior Systems Mechanic)	Carpenter	1,800
Machinist	Industrial Mechanic (Millwright)	1,800
Metal Fabricator (Fitter)	Boilermaker	1,800
	Ironworker (Generalist)	
	Welder	
Mobile Crane Operator	Boom Truck Operator	900
	Tower Crane Operator	
Motorcycle Technician	Small Equipment Service Technician	1,800
Oil Heat System Technician	Plumber	1,800
	Steamfitter/Pipefitter	
	Refrigeration and Air Conditioning Mechanic	
Plumber	Oil Heat System Technician	1,800
	Sprinkler Fitter	
	Steamfitter/Pipefitter	
Refrigeration and Air Conditioning Mechanic	Oil Heat System Technician	1,800
Residential Electrician	Construction Electrician	1,800

Certification Trade	Application Trade	Work Hours Credited for Application Trade
	Industrial Electrician	
Small Equipment Service Technician	Automotive Service Technician	1,800
	Motorcycle Technician	
Sprinkler Fitter	Plumber	1,800
	Steamfitter/Pipefitter	
Steamfitter/Pipefitter	Oil Heat System Technician	1,800
	Plumber	
	Sprinkler Fitter	
Tower Crane Operator	Boom Truck Operator	900
	Mobile Crane Operator	
Transport Trailer Technician	Automotive Service Technician	1,800
	Heavy Duty Equipment Technician	
	Truck and Transport Mechanic	
Truck and Transport Mechanic	Agricultural Equipment Technician	1,800
	Automotive Service Technician	
	Heavy Duty Equipment Technician	
	Transport Trailer Technician	
Welder	Boilermaker	1,800
	Ironworker (Generalist)	
	Metal Fabricator (Fitter)	

Policy No.: 0010	Effective Date: June 2017
AAC Policy No.: 017	Reviewed/Revised Date: August 2017

POLICY TITLE: ATLANTIC APPRENTICESHIP PRE-EMPLOYMENT RECOGNITION

Objective:

The Atlantic Apprenticeship Authorities agree to maintain a consistent and transparent approach in granting credit for the recognition of pre-employment training completed in another Atlantic jurisdiction. Each jurisdiction will make the necessary changes (i.e. Policy, Board Order, Legislation, etc.) to align with the processes and requirements outlined in this Atlantic Harmonization Policy.

Policy:

Pre-Employment Recognition

The applicant must be granted both the credit and amount of hours as would be granted from the jurisdiction where the training was taken.

Within the appended tables there is a comprehensive listing of the recognized pre-employment programs, by jurisdiction, for a selected year. The intention of this table is to allow Atlantic Apprenticeship Authorities access to the nature and extent of recognized pre-employment programs from across the Atlantic Provinces. The tables include, but are not limited to, the following information:

- Name of training institution
- Name of pre-employment program
- Duration of the program (weeks and hours)
- Trade name (occupation)
- Hours credit granted
- Theory credit granted
- Level examination administered (Yes/No)
- Other jurisdictional specific information
- Current policy regarding stale date (How long training will be recognized after completion from training jurisdiction)

Table Use

When an individual requests recognition of hours or credit, for completion of a pre-employment program taken in another Atlantic jurisdiction, the Apprenticeship Authority will use the tables provided to grant credit. The applicant must be granted the credit and amount of hours listed within the corresponding table from the jurisdiction where the training was taken. If the applicant has already been assessed and is transferring their apprenticeship, please refer to PACB Policy No.: 0012 – Atlantic Apprenticeship Recognition of Work Experience – Temporary Mobility or Policy No.: 0011 – Atlantic Apprenticeship Recognition of Work Experience and Technical Training– Permanent Transfer.

Table Maintenance

Each Atlantic Apprenticeship Authority is responsible for maintaining the table that corresponds to their own jurisdiction. The table should be reviewed, at least annually, for completeness and to update for any changes to existing information.

During or before the month of December each year, the information will be retitled with the current training year, retaining the prior year information for reference (after the review has been completed by each Apprenticeship Authority).

References:

Reference	Description
KAD Atlantic Apprenticeship Mobility	The Atlantic Apprenticeship Mobility Project design document related to apprentice mobility and apprenticeship recognition of pre-employment training policy.
KAIP Apprenticeship Completion Requirements	The Atlantic Apprenticeship Mobility Project implementation planning document related to apprentice mobility and apprenticeship recognition of pre-employment training policy.

Policy No.: 0011	Effective Date: June 2017
AAC Policy No.: 015	Reviewed/Revised Date: August 2017

POLICY TITLE: ATLANTIC APPRENTICESHIP RECOGNITION OF WORK EXPERIENCE AND TECHNICAL TRAINING – PERMANENT TRANSFER

Objective:

The Atlantic Apprenticeship Authorities agree that in the interest of achieving Atlantic apprentice mobility, each jurisdiction will make the necessary changes (i.e. Policy, Board Order, Legislation, etc.) to align with the processes and requirements outlined in this Atlantic Mobility Policy.

Policy:

Apprenticeship Agreement

Once an apprentice has found an employer in a new jurisdiction, the apprentice makes an application to the jurisdiction to which they are transferring. The apprentice supplies all supporting documentation (e.g. transcript/logbook).

Upon transferring a person’s apprenticeship from one Atlantic province to another, the receiving jurisdiction contacts the originating jurisdiction to verify the apprentice’s supporting documentation. After contact has been made by the receiving jurisdiction, the originating jurisdiction may change the apprentice’s status to inactive, or cancel the apprenticeship in their records.

Verification of Work Experiences and Technical Training

An apprentice will receive full credit for work experiences and technical training gained when transferring to another Atlantic Province. To receive full credit, the apprentice must provide accurate and complete training records. The receiving jurisdiction will verify the accuracy of an apprentice’s records with the originating jurisdiction as part of the registration process.

Credit will only be given if it has been documented with and verified by the originating apprenticeship authority. Any other credit submitted to the receiving jurisdiction by the apprentice will have to meet the receiving jurisdictions jurisdictional requirements and approval.

The Apprenticeship Authority may undertake an informal assessment to identify, for the apprentice and the employer, training gaps that they may wish to be addressed.

Payment of All Mandatory Fees

An apprentice must pay all mandatory fees as required by each jurisdiction.

The following list contains documents used in one or more Atlantic Canadian jurisdictions. Document formatting and content may vary per jurisdiction.

References:

Reference	Description
KAD Apprenticeship Mobility Requirements	The Atlantic Apprenticeship Harmonization Project (AAHP) design document related to this Apprenticeship Mobility Requirements Policy.
KAIP Apprenticeship Mobility Requirements	The Atlantic Apprenticeship Harmonization Project (AAHP) implementation planning document related to this Apprenticeship Mobility Requirements Policy.

Policy No.: 0012	Effective Date: June 2017
AAC Policy No.: 016	Reviewed/Revised Date: August 2017

**POLICY TITLE: ATLANTIC APPRENTICESHIP RECOGNITION OF WORK EXPERIENCE–
TEMPORARY MOBILITY**

Objective:

The Atlantic Apprenticeship Authorities agree that in the interest of achieving Atlantic apprentice mobility, each jurisdiction will make the necessary changes (i.e. Policy, Board Order, Legislation, etc.) to align with the processes and requirements outlined in this Atlantic Mobility Policy.

Policy:

Out of Province Agreements

To ensure that all work hours and work experiences are recognized and counted towards the client’s apprenticeship term, the home jurisdiction will require an agreement/contract between the apprentice and employer to be signed. The agreement will be provided to the apprentice/employer by the home jurisdiction.

Verification of Employer Eligibility - (Employer Verification Form – Common Form)

The home jurisdiction will verify if the employer is eligible to be a participant in the apprenticeship system within the training jurisdiction. The *Employer Eligibility Form* will also inform the home jurisdiction whether the trade is voluntary or compulsory, and if extra documentation is required for a compulsory trade.

Verification of Hours and Skills Sign Off for Apprentices

An Apprentice will receive full recognition of hours accumulated and practical skills gained when working in another Atlantic Province provided:

- the apprentice and the employer both sign the apprenticeship agreement/contract (if an apprentice changes employers a new agreement must be signed);
- the apprentice is being supervised by a journeyperson who is recognized by a Canadian apprenticeship authority in the same trade as the apprentice he/she is supervising; and
- the apprentice keeps his/her logbook updated and submits any corresponding employer confirmation forms completed and signed.

Some jurisdictions have laws or requirements that are conflicting, therefore, the apprentice mobility processes developed must acknowledge these differences, and work within them.

Therefore, jurisdictions agreed that:

- apprentices are subject to the health and safety and labor laws of the jurisdiction where they are undertaking work experience; and
- jurisdictions will recognize wage rates and ratio requirements from other Atlantic jurisdictions, to enable apprentices to work temporarily in that jurisdiction, where requirements, if any, differ from the apprentice’s home jurisdiction.

Compulsory Trades

When an apprentice is working in a compulsory trade within a training jurisdiction, the training jurisdiction may require the apprentice and employer to complete documentation to satisfy

safety legislation and/or regulations. The training jurisdiction will provide where and how the documentation can be accessed easily on the *Employer Verification* form.

Payment of All Mandatory Fees

An apprentice must pay all mandatory fees as required by each jurisdiction.

References:

Reference	Description
KAD Apprenticeship Mobility Requirements	The Atlantic Apprenticeship Harmonization Project (AAHP) design document related to this Apprenticeship Mobility Requirements Policy.
KAIP Apprenticeship Mobility Requirements	The Atlantic Apprenticeship Harmonization Project (AAHP) implementation planning document related to this Apprenticeship Mobility Requirements Policy.

Policy No.: 0013	Effective Date: June 2017
AAC Policy No.: N/A	Reviewed/Revised Date: September 2017

POLICY TITLE: APPRENTICESHIP ORIENTATION

Policy:

The PACB recognizes that employers must be adequately informed of current policy and regulations affecting apprenticeship training in this province.

Employers participating in NL apprenticeship programs shall be appropriately informed of the duties and responsibilities of all stakeholders associated with apprenticeship training by ATCD employees.

Procedure No.: PR1300	Effective Date: September 2017
PACB Policy No.: 0013	Reviewed/Revised Date: March 2023
AAC Policy No.: N/A	

Procedure Title: Apprenticeship Orientation

Procedure:

1. APOs will conduct an orientation session with all employers and apprentices once an MOU is signed with a new employer, and on request for employers already registered with ATCD.
2. Various methods can be used to complete the orientation with employers and apprentices (i.e. phone calls, email, face-to-face meetings, etc.).
3. APOs will discuss the following topics:
 - Conditions Governing Apprenticeship Training;
 - Roles and responsibilities of stakeholders;
 - Review of Apprentice Logbook;
 - Documenting work experience and work hours;
 - Progression schedule for apprenticeship levels and technical training; and
 - Requirements to attempt level and certification examinations.

Policy No.: 0014	Effective Date: June 2017
AAC Policy No.: N/A	Reviewed/Revised Date: September 2017

POLICY TITLE: FEES

Policy:

The PACB, with the approval of the Minister, shall establish ATCD fees to be paid by participants in the NL Apprenticeship system.

With the approval of the Minister (and where applicable, Cabinet), PACB may establish fees for:

- Apprentice Logbooks;
- Apprentices and trade qualifiers to attend in-school training;
- Certification examinations, both theory and practical;
- Certification examination rewrites;
- Certification transfers from other provinces;
- Certification replacement training; and
- Certificate renewal.

Limitations of the Policy:

All certification examination fees must be paid prior to writing the examination.

Policy No.: 0015	Effective Date: June 2017
AAC Policy No.: N/A	Reviewed/Revised Date: September 2017

POLICY TITLE: APPRENTICESHIP AND CERTIFICATION TRAINING

Policy:

The PACB, through ATCD, commits to the purchase of training to assist both apprentices and trade qualifiers in successfully acquiring the Certificate of Qualification, and to provide opportunities for journeypersons to meet industry standards.

Registered apprentices will have the opportunity to attend in-school technical training prior to writing the Provincial/Interprovincial examinations(s) as per PACB Policy No.: 0016 – Issuance of Class Calls for Apprentices/Trade Qualifiers.

Journeypersons will be provided with the opportunity to receive upgrading via post journey and specialized training:

Limitations of the Policy:

The purchase of training is limited by the:

1. Availability of funding; and
2. Fiscal year training schedule.

Post journey and specialized training may not be available for each trade.

Guidelines:

Training institutions must demonstrate their capability to deliver programs and, in the case of post-journeyperson specialized training, must demonstrate labor market demand to levels acceptable to ATCD.

There must be apprentices available to participate in training in a designated trade and this availability must be determined prior to the scheduling of training.

Work hours must be detailed and well documented prior to the scheduling of training.

Procedure No.: PR1510	Effective Date: March 2023
Policy No.: 0015	Reviewed/Revised Date: March 2023
AAC Policy No.: N/A	

Procedure Title: Apprenticeship Specialized Training Course Approval

Procedure:

1. The Director of ATCD will advise the Manager of Industrial Training of the available budget amount on April 1 of each fiscal year.
2. The Manager will issue a Request for Applications to training institutions in April of each fiscal year. The email will outline:
 - Application requirements:
 - Name of the proposed course;
 - Course outline including objectives;
 - Classroom hours and shop hours per day;
 - List of instructional resource materials;
 - List of the tools and equipment indicating student-to-equipment ratio;
 - Sample certificate or ticket received upon completion, indicating if it is recognized by industry (i.e. CWB);
 - Industry support letters;
 - Number of students to be enrolled in each class;
 - Proposed daily class schedule (indicating days and times each class will run) demonstrating there is no conflict with existing training course offerings;
 - Course delivery schedule (indicating number of course offerings and training dates);
 - Instructor qualifications; and
 - Cost of delivery.
 - Deadline for application submission (minimum of 30 days).
3. The Manager and the APO responsible for Specialized Training will review applications for completeness. If additional information is required, training institutions will be contacted via mail or email.
4. The Manager will review the application and note the length of the proposed course.
 - If 50 hours or more, the Manager will confirm that the request is from a registered training institution (requirement of **Private Training Institutions Regulations**).
 - If less than 50 hours, no confirmation is required.
5. The Manager and APO will assess applications against set criteria, in consultation with other ATCD staff as required.
6. Letters of approval, conditional approval, or rejection will be sent to all applicants within 30 business days of receipt.
7. The APO responsible for Specialized Training will ensure that all approved courses are linked to the appropriate training institutions in the apprenticeship system for the purposes

of issuing class calls. This will be completed in consultation with the Systems Administrator.

8. Training institutions approved to offer specialized training will contact potential participants for approved courses and provide ATCD with a list of candidates or participants for each course (Refer to Procedure No.: PR1700 – Issuance of Class Calls for Post-Journey/Specialized Training).
9. At the end of the training period, training institutions will submit invoices, along with attendance sheets, to ATCD.
10. ATCD will process payments.

Policy No.: 0016	Effective Date: June 2017
AAC Policy No.: N/A	Reviewed/Revised Date: September 2017

POLICY TITLE: ISSUANCE OF CLASS CALLS FOR APPRENTICES/TRADE QUALIFIERS

Policy:

Apprentices

This policy is intended to provide the guiding principle with respect to the continued purchasing of training thereby providing apprentices the opportunity to complete all required technical training in conjunction with required industry experiences necessary to attempt and successfully acquire the Certificate of Qualification.

All registered apprentices will have the opportunity to attend in-school technical training. The cycle of the accumulation of practical work experience hours, in-school training and the issuance of class call notices will continue until an apprentice has completed the required number of levels prescribed in the designated trade:

- In order to meet the requirements to attempt block/level examinations (where applicable); and,
- Prior to writing the provincial/interprovincial examination(s).

Trade Qualifiers

The PACB through ATCD commits to the continued purchasing of training thereby allowing trade qualifiers who meet the requirements under PACB Policy No.: 0022 – Atlantic Trade Qualifier Requirements and PACB Policy No.: 0016 – Issuance of Class Calls for Apprentices/Trade Qualifiers the opportunity to attempt and successfully acquire the Certificate of Qualification.

Limitations of the Policy:

Purchase of Training – One hundred per cent funding is provided for purchasing for the cost of in-school technical training in public and private colleges for:

- Registered apprentices completing advanced-level (block/level) training.
 - Tuition, book and travel costs are paid by the Provincial Government through the Labour Market Development Agreement (LMDA) for advanced-level apprentices eligible for employment insurance.

The purchase of training is limited by the:

1. Availability of funding; and
2. Fiscal year training schedule.

Procedure No.: PR1600	Effective Date: June 2017
Policy No.: 0016	Reviewed/Revised Date: March 2023
AAC Policy No.: N/A	

Procedure Title: Training Session Management (Class Call)

Procedure:

1. APOs will follow this procedure for the following session types:
 - Advanced-Level training (in-class);
 - Advanced-Level training (online);
 - Direct Entry-Level training (in-class);
 - Direct Entry-Level training (online);
 - Recognition of Prior Learning; and
 - Trade Qualifier training.
2. The Manager of Industrial Training will assign APOs as session managers to training sessions based on trade/region/etc.
3. APOs will review the training schedule weekly to identify upcoming training sessions they will be managing.
4. APOs will begin planning for a training session 12 weeks prior to a planned training session or as early as possible for an unplanned training session.
5. APOs will spend two weeks identifying eligible participants for training.
 - a. APOs will create a list of eligible clients using the scheduled training options in AIMS. Eligibility requirements include:
 - Previous level training (if applicable) complete;
 - Required hours accumulated and documented;
 - Level I – 1,800 hours
 - Level II – 3,000 hours
 - Level III – 5,200 hours
 - Level IV – 7,000 hours
 - Deviation from these hours' thresholds can occur upon approval of the Manager (e.g., low volume trades, infrequent training, difficulty securing minimum number of participants, etc.).
 - If final level, all hours required for certification have been documented or will be achieved through the training session;
 - Previous level examination (if applicable) successfully complete;
 - Previous level examination attempts (unsuccessful); and
 - Previous certification exam attempts (if applicable).
 - b. APOs will prioritize potential participants by documented hours and previous session cancellations.
6. APOs will compile a list of eligible participants and create the class call package for each participant. APOs can also designate administrative staff to create and send class call packages.

- a. The class call package could include:
 - Employer letters – using the latest employer as documented in AIMS (most recent MOU/LOU);
 - Apprentice letters confirming the training session and advising of address change process;
 - Letter regarding EI eligibility;
 - Letter (as applicable) to explain any changes to the training plan (typical for reactivated apprentices);
 - Letter explaining sponsorship/funding available for the training session and outlining required equipment;
 - Contact or online links for funding/sponsorship;
 - Exam notification; and/or
 - Special session instructions for practical exams.
7. APOs should make every effort to have (via mail or email) the class call package distributed to the client and the employer letter to impacted employers a maximum of 40 days prior to the session start date.
 - a. Deviation from this service standard may occur for the following reasons:
 - RPL and refresher sessions;
 - Direct entry sessions;
 - Sessions with minimal uptake (e.g., low volume trades, campus location, etc.) where backfilling is required;
 - Sessions outside of the approved training schedule; or
 - Managerial direction.
8. APOs will review acceptance/refusal responses and follow-up with non-responders to determine intentions. APOs will document on each client file that the client accepted or the reason for refusing a class call and if a class call was not responded to.
 - APOs should take this contact opportunity to update the client's file (e.g., update MOU, address, contract information, hours, etc.).
9. If the session has not reached maximum capacity (typically 15 clients), APOs will refer to their original eligibility list and generate a class call package for additional potential participants (see sections 6-8).
10. APOs should aim to reach the maximum class size (typically 15 clients). Any session with less than the minimum number of required confirmed participants (typically five) must receive Managerial approval prior to session confirmation.
11. APOs will send the confirmed list of participants to the training institution a minimum of five business days prior to the session start date.
12. APOs will notify all session participants of any change in start-dates should training be delayed.
13. APOs will make every effort to notify all session participants/related employers of a session cancellation a minimum of 10 business days prior to the start date.

Policy No.: 0017	Effective Date: June 2017
AAC Policy No.: N/A	Reviewed/Revised Date: September 2017

POLICY TITLE: ISSUANCE OF CLASS CALLS FOR POST-JOURNEY TRAINING

Policy:

This policy is intended to provide the guiding principle on the continued purchasing of training thereby allowing trade qualifiers and apprentices who meet the requirements under PACB Policy No.: 0017 – Issuance of Class Calls for Post-Journey Training to maintain access to training programs.

Limitations of the Policy:

Purchase of Training – One hundred per cent funding is provided for purchasing for the cost of in-school technical training in public and private colleges for:

- Registered apprentices and journeypersons requiring specialized training:
 - Tuition, book and travel costs are paid by the Provincial Government through the Labour Market Development Agreement (LMDA) for advanced-level apprentices eligible for employment insurance.

The purchase of training is limited by the:

1. Availability of funding; and
2. Fiscal year training schedule.

Procedure No.: PR1700	Effective Date: September 2017
Policy No.: 0017	Reviewed/Revised Date: March 2023
AAC Policy No.: N/A	

Procedure Title: Issuance of Class Calls for Post-Journey/Specialized Training

Procedure:

1. The Manager of Industrial Training will notify all approved training institutions of the following:
 - Training institutions must submit a *Request for Training* form for each approved course;
 - The *Request for Training* form must include a list of potential participants for the course; and
 - The *Request for Training* form must be provided a minimum of four weeks prior to the training start date.

2. The Manager will provide the APO responsible for Specialized Training with the *Request for Training* form and all other documentation.

3. The APO responsible for Specialized Training will review the list of potential participants and verify their eligibility to attend training by confirming the following:
 - Unemployed and EI eligible.
 - Documented in apprenticeship system as an active registered journey person (or apprentice) in NL (resides and works in NL):
 - If the certificate of qualification was issued in another province, verify the certificate with the issuing jurisdiction, create an AIMS file for the journey person if one does not exist, and enter a comment on the AIMS file that the certificate was verified by the APO (and document the APO's name) and document the name of the issuing province. Request that the Systems Administrator add the journey person for an exchange certificate.
 - If an apprentice, verify that they meet any applicable prerequisites, have not refused regular class calls without just cause, and there are letters of support from employer(s)/union demonstrating the need to have apprentices complete this training.
 - Potential participant has not exceeded their annual allotment of five weeks of specialized training annually.

4. The APO will confirm potential participant eligibility to the training institution via email within five working days of receiving the Request for Training form.

5. The APO will issue class call letters directly to potential participants who are eligible by email at least three weeks from the training start date.
 - If the potential participant has questions related to funding, advise that all course costs will be covered by ATCD via payment to training institutions and that they must take their class call letter to Employment and Training Programs staff at their local IPGS office to make arrangements for funding for travel, accommodations, child care (if needed), and other personal supports for the duration of training.

Policy No.: 0018	Effective Date: June 2017
AAC Policy No.: N/A	Reviewed/Revised Date: September 2017

POLICY TITLE: STATUS OF APPRENTICESHIP (INACTIVE)

Policy:

ATCD, through legislative authority granted by the PACB, are responsible for the suspension of apprentices in the apprenticeship program.

This policy is intended to define the inactive status of an apprentice and to encourage apprentices to fulfill their obligation to attend in-school training.

Apprentices shall be made inactive in the apprenticeship program for the following reasons:

- i. At own request (voluntary);
- ii. As deemed by the Manager/Director of ATCD.

Guidelines:

The APO responsible will review the circumstances surrounding an apprentice's inactive status and may request appropriate documentation to be provided to substantiate the request. Further documentation (i.e. MOU) will be required in order to re-activate their apprenticeship.

Procedure No.: PR1800	Effective Date: September 2017
PACB Policy No.: 0018	Reviewed/Revised Date: March 2023
AAC Policy No.: N/A	

Procedure Title: Status of Apprenticeship (Inactive)

Procedure:

1. APOs periodically review the details of an apprentice's file to ensure the apprentice is complying with their role and responsibilities for apprenticeship training as set by ATCD.
2. An apprentice can request to have their apprenticeship made inactive.
3. An apprentice can be made inactive for the following, but not limited to, reasons:
 - At own request (voluntary); or
 - As determined by the Manager of Industrial Training.
4. The APO must provide documentation/comments on the apprentice's AIMS file to provide details on the circumstances surrounding an apprentice's inactive file.
5. The APO may review the circumstances surrounding an apprentice's inactive status and if required, an MOU may have to be provided to re-activate the apprenticeship.

Policy No.: 0019	Effective Date: June 2017
AAC Policy No.: N/A	Reviewed/Revised Date: September 2017

POLICY TITLE: STATUS OF APPRENTICESHIP (CANCELLATION)

Policy:

This policy is intended to define the cancellation process and to encourage apprentices to fulfill their obligation to complete an apprenticeship and attain certification. Apprentices shall be cancelled from the apprenticeship program for the following reasons:

- Inaccessible as a result of moving out of province;
- Transferred apprenticeship to another province/jurisdiction;
- Voluntary cancellation;
- Terminating apprenticeship to register as TQ;
- Refused to complete the requirements outlined by the Conditions Governing Apprenticeship Training (CGAT); and
- As deemed appropriate by the Manager/Director of ATCD.

Limitations of the Policy:

The APO responsible will review the circumstances surrounding an apprentice's cancellation and a Memorandum of Understanding (MOU) will be required in order to re-activate apprenticeship.

An apprentice will not be cancelled when refusal to attend in-school training is due to an emergency situation or other extenuating circumstances. Documentation must be provided.

Additionally, if an employer cannot release an apprentice for in-school training due to the current work situation, the request by the employer for this refusal shall be forwarded to an APO for approval.

Procedure No.: PR1900	Effective Date: September 2017
PACB Policy No.: 0019	Reviewed/Revised Date: March 2023
AAC Policy No.: N/A	

Procedure Title: Status of Apprenticeship (Cancellation)

Procedure:

1. APOs periodically review the details of an apprentice's file to ensure they are complying with the roles and responsibilities for apprenticeship training as set by ATCD.
2. If it is determined that an apprentice is not in compliance, cancellation of their apprenticeship may occur.
3. An apprentice may be cancelled from the apprenticeship program for, but not limited to, the following reasons:
 - No contact with office or hours logged within the last 12 months;
 - Quitting in-school training;
 - Refusal to attend in-school training;
 - Refusal to attend mandatory in-school training after the third attempt of a level or certification examination;
 - No level or certification examination attempt within 12 months of eligibility date;
 - No level or certification examination attempt within 12 months after an unsuccessful attempt;
 - Failure to comply with college attendance policy;
 - Inaccessible due to outdated contact information;
 - Transferred apprenticeship to another province/jurisdiction;
 - Voluntary cancellation;
 - Terminating apprenticeship to register as a Trade Qualifier;
 - Refused to complete the requirements outlined by the Conditions Governing Apprenticeship Training; or
 - As deemed appropriate by the Manager of Industrial Training.
4. An APO will send a cancellation letter to the apprentice detailing the reasons for the cancellation.
5. The apprentice will have 30 days from the date the letter was sent to respond with an explanation.
6. If the apprentice does not respond within the 30 days, cancellation will proceed and the APO will contact the employer to notify them of the change in status.
7. The APO must provide documentation/comments on the apprentice's AIMS file to provide details on the circumstances surrounding an apprentice's cancellation (e.g., comment in AIMS, cancellation in AIMS and Cancellation Letter in TRIM).
8. The APO may review the circumstances surrounding an apprentice's cancellation and if required, an MOU/LOU may be required to re-activate their apprenticeship.

Policy No.: 0020	Effective Date: June 2017
AAC Policy No.: N/A	Reviewed/Revised Date: September 2017

POLICY TITLE: VOLUNTARY CANCELLATION OF APPRENTICESHIP TO TRADE QUALIFY

Policy:

This policy is intended to define the process for instances whereby an apprentice voluntarily cancels their registration in an apprenticeship program in order to register as a Trade Qualifier (Refer to PACB Policy No.: 0022 – Atlantic Trade Qualifier Requirements and applicable procedures).

Limitations of the Policy:

The APO responsible will review the circumstances surrounding an apprentice’s cancellation and a Memorandum of Understanding (MOU) will be required in order to re-activate their apprenticeship after all penalties associated with the cancellation of apprenticeship have been met.

Guidelines:

An individual who cancels their apprenticeship to challenge as a TQ:

- Will be required to make an application, meet the qualifications outlined in this policy, and incur all penalties associated with the cancellation of apprenticeship as outlined the Conditions Governing Apprenticeship Training (CGAT); and,
- Must complete an *Agreement for Cancellation of Apprenticeship to Challenge as a Trade Qualifier* form.

Procedure No.: PR2000	Effective Date: September 2017
PACB Policy No.: 0020	Reviewed/Revised Date: March 2023
AAC Policy No.: N/A	

Procedure Title: Voluntary Cancellation of an Apprenticeship to Trade Qualify

Procedure:

1. The apprentice must complete an *Application to be Examined* form to cancel their apprenticeship and challenge the certification examination as a Trade Qualifier.
2. The APO must review the *Application to be Examined* form and verify that the apprentice has all skills endorsed by a journeyperson and the hours verified by an employer.
 - The APO can verify skills as signed in the apprenticeship logbook, or on the *Record of Work Experiences-Pre-apprenticeship Credits/Trade Qualifier* form.
 - The APO can verify hours as per the apprentice’s hours logged in AIMS, or through the *Record of Work Experiences-Pre-apprenticeship Credits/Trade Qualifier* form.
 - Technical training hours will not count towards the hours required to challenge the examination.
3. The APO must review the *Application to be Examined* form and verify that the apprentice has all skills endorsed by a Journeyperson and the hours verified by an employer.
 - The APO will verify skills signed off in the apprenticeship logbook or on the *Record of Work Experiences-Pre-apprenticeship Credits/Trade Qualifier* form.
4. After reviewing the application and before approving, the APO informs the apprentice of the penalties outlined in the Conditions Governing Apprenticeship Training, Section 14.4:
 - “Cancellation of the MOU to challenge journeyperson examinations, if unsuccessful, would require an apprentice to serve a time penalty of two years before reinstatement as an apprentice or qualifying to receive a class call to training as a registered trade qualifier. Cancellation must be mutually agreed upon by the employer and the apprentice”.
5. The APO will provide the apprentice with a copy of the *Agreement for Cancellation of Apprenticeship to Challenge as Trade Qualifier* form.
6. After the apprentice signs and agrees to the conditions and penalties outlined in the *Agreement for Cancellation of Apprenticeship to Challenge as Trade Qualifier* and the penalties outlined in the Conditions Governing Apprenticeship Training, the APO will:
 - Cancel the apprenticeship;
 - Notify the employer that the current MOU is terminated and the apprentice is cancelling his/her apprenticeship; and
 - Request that the apprentice return the apprentice’s registration card and logbook.
 - If the apprentice does not return the registration card and/or logbook, the APO will engage the Manager of Industrial Training to determine if the apprentice is permitted to challenge the certification exam.

7. After approval, the Trade Qualifier has to abide by the terms and conditions outlined for Trade Qualifiers. Refer to PACB Policy No.: 0022/AAC Policy No.: 004 – Atlantic Trade Qualifier Requirements, PACB Policy No.: 0023 – Trade Qualifier Hours and PACB Policy No.: 0024 – Cancellation of Trade Qualifier and each respective policies applicable procedures.

Policy No.: 0021	Effective Date: June 2017
AAC Policy No.: 006	Reviewed/Revised Date: September 2017

POLICY TITLE: ATLANTIC LEVEL AND CERTIFICATION EXAMINATION ACCOMMODATIONS

Objective:

The Atlantic Apprenticeship Authorities agree that in the interest of achieving Atlantic harmonization related to **Level and Certification Examination Accommodations** each jurisdiction will make the necessary changes (i.e. Policy, Board Order, Legislation, etc.) to align with the processes and requirements outlined in this Atlantic Harmonization Policy.

Policy:

This policy applies to:

1. Apprentices
2. Trade Qualifier candidates
3. Provincial CQ/DA for IP candidates

And

1. Written Level Examinations
2. Written Provincial Certification Examinations
3. Written Interprovincial (IP) Certification Examinations (Red Seal)

Accommodations

The Atlantic Provinces will follow the Red Seal Policy (POLICY NUMBER: Po1510 from the INTERPROVINCIAL STANDARDS RED SEAL PROGRAM POLICIES AND PROCEDURES MANUAL) as it pertains to examination accommodations.

The Apprenticeship Authority shall, upon request, make every effort to consider and, when warranted, provide accommodations for administering examinations to candidates with disabilities or language barriers. These candidates must have met all the requirements for examination in the jurisdiction and be in possession of appropriate supporting documentation from a qualified professional (an individual who possesses professional credentials to perform an assessment and give recommendations for examination accommodations) as applicable to the requested accommodation. Refer to the tables below for the documentation requirements per accommodation. Not all accommodations are offered in all Atlantic jurisdictions. Any documentation provided to support an accommodation request must be deemed acceptable by the Director/manager of apprenticeship.

The following table contains the accommodation categories and documentation requirements:

Category	Description	Documentation Requirements
Physical Disability	Any degree of disability, infirmity, malformation or disfigurement of a physical nature caused by bodily injury, illness or birth defect.	Written verification by an appropriate medical doctor, or diagnostic specialist of the physical disability. Appropriate apprenticeship staff may be acceptable to provide approval when the physical disability is evident (deaf, blind, wheelchair, prosthetic, etc.).

Learning Disability	Learning Disabilities refer to a number of disorders which may affect the acquisition, organization, retention, understanding or use of verbal or nonverbal information.	Written verification by a diagnostic specialist of the mental or learning disability (i.e. psychiatrist or psychologist).
Language Barrier	The inability to adequately read and understand English or French examination questions	Documentation from appropriate apprenticeship staff.
General Accommodation	An accommodation that may be supplied by default with other accommodations or can be requested without a recommendation from a qualified professional in certain cases	Documentation from appropriate apprenticeship staff. Accommodation requests to support a Learning Disability require documentation from a qualified professional as noted above.
Low Literacy	Inadequate reading, writing or math skills for the level of apprenticeship, and, can be caused by a learning gap (essential skills gap) or a learning disability	Documentation from the individual's employer or other source, including appropriate apprenticeship staff. Accommodation requests to support a Learning Disability require documentation from a qualified professional as noted above.
Other	Accommodations not specifically listed in this policy	The jurisdiction offering the accommodation shall determine the documentation requirements.

The following table identifies the category(s) for each accommodation

Accommodation	Category
Extended Time	General Accommodation or Low Literacy
Quiet/Private Room	General Accommodation or Low Literacy
Translator	Language Barrier
Language/translation dictionaries	Language Barrier
Interpreter	Language Barrier
Reader	Physical Disability or Learning Disability or Low Literacy
Splitting/Chunking of examinations	Physical Disability or Learning Disability or General Accommodation
Special formatting (e.g. Large print of written examinations, one question per page)	Physical Disability or Learning Disability
Assistive technology (e.g. Kurzweil computer system)	Physical Disability or Learning Disability
Scribe	Physical Disability or Learning Disability or Low Literacy
Sign language reader	Physical Disability

Final approval for all accommodations is at the discretion of the Director/manager of apprenticeship. The Director/manager of apprenticeship may assign authority to approve accommodations to jurisdictional apprenticeship authority staff and managers.

Persons not employed or contracted by the Apprenticeship Authorities acting as a reader, translator, sign language reader, scribe, or interpreter as an accommodation for a level, provincial certification, or IP certification examination must:

- Adhere to the Atlantic Access to Confidential Information Policy,
- Have no familiarity with the trade or a related trade for which the client is being examined,
- Complete a reader/translator/interpreter/scribe declaration form, and
- Only act in this capacity a maximum of one time every six months and two times in a 24 month period regardless of examination, client, or trade.

References:

Reference	Description
Atlantic Access to Confidential Information Policy	The Atlantic policy covering access to confidential information.
KAD Exam Accommodations and Rewrites	The Atlantic Apprenticeship Harmonization Project (AAHP) design document related to this Exam Rewrites Policy.
KAJI Apprenticeship Exam Accommodations and Rewrites	The Atlantic Apprenticeship Harmonization Project (AAHP) jurisdictional impact assessment document related to this Exam Rewrites Policy.
KAIP Exam Accommodations and Rewrites	The Atlantic Apprenticeship Harmonization Project (AAHP) implementation planning document related to this Exam Rewrites Policy.

Procedure No.: PR2100	Effective Date: March 2018
PACB Policy No.: 0021	Reviewed/Revised Date: March 2023
AAC Policy No.: 006	

Procedure Title: Atlantic Level and Certification Examination Accommodations

Procedure:

1. ATCD staff are required to provide reasonable accommodations to apprentices and trade qualifiers having physical, emotional, or learning barriers to completing an examination under standard conditions.
2. Exam Coordinators will review written accommodation requests and supporting documentation to verify that:
 - The request was submitted no later than three weeks before writing the examination;
 - All documentation was prepared and verified by an approved individual (see table in PACB Policy No.: 0021 – Atlantic Level and Certification Examination Requirements); and
 - The request clearly identifies a diagnosis or need, and provides information that assists in determining what accommodation(s) may be required.
3. If required, the Exam Coordinators will contact the client to obtain any missing information.
4. Exam Coordinators will notify clients requiring a reader that the exam will be read using Assistive Technology and answers will be recorded using a bubble sheet. If the client indicates that they are not able to use the Assistive Technology, the client must submit a written request with rationale for review and approval by the Manager.
 - If approved, the Coordinator may schedule on a different/later date than other accommodations.
5. The Exam Coordinators will provide accommodation decisions via email to the client within five business days of all documentation being received.
6. The Exam Coordinators will document comments in AIMS outlining the accommodations approved and will upload all supporting documentation in TRIM. Accommodations include, but are not limited to:
 - Extra time to complete the exam (maximum of six hours);
 - Reader;
 - Quiet location;
 - Translator;
 - Splitting/chunking of exam;
 - Scribe;
 - Special exam formatting; and/or
 - Assistive technology.
7. The Exam Coordinators will confirm the availability of a location and exam invigilator, and will then email the client to confirm the date, time and location of the exam.

- All effort will be made to schedule exam accommodation sessions, for apprentices finishing Level training, on the same day as the group exam.
 - The accommodated exam may be conducted up to 20 days after the original date of the group exam.
8. A client approved for an accommodation may decide not to utilize the accommodation prior to, or at the time of writing.
- Clients who decline the accommodation prior to writing will be asked to complete a *Request to Change Exam Accommodations* form and, if possible, write their exam with their class, at regular rewrite sessions, etc.
 - Clients who decline the accommodation during an exam will be asked to complete a *Request to Change Exam Accommodations* form.
 - Clients who decline the accommodation during the exam will have access to all required accommodations for future exams.

Policy No.: 0022	Effective Date: June 2017
AAC Policy No.: 004	Reviewed/Revised Date: September 2017

POLICY TITLE: ATLANTIC TRADE QUALIFIER REQUIREMENTS

Objective:

The Atlantic Apprenticeship Authorities agree that in the interest of achieving Atlantic harmonization related to **Trade Qualifier Requirements**, each jurisdiction will make the necessary changes (i.e. Policy, Board Order, Legislation, etc.) to align with the processes and requirements outlined in this Atlantic Harmonization Policy.

Policy:

Hours

A trade qualifier must provide proof of having acquired the minimum practical experience hours for a designated trade as required by the jurisdiction in which they are applying to challenge the certification exam.

Skills

A trade qualifier must provide proof of having acquired the requisite skills experience for a designated trade as required by the jurisdiction in which they are applying to challenge the certification exam.

Required Licenses

A trade qualifier must acquire any required license(s) pertaining to the designated trade as required by the jurisdiction in which they are applying to challenge the certification exam.

Required Examinations

- a) A trade qualifier must pass the interprovincial certification exam, or jurisdictional certification exam when the trade is not Red Seal, for the designated trade.
- b) A trade qualifier must successfully complete and pass all required practical examinations that are applicable to the designated trade, as required by the jurisdiction in which they are applying to challenge the certification exam, prior to writing the certification exam. Practical examinations will adhere to established national benchmarks per trade as applicable.
- c) All trade qualifier requirements must be confirmed by the apprenticeship authority prior to giving approval for a trade qualifier to write the certification exam. Passing the interprovincial certification exam, or jurisdictional certification exam when the trade is not Red Seal, will be the final milestone for trade qualifier certification.

Payment of All Mandatory Fees

A trade qualifier must pay all mandatory fees as required by the jurisdiction in which they are applying to challenge the certification exam.

Required Documentation

A trade qualifier must supply all documentation as required per the jurisdiction in which they are applying to challenge the certification exam and as applicable to the individual trade qualifier. The

documentation may be supplied at any point prior to the approval to challenge the certification exam.

The following list contains documents used in one or more Atlantic Canadian jurisdictions. Document formatting and content may vary per jurisdiction.

Document	Description
Trade Qualifier Application Form and Supporting Documentation	<p>Jurisdictional application form to challenge the certification exam.</p> <p>Formal documentation supporting proof of acquired hours and skills meeting trade qualifier requirements, which may include the following documents; determined by jurisdictional policy:</p> <ul style="list-style-type: none"> • Proof of minimum qualifying hours • Proof of skills experience • Trade specific licenses • Record of Employment (ROE) • Trade specific employer confirmation form • Valid or expired tickets (trade specific)
Exam / Test Results	Official confirmation that all required examinations have been completed and passed including practical (if applicable) and certification exam results.

Formal Approvals

A trade qualifier must attain all formal approvals as required by the jurisdiction in which they are applying to challenge the certification exam.

References:

Reference	Description
Atlantic Hours Policy	The Atlantic policy covering the topic of qualifying hours for apprentices and trade qualifiers.
KAD Trade Qualifier Requirements	The Atlantic Apprenticeship Harmonization Project (AAHP) design document related to Trade Qualifier Requirements.
KAJI Trade Qualifier Requirements	The Atlantic Apprenticeship Harmonization Project (AAHP) jurisdictional impact assessment document related to Trade Qualifier Requirements.
KAIP Trade Qualifier Requirements	The Atlantic Apprenticeship Harmonization Project (AAHP) implementation planning document related to Trade Qualifier Requirements.

Procedure No.: PR2200	Effective Date: March 2016
PACB Policy No.: 0022	Reviewed/Revised Date: March 2023
AAC Policy No.: 004	

Procedure Title: Trade Qualifier Application and Eligibility to Write Certification Examinations

Procedure:

1. Applications to be Examined (application) are received via a paper process, in-person, mail, fax or via e-mail.
2. All applications must be forwarded to the APO or designate (clerk, admin, etc.) for a preliminary review for application completeness. Mandatory fields include:
 - Personal information;
 - Trade;
 - Document is signed and dated;
 - *Record of Work Experiences-Pre-apprenticeship Credits/Trade Qualifier* form(s) accompany the application;
 - QL5 document (if applicable);
 - Provincial Certification (if applicable);
 - Record of hours; and
 - Record of skills.
3. The APO or designate will provide notification that the application was received within 20 business days from the date received.
4. Based on the completeness of the application, the following actions will be taken:
 - If all mandatory fields are complete, the APO or designate will create a file for the client in AIMS and enter all mandatory fields.
 - If the application is processed by a person designated by the APO, the designate will forward the application to an APO via the shared drive in a complete application folder.
 - If application is not complete (all mandatory field are not complete) the APO or designate will return the application to the client noting areas of deficiencies and save the application on the shared drive in an incomplete application folder.
5. The APO will verify that all information indicated in the application is complete and determine next steps. Information provided may be supplemented by previously recorded information in AIMS and TRIM (from a previous application). Information may vary by client type:
 - Military Applicant: Where an applicant has a Department of National Defense (DND) military trade qualification QL5 or higher certification, refer to PACB Procedure No.: PR2810 – Administering the Red Seal Examination to a Person with Department of National Defense (QL5 or Higher) Credentials.
 - Provincial Certificate of Qualification Holder: Where an applicant has a Newfoundland and Labrador Certificate of Qualification, the APO will verify the certificate in the same or co-related trade (via AIMS or paper certification), ensure the application fee has been paid, approve the application, document approval in AIMS and direct the individual how to schedule an exam date.

- Trade Qualifier in a Compulsory Trade: Where an applicant is working in a compulsory trade, they cannot challenge the certification examination as a TQ unless they are an apprentice and cancel their apprenticeship. Refer to PACB Policy No.: 0020 – Voluntary Cancellation of Apprenticeship to Trade Qualify and applicable procedures.
 - Trade Qualifier in a non-Compulsory Trade: The APO will verify the following documents have been submitted:
 - *Record of Work Experiences-Pre-apprenticeship Credits/Trade Qualifier* form
 - The employer must have a valid CRA #.
6. If the applicant is not a QL5 or Provincial Certificate holder, the APO will review the *Record of Work Experiences-Pre-apprenticeship Credits/Trade Qualifier* form(s) and verify:
 - Separate forms were submitted for each employer the applicant accumulated hours and skills in the trade.
 - Hours and all skills were verified by employers (hours) and Journeypersons (skills) in the designated trade.
 - Pending Manager Approval, other documentation (Record of Employment etc.) may be acceptable if companies are no longer in business.
 - Hours being submitted were accumulated within 10 years from the date of application.
 - The applicant must provide documentation that they have been working in the trade during the previous two years from the date of application.
 - When awarding hours for a previous Certificate of Qualification:
 - Hours will be granted to clients who have achieved certification in correlated trades (see Table 3).
 - No experience hours will be granted to clients who have achieved certification in an uncorrelated trade.
 - For clients with multiple certifications, the work hours and skills for any subsequent certificate, except credit awarded from Table 3, must have been accumulated after the awarding of a previous certification.
 7. If an applicant does not have all the workplace skills verified by a journeyperson, a Recognition of Prior Learning Assessment (RPL) will be required before being approved to write the certification exam. See PACB Policy No.: 0009 – Recognition of Prior Learning.
 - On approval by the Manager or Director, RPL may be waived if the applicant is applying to challenge a newly designated trade or if training is not available.
 8. Once all information is verified, the APO will approve the application and:
 - Record all documentation in AIMS and TRIM all paper files;
 - Complete a *File Review Checklist* and submit to the Systems Administrator for a secondary review; and
 - Inform the applicant on how to schedule and pay for the certification exam.
 9. If all information cannot be verified, the APO will reject the application and:
 - Record the personal information in AIMS with the reasons why it was rejected in comments; and
 - Immediately return the application to the applicant with an explanation attached.
 - Fees are non-refundable

10. Where practical exams are required (Cook, Welder, Machinist, Hairstylist), the practical exam must be successfully completed (a minimum 70 per cent achieved) prior to challenging the written exam. Procedure for practical exams are as follows:
 - Where applicable (i.e., Cook, Machinist, Welder and Hairstylist), the APO will schedule and invigilate a practical examination at an approved training institution.
 - The APO will contact the Practical Examination Committee as appointed by ATCD to coordinate the scheduling of practical exams.
 - Once the exam is complete, the APO will provide results to the Exam Coordinator. The Exam Coordinator will document results in the apprentice's AIMS file (minimum pass mark of 70 per cent).
 - If unsuccessful, the APO will work with the training institution to schedule and complete a re-test.
 - After each unsuccessful attempt to pass the practical examination, a course of study recommended by the Examination Committee and approved by the APO must be completed.
 - This course of study must be completed successfully before another attempt will be granted. Refer to PACB Policy No.: 0026/AAC Policy No.: 005 – Atlantic Level and Certification Examination Rewrites.
 - The minimum period between attempts of the practical examination is 30 calendar days.
 - There is no maximum number of attempts to pass a practical or written examination.

11. Where applicable, the APO will verify that the client received a minimum of 70 per cent on the practical exam.

12. The APO will ensure that the required fees have been paid.

13. The APO will periodically review Trade Qualifier files and verify that the Trade Qualifier has challenged the exam within six months of an approved application. If the Trade Qualifier has not challenged the exam, the APO will cancel the Trade Qualifier and they will be required to reapply and repay all applicable fees before being approved to write again.

Table 3: Cross Trade Work Experience Credits

Certification Trade	Application Trade	Work Hours Credited for Application Trade
Agricultural Equipment Technician	Automotive Service Technician	1,800
	Heavy Duty Equipment Technician	
	Truck and Transport Mechanic	
	Transport Trailer Technician	
Auto Body and Collision Technician	Automotive Refinishing Technician	1,800
Automotive Refinishing Technician	Auto Body and Collision Technician	1,800
	Agricultural Equipment Technician	1,800

Certification Trade	Application Trade	Work Hours Credited for Application Trade
Automotive Service Technician	Heavy Duty Equipment Technician	
	Truck and Transport Mechanic	
	Transport Trailer Technician	
Baker	Cook	1,800
Boilermaker	Ironworker (Generalist)	1,800
	Metal Fabricator (Fitter)	
	Welder	
Boom Truck Operator	Tower Crane Operator	900
	Mobile Crane Operator	
Cabinetmaker	Carpenter	1,800
Carpenter	Cabinetmaker	1,800
	Lather (Interior Systems Mechanic)	
Construction Electrician	Industrial Electrician	1,800
	Residential Electrician	
Cook	Baker	1,800
Heavy Duty Equipment Technician	Agricultural Equipment Technician	1,800
	Automotive Service Technician	
	Truck and Transport Mechanic	
	Transport Trailer Technician	
Industrial Electrician	Construction Electrician	1,800
	Instrumentation and Control Technician	
	Residential Electrician	
Industrial Mechanic (Millwright)	Machinist	1,800
Instrumentation and Control Technician	Industrial Electrician	1,800
Ironworker (Generalist)	Boilermaker	1,800
	Metal Fabricator (Fitter)	
	Welder	
Ironworker (Reinforcing)	Ironworker (Generalist)	1,800
Lather (Interior Systems Mechanic)	Carpenter	1,800
Machinist	Industrial Mechanic (Millwright)	1,800
Metal Fabricator (Fitter)	Boilermaker	1,800
	Ironworker (Generalist)	
	Welder	
Mobile Crane Operator	Boom Truck Operator	900

Certification Trade	Application Trade	Work Hours Credited for Application Trade
	Tower Crane Operator	
Motorcycle Technician	Small Equipment Service Technician	1,800
Oil Heat System Technician	Plumber	1,800
	Steamfitter/Pipefitter	
	Refrigeration and Air Conditioning Mechanic	
Plumber	Oil Heat System Technician	1,800
	Sprinkler Fitter	
	Steamfitter/Pipefitter	
Refrigeration and Air Conditioning Mechanic	Oil Heat System Technician	1,800
Residential Electrician	Construction Electrician	1,800
	Industrial Electrician	
Small Equipment Service Technician	Automotive Service Technician	1,800
	Motorcycle Technician	
Sprinkler Fitter	Plumber	1,800
	Steamfitter/Pipefitter	
Steamfitter/Pipefitter	Oil Heat System Technician	1,800
	Plumber	
	Sprinkler Fitter	
Tower Crane Operator	Boom Truck Operator	900
	Mobile Crane Operator	
Transport Trailer Technician	Automotive Service Technician	1,800
	Heavy Duty Equipment Technician	
	Truck and Transport Mechanic	
Truck and Transport Mechanic	Agricultural Equipment Technician	1,800
	Automotive Service Technician	
	Heavy Duty Equipment Technician	
	Transport Trailer Technician	
Welder	Boilermaker	1,800
	Ironworker (Generalist)	
	Metal Fabricator (Fitter)	

Policy No.: 0023	Effective Date: June 2017
AAC Policy No.: 018	Reviewed/Revised Date: August 2017

POLICY TITLE: TRADE QUALIFIER HOURS

Objective:

The Atlantic Apprenticeship Authorities agree that in the interest of achieving Atlantic harmonization related to **Trade Qualifier Hours**, each jurisdiction will make the necessary changes (i.e. Policy, Board Order, Legislation, etc.) to align with the processes and requirements outlined in this Atlantic Harmonization Policy.

Policy:

Hours Multiplier

Atlantic Trade qualifier hours will be based on a multiplier of 1.5 times the Atlantic Apprenticeship Hours.

Maximum Hours Per Year

On-the-job hours accumulated by trade qualifiers shall not exceed 3,600 hours per year.

Technical Training Hours

Technical training hours for trade qualifiers will not count toward total hours for certification. Hours for trade qualifiers must be hours accumulated through practical work experience.

On-the Job Hours

On the job hours are recognized on an hour for hour (insurable hours) basis for trade qualifiers.

Recognition of Prior Experience

Time credit for trade qualifiers (i.e. cross-trade credit) is detailed in the Recognition of Prior Learning Key Activity.

References:

Reference	Description
KAD - Hours Model	The Atlantic Apprenticeship Harmonization Project (AAHP) design document related to this Trade Qualifier Hours Policy.
KAIP - Hours Model	The Atlantic Apprenticeship Harmonization Project (AAHP) implementation planning document related to this Trade Qualifier Hours Policy.

Policy No.: 0024	Effective Date: June 2017
AAC Policy No.: N/A	Reviewed/Revised Date: September 2017

POLICY TITLE: CANCELLATION OF A TRADE QUALIFIER

Policy:

This policy is intended to define the cancellation process and to encourage Trade Qualifiers to attain a Certificate of Qualification.

TQs shall be suspended from the opportunity to challenge the certificate of qualification examination for the following reasons:

- At own request (voluntary);
- No longer employed in the trade;
- Transferred to another trade;
- No contact with office or examination attempt within the first six months of eligibility date;
- Training allowance/Employment Insurance benefits insufficient /ineligible;
- Failure to respond to class call;
- Quit in-class portion;
- Refused to attend in-school training on two occasions within the last 12 months; and
- As deemed by the Manager/Director of ATCD.

Limitations of the Policy:

A TQ will not be cancelled when refusal to attend in-school training is due to an emergency situation or other extenuating circumstances. Documentation must be provided.

Guidelines:

The APO responsible will review the circumstances surrounding a TQs cancellation and appropriate documentation will be required in order to re-activate file.

Procedure No.: PR2400	Effective Date: September 2017
Policy No.: 0024	Reviewed/Revised Date: March 2023
AAC Policy No.: N/A	

Procedure Title: Cancellation of a Trade Qualifier

Procedure:

1. APOs periodically review the details of a Trade Qualifier file to ensure they are complying with their responsibilities as set by ATCD. Specifically, APOs will look for:
 - Exam challenged within six months of registration; and
 - Completion of required training.

2. An APO will cancel a Trade Qualifier for any one of the following reasons:
 - No certification examination attempt within six months of eligibility date;
 - No certification examination attempt within 12 months after an unsuccessful attempt;
 - Quitting in-school training;
 - Refusal to attend in-school training;
 - Refusal to attend mandatory in-school training after second attempt of certification examination;
 - Failure to comply with college attendance policy;
 - Inaccessible due to outdated contact information;
 - Voluntary cancellation;
 - Terminating Trade Qualifier to register as an apprentice; and/or
 - As deemed appropriate by the Manager of Industrial Training.

3. If the APO cancels a Trade Qualifier, the APO must provide documentation and/or comments on the client's AIMS file with the details and circumstances surrounding their cancellation.

4. The APO will issue a letter to the Trade Qualifier indicating that their Trade Qualifier status has been cancelled with the reasons for cancellation.

5. For an individual to be reinstated as a Trade Qualifier, they must re-apply and pay all applicable fees.

Policy No.: 0025	Effective Date: June 2017
AAC Policy No.: N/A	Reviewed/Revised Date: September 2017

POLICY TITLE: ELIGIBILITY TO COMPLETE PRACTICAL EXAMINATION – APPRENTICES AND TRADE QUALIFIERS

Policy:

ATCD, through legislative authority granted by the PACB, have the responsibility, where appropriate, to provide for practical examinations for designated trades.

Refer to PACB Policy No.: 0001 – Atlantic Apprenticeship Completion Requirements.

Accommodations:

Refer to PACB Policy No.: 0021 – Atlantic Level and Certification Examination Accommodation.

NOTE: In an instance whereby work experiences submitted by a Trade Qualifier cannot be validated by the employer(s), a sworn affidavit indicating their work experiences and the total number of hours worked in the trade must accompany the individual's *Record of Work Experiences-Pre-apprenticeship Credits/Trade Qualifier* form(s). Refer to PACB Policy No.: 0009 – Recognition of Prior Learning (RPL).

Policy No.: 0026	Effective Date: June 2017
AAC Policy No.: 005	Reviewed/Revised Date: August 2017

POLICY TITLE: ATLANTIC LEVEL AND CERTIFICATION EXAMINATION REWRITES

Objective:

The Atlantic Apprenticeship Authorities agree that in the interest of achieving Atlantic harmonization related to **Level and Certification Examination Rewrites** each jurisdiction will make the necessary changes (i.e. Policy, Board Order, Legislation, etc.) to align with the processes and requirements outlined in this Atlantic Harmonization Policy.

Policy:

This policy applies to:

1. Apprentices
2. Trade Qualifier candidates
3. Provincial CQ/DA for IP candidates

And

1. Written Level Examinations
2. Written Provincial Certification Examinations
3. Written Interprovincial (IP) Certification Examinations (Red Seal)

Pass Mark

The Atlantic Provinces will follow the Red Seal Policy (POLICY NUMBER: Po1500 from the INTERPROVINCIAL STANDARDS RED SEAL PROGRAM POLICIES AND PROCEDURES MANUAL) as it pertains to written examination pass marks.

All written level, provincial certification, and IP certification examinations will have a pass mark of 70 per cent.

Rewrites

The Atlantic Provinces will follow the Red Seal Policy (POLICY NUMBER: Po1580 from the INTERPROVINCIAL STANDARDS RED SEAL PROGRAM POLICIES AND PROCEDURES MANUAL) as it pertains to examination attempts.

Number of Attempts

There is no maximum number of attempts to successfully pass a level, provincial certification, or IP certification examination.

Period Between Attempts

The minimum period of elapsed time between attempts of the level, provincial certification, or IP certification examination for the same occupation is 30 calendar days.

Cross Jurisdiction Attempts

Client examination attempts of the level, provincial certification, or IP certification examination for the same occupation will be considered cumulative across the Atlantic Provinces.

Recognition of Attempts

Every unsuccessful attempt of the provincial certification or IP certification examination for the

same occupation will be considered cumulative.

Recognition of Successful Level Examination Results

For canceled apprentices, all successful level examination results for the same occupation will be recognized for a five year period from the cancellation date, provided the individual can prove they have stayed relevant in their trade. After this period an assessment process determined by the jurisdictional authority will determine client credit, placement, and examination eligibility, e.g. retake the level examination or recognition of prior learning (RPL).

Those who have already successfully passed a level, provincial certification, or IP certification examination shall not rewrite the exam for the same occupation. A level examination may be rewritten if the examination result is no longer recognized.

Rewrite Eligibility Requirements

After the 2nd unsuccessful attempt to pass a level, provincial certification, or IP certification examination, and every successive unsuccessful attempt to pass the examination, a course of study (formal or informal training, self-study, or proof of practical experience covering identified areas of weakness), approved by the jurisdictional apprenticeship authority, must be successfully completed.

References:

Reference	Description
KAD Exam Accommodations and Rewrites	The Atlantic Apprenticeship Harmonization Project (AAHP) design document related to this Exam Rewrites Policy.
KAJI Apprenticeship Exam Accommodations and Rewrites	The Atlantic Apprenticeship Harmonization Project (AAHP) jurisdictional impact assessment document related to this Exam Rewrites Policy.
KAIP Exam Accommodations and Rewrites	The Atlantic Apprenticeship Harmonization Project (AAHP) implementation planning document related to this Exam Rewrites Policy.

Procedure No.: PR2600	Effective Date: September 2017
Policy No.: 0026	Reviewed/Revised Date: March 2023
AAC Policy No.: 005	

Procedure Title: Atlantic Level and Certification Examination Rewrites

Procedure:

1. ATCD will offer sessions for rewrite exams (level and certification) monthly in each regional office.
2. The APO will inform the client that a rewrite is required and that they must:
 - Obtain a *Rewrite Registration* form from the ATCD website;
 - Complete and submit the *Rewrite Registration* form at least three weeks prior to the selected exam rewrite date on the form; and
 - Pay the required exam fee online (for certification exam rewrites only).
3. The Exam Coordinator will review the *Rewrite Registration* form and confirm the client’s eligibility to rewrite the exam (e.g., appropriate time has passed, training or other intervention completed, self-study completed, etc.), as well as the availability of space at the chosen location/date. For certification exam rewrites, ATCD staff will also confirm that the client has paid the required exam fee.
4. ATCD staff will send a confirmation email to the client at least one week before the scheduled rewrite date containing specific information about the scheduled rewrite.
 - ATCD staff will ensure the confirmation emails note that if an apprentice becomes unable to attend the rewrite on the date it is scheduled, the apprentice must send an email to blockexams@gov.nl.ca or certificationexams@gov.nl.ca and provide supporting rationale before the exam will be rescheduled.
5. ACTD staff will review the cancellation history of an apprentice. If an apprentice has cancelled a rewrite three times, the apprentice will be scheduled for a rewrite only after all other requests for a particular monthly rewrite session have been scheduled.

Procedure No.: PR2610	Effective Date: March 2016
Policy No.: 0026	Reviewed/Revised Date: March 2023
AAC Policy No.: 005	

Procedure Title: Self Study Program (SSP)

Apprentices will be referred to the SSP after two unsuccessful attempts at a Level or Certification exam, if they have written their most recent exam within the last 10 years and have remained active in their trade during the last two years. They will also be referred to SSP after each subsequent unsuccessful exam attempt which follows a period of in-school training.

TQs will be referred to the SSP after three unsuccessful attempts at Certification exam (the 3rd unsuccessful attempt must have followed the completion of in-school training), if they have written their most recent exam within the last 10 years and have remained active in their trade during the last two years. They will also be referred to SSP after each subsequent unsuccessful exam attempt which follows a period of in-school training.

Procedure:

1. An APO will determine the eligibility of an apprentice/TQ for the Self Study Program, and if eligible, will explain the SSP process and requirements to the apprentice/TQ.
2. The APO will send a referral email for the apprentice/TQ to the PDS for the SSP. The email must include the apprentice/TQ number, name, trade and whether they are rewriting the Level or IP exam. An apprentice/TQ will not be accepted into the program without this referral email. A referral to SSP will expire after one year.
3. An apprentice/TQ must complete and submit the SSP Registration form (available on the ATCD website or via link in referral email) to the PDS at selfstudyplan@gov.nl.ca indicating which date they will attend the group counseling teleconference session. The *SSP Registration* form must be received at least five business days prior to the date of the counseling session selected.
4. The PDS will review the *SSP Registration* form for inclusion of required information and will confirm a referral has been received from the APO. The PDS will contact the apprentice/TQ if information is missing, or if an APO referral has not been received.
5. If an apprentice/TQ indicates on their *SSP Registration* form that they received accommodations for an exam in the past (due to a documented learning or mental health disability, or language barrier) they may be scheduled for an individual counseling session rather than a group session. The PDS will check the apprentice/TQ file to verify that accommodations are approved and will then arrange a date/time for an individual counseling session. If the apprentice/TQ has not previously received exam accommodations, they must provide documentation to support that request before an individual counseling session will be arranged. In an individual session, the PDS will adjust the pace to meet the needs of the apprentice/TQ, or break it into two sessions if needed, and there will be more time for the apprentice/TQ to ask questions.

6. The PDS will send an email to the eligible apprentice/TQ confirming registration for the day and time of the chosen counseling session. This email will be sent within five business days of the *SSP Registration* form being received. It will include call-in instructions, an outline of next steps and the self-study student kit, which is a collection of resource documents that will help candidates study and prepare for the exam rewrite.
7. The PDS will add the apprentice/TQ information to the SSP tracking spreadsheet on the shared drive.
8. The PDS will conduct group counseling sessions as per the pre-determined monthly schedule (typically the last Thursday and Friday of each month; one session each day for Level examinations and one session each day for Certification exams) and individual counseling sessions as needed. The PDS will advise apprentices/TQs during the session that they must remain on the SSP for a minimum of 30 days from the counseling session date, up to a suggested maximum of 90 days. If they have not registered for a rewrite of their exam within six months of the counseling session date, they may be required to repeat the counseling session and begin the SSP over again.
9. After the counseling session, the PDS will confirm the attendees and update the SSP tracking spreadsheet. The PDS will add a note to each apprentice/TQ file (in comments section) to state the date the counseling session was completed. If a confirmed apprentice/TQ did not attend the session, the PDS will add a note in their AIMS file that they were a no show. The apprentice/TQ will have to submit a new *SSP Registration* form to arrange another counseling session date/time.
10. After the mandatory period for self-study (30 days), and when the apprentice/TQ is ready to register for another exam rewrite, the apprentice/TQ must complete and submit the *Completion/Agreement* form (which was included in the confirmation email for the counseling session) by email to selfstudyplan@gov.nl.ca. Ninety days is the suggested maximum for an apprentice/TQ to remain on the plan before attempting their next rewrite.
11. The PDS will review the *Completion/Agreement* form and verify if the apprentice/TQ has met the 30 day minimum duration on the SSP.
12. If the 30 day minimum duration has not been met, the PDS will advise the apprentice/TQ that they must continue in the program until after the 30 day minimum and will have to resubmit the *Completion/Agreement* form at that time.
13. If the 30 day minimum duration has been met, the PDS will:
 - Send an email to the apprentice/TQ with approval to register for an exam rewrite, including a link to the applicable exam registration form, and a note to register for the rewrite within 30 days of the approval. The PDS will copy this email to the referring APO and the applicable exam coordinator (Level or IP) to confirm the apprentice/TQ can be registered for their rewrite.
 - Note approval for a rewrite on the apprentice's AIMS file (in comments section) as well as the Level examination rewrite (for Level examinations) and SSP tracking spreadsheets on the shared drive.

14. If an apprentice/TQ submits their *Completion/Agreement* form later than six months after their counseling session date, the PDS will consult with the referring APO and the Manager of Standards and Curriculum. A decision will be made whether the apprentice/TQ will have to repeat the counseling session and begin the self-study period again, with another minimum 30 days wait time for another rewrite opportunity. This will be based on file review and the apprentice/TQ rationale for not rewriting by that time.
15. An apprentice/TQ has the option to refuse participating in the SSP if s/he prefers to attend an available in-school training course. The apprentice/TQ or the APO should notify the PDS that they have opted to return to in-school training instead of completing the SSP and the PDS will add a note on the AIMS file.
16. The PDS will monitor the Level examination rewrite spreadsheet and AIMS (for IP rewrites) semi-annually to verify if SSP candidates have completed a rewrite. The PDS will update the SSP tracking spreadsheet on the shared drive with exam attempts and grades for those who have completed rewrites.

Procedure No.: PR2620	Effective Date: March 2018
Policy No.: 0026	Reviewed/Revised Date: March 2023
AAC Policy No.: 005	

Procedure Title: Exam Deferral

Procedure:

1. ATCD staff will schedule exams (including level, provincial certification and Red Seal) at the end of a training session.
2. ATCD staff will encourage Trade Qualifiers to attempt the certification exam within six months of approval (first attempt) or will schedule exams at the end of a training session, if applicable.
3. Should a client wish to defer an exam, ATCD staff will advise the client that they must submit a rationale via email at blockexams@gov.nl.ca or certificationexams@gov.nl.ca. The rationale must include:
 - Reason for request; and
 - When the client will be available to write the exam.
4. The Exam Coordinator will review the request and may:
 - Contact the client to schedule an exam during the monthly rewrite session that occurs at regional offices, or
 - Forward the request to the client's APO to review with client and determine if deferral is in their best interest.
5. The Exam Coordinator will document the request for deferral on the client's AIMS file.

Policy No.: 0027	Effective Date: June 2017
AAC Policy No.: N/A	Reviewed/Revised Date: September 2017

POLICY TITLE: CERTIFICATE OF QUALIFICATION – ISSUANCE, RENEWAL, EXCHANGE AND REVOCATION

Objective:

ATCD, through legislative authority granted by the PACB, has the responsibility to issue Certificates of Qualification.

The PACB may:

- Revoke certificates issued on the basis of fraudulent information/documentation provided by the applicant;
- Renew certificates for those previously certified; and
- Determine certification equivalency from other jurisdictions.

Policy:

Certificate of Qualification, signed by the Minister and the Director of ATCD, shall be issued to:

- Apprentices who have satisfactorily completed the terms of apprenticeship and have passed the required examination(s); or
- Trade Qualifiers who have satisfactorily completed the requirements for trade qualification, and have passed the required examination(s).

Limitations of the Policy:

No person is given credit for journeyman certification without writing the provincial or interprovincial examination.

Policy No.: 0028	Effective Date: June 2017
AAC Policy No.: 007	Reviewed/Revised Date: August 2017

POLICY TITLE: ATLANTIC EXAMINATION SECURITY AND INVIGILATION

Objective:

The Atlantic Apprenticeship Authorities agree that in the interest of achieving Atlantic harmonization related to **Examination Security and Invigilation** each jurisdiction will make the necessary changes (i.e. Policy, Board Order, Legislation, etc.) to align with the processes and requirements outlined in this Atlantic Harmonization Policy.

Policy:

The following Red Seal Policies and Procedures relevant to examination security and invigilation will be adopted and applied to the administration of examinations in the Atlantic jurisdictions. All references to the Interprovincial Red Seal Examinations will apply to all level examinations administered through the Atlantic Apprenticeship Authorities. All references to Employment and Social Development Canada will refer to the Atlantic Workforce Partnership Secretariat for Atlantic purposes.

Examination Invigilation

- Po1345 - Length of Time Candidates are Given to Complete a Red Seal Examination
- Po1460 - Invigilating Red Seal Examinations
- Po1470 - Use of Electronic Equipment during Red Seal Examinations
- PR3090 - Invigilating Red Seal Examinations

Provision of Examination Related Documents

- Po1480 - Code Books or Excerpts Provided to Examination Candidates
- Po1490 - Diagrams, Load Charts and Attachments

Examination Compromise

- PR3010 - Suspected Compromised Red Seal Examinations or Items

Transportation, Handling and Storage

- Po1570 - Candidate Answer Sheets/Electronic Records
- PR3020 - Security of Red Seal Examinations, Answer Keys and Answer Sheets (excluding section 11 – ICEMS User Access Control)
- PR3000 - Transmission of Confidential Materials

References:

Reference	Description
Interprovincial Standards Red Seal Program Policies and Procedures Manual	Policies and processes related to the Interprovincial Red Seal program.
KAD Exam Security and Invigilation	The Atlantic Apprenticeship Harmonization Project (AAHP) design document related to this Policy.

Reference	Description
KAJI Exam Security and Invigilation	The Atlantic Apprenticeship Harmonization Project (AAHP) jurisdictional impact assessment document related to this Policy.
KAIP Exam Security and Invigilation	The Atlantic Apprenticeship Harmonization Project (AAHP) implementation planning document related to this Policy.

Procedure No.: PR2800	Effective Date: March 2016
PACB Policy No.: 0028	Reviewed/Revised Date: March 2023
AAC Policy No.: 007	

Procedure Title: **Administering the Red Seal Examination on Behalf of Another Jurisdiction**

Procedure:

1. Refer to Po1520 and PR3110, PR3050 and PR3130 in the Red Seal Policies and Procedures manual.

Procedure No.: PR2810	Effective Date: September 2017
Policy No.: 0028	Reviewed/Revised Date: March 2023
AAC Policy No.: 007	

Procedure Title: Department of National Defence/QL5 Application and Eligibility to Write Certification Examinations

Procedure:

1. Applications are received via a paper process, in-person, mail, fax or e-mail.
2. All applications must be forwarded to the APO or designate (clerk, admin, etc.) for a preliminary review for application completeness.
 - Mandatory fields/documents include:
 - Personal information;
 - Trade is indicated;
 - Document is signed and dated;
 - QL5 document; and
 - Member’s Personnel Record Resume (MPRR).
3. The APO or designate will provide confirmation to the client that the application was received within 20 business days.
4. Based on the completeness of the application, the following actions will be taken.
 - If all mandatory fields are complete, the APO or designate will create a file for the client in AIMS and enter all mandatory fields.
 - If the application is processed by a person designated by the APO, the designate will forward the application to the APO via the shared drive in a complete application folder.
 - If application is not complete (all mandatory fields are not complete) the APO or designate will return the application to the client noting areas of deficiencies and save the application on the shared drive in an incomplete application folder.
5. The APO will verify that all information indicated in the application and *Application to be Examined* form is complete and all applicable fees are paid. Information provided may be supplemented by previously recorded information in AIMS and TRIM (from a previous application).
6. The APO will inform the client that a military trade qualification QL5 or higher can be used toward the writing of one Red Seal examination only.
 - Where a military trade correlates with more than one Red Seal trade (see Table 4), the applicant must choose one Red Seal trade exam to challenge.
 - To challenge another, the applicant must follow the policies and procedures as a regular Trade Qualifier applicant. Refer to PACB Policy No.: 0022/AAC Policy No.: 004 – Atlantic Trade Qualifier Requirements and applicable procedures.
7. The APO will inform the client that the exam must be challenged within six months of the approval date.

8. The APO will contact the Department of National Defense (DND) and provide the client's Service Number found on their MPRR. Once DND or its representative verifies the Service Number and credential, the APO will approve the client to challenge the Red Seal Examination.
 - If verification cannot be provided, the application will be denied.
9. The APO will inform the client how to schedule an appointment to write the examination.

Table 4: Highly Correlated Trades

	Military Trade		Red Seal Trade
1.	313 Marine Engineering Technician	1. 2.	Industrial Mechanic (Millwright) Machinist (for Naval Machinists)
2.	331/332 Marine Electrician	3.	Industrial Electrician
3.	411 Vehicle Technician	4. 5. 6.	Automotive Service Technician Heavy Duty Equipment Technician Truck and Transport Mechanic
4.	441 Material Technician	7.	Welder
5.	641 Refrigeration and Mechanical Technician	8.	Refrigeration and Air Conditioning Mechanic
6.	642 Electrical Distribution Technician	9.	Construction Electrician
7.	646 Plumbing and Heating Technician	10. 11.	Plumber Oil Heat System Technician
8.	648 Construction Technician	12.	Carpenter
9.	861 Cook	13.	Cook

Procedure No.: PR2820	Effective Date: September 2017
Policy No.: 0028	Reviewed/Revised Date: March 2023
AAC Policy No.: 007	

Procedure Title: Management and Security of Level Examination Documentation

Procedure:

1. All ATCD staff and approved invigilators are responsible for the custody and control of level examinations and related documents, including but not limited to:
 - Level examinations (online and paper);
 - Diagram booklets;
 - Formula sheets;
 - Bubble sheets; and
 - All material in the exam kit.
2. The Director of ATCD is responsible for providing access to level examinations and related material. This can be delegated to Managers.
3. Managers will ensure a minimum of one individual in each regional office will be responsible for the key to the exam storage room.
4. Managers will ensure that only authorized individuals are permitted to access the exam storage room.
5. Managers will identify staff authorized to access exam materials and will ensure that materials are shared through the secured network drive. This can be delegated to ATCD staff at the approval of the Director.
6. Regarding the development and validation of exams, an encrypted flash drive must be used to transport exams and related items to and from examination development meetings.
7. The PDS for Level Examinations will ensure that finalized examinations are password protected and stored in the examination software until superseded or they become obsolete. A copy will also be stored in a secure area on the network drive.
8. Kurzweil examinations used for accommodations purposes will be stored in a secure area on the network drive, loaded into Kurzweil for the duration of the exam, and removed immediately following the exam session. Exams are to be password protected in Kurzweil.
9. Prior to an exam session, the Level Exam Coordinator will:
 - Generate a password to access the exam in the examination software (i.e., Brightspace) and provide it to the invigilator;
 - Ensure LockDown Browser is activated; and
 - Specify the timeframe that the exam will be active.
10. Prior to an exam session, invigilators are required to:

- Sign out an exam kit from the Exam Coordinator using the Exam Materials Tracking Sheet;
 - Travel directly to the exam location, ensuring no alternate stops are made while in transit; and
 - Use provided briefcases and carts to transport exam materials.
11. During an exam session, the invigilator will provide the password to the apprentice.
 12. All ATCD staff and approved invigilators will ensure records containing personal information from the exam software will be protected in accordance with the **Access to Information and Protection of Privacy Act**.

Procedure No.: PR2830	Effective Date: September 2017
Policy No.: 0028	Reviewed/Revised Date: March 2023
AAC Policy No.: 007	

Procedure Title: Invigilating Online Level Examinations

Procedure:

1. Online Level examinations are to be invigilated by ATCD staff or by individuals approved by the Director.
2. Prior to the start of an exam, invigilators are required to:
 - Review and bring their copy of the Exam Invigilation Guide.
 - Sign out the examination kit from the Exam Coordinator and follow the *Exam Invigilation Checklist* provided in the kit.
 - Travel directly to an exam location from the ATCD office, ensuring no alternate stops are made when in transit.
 - Use provided carts or locked briefcases to transport materials, supplies and/or code books, to ensure security of materials and prevent injury during transport.
 - Arrive early at the exam site to:
 - Meet with the site contact person and review the check-in/check-on procedure (times for check-in/check-on and breaks);
 - Pick up code books, if required, from reception;
 - Review emergency procedures; and
 - Verify correct diagram books and code books, if applicable, are available for the exam as per the Exam List and Materials Required document.
 - If issues arise with exam login, contact the Exam Coordinator either by phone, text or email.
3. During the exam, invigilators are required to:
 - Commence the session by reading the Atlantic Harmonization Exam Instructions to Candidates sheet and the Atlantic Harmonization Exam Room Rules information sheet to all participants and apply the necessary actions outlined in the information sheets.
 - Continuously monitor all participants throughout the examination session. If a participant fails to follow the exam room rules, invigilators must take appropriate action as follows:
 - Slight infraction/disruption – provide warning that examination will be forfeited if rules are not followed.
 - Continued disruption – exam is to be terminated for that participant. All examination materials are to be collected from the participant and participant will be asked to leave the exam room immediately.
 - Provide the participant with the *ATCD Contact Information* form as they are leaving the exam room.
 - Contact the Exam Coordinator to advise of the situation.
 - Follow Safe Work Procedures AES-SWP-005: Workplace Violence at Third Party Site and AES-SWP-010: Physical Confrontations to enhance personal and participant safety.

4. After the exam, invigilators are required to:
 - Collect all examinations and materials from participants prior to them leaving the room.
 - Verify that all materials handed out during the exam session are accounted for.
 - Check exam materials for markings and flag any markings for the Exam Coordinator.
 - Use provided carts or locked briefcases to transport materials, supplies and/or code books to ensure security and prevent injury during transport.
 - Check-in with site contact person prior to leaving the exam location. This can be done in person, by phone or by email.
 - Travel directly from an exam location to the ATCD office, ensuring no alternate stops are made when in transit.
 - Immediately check-in with the Exam Coordinator upon return to the ATCD office to sign in examinations and materials to maintain their confidentiality and security.
 - Complete and submit the *Exam Invigilator Feedback* form and note any issues especially concerns around safety.

Procedure No.: PR2850	Effective Date: March 2018
Policy No.: 0028	Reviewed/Revised Date: March 2023
AAC Policy No.: 007	

Procedure Title: Compromised Examinations

Procedure:

1. If a suspected compromise of an examination is discovered by the invigilator in the classroom or by ATCD staff, the individual who discovered/or was notified of the suspected compromise must inform the Manager of Standards and Curriculum immediately.
2. The Manager will gather details from the invigilator or staff member about the circumstances surrounding the suspected compromise and the type of exam involved (e.g., Level, Red Seal, Provincial Certification, etc.), and then will bring the matter to the Director’s attention.
3. The Director and Management team will determine if the suspected compromise deserves further investigation. This may involve a meeting with the exam team.
 - If concluded that a compromise did not occur, the Manager will take no further action.
 - If concluded that a compromise has occurred, the Manager will follow the subsequent steps depending on the type of exam compromised.
4. For compromises involving Red Seal Examinations, Red Seal Policy No.: Po1340 and Procedure No.: PR3010 will be followed.
5. For compromises involving Atlantic Harmonized Level examinations:
 - The Manager will notify the PDS for Level examinations and request that a comparison be done of the compromised items against the item bank to determine the degree of compromise.
 - The Manager will contact the AAHP Program Manager and the host jurisdiction to outline the specific issue and seek direction on next steps.
 - The AAHP Program Manager will lead all activity related to addressing the compromise.
 - The Manager will provide all relevant detail and answer all related questions from the AAHP Manager and other jurisdictions.
6. For Provincial Certification exams:
 - The appropriate PDS will be notified and will:
 - Determine the severity of the compromise by comparing the compromised exam against the item bank (e.g., number of questions compromised);
 - Remove all compromised questions from the exam and item bank; and
 - Arrange an Examination Committee meeting to obtain or develop and validate new items for the item bank.
 - The Manager will determine if any exams should be remarked.
 - A new examination will be released if required.

7. The Manager, in consultation with the Director, will determine the consequences for the person(s) who committed the act which caused an exam compromise. Possible consequences include, but are not limited to:
 - Score of zero on the exam;
 - Time penalty to serve prior to another rewrite opportunity;
 - Cancellation of Apprenticeship;
 - Holdback of certification; and/or
 - Pursuance of legal action (e.g., Red Seal exam).

8. The Manager, in consultation with the Director, will determine impact on those who wrote the exam in the same session as the compromise occurred, or during the time between when the compromise occurred and the time it was detected. Possible actions include, but are not limited to:
 - No action;
 - Remarking of the exam after removal of compromised questions; or
 - Exam rewrite.

Policy No.: 0029	Effective Date: June 2017
AAC Policy No.: 008	Reviewed/Revised Date: August 2017

POLICY TITLE: ACCESS TO CONFIDENTIAL INFORMATION

Objective:

The Atlantic Apprenticeship Authorities agree that in the interest of achieving Atlantic harmonization related to **Examination Banks and Examination Administration**, each jurisdiction will make the necessary changes (i.e. Policy, Board Order, Legislation, etc.) to align with the processes and requirements outlined in this Atlantic Harmonization Policy.

Policy:

Any person requiring access to confidential examination information will be required to sign the *Atlantic Confidentiality Agreement* Form before the commencement of the work unless the work being completed is under a contract containing a confidential information clause. The extent and conditions under which user access will be granted will be determined by the jurisdictions in consultation with the contractor/participant.

Persons from outside of the Atlantic Apprenticeship Authorities must operate under and sign the approved Confidentiality Agreement.

This includes:

- Subject Matter Experts
- Instructors
- Translators
- Interpreters
- Readers
- Examination/Question developers
- Graphic developers
- Examination invigilators
- Researchers or consultants
- Or any third party

References:

Reference	Description
Form - Confidentiality Agreement	Approved form to be completed by any individuals who will be given access to confidential examination information.
KAD - Examination Banks	An Atlantic Apprenticeship Harmonization Project (AAHP) design document related to this policy.
KAD - Examination Security and Invigilation	An Atlantic Apprenticeship Harmonization Project (AAHP) design document related to this policy.

Policy No.: 0030	Effective Date: June 2017
AAC Policy No.: 009	Reviewed/Revised Date: August 2017

POLICY TITLE: EXAMINATION BANKS – GENERAL REQUIREMENTS

Objective:

The Atlantic Apprenticeship Authorities agree that in the interest of achieving Atlantic harmonization related to **Examination Banks**, each jurisdiction will make the necessary changes (i.e. Policy, Board Order, Legislation, etc.) to align with the processes and requirements outlined in this Atlantic Policy.

Policy:

1. Examination banks will be developed for all levels of training for trades Atlantic harmonized.
2. The number of questions on any Atlantic Level examination will be set at no more than 100 questions with no less than 80. The goal will be 100 questions, but fewer can be used if content dictates it.
3. In preparing the examination bank to go to the ATAC meeting for review, the host will prepare 3x the examination specifications to ensure sufficient questions will be remaining for the bank after the ATAC and jurisdictional review processes.
4. The completed examination bank will be a minimum of 2.5 times the examination specification with no like items. One complete examination that meets the examination specifications will be reserved in case of compromise.

References:

Reference	Description
KAD - Examination Banks	The Atlantic Apprenticeship Harmonization Project (AAHP) design document related to this policy.

Policy No.: 0031	Effective Date: June 2017
AAC Policy No.: 010	Reviewed/Revised Date: August 2017

POLICY TITLE: EXAMINATION BANKS – BANK PREPARATION

Objective:

The Atlantic Apprenticeship Authorities agree that in the interest of achieving Atlantic harmonization related to **Examination Banks**, each jurisdiction will make the necessary changes to align with the processes and requirements outlined in this Atlantic Harmonization Policy.

Policy:

Contractor Requirements

For the purposes of preparing the examination banks for review and validation, the host jurisdiction will secure the services of a subject matter expert to complete the following work:

- Conduct a complete review of the inventory of examination questions received through the National Inventory request for examination questions related to the trade.

This includes the following required elements:

- relating the questions to the units and objectives of the Atlantic Apprenticeship Curriculum Standard (AACS),
- identifying the relation to National Codes or Standards (if applicable),
- identifying and marking for deletion any outdated or irrelevant questions,
- identifying duplicate or similar questions in the bank of questions,
- selecting the most appropriate questions for the bank to be reviewed and validated by the Atlantic Trade Advisory Committee (ATAC).

If time permits under the contract, the following could be completed by the supplier providing the terms of the contract are not exceeded.

- Minor development of questions, if required, in order to satisfy the established examination specifications

The following guidelines should be considered by the host when selecting individual(s) to complete the examination preparation work:

1. Individuals selected to complete the examination bank preparations must be certified in the trade being worked on.
2. Use an individual from industry who has the knowledge and skills to complete the work.
3. Use more than one individual to complete the preparations if the expertise does not exist in one person.
4. Retired instructors could be a good potential resource.
5. Active/inactive Instructors can be used if required.

Security for Examination Slotting:

For consistency and to ensure the integrity of the examination questions received through the

National inventory request, jurisdictions will adhere to the following security protocols for the examination slotting exercise.

1. As per PACB Policy No.: 0029 – Access to Confidential Information, the contractor will either sign the *Atlantic Confidentiality Agreement Form* or be under contract for the completion of the work that includes a confidentiality clause.
2. All materials will be provided to the contractor and will be returned to the apprenticeship staff when not being worked on (i.e. end of day, lunch time, etc.).
3. The contractor must be in a location that is approved by the jurisdiction and must be supervised by apprenticeship staff to maintain security of the examinations.

Guidelines for Estimating the Cost/Duration of the Examination Preparation Work Contract
 Because of the vast differences of the trades, there needs to be flexibility for the jurisdictions when determining the costs and/or duration for the examination preparation work. The following estimates are provided as a guideline only to assist jurisdictions as they are negotiating with the contractor.

Description	Volume of Questions	Guideline
Relating the questions to the units and objectives of the AACS	1,500 – 2,000	3 - 5 days
Identifying the relation to National Codes or Standards	1,500 – 2,000	1 - 3 days (varies depending on complexity and volume of code related questions)
Examination Bank Clean-up (removing duplicates, removing bad questions, selecting questions for ATAC review)	1,500 – 2,000	3 - 5 days

The costs associated with the examination preparation work are to be paid by the host jurisdiction. The contract can be through the Council of Atlantic Premiers (CAP) with the Host province being billed by CAP, or if a jurisdiction chooses, they can utilize their jurisdictional process to contract this work and report the contribution to the project. A copy of the invoice must be submitted with the in-kind reporting for the jurisdiction. Approval has been obtained for up to \$2,000 for this preparation work for contracts that are completed through the Council of Atlantic Premiers (CAP). If the total cost is anticipated to be higher, authorization must be received from the Director in the host province before the contract can be signed.

References:

Reference	Description
KAD - Examination Banks	The Atlantic Apprenticeship Harmonization Project (AAHP) design document related to this policy.

Procedure No.: PR3100	Effective Date: March 2023
Policy No.: 0031	Reviewed/Revised Date: March 2023
AAC Policy No.: 010	

Procedure Title: Development, Review and Update of Provincial Certification Examinations

Procedure:
Examination Development

1. Provincial certification examinations are developed by the appropriate PDS (based on trade) in consultation with the PTAC comprised of instructors and subject matter experts (SMEs). Examinations are based on the current Plan of Training (POT) for that trade.
2. The PDS will develop a Table of Specifications (TOS), in consultation with the PTAC, which will be used as a guideline during examination development.
3. The PDS will issue a call to other jurisdictions and/or training institutions for existing questions in similar trades.
4. Item bank development workshops will be conducted with members of the PTAC. Rules of item bank construction and plain language will be used to mirror the format of an Interprovincial (IP) Examination. The number of questions on any provincial journey person certification examination will be set at a minimum of 100. Examination banks may contain up to 1.5 times the examination specification with no like items. However, the minimum acceptable number must be 1 times the exam specification. A separate answer key for the examination will also be developed during the workshop.
5. When an item bank is developed, the three versions of the examination will be developed by the PDS.
6. The PDS will store the newly developed provincial examinations and answer keys on the secure network drive for examinations.

Examination Review and Update

1. Provincial certification exams are reviewed and updated by the appropriate PDS (based on trade) and PTAC in the following circumstances:
 - When a POT changes; or
 - When it is determined that an examination has been compromised (refer to Procedure No.: PR2850 – Compromised Provincial Level Examinations).
2. When a POT changes, the appropriate PDS will use the old-to-new POT transfer matrix to identify and review changes made to the POT.
3. Once POT changes are identified, the PDS and PTAC will conduct a review of existing examinations to determine if revisions are required.

4. New examination items will be developed when necessary via an item bank development workshop and existing items will be reviewed and revised, moved between units, or purged as required.
5. When examination items are updated, versions of the examination and the corresponding answer keys will be developed by the PDS as required.
6. Once an examination is updated, the PDS will review examination results and conduct item analysis on an on-going basis to identify problematic items on examinations.
7. The PDS will review any problematic examination items with an approved SME.
8. The PDS will make any required changes to examination items in the active version of the examination. Answer keys will be updated to reflect any changes to examination items.

Policy No.: 0032	Effective Date: June 2017
AAC Policy No.: 011	Reviewed/Revised Date: August 2017

POLICY TITLE: EXAMINATION BANKS – DIAGRAMS, LOAD CHARTS AND ATTACHMENTS

Objective:

The Atlantic Apprenticeship Authorities agree that in the interest of achieving Atlantic harmonization related to **Examination Banks**, each jurisdiction will make the necessary changes (i.e. Policy, Board Order, Legislation, etc.) to align with the processes and requirements outlined in this Atlantic Policy.

Policy:

Only diagrams, load charts and attachments approved for inclusion by the Atlantic Trade Advisory Committee will be included in the examination banks.

References:

Reference	Description
KAD - Examination Banks	The Atlantic Apprenticeship Harmonization Project (AAHP) design document related to this policy.

Policy No.: 0033	Effective Date: June 2017
AAC Policy No.: 012	Reviewed/Revised Date: August 2017

POLICY TITLE: EXAMINATION BANKS – SYSTEMS OF MEASUREMENT

Objective:

The Atlantic Apprenticeship Authorities agree that in the interest of achieving Atlantic harmonization related to ***Examination Banks***, each jurisdiction will make the necessary changes (i.e. Policy, Board Order, Legislation, etc.) to align with the processes and requirements outlined in this Atlantic Policy.

Policy:

When examination candidates are expected to work in the trade/occupation in both metric and imperial, items may be written using either or both systems of measurement.

Items referencing a national code must be written in the system of measurement presented in the national code.

References:

Reference	Description
KAD - Examination Banks	The Atlantic Apprenticeship Harmonization Project (AAHP) design document related to this policy.

Policy No.: 0034	Effective Date: June 2017
AAC Policy No.: 013	Reviewed/Revised Date: August 2017

POLICY TITLE: MODIFYING ATLANTIC EXAMINATION BANKS AND KEYS

Objective:

The Atlantic Apprenticeship Authorities agree that in the interest of achieving Atlantic harmonization related to **Examination Banks**, each jurisdiction will make the necessary changes (i.e. Policy, Board Order, Legislation, etc.) to align with the processes and requirements outlined in this Atlantic Policy.

Policy:

Only the Host jurisdiction can make the approved modifications to the Atlantic Examination Banks or to answer keys. Notification of changes will be communicated through the Host to Atlantic jurisdictional representatives.

References:

Reference	Description
KAD - Examination Banks	The Atlantic Apprenticeship Harmonization Project (AAHP) design document related to this policy.

Policy No.: 0035	Effective Date: June 2017
AAC Policy No.: 014	Reviewed/Revised Date: August 2017

POLICY TITLE: EXAMINATION BANKS – UPDATING BANKS BETWEEN REVIEW CYCLES FOR NEW CODE BOOK RELEASE

Objective:

The Atlantic Apprenticeship Authorities agree that in the interest of achieving Atlantic harmonization related to **Examination Banks**, each jurisdiction will make the necessary changes (i.e. Policy, Board Order, Legislation, etc.) to align with the processes and requirements outlined in this Atlantic Policy.

Policy:

- Upon release of a new National Code, the host will review all code related examination questions to determine any required changes resulting from the code update.
- The host will consult with Atlantic jurisdictions to determine appropriate implementation date(s) based on impact to the bank.
- Atlantic jurisdictions to consult with any required regulatory bodies related to implementation of codes or standards. This will be considered in determining the appropriate implementation dates.
- The host will develop a plan to review items in the bank, and revise, peer-review and have translated revised items if required, to ensure that all items in that bank are compliant with both the old and the new codes with a target date to match the implementation date of the new code in the first implementing jurisdiction.
- At implementation of the compliant bank, both the old and the new codes may be used with the bank.
- At the next scheduled review of the examination bank, providing all jurisdictions are able to convert to the latest code, the latest code will be used in the development process and the old code will be phased out.

References:

Reference	Description
KAD - Examination Banks	The Atlantic Apprenticeship Harmonization Project (AAHP) design document related to this policy.

Procedure No.: PR3500	Effective Date: September 2017
Policy No.: 0035	Reviewed/Revised Date: November 2023
AAC Policy No.: 014	

Procedure Title: Updating Examination Banks for New Code Book Release

Procedure:

1. Upon release of a new National Code for NL host trades, the PDS responsible for the trade will review all code related examination questions with a SME to determine any required changes resulting from the code update, to ensure that all items in that examination bank are compliant with both the old and new code.
2. The PDS will consult with trade stakeholders to determine appropriate implementation date(s).
3. If the examination bank is an Atlantic harmonized bank, the PDS will send the updated exam bank to the AAHP office for distribution to other provinces.
4. At implementation of the compliant examination bank, both the new code and the old code may be used with the bank.
5. Once it has been determined that training providers are using only the new code book for training, only the new code book will be provided for examinations and the old code book will be removed from inventory.

Policy No.: 0036	Effective Date: June 2017
AAC Policy No.: N/A	Reviewed/Revised Date: September 2017

POLICY TITLE: ACCREDITATION OF APPRENTICESHIP TRAINING PROGRAMS

Objective:

Accredited apprenticeship programs ensure the learner, industry, employers and the public that the program meets or exceeds educational and industry standards as identified in the National Occupational Analysis (NOA) and reflected in the Plans of Training (POT).

The purpose of this policy is to ensure that those who have the desire and attributes to become qualified trades persons reach their goals by participating in quality training programs. The accreditation policy provides an auditing mechanism for provincial apprenticeship training programs independent of the education system. It also meets the challenges of technological changes by stimulating ongoing curriculum improvement through the process of continuous review.

Any training institution wishing to offer apprenticeship training in NL has the opportunity to have their apprenticeship programs accredited by the PACB by making application in the format approved by the Board and by paying the prescribed fees.

To maintain the accreditation of their programs, the training institution must submit an Annual Maintenance Report, in the prescribed format, to the Board.

Apprentices who exit from accredited programs will receive full recognition and automatic credit transfer toward their apprenticeship program by the PACB.

Apprentices who exit from non-accredited programs may be evaluated on an individual basis before being allowed to write the journeyman examination for the occupation.

Limitations of the Policy:

The programs considered eligible for accreditation by the PACB are limited to those apprenticeship programs that lead to Red Seal Certification, as well as any other programs that fall under the direction of the PACB. The PACB has authority to accredit programs for three or five years. The Board does not accredit institutions, agencies, departments or faculties.

Procedure No.: PR3600	Effective Date: March 2016
Policy No.: 0036	Reviewed/Revised Date: March 2023
AAC Policy No.: N/A	

Procedure Title: Initial Accreditation of an Apprenticeship Training Program

Procedure:

1. A training institution will submit an *Apprenticeship Accreditation Application* form by email to the Accreditation PDS, indicating an initial accreditation is requested.
2. The Accreditation PDS will review the *Apprenticeship Accreditation Application* form for completeness, ensuring that the following elements are addressed in the application:
 - Training Institution
 - General Information
 - Campus and Off-Campus Facilities/Partnerships with External Agencies on Resource Sharing
 - Calendar Entry and Student Handbook
 - Admission, Retention and Graduation Policies and Standards
 - Entrance Requirements
 - Admission Statistics
 - Policy Regarding Admission with Advanced Standing, Credit Transfer and/or Recognition of Prior Learning
 - Inclusive Policies and Procedures
 - Services to Students
 - Policy on Program Completion Requirements
 - Graduation Credential and Transcript
 - Apprenticeship Program
 - Program Duration
 - Program Layout (Accreditation Year/most recent advanced-level training since previous accreditation)
 - Instructional Staff
 - Teaching Load Averages
 - Faculty Evaluation
 - Course Portfolios
 - Program Success and Satisfaction
 - Student Statistics for Previous Year
 - Student Complaints
 - Current Student Satisfaction
 - Program Evaluation by Graduates
 - Employer Evaluation of Graduates
3. If the *Apprenticeship Accreditation Application* form is incomplete, the Accreditation PDS will request further information.
4. After the completeness of the form is verified, the Accreditation PDS will contact the training institution to arrange for a site visit, and will notify the Administrative Officer at Provincial Office to send the campus an invoice for the applicable accreditation fee.

5. The Accreditation PDS will assemble an accreditation review team, consisting of the PDS responsible for the trade and one or two journeypersons from the industry (see Procedure No.: PR3800 – Appointment of Provincial Trade Advisory Committee, Accreditation Team and Examination Committee Members).
6. The Accreditation PDS will send a *Team Approval* form and draft agenda for the site visit to the training institution for review.
 - If no issues are identified, the training institution will sign the *Team Approval* form and return to the PDS.
 - If the training institution identifies a conflict of interest with one of the team members, the PDS will identify another journeyperson to be appointed as team member.
7. The PDS and team members will commence the accreditation review by completing:
 - An evaluation of the information provided with the application, using the *Assessment Guidelines Checklist* and referencing either 1) the AACS or provincial POT that reflects the RSOS (for Red Seal trades) or 2) the provincial Plan of Training (for provincial trades);
 - Interviews with faculty, demonstrators, students, graduates and employers;
 - Verification of practices being followed at the campus; and
 - A review of any additional information as determined by the PDS which may be requested via email.
8. The PDS and team members will conduct a site visit which will include:
 - Meeting with a representative of the training institution who will direct the site visit team and answer questions;
 - Touring physical on-campus and off-campus facilities;
 - Interviewing with faculty, demonstrators, students if not completed ahead of time
 - Reviewing all tools and equipment; and
 - Reviewing all course portfolios for the program and student files.
9. At the conclusion of the site visit, the accreditation team will prepare and deliver a verbal report to the training institution staff identifying any concerns and findings. Questions can be asked at this time.
10. The Accreditation PDS will prepare a draft report and forward it via email to the training institution and the accreditation team member(s) within two weeks of the site visit. Team member(s) and the training institution will be provided an opportunity to respond to the PDS to confirm that the written report mirrors what was discussed in the verbal report given at the conclusion of the site visit.
11. Upon receipt of feedback from the team members and training institution, the PDS will prepare a final report which includes responses to the draft report and any other clarifying information, along with a recommendation from the team regarding accreditation. The recommendation will be one of the following:
 - Initial accreditation
 - Deferral of accreditation
 - Denial of accreditation

12. The final report and recommendation will be provided to the Manager of Standards and Curriculum for consideration of the PACB.
13. The Manager will present the report to the PACB for review and discussion at its next meeting.
14. The PACB will review the report and may:
 - Support the recommendation of the accreditation team, or
 - Make an alternative decision, providing a rationale
15. If the PACBs decision is to accredit the program, the Administrative Officer will:
 - Send the site visit report, along with an Accreditation Certificate, to the PACB Chair for signature;
 - Send the signed certificate and a copy of the signed report to the training institution; and
 - Send a copy of the signed report to the Accreditation PDS.
16. If the PACBs decision is to defer the accreditation:
 - The PDS will notify the training institution of the PACBs decision by email;
 - The training institution will have up to 60 days to address the findings, with evidence and in writing;
 - A follow up visit by the Accreditation PDS may be necessary to confirm the requested changes have been made;
 - At the end of the 60 day period, the PDS will prepare a memorandum with an updated team recommendation to the PACB. The recommendation will be one of the following:
 - Initial accreditation (if findings were resolved),
 - Denial of accreditation (if findings were not resolved)
 - The memorandum will be submitted to the Manager along with an updated cover page for the site visit report; and
 - The Manager will present the memorandum with the updated recommendation to the PACB for review and discussion at its next meeting.
17. If the PACBs decision is to deny the accreditation (as a result of the training institution's inability to address findings), the Administrative Officer will:
 - Prepare a letter to the training institution from the Director with the rationale for denial and provide it to the Director for signature;
 - Send the site visit report to the PACB Chair for signature;
 - Send a copy of the signed letter and the signed site visit report to the training institution; and
 - Provide a copy of the signed letter and site visit report to the Accreditation PDS.
18. After each PACB meeting, the PDS will update the Accreditation master spreadsheet on the shared drive with the accreditation status, and the Manager will ensure that the 'List of Accredited Programs' section on the ATCD website has been updated.

Procedure No.: PR3610	Effective Date: March 2016
Policy No.: 0036	Reviewed/Revised Date: March 2023
AAC Policy No.: N/A	

Procedure Title: Accreditation Maintenance for Apprenticeship Training Programs

Procedure:

1. One to three months prior to the established due date of an Annual Maintenance Report (AMR), which is either June 30 or December 30 as agreed upon between the training institution and the Accreditation PDS, the PDS will email a notice to the training institution indicating the following:
 - The AMR and associated maintenance fee (for which the training institution will receive an invoice) is required to be submitted by the end of June or December (as applicable). The PDS will include the template for the AMR with the email.
 - The AMR must be submitted to the PDS within 30 days after the due date.
 - The maintenance fee must be paid by the invoice due date.
 - Any extenuating circumstances which will prevent the training institution from meeting the deadline must be detailed, in writing, to the PDS within 30 days after the due date.
 - Failure to submit the AMR and maintenance fee within 30 days after the due date may result in accreditation of the program being revoked.
2. The Accreditation PDS will notify the Administrative Officer at Provincial Office that an invoice for the maintenance fee amount should be sent to the training institution.
3. The Administrative Officer will monitor outstanding invoices for receipt of payment and notify the Accreditation PDS if the fee has not been paid by the due date.
4. The Accreditation PDS will review the AMR for completeness by confirming that it includes student statistics for the reporting period and also addresses whether any changes have been made to the following elements:
 - Instructional Staff;
 - Instructional Support Staff;
 - Faculty Evaluation;
 - Educational Facilities and Equipment;
 - Course Portfolios; or
 - Policies/Procedures related to Admission, Retention, Requirements for Graduation, Recognition of Prior Learning, Inclusion and/or Safety.
5. If the AMR is not complete, the Accreditation PDS will contact the training institution for further information and give a deadline for the information to be provided.
6. If the AMR is complete and there have not been any changes, the Accreditation PDS will send an email to the training institution advising that the AMR has been accepted.
7. If there are changes noted to any mandatory elements, the Accreditation PDS will assess the changes to determine if they still meet accreditation standards. The PDS may request a

follow-up site visit, if needed. This will be arranged as soon as possible and the AMR will not be accepted until this site visit is completed.

8. Once the changes are confirmed to be acceptable, the PDS will send an email to the training institution advising that the AMR has been accepted.
9. If concerns were identified during the previous site visit, the Accreditation PDS will look for details in the AMR on how these concerns were addressed in full.
10. If there are outstanding concerns that have not been addressed, the PDS will reach out to the training institution for more information.
11. If the information is provided to confirm that the concerns have been addressed, the PDS will send an email to the training institution advising that the AMR has been accepted.
12. If additional information is not available to address concerns that are related to mandatory elements:
 - The PDS will prepare a memorandum to the PACB which may recommend a denial of accreditation.
 - The Manager of Standards and Curriculum will present the memorandum to the PACB for review and discussion at its next meeting.
 - The PACB will review the memorandum and may:
 - Support the recommendation, or
 - Make an alternative decision, providing a rationale
13. If the PACBs decision is to deny the accreditation, the Administrative Officer will:
 - Prepare a letter to the training institution from the Director with the rationale for denial and provide it to the Director for signature,
 - Send a copy of the signed letter to the training institution, and
 - Provide a copy of the signed letter and site visit report to the Accreditation PDS.
14. The Manager will advise the Manager of Industrial Training that the accreditation has been denied and to put a hold on class calls for the program at that training institution.
15. The Accreditation PDS will update the Accreditation master spreadsheet on the shared drive and the Manager will ensure that the 'List of Accredited Programs' section on the ATCD website has been updated.

Procedure No.: PR3630	Effective Date: March 2016
Policy No.: 0036	Reviewed/Revised Date: March 2023
AAC Policy No.: N/A	

Procedure Title: Accreditation Renewal Process

Procedure:

1. Three to six months prior to the accreditation expiry date, the Accreditation PDS will send an email reminder to the training institution with a notice of the following information:
 - The upcoming expiry date; and
 - A new *Apprenticeship Accreditation Application* form must be submitted.
2. The training institution will submit an *Apprenticeship Accreditation Application* form by email to the Accreditation PDS, requesting re-accreditation.
3. The Accreditation PDS will confirm that the application has been submitted in sufficient time to allow for five year re-accreditation by the PACB (i.e., within six months of the accreditation expiry date). If not submitted in sufficient time, the PDS will notify the training institution that their application will be considered for a three-year accreditation.
4. The Accreditation PDS will review the *Apprenticeship Accreditation Application* form for completeness, ensuring the following elements are addressed in the application:
 - Training Institution
 - General Information
 - Campus and Off-Campus Facilities/Partnerships with External Agencies on Resource Sharing
 - Calendar Entry and Student Handbook
 - Admission, Retention and Graduation Policies and Standards
 - Entrance Requirements
 - Admission Statistics
 - Policy Regarding Admission with Advanced Standing, Credit Transfer and/or Recognition of Prior Learning
 - Inclusive Policies and Procedures
 - Services to Students
 - Policy on Program Completion Requirements
 - Graduation Credential and Transcript
 - Apprenticeship Program
 - Program Duration
 - Program Layout (Accreditation Year/most recent advanced-level training since previous accreditation)
 - Instructional Staff
 - Teaching Load Averages
 - Faculty Evaluation
 - Course Portfolios
 - Program Success and Satisfaction
 - Student Statistics for Previous Year
 - Student Complaints

- Current Student Satisfaction
 - Program Evaluation by Graduates
 - Employer Evaluation of Graduates
5. If the *Apprenticeship Accreditation Application* form is incomplete, the Accreditation PDS will request further information.
 6. After the completeness of the form is verified, the Accreditation PDS will contact the training institution to arrange for a site visit, and will notify the Administrative Officer at Provincial Office to send the campus an invoice for the re-accreditation fee.
 7. The Accreditation PDS will assemble an accreditation review team, consisting of the PDS responsible for the trade and one or two journeypersons from the industry (see Procedure No.: PR3800 – Appointment of Provincial Trade Advisory Committee, Accreditation Team and Examination Committee Members).
 8. The Accreditation PDS will send a *Team Approval* form and draft agenda for the site visit to the training institution for review.
 - If no issues are identified, the training institution will sign the *Team Approval* form and return to the PDS.
 - If the training institution identifies a conflict of interest with one of the team members, the PDS will identify another journeyperson to be appointed as team member.
 9. The PDS and team members will commence the accreditation review by completing:
 - An evaluation of the information provided with the application, using the *Assessment Guidelines Checklist* and referencing either 1) the AACS or provincial POT that reflects the RSOS (for Red Seal trades) or 2) the provincial Plan of Training (for provincial trades);
 - Interviews with faculty, demonstrators, students, graduates and employers;
 - Verification of practices being followed at the campus; and
 - A review of any additional information as determined by the PDS which may be requested via email.
 10. The PDS and team members will conduct a site visit which will include:
 - Meeting with a representative of the training institution who will direct the site visit team and answer questions;
 - Touring physical on-campus and off-campus facilities;
 - Reviewing all tools and equipment; and
 - Reviewing all course portfolios for the program and student files.
 11. At the conclusion of the site visit, the accreditation team will prepare and deliver a verbal report to the training institution staff identifying any concerns and findings. Questions can be asked at this time.
 12. The PDS will prepare a draft report and forward it via email to the training institution and the accreditation team member(s) within two weeks of the site visit. Team member(s) and the training institution will be provided an opportunity to respond to the PDS to confirm that the

written report mirrors what was discussed in the verbal report given at the conclusion of the site visit.

13. Upon receipt of feedback from the team members and training institution, the PDS will prepare a final report which includes responses to the draft report and any other clarifying information, along with a recommendation from the team regarding accreditation. The recommendation will be one of the following:
 - Initial accreditation
 - Deferral of accreditation
 - Denial of accreditation
14. The final report and recommendation will be provided to the Manager of Standards and Curriculum for consideration of the PACB.
15. The Manager will present the report to the PACB for review and discussion at its next meeting.
16. The PACB will review the report and may:
 - Support the recommendation of the accreditation team, or
 - Make an alternative decision, providing a rationale
17. If the PACBs decision is to re-accredit the program, the Administrative Officer will:
 - Send the site visit report, along with an Accreditation Certificate, to the PACB Chair for signature;
 - Send the signed certificate and a copy of the signed report to the training institution indicating that the re-accreditation is either for a three year (initial) or a five year period, subject to satisfactory maintenance reports; and
 - Send a copy of the signed report to the Accreditation PDS.
18. If the PACBs decision is to defer the re-accreditation:
 - The PDS will notify the training institution of the PACBs decision by email.
 - The training institution will have up to 60 days to address the findings, with evidence and in writing.
 - A follow up visit by the Accreditation PDS may be necessary to confirm the requested changes have been made.
 - At the end of the 60 day period, the PDS will prepare a memorandum with an updated team recommendation to the PACB. The recommendation will be one of the following:
 - Re-accreditation for three years
 - Re-accreditation for five years
 - Denial of accreditation (if findings were not resolved)
 - The memorandum will be submitted to the Manager along with an updated cover page for the site visit report.
 - The Manager will present the memorandum with the updated recommendation to the PACB for review and discussion at its next meeting.
19. If the PACBs decision is to deny the re-accreditation (as a result of the training institution's inability to address findings), the Administrative Officer will:

- Prepare a letter to the training institution from the Director with the rationale for denial and give it to the Director for signature;
 - Send the site visit report to the PACB Chair for signature;
 - Send a copy of the signed letter and the signed site visit report to the training institution; and
 - Provide a copy of the signed letter and site visit report to the Accreditation PDS.
20. After each PACB meeting, the PDS will update the Accreditation master spreadsheet on the shared drive, and the Manager will ensure that the 'List of Accredited Programs' section on the ATCD website has been updated.

Procedure No.: PR3680	Effective Date: March 2023
Policy No.: 0036	Reviewed/Revised Date: March 2023
AAC Policy No.: N/A	

Procedure Title: Site Inspections Prior to Offering Advanced-Level Training

Procedure:

1. If a public training institution campus is to begin offering advanced-level training that has not been offered at the campus previously, it should first conduct a self-assessment to ensure it adheres to all standards established by the PACB as outlined in the Accreditation Resource Manual.
2. Once the public training institution has all the required equipment/facility requirements in place to deliver program learning outcomes specified in the applicable Plan of Training, the campus should contact the Accreditation PDS to arrange a site inspection.
3. The Accreditation PDS will assemble an accreditation review team, consisting of the PDS responsible for the trade and one journeyperson from the industry (see Procedure No.: PR3800 – Appointment of Provincial Trade Advisory Committee, Accreditation Team and Examination Committee Members).
4. The Accreditation PDS will send a *Team Approval* form and draft agenda for the site visit to the training institution for review.
 - If no issues are identified, the training institution will sign the *Team Approval* form and return to the PDS.
 - If the training institution identifies a conflict of interest with the team member, the PDS will identify another journeyperson to be appointed as team member.
5. During the site inspection the accreditation team will:
 - Meet with a representative of the training institution who will direct the site visit team and answer questions;
 - Tour on-campus facilities;
 - Review all tools and equipment available for program delivery; and
 - Verify the instructor credentials.
6. At the conclusion of the site visit, the PDS and team member will give a verbal report to the training institution representative(s) identifying any recommendations. Questions can be asked at this time.
7. The PDS will prepare and send a recommendation report to the public training institution. Any recommendations resulting from the site inspection must be implemented by the training institution. A follow-up inspection may be required to verify recommendations have been implemented.
8. If there were no recommendations as a result of the site visit, or once evidence has been provided by the public training institution that recommendations have been implemented, the PDS will notify the Manager of Standards and Curriculum and the Manager of Industrial

Training that the campus is suitable for advanced-level training in the trade. Where recommendations and/or mandatory practical requirements have not been implemented by the public training institution within a period of six months, nor verified through site inspection, the program application will be considered withdrawn.

9. The Accreditation PDS will prepare a memorandum with a final recommendation to the PACB for approval of the campus for advanced-level training, along with an approval letter to the campus on behalf of the PACB.
10. The memorandum and letter will be provided to the Manager of Standards and Curriculum for consideration of the PACB.
11. The Manager will present the memorandum to the PACB for review and discussion at its next meeting.
12. The PACB will review the memorandum and may:
 - Support the recommendation of the accreditation team, or
 - Make an alternative decision, providing a rationale
13. If the PACBs decision is to approve the campus for advanced-level training in the trade, the Administrative Officer at Provincial Office will:
 - Send the letter prepared by the PDS to the PACB Chair for signature;
 - Send the signed letter to the training institution; and
 - Provide a copy of the signed letter to the Accreditation PDS.
14. If the PACBs decision is to not approve the campus for advanced-level training, the Administrative Officer will:
 - Prepare a letter to the training institution with the rationale for denial and send it to the PACB Chair for signature;
 - Send a copy of the signed letter to the training institution; and
 - Provide a copy of the signed letter to the Accreditation PDS.
15. After each PACB meeting, the PDS will update the Accreditation master spreadsheet on the shared drive with the accreditation status, and the Manager will ensure that the 'List of Accredited Programs' section on the ATCD website has been updated.

Policy No.: 0037	Effective Date: June 2017
AAC Policy No.: N/A	Reviewed/Revised Date: September 2017

POLICY TITLE: ACCREDITATION APPEALS PROCESS

Policy:

The PACB, through legislative authority, has implemented an accreditation process to ensure that apprenticeship training programs offered by both public and private post-secondary training institutions reflect the standards as set by the Board through their industry Advisory Committees. Training institutions that fail to meet the accreditation criteria may appeal the decision through the appeal process established by the Board.

A training institution that has had its application for accreditation denied by the PACB may appeal that decision, in writing, to the Board within **30 days of receipt of that decision**. The appeal will be referred to an independent ad-hoc Appeals Committee established by the Board.

Limitations of the Policy:

The Appeals Committee will limit its review to the documentation which was part of the accreditation application. This appeal process is not an extension of that accreditation application, therefore new documentation will **not** be accepted nor reviewed.

The Appeals Committee will be tasked with establishing whether due process was followed in reaching the original accreditation decision.

The majority decision of the Appeals Committee is final and binding upon the parties affected. All costs of the appeal shall be incurred by:

- The training institution, if the decision of the Board is upheld by the Appeals Committee; or
- The Board, if the accreditation decision is overturned by the Appeals Committee.

Since any one finding is grounds for denying an accreditation, appeal requests will be accepted only where the training institution specifically indicates the reason(s) why they feel that, based on the evidence they provided to the accreditation team, **each** of the findings were unsubstantiated.

Procedure No.: PR3700	Effective Date: March 2016
Policy No.: 0037	Reviewed/Revised Date: March 2023
AAC Policy No.: N/A	

Procedure Title: Accreditation Appeals Committee and Process

Procedure:

1. A training institution that has had its application for accreditation denied by the PACB may submit a written appeal to the PACB within **30 days** of receipt of the decision.
2. The PACB will evaluate the appeal request. Since any one finding is grounds for denying an accreditation, appeal requests will be accepted only where the training institution specifically indicates the reasons why they feel that, based on the evidence they provided to the accreditation team, each of the findings were unsubstantiated.
3. If the PACB accepts the appeal request, the PACB Chair will refer the appeal to an independent ad-hoc Appeals Committee, established by the PACB, within **three weeks**. The Committee will consist of three members who meet the following criteria:
 - Familiar with at least one program accreditation;
 - Active in the particular industry;
 - Registered as a journey person in the occupation to be assessed;
 - No vested interest in the program under review or the training institution seeking accreditation; and
 - Available to complete the Committee’s review as expeditiously as possible.
4. The Appeals Committee will appoint a Chair and establish the scope of the investigation through a review of the appeal request, a review of the Accreditation Team Report to identify all findings at issue which resulted in a denial of accreditation, as well as other accreditation documentation deemed necessary by the Committee.
5. In their review, the Appeals Committee will:
 - Identify the accreditation procedures and determine if due process was followed;
 - Focus the document review to areas related to the findings under investigation;
 - Limit the document review to that which was submitted by the training institution as part of their accreditation application;
 - Neither request nor accept new evidence; and
 - Establish whether due process was followed in making the original accreditation decision.
6. If the Committee believes sufficient evidence exists to render a decision at that point it will do so. If further clarification is required, the Appeals Committee may meet with the concerned parties before rendering a decision.
7. The Appeals Committee will render its decision within **30 days** of receiving the appeal request. In rendering its decision the Committee may:
 - Uphold the accreditation decision (if it is determined that due process was followed and the findings of the accreditation team were substantiated); or

- Overturn the accreditation decision (if it determined that due process was not followed and there was sufficient evidence provided by the training institution to prove that the program meets the accreditation criteria).
8. The Appeals Committee Chair will submit a written report of the Committee's decision to the PACB. The written report will detail the conclusions of the Committee's investigations regarding the accreditation decision as well as provide any comments on the process which the Committee feels would be beneficial to the PACB in future undertakings. The majority decision of the Appeals Committee will be final and binding upon the parties affected.
 9. The PACB Chair will report the decision of the Appeals Committee to the training institution within **one week**. All costs of the appeal will be incurred by:
 - The training institution if the decision of the PACB is upheld by the Appeals Committee.
 - The PACB if the accreditation decision is overturned by the Appeals Committee

Policy No.: 0038	Effective Date: June 2017
AAC Policy No.: N/A	Reviewed/Revised Date: September 2017

POLICY TITLE: ADVISORY COMMITTEES

Policy:

In accordance with the **Apprenticeship and Certification Act**, the PACB may appoint Provincial Trade Advisory Committees that shall be equally representative of employers and employees in respect to apprenticeship in occupations, and prescribe the duties of these Committees. The PACB may also appoint Atlantic Trade Advisory Committee members who act in accordance with the terms of reference established for those committees by the Atlantic Apprenticeship Council.

The mandate of the PACB is very broad, and addresses a wide and diverse number of occupations. Sufficient expertise to address each of these occupations may not always rest within the Board. To fulfill its obligations under the **Act**, the Board seeks input from groups and individuals associated with each occupation who have the required expertise.

The Advisory Committees shall provide input into the development and revision of a Plan of Training by advising the Board on the following:

- Entrance requirement;
- Apprenticeship term;
- Duration of in-school and on-the-job training;
- Course content;
- Course designation as entry-level or advanced-level;
- Prerequisite requirements;
- Name of the training program;
- Model of delivery; and
- Tools and equipment required to support delivery of the program.

The Advisory Committee shall also provide input into accreditation and certification standards, validation of provincial and interprovincial examinations, and matters pertaining to the improvement and promotion of apprenticeship training and certification.

Limitations of the Policy:

Only occupations designated provincially, within Atlantic Canada or Interprovincial for apprenticeship will be included in the mandate of the Advisory Committee.

Guidelines:

Apprenticeship training is a joint effort involving ATCD, training institutions, and industry. The Advisory Committee will consist of an ATCD representative, a representative from a public and/or private training institution involved in the delivery of training in the particular occupation, two employer representatives, and two employee representatives.

Procedure No.: PR3800	Effective Date: March 2023
Policy No.: 0038	Reviewed/Revised Date: March 2023
AAC Policy No.: N/A	

Procedure Title: **Appointment of Provincial Trade Advisory Committee, Accreditation Team and Examination Committee Members**

Procedure:

1. When a need for committee/team members is identified for a particular trade(s), the responsible PDS/APO will notify the Manager of Standards and Curriculum (for PTAC/accreditation team members) or the Manager of Industrial Training (for examination committee members).

2. If the member is an instructor, the applicable Manager or PDS/APO will contact training institutions (public and private) delivering that trade for a recommendation. For employer or employee representatives, the applicable Manager will consult with the IPGS communications division to initiate a call for applications for interested journeypersons on Twitter, the IPGS website, and in industry publications. A link to the *Advisory/Exam Committee and Accreditation Team Application Form* and Information Sheet on the ATCD website will be included in the call for applications. Referrals of potential committee/team members will also be accepted on a continuous basis for all trades.

3. The Standards and Curriculum Clerk will complete Part 1 of the *Applicant Assessment Checklist* for each applicant. The Clerk will ensure the following eligibility criteria is met:
 - Applicants must be certified journeypersons in the trade (verified through AIMS or by requesting a copy of the applicant’s Certificate of Qualification if no AIMS record) in NL (resides and works in NL).
 - Private college instructors must be registered with the Department of Education and actively teaching in the classroom; verify with PDS of accreditation.
 - Public college instructors must be actively teaching in the classroom; verify with College of the North Atlantic.
 - Industry representatives must be actively working in the trade; verify with current employer.

4. If the applicant is ineligible, the Clerk will issue a letter of notification (Not Appointed Ineligible) to the applicant, using the applicable template.

5. If the applicant meets eligibility criteria, the Clerk will forward the application and *Applicant Assessment Checklist* to the appropriate curriculum PDS (based on trade), accreditation PDS, or APO responsible for the practical examination.

6. The PDS/APO will complete Parts 2 and 3 of the *Applicant Assessment Checklist*. This may involve contacting the applicant to gather additional information, and to confirm interest/availability. Consideration should be given to current committee/team needs (i.e. areas of trade knowledge, expertise) and applicant interest/availability for meetings when making recommendations. PTACs will consist of up to four alternates for employer and employee representative positions.

7. The PDS/APO will submit the completed *Applicant Assessment Checklist* to the applicable Manager, indicating whether applicant is recommended as a member or alternate (PTACs only), or not recommended, with rationale.
8. The applicable Manager will review and sign the *Applicant Assessment Checklist* and forward to the Clerk.
9. Based on the recommendation status of the applicant, the Clerk will take one of the following actions:
 - For applicants not recommended, the Clerk will issue a letter of notification (Not Recommended), and add applicants' names and contact information to the advisory committee database with a comment "Not Recommended."
 - For applicants recommended but not currently selected as members/alternates, the Clerk will issue a letter of notification (Recommended Not Selected Letter) and will add applicants' names and contact information to the database to fill future vacancies.
 - For applicants recommended and selected as members/alternates, the Clerk will add names and contact information to database, and indicate whether the applicant will be a member or an alternate (for PTACs).
 - For PTACs, the following forms will be sent to members/alternates:
 - Appointment Letter (member or alternate);
 - Acceptance Letter (to be completed and returned to ATCD);
 - Terms of Reference;
 - PTAC Handbook;
 - *Confidentiality* Form (to be completed and returned to ATCD);
 - *Consent* Form (to be completed and returned to ATCD);
 - *Vendor Set-up* Form (to be completed and returned to ATCD); and
 - *Direct Deposit* Form (to be completed and returned to ATCD).
 - For accreditation teams and examination committees, the following forms will be sent to members:
 - Appointment Letter;
 - Acceptance Letter (to be completed and returned to ATCD);
 - *Confidentiality* Form (to be completed and returned to ATCD);
 - *Vendor Set-up* Form (to be completed and returned to ATCD); and
 - *Direct Deposit* Form (to be completed and returned to ATCD).
10. Upon receipt of completed forms (listed above) from members/alternates, the Clerk will submit the request to Finance to establish them as vendors in FMS (for pay purposes).
11. The Clerk will maintain a PTAC membership document which will be updated as membership changes. The updated document will be submitted quarterly to the PACB.
12. Upon the end of the appointment term, committee/team members will be canvassed to determine interest in reappointment. Based on responses, a new appointment letter will be issued or the lack of interest in reappointment will be recorded in database.

Policy No.: 0039	Effective Date: June 2017
AAC Policy No.: N/A	Reviewed/Revised Date: September 2017

POLICY TITLE: EXAMINATION COMMITTEES

Policy:

In accordance with the **Apprenticeship and Certification Act**, the PACB may appoint Examination Committees that shall be representative of employers and employees in the appropriate apprenticeship occupation and prescribe the duties of these Committees.

The PACB, in accordance with legislation, shall appoint Examination Committees to conduct practical examinations for apprentices and trade qualifiers in apprenticeship occupations where required. The Examination Committee shall be a four-member committee consisting of, whenever possible, both employers and employees. Instructors may be members of the Examination Committees when four members from the employer and employee groups are not available.

Limitations of the Policy:

Practical examinations shall be administered as part of the certification requirements only for those apprenticeship occupations where a practical component is deemed necessary.

Guidelines:

The Examination Committee will consist of both employer and employee representatives who will work in consultation with an APO and report results to the PACB.

Policy No.: 0040	Effective Date: June 2017
AAC Policy No.: N/A	Reviewed/Revised Date: September 2017

POLICY TITLE: DEVELOPMENT, REVISION AND APPROVAL OF PLANS OF TRAINING

Policy:

The PACB has the responsibility to determine the form and content of Plans of Training and to approve plans of apprenticeship training for delivery in private and public training institutions.

The PACB shall, with the input of existing or ad-hoc Advisory Committees develop and revise training programs for designated apprenticeship occupations. The Advisory Committees shall provide input into the development and revision of a Plan of Training by advising the Board on the following:

- Entrance requirements;
- Apprenticeship term;
- Duration of in-school and on-the-job training;
- Course content;
- Course designation as entry-level or advanced-level;
- Official Provincial title for the occupation;
- Model of delivery; and
- Tools and equipment to support delivery of the program.

The Advisory Committee shall use the appropriate National Occupational Analysis (NOA) and Red Seal Occupational Standard (RSOS) as the basis for its recommendations. Where a NOA does not exist the Advisory Committee shall determine a skills profile using an appropriate curriculum development process. Materials from other jurisdictions should be referenced and used as resource documents during the development process.

Atlantic Apprenticeship Curriculum Standards (AACS) for Atlantic harmonized trades are developed according to the Terms of Reference for Atlantic Trade Advisory Committees (ATAC). All AACS are developed by using the appropriate National Occupational Analysis (NOA) and Red Seal Occupational Standard (RSOS) as the bases. All AACS are approved by the PACB for delivery of training.

Limitations of the Policy:

The Advisory Committee shall, when recommending the Provincial trade title, use the interprovincial designation for the occupation for which the training is intended.

The development of a new Plan of Training (POT) will only be undertaken when there is a new interprovincial, provincial or Atlantic occupation designated by the PACB.

Revisions to existing plans of training for Interprovincial, provincially and Atlantic harmonized designated occupations will be undertaken:

- (a) when a new NOA or RSOS is published; or
- (b) Upon request by industry to the Board for changes that are needed to reflect the new technologies and practices of industry.

Procedure No.: PR4000	Effective Date: March 2023
Policy No.: 0040	Reviewed/Revised Date: March 2023
AAC Policy No.: N/A	

Procedure Title: Development, Revision and Approval of Plans of Training

Procedure:

This procedure will apply to the following:

- Development and approval of new plans of training for Red Seal trades newly designated for ‘training and certification’;
- Development and approval of new plans of training for new Provincial trades;
- Revision and approval of existing plans of training for Red Seal trades; and
- Revision and approval of existing plans of training for Provincial trades.

The development of a new Plan of Training (POT) occurs when a trade is designated as a new national Red Seal trade or Provincial trade **and** training will be offered in the province. The decision to offer training is triggered by demand following the ‘certification only’ period (refer to PACB Procedure No.: PR4200 – Initial Designation of Occupations). The revision of an existing POT is triggered by an update to the NOA/RSOS.

New POT for New Red Seal Trades

Prior to the development of a new POT, a decision may be made at the Atlantic level (based on demand across the provinces) that the new Red Seal trade will be Atlantic Harmonized. If it will be Atlantic Harmonized, then the Atlantic harmonization process will be followed to develop an Atlantic Apprenticeship Curriculum Standard and Atlantic logbook.

1. The PDS assigned to the trade will reach out to industry representatives to establish a PTAC (refer to Procedure No.: PR3800 – Appointment of Provincial Trade Advisory Committee, Accreditation Team and Examination Committee Members) or an ATAC (for Atlantic Harmonized trades).
2. The PDS will develop a draft program structure and POT for the trade using the RSOS Curriculum Outline and sequencing.
3. The draft documentation is brought to the corresponding PTAC (or ATAC) for review to ensure all RSOS content is addressed and sequencing is maintained. PTAC (or ATAC) members may add or remove content or realign course/unit structure within levels where needed. PTAC (or ATAC) members will also complete companion documents (occupational skills logbook, tool and equipment list, TQ skills sheet and pre-employment POT) at this time.
4. Upon approval by the PTAC (or ATAC), the PDS will prepare all documents and submit to the Manager for PACB approval.
5. The Manager will present the final POT and companion documents to the PACB at their next meeting.

6. Upon approval by the PACB, the PDS will finalize the POT and submit to the Manager for peer review.
7. The Manager will assign another PDS to review the POT using the *Plan of Training Review Checklist*.
8. Once the peer review is completed, the Manager will complete a final review of the POT.
9. The Standards and Curriculum Clerk will attach the PACB signed cover page.
10. The Clerk will save a Word version and PDF version of the POT and companion documents on the shared network drive.
11. The Manager of Standards and Curriculum will distribute the new POT to internal ATCD staff, training institutions and the Private Training Unit, Department of Education, as well as submit the POT and tool and equipment list for upload to the ATCD website.

New POT for New Provincial Trades

1. The PDS assigned to the trade will reach out to industry representatives to establish a PTAC (refer to Procedure No.: PR3800 – Appointment of Provincial Trade Advisory Committee, Accreditation Team and Examination Committee Members).
2. The PDS will conduct a cross jurisdictional scan through the ISEC representative for any existing related curriculum documents.
3. If documentation is available, it will be used to create a draft program structure and POT which would be provided to the PTAC.
4. If no other documents are available, the PDS will consult with the PTAC to create program content and structure.
5. PTAC members may add or remove content or realign course/unit structure within levels where needed. PTAC members will also complete companion documents (occupational skills logbook, tool and equipment list, TQ skills sheet and pre-employment POT) at this time.
6. Upon approval by the PTAC, the PDS will prepare all document and submit to the Manager for PACB approval.
7. The Manager will present the final POT and companion documents to the PACB at their next meeting.
8. Upon approval by the PACB, the PDS will finalize the POT and submit to the Manager for peer review.
9. The Manager will assign another PDS to review the POT using the *Plan of Training Review Checklist*.

10. Once the peer review is completed, the Manager will complete a final review of the POT.
11. The Standards and Curriculum Clerk will attach the PACB signed cover page.
12. The Clerk will save a Word version and PDF version of the POT and companion documents on the shared network drive.
13. The Manager of Standards and Curriculum will distribute the new POT to internal ATCD staff, training institutions and the Private Training Unit, Department of Education, as well as submit the POT and tool and equipment list for upload to the ATCD website.

Revision of Existing POT for Red Seal Trades

1. When revising an existing POT for Red Seal trades, the PDS assigned to the trade will do one of the following:
 - For Atlantic Harmonized Red Seal trades, the PDS will review the pre-employment POT with the PTAC to ensure it aligns with the AACS Level I content and update it if necessary. All levels beyond pre-employment will follow Atlantic Harmonization and be reviewed and validated by an ATAC.
 - For Red Seal trades not under Atlantic Harmonization, the PDS will use the RSOS Curriculum Outline and National Harmonization sequencing to identify and map any changes that may be needed to the program structure and POT.
2. A mapping document will be brought to the PTAC (or ATAC for Atlantic Harmonized trades beyond pre-employment) for review and validation. All RSOS content must be addressed and National Harmonization sequencing must be maintained. PTAC (or ATAC) members may add or remove content or realign course/unit structure within levels where needed. PTAC (or ATAC) members will also complete companion documents at this time.
3. Upon approval by the PTAC (or ATAC), the PDS will prepare all documents, including a summary of changes and recommendations, and submit to the Manager for PACB approval.
4. The Manager will present a POT summary document outlining changes to the PACB at their next meeting.
5. Upon approval by the PACB, the PDS will finalize the POT (including the development of an old-to-new course matrix) and submit to the Manager for peer review.
6. The Manager will assign another PDS to review the POT using the *Plan of Training Review Checklist*.
7. Once the peer review is completed, the Manager will complete a final review of the POT.
8. The Standards and Curriculum Clerk will attach the PACB signed cover page.
9. The Clerk will save a Word version and PDF version of the POT and companion documents on the shared network drive.

10. The Manager of Standards and Curriculum will distribute the new POT to internal ATCD staff, training institutions and the Private Training Unit, Department of Education, as well as submit the POT and tool and equipment list for upload to the ATCD website.

Revision of Existing POT for Provincial Trades

1. The PDS assigned to the trade will consult with the PTAC for the trade to determine if changes are needed to the program structure and POT. This occurs every five years, or earlier if feedback is received from industry and/or training institutions.
2. If the PTAC determines that changes are required, the PTAC and PDS will meet to complete updates to the POT and companion documents.
3. Upon approval by the PTAC, the PDS will prepare all documents, including a summary of changes and recommendations, and submit to the Manager for PACB approval.
4. The Manager will present a POT summary document outlining changes to the PACB at their next meeting.
5. Upon approval by the PACB, the PDS will finalize the POT (including the development of an old-to-new course matrix) and submit to the Manager for peer review.
6. The Manager will assign another PDS to review the POT using the *Plan of Training Review Checklist*.
7. Once the peer review is completed, the Manager will complete a final review of the POT.
8. The Standards and Curriculum Clerk will attach the PACB signed cover page.
9. The Clerk will save a Word version and PDF version of the POT and companion documents on the shared network drive.
10. The Manager of Standards and Curriculum will distribute the new POT to internal ATCD staff, training institutions and the Private Training Unit, Department of Education, as well as submit the POT and tool and equipment list for upload to the ATCD website.

Procedure No.: PR4010	Effective Date: March 2023
Policy No.: 0040	Reviewed/Revised Date: March 2023
AAC Policy No.: N/A	

Procedure Title: Transitioning to a New Plan of Training

Procedure:

1. The Manager of Standards and Curriculum will notify the Manager of Industrial Training of all upcoming changes to a trade’s POT, the date the POT is approved by the PACB, and the implementation schedule for each level.
2. The Manager of Standards and Curriculum will provide the new POT and a matrix to the Manager of Industrial Training noting the changes to the POT and indicating if the new plan is significantly (greater than 30 per cent per level) different.
3. The Manager of Standards and Curriculum will provide the new POT, the implementation schedule for each level and the matrix to training institutions upon approval of the PACB. This will be done in January for implementation in September of each year.
4. The Manager of Industrial Training and the APOs will develop a transition plan to coordinate the phasing out/in of the plan of training (by level) by reviewing the matrix and confirm any training gaps if they exist.
5. The Manager of Industrial Training and the APOs will draft the annual training plan in consultation with the training institutions.
 - Where the matrix indicates significant change, all efforts should be made to offer as many sessions as possible to allow eligible apprentices to continue on their current plan of training.
6. The Manager of Industrial Training will ensure whenever possible that training is offered on a maximum of two plans of training at one time and that training for the same level will not be offered concurrently (e.g., Level III on current plan of training is retired and replaced with Level III of the new plan of training).

	POT to be phased out
	POT to be phased in

Level	September of Year 1 of new POT	Year 2 (September)	Year 3 (September)	Year 4 (September)
I				
II				
III				
IV				

7. As per the implementation schedule, APOs will assign apprentices to the newest POT after reviewing apprentice files for class call eligibility and after a level on the old POT has been phased out.
8. APOs will place all new apprentices on the newest POT immediately after PACB approval, according to the implementation schedule and available training.
9. On a case-by-case basis, if the new plan of training is significantly different (e.g., greater than 30 per cent per level), apprentices may require extra supports to address deficiencies at any level (e.g., extended time in school, online training, extra resources offered by the college, or other supports recommended by the APO and approved by the Manager of Industrial Training).

Policy No.: 0041	Effective Date: June 2017
AAC Policy No.: N/A	Reviewed/Revised Date: September 2017

POLICY TITLE: PRIVATE PLANS OF TRAINING

Policy:

The PACB has the responsibility to approve Plans of Training specific to certain employers as Private Plans of Training (POT). Individuals who participate in the Private POT will be registered as apprentices and must complete apprenticeship requirements for the occupation.

Limitations of the Policy:

Private POTs may only be developed for designated occupations and may only be implemented by employers involved in carrying out the duties of these occupations.

Procedure No.: PR4100	Effective Date: March 2023
Policy No.: 0041	Reviewed/Revised Date: March 2023
AAC Policy No.: N/A	

Procedure Title: Development, Revision and Approval of Private Plans of Training

Procedure:
Development of New Private Plan of Training

A Private Plan of Training will be developed when a new Provincial trade has been designated, but the trade is specific to one employer who will be responsible for providing all training.

1. The PDS assigned to the trade will reach out to employer and employee representatives to establish an employer specific PTAC (refer to Procedure No.: PR 3800 – Appointment of Provincial Trade Advisory Committee, Accreditation Team and Examination Committee Members).
2. The PDS will conduct a cross jurisdictional scan through the Interprovincial Standards and Examination Committee (ISEC) representative for any existing related curriculum documents.
3. If documentation is available, it will be used to create a draft program structure and POT. The draft documentation is brought to the corresponding PTAC for review. PTAC members may add or remove content or realign course/unit structure within levels where needed. PTAC members will also develop an occupational skills logbook at this time.
4. If no documentation is available, the PDS will inform the PTAC, and the PTAC will then develop the full POT using their internal policies, procedures, process documents and other resources. PTAC members will also develop an occupational skills logbook at this time.
5. Upon approval by the PTAC, the PDS will prepare all documents and submit to the Manager for PACB approval.
6. The Manager will present the final POT and companion documents to the PACB at their next meeting.
7. Upon approval by the PACB, the PDS will finalize the POT and submit to the Manager for peer review.
8. The Manager will assign another PDS to review the POT using the *Plan of Training Review Checklist*.
9. Once the peer review is completed, the Manager will complete a final review of the POT.
10. The Standards and Curriculum Clerk will attach the PACB signed cover page.
11. The Clerk will save a Word version and PDF version of the POT and companion documents on the shared network drive.

12. The Manager of Standards and Curriculum will distribute new POTs to internal ATCD staff and the employer.

Revision of Existing Private Plan of Training

1. The PDS assigned to the trade will consult with the PTAC for the trade to conduct a review the private POT and logbook to identify any necessary updates, based on new technologies, processes or other internal changes. This occurs every five years.
2. Upon approval by the PTAC, the PDS will prepare all documents, including a summary of changes and recommendations, and submit to the Manager for PACB approval.
3. The Manager will present a POT summary document outlining changes to the PACB at their next meeting.
4. Upon approval by the PACB, the PDS will finalize the POT and submit to the Manager for peer review.
5. The Manager will assign another PDS to review the POT using the *Plan of Training Review Checklist*.
6. Once the peer review is completed, the Manager will complete a final review of the POT.
7. The Standards and Curriculum Clerk will attach the PACB signed cover page.
8. The Clerk will save a Word version and PDF version of the POT and companion documents on the shared network drive.
9. The Manager of Standards and Curriculum will distribute the updated POT to internal ATCD staff and the employer.

Policy No.: 0042	Effective Date: June 2017
AAC Policy No.: N/A	Reviewed/Revised Date: September 2017

POLICY TITLE: DESIGNATION OF OCCUPATIONS

Policy:

There is a constant need for workers with new skill sets or, workers with more specialized skills. As a result, the Board may be called upon by groups, or representatives of a particular industry, to consider new occupations for training and certification. The PACB shall determine if an occupation is appropriate for certification and, if so, shall designate that occupation.

Limitations of the Policy:

The PACB may only designate an occupation provincially for training and/or certification.

The PACB may recognize the Canadian Council of Directors of Apprenticeship's (CCDA) interprovincial designation of occupations for training and/or certification purposes. The Board may also consult with other Atlantic jurisdictions so as to maintain a consistent and transparent approach for designation of occupations in the Atlantic region.

The PACB will not designate occupations which are specific to an employer.

Procedure No.: PR4200	Effective Date: March 2023
Policy No.: 0042	Reviewed/Revised Date: March 2023
AAC Policy No.: N/A	

Procedure Title: Initial Designation of Occupations

Procedure:

This procedure will apply for the following:

- Designating a new Red Seal trade for ‘certification only’; and
- Designating a new Provincial trade as available for ‘training and certification’.

Designating a New Red Seal Trade for Certification Only

1. Upon notification from the CCDA of a new Red Seal trade, it will be presented to the PACB for designation at the next meeting with a recommendation for ‘certification only’.
2. If approved by the PACB, new Red Seal trades will initially be designated as ‘certification only’. A trade designated as ‘certification only’ enables ATCD to accept applications from potential tradespersons to write the Red Seal certification exam and obtain Red Seal endorsement if successful. The trade will remain designated as ‘certification only’ until such time that there is a demand for training.

Designating a New Provincial Trade for ‘Training and Certification’

1. Any representative group or association within an industry can request designation of an occupation or trade within the province by completing the *Atlantic Application Package for the Designation of Voluntary and Compulsory Trades* and submitting it to the Director.
2. Upon receipt by the Director, the application will be forwarded to the Manager of Standards and Curriculum who will review the application for completeness and inclusion of all required information.
 - If the application is incomplete, it may be returned to the applicant for revision, or additional information may be requested.
 - If the application is complete, it will be saved on the shared drive in a complete applications folder.
3. Based on the Manager’s review, ATCD may reject the application, providing a rationale to the applicant(s), or proceed with the application. If the application proceeds, the Director will notify the PACB at its next meeting that an application for designation has been received. Unless other direction is provided by the PACB, the application will undergo a formal review.
4. The Director will inform the Manager of Standards and Curriculum of the formal review.
5. The Manager will assign a PDS to validate information from the applicant and, if required, conduct consultations with other regulatory bodies and industry stakeholders. Other divisional staff such as APOs, Manager of Industrial Training, Provincial Manager, or Program and Policy Development Specialist may also be involved in this consultation process.

6. In reviewing an application for designation of an occupation, the PDS will give consideration to:
 - The employment opportunities and challenges for the occupation/trade in the next five years.
 - The need for apprenticeship training (combination of formal training and work experience) in the proposed trade.
 - Whether there is support from a training institution(s) to offer training.
 - The range of skills and extent of technical knowledge required to work in the proposed trade and industry's desire to train for or recognize these skills and knowledge.
 - Whether the proposed trade would provide a valuable career.
 - The degree to which the skills and technical knowledge required overlaps with those required for existing trades, including the potential for duplication of existing training or certification in any other occupation.
 - The extent of industry/stakeholder support for the proposed designation (i.e. multiple employers).
 - Whether the designation of the proposed trade would require further authorization or approval by other government departments or agencies.
 - The impact the proposed designation would have relating to consumers, environmental protection, and public health and safety, in NL and other provinces/territories.
 - Whether the estimated annual number of new apprentices entering the proposed trade could sustain a viable training program.

7. For compulsory designation requests, additional considerations include:
 - The degree of risk of harm to workers, the general public and the environment from the improper application of the materials and methodology of the trade, or the activity or product produced by the trade
 - The demonstrated need for proven competency to perform the work of the trade due to the presence or use of any or all of the following:
 - Dangerous substances
 - Dangerous or destructive equipment
 - Dangerous techniques or practices
 - Codes, regulations and standards for the occupation
 - Scientific laws and principles
 - Ethical and professional standards and obligations
 - Engineering or architectural drawings
 - System functionality
 - Manipulation of tools
 - Safety and work procedures
 - Determining the provincial ability to deliver training and certification for the occupation.
 - Examining impacts on key stakeholders including industry employees, training institutions, Government, consumers and the general public. Geographical discrepancies, grand-parenting, intra-governmental legislation and enforcement, among other impacts, will be assessed and consultations with key stakeholders will be completed.
 - Examining impacts on the labor market.
 - Determining possible financial impacts to Government.

8. The PDS will prepare a formal written report to be provided to the Manager for consideration of the PACB.
9. The Manager will prepare a memorandum to the PACB with a recommendation to approve or not approve the application for designation.
10. The Director will submit the report and memorandum to the PACB for review and discussion at its next meeting. To accompany the report, the applicant may be asked to appear before the PACB to present and discuss the application. Other stakeholders may also be asked to appear or may request the opportunity to present. Additional information may be requested.
11. The PACB will review the report and may:
 - Reject the application, providing a rationale; or
 - Support the request for designation and make recommendation to the Minister for Cabinet approval, including conditions and/or limitations where applicable.
12. Upon the PACBs decision, the Director will inform the applicant of the decision in writing.
13. If the trade was recommended by the PACB for designation, a briefing note will be prepared for the Minister requesting Cabinet approval. The Minister may either:
 - Reject the PACB recommendation and provide a rationale; or
 - Accept the PACB recommendation.
14. If the Minister accepts the PACB recommendation, a paper will be drafted and submitted to Cabinet for consideration. If approved by Cabinet, the trade will become designated.
15. Upon designation of the trade, the Director will:
 - Communicate the designation of the trade to ATCD staff and stakeholders.
 - Request the Manager of Standards and Curriculum to develop a Plan of Training (POT) (refer to Procedure No.: PR0040 – Development, Revision and Approval of Plans of Training).
 - Request the Manager of Industrial Training to begin a process of assessing the credentials of existing uncertified journeypersons or apprentices.
16. The Manager will ensure that the ATCD website and all ATCD documentation has been updated to reflect the new designation.

Procedure No.: 4210	Effective Date: March 2023
Policy No.: 0042	Reviewed/Revised Date: March 2023
AAC Policy No.: N/A	

Procedure Title: Developing an Apprenticeship Program for a Newly Designated Trade

This procedure will apply to the following:

- Development of an Apprenticeship program for new Red Seal trades;
- Development of an Apprenticeship program for new Provincial trades; and
- Development of an Apprenticeship program for a trade that changes from ‘certification only’ to available for ‘training and certification’.

Procedure:

1. The PDS assigned to the trade will develop a new Plan of Training (refer to Procedure No.: 4000 – Development, Revision and Approval of Plans of Training) and reach out to industry representatives to establish a PTAC (refer to Procedure No.: 3800 – Appointment of Provincial Trade Advisory Committee, Accreditation Team and Examination Committee Members) or an ATAC (for Atlantic Harmonized trades).
2. The PDS will work with the PTAC to develop an examination bank for the Certification exam as well as banks for level examinations, if applicable (refer to Procedure No.: 3410 – Development, Review and Update of Provincial Certification Examinations).
3. ATCD staff, led by the Manager of Industrial Training, will work with stakeholders to determine current workers who are eligible to be certified (credential assessment process) and who are eligible to sign off skills and hours. This may involve email communication, phone calls, or visits to employers.
4. A Certification exam will be administered for eligible individuals. Eligible individuals will have two years to obtain their journeyman certification.
5. If PACB approval has been previously granted to permit alternate options to meet journeyman status, a Certificate of Qualification will be awarded to those that have previously meet the current industry standard and have significant experience in the occupation (Grandfathering). This certificate will be employer-specific and non-transferable and will expire in five years, with an option for a one-time renewal of another five years.
6. ATCD will begin accepting applications for registration of apprentices.

Procedure No.: 4220	Effective Date: March 2023
Policy No.: 0042	Reviewed/Revised Date: March 2023
AAC Policy No.: N/A	

Procedure Title: Changing the Designation of a Trade

Procedure:

This procedure will apply to the following:

- Changing the designation of an existing voluntary trade to compulsory;
- Changing the designation of an existing compulsory trade to voluntary;
- Changing the designation of an existing trade from ‘certification only’ to available for ‘training and certification’;
- Changing the designation of an existing trade available for ‘training and certification’ to ‘certification only’; and
- Changing a de-designated Red Seal trade to a Provincial trade.

Changing the Designation of an Existing Voluntary Trade to Compulsory

1. Any representative group or association within an industry can request compulsory designation of an occupation or trade within the province by completing the *Atlantic Application Package for the Designation of Voluntary and Compulsory Trades* and submitting it to the Director.
2. Upon receipt by the Director, the application will be forwarded to the Manager of Standards and Curriculum who will review the application for completeness and inclusion of all required information.
 - If the application is incomplete, it may be returned to the applicant for revision, or additional information may be requested.
 - If the application is complete, it will be saved on the shared drive in a complete applications folder.
3. Based on the Manager’s review, ATCD may reject the application, providing a rationale to the applicant(s), or proceed with the application. If the application proceeds, the Director will notify the PACB at its next meeting that an application for compulsory designation has been received. Unless other direction is provided by the PACB, the application will undergo a formal review.
4. The Director will inform the Manager of Standards and Curriculum of the formal review.
5. The Manager will assign a PDS to validate information from the applicant, conduct a review, and if required, conduct consultations with other regulatory bodies and industry stakeholders. Other divisional staff such as APOs, Manager of Industrial Training, Provincial Manager, or Program and Policy Development Specialist may also be involved in this consultation process.
6. In reviewing an application for compulsory designation of an existing voluntary trade, the PDS will give consideration to:

- Determining if the request is in the public interest and necessary to ensure the protection of industry employees, consumers the general public and the environment from the improper application of the materials and methodology of the trade, or the activity or product produced by the trade. This may include consultations through focus groups, surveys, and interviews.
 - Determining the demonstrated need for proven competency to perform the work of the trade due to the presence or use of any or all of the following:
 - Dangerous substances;
 - Dangerous or destructive equipment;
 - Dangerous techniques or practices;
 - Codes, regulations and standards for the occupation;
 - Scientific laws and principles;
 - Ethical and professional standards and obligations;
 - Engineering or architectural drawings;
 - System functionality;
 - Manipulation of tools; and
 - Safety and work procedures.
 - Determining the provincial ability to deliver training and certification for the occupation if approved for compulsory certification.
 - Examining impacts on key stakeholders including industry employees, training institutions, Government, consumers and the general public. Geographical discrepancies, grand-parenting, intra-governmental legislation and enforcement, among other impacts, will be assessed and consultations with key stakeholders will be completed. The extent of industry/stakeholder support will be determined.
 - Examining impacts on the labor market.
 - Determining possible financial impacts to Government.
7. The PDS will prepare a formal written report to be provided to the Manager for consideration by the PACB.
8. The Manager will prepare a memorandum to the PACB with a recommendation to approve or not approve the change in designation.
9. The Director will submit the report and memorandum to the PACB for review and discussion at its next meeting. To accompany the report, the applicant may be asked to appear before the PACB to present and discuss the application. Other stakeholders may also be asked to appear or may request the opportunity to present. Additional information may be requested.
10. The PACB will review the report and may:
- Reject the application, providing a rationale; or
 - Support the request for compulsory designation and make recommendation to the Minister for Cabinet approval, including conditions and/or limitations where applicable.
11. Upon the PACBs decision, the Director will inform the applicant of the decision in writing.
12. If the trade was recommended by the PACB for compulsory designation, a briefing note will be prepared for the Minister requesting Cabinet approval. The Minister may either:
- Reject the PACB recommendation and provide a rationale; or

- Accept the PACB recommendation.
13. If the Minister accepts the PACB recommendation, a paper will be drafted and submitted to Cabinet for consideration. If approved by Cabinet, the designated occupation will become compulsory.
 14. Upon compulsory designation of the trade, a public press release is issued by IPGS communications to key stakeholders, and a detailed implementation plan is developed and implemented by ATCD.

Changing the Designation of an Existing Compulsory Trade to Voluntary

1. Any representative group or association within an industry can request voluntary designation of a compulsory occupation or trade within the province by completing the *Atlantic Application Package for the Designation of Voluntary and Compulsory Trades* and submitting it to the Director.
2. Upon receipt by the Director, the application will be forwarded to the Manager of Standards and Curriculum who will review the application for completeness and inclusion of all required information.
 - If the application is incomplete, it may be returned to the applicant for revision, or additional information may be requested.
 - If the application is complete, it will be saved on the shared drive in a complete applications folder.
3. Based on the Manager's review, ATCD may reject the application, providing a rationale to the applicant(s), or proceed with the application. If the application proceeds, the Director will notify the PACB at its next meeting that an application for voluntary designation of a compulsory trade has been received. Unless other direction is provided by the PACB, the application will undergo a formal review.
4. The Director will inform the Manager of Standards and Curriculum of the formal review.
5. The Manager will assign a PDS to validate information from the applicant, conduct a review, and if required, conduct consultations with other regulatory bodies and industry stakeholders. Other divisional staff such as APOs, Manager of Industrial Training, Provincial Manager, or Program and Policy Development Specialist may also be involved in this consultation process.
6. In reviewing an application for voluntary designation of an existing compulsory trade, the PDS will give consideration to:
 - Determining if the request is in the public interest and does not compromise the existing protection of industry employees, consumers the general public and the environment from the improper application of the materials and methodology of the trade, or the activity or product produced by the trade. This may include consultations through focus groups, surveys, and interviews.
 - Determining if there is no longer a demonstrated need for proven competency to perform the work of the trade due to the presence or use of any or all of the following:

- Dangerous substances;
 - Dangerous or destructive equipment;
 - Dangerous techniques or practices;
 - Codes, regulations and standards for the occupation;
 - Scientific laws and principles;
 - Ethical and professional standards and obligations;
 - Engineering or architectural drawings;
 - System functionality;
 - Manipulation of tools; and
 - Safety and work procedures.
- Determining possible impacts on training and certification for the occupation if the trade is no longer compulsory.
 - Examining impacts on key stakeholders including industry employees, training institutions, Government, consumers and the general public.
 - Examining impacts on the labour market.
 - Determining possible financial impacts to Government.
7. The PDS will prepare a formal written report to be provided to the Manager for consideration by the PACB.
 8. The Manager will prepare a memorandum to the PACB with a recommendation to approve or not approve the change in designation.
 9. The Director will submit the report and memorandum to the PACB for review and discussion at its next meeting. To accompany the report, the applicant may be asked to appear before the PACB to present and discuss the application. Other stakeholders may also be asked to appear or may request the opportunity to present. Additional information may be requested.
 10. The PACB will review the report and may:
 - Reject the application, providing a rationale; or
 - Support the request for voluntary designation of an existing compulsory trade and make recommendation to the Minister for Cabinet approval, including conditions and/or limitations where applicable.
 11. Upon the PACBs decision, the Director will inform the applicant of the decision in writing.
 12. If the trade was recommended by the PACB for voluntary designation, a briefing note will be prepared for the Minister requesting Cabinet approval. The Minister may either:
 - Reject the PACB recommendation and provide a rationale; or
 - Accept the PACB recommendation.
 13. If the Minister accepts the PACB recommendation, a paper will be drafted and submitted to Cabinet for consideration. If approved by Cabinet, the existing compulsory trade will become voluntary.
 14. Upon voluntary designation of an existing compulsory trade, a public press release will be issued by IPGS communications to key stakeholders.

Changing the Designation of an Existing Trade from ‘Certification Only’ to Available for ‘Training and Certification’

1. Any representative group or association within an industry can request changing the designation of an existing occupation or trade within the province from ‘certification only’ to Available for ‘training and certification’ by completing the *Atlantic Application Package for the Designation of Voluntary and Compulsory Trades* and submitting it to the Director.
2. Upon receipt by the Director, the application will be forwarded to the Manager of Standards and Curriculum who will review the application for completeness and inclusion of all required information.
 - If the application is incomplete, it may be returned to the applicant for revision, or additional information may be requested.
 - If the application is complete, it will be saved on the shared drive in a complete applications folder.
3. Based on the Manager’s review, ATCD may reject the application, providing a rationale to the applicant(s), or proceed with the application. If the application proceeds, the Director will notify the PACB at its next meeting that an application for ‘training and certification’ designation has been received. Unless other direction is provided by the PACB, the application will undergo a formal review.
4. The Director will inform the Manager of Standards and Curriculum of the formal review.
5. The Manager will assign a PDS to validate information from the applicant, conduct a review, and if required, conduct consultations with other regulatory bodies and industry stakeholders. Other divisional staff such as APOs, Manager of Industrial Training, Provincial Manager, or Program and Policy Development Specialist may also be involved in this consultation process.
6. In reviewing an application to change the designation of a trade from ‘certification only’ to available for ‘training and certification’, the PDS will give consideration to:
 - The employment opportunities and challenges for the occupation/trade in the next five years.
 - Whether an increased demand in the trade has created a need for training in the province.
 - The range of skills and extent of technical knowledge required to work in the proposed trade and industry’s desire to train for or recognize these skills and knowledge.
 - The extent of industry/stakeholder support for the proposed designation.
 - Whether the estimated annual number of new apprentices entering the trade could sustain a viable training program.
 - Whether there is support from a training institution to offer training.
 - Whether there is a sufficient number of journeypersons to establish and sustain a Provincial Trade Advisory Committee (PTAC).
7. The PDS will prepare a formal written report to be provided to the Manager for consideration by the PACB.

8. The Manager will prepare a memorandum to the PACB with a recommendation to approve or not approve the change in designation.
9. The Director will submit the report and memorandum to the PACB for review and discussion at its next meeting. To accompany the report, the applicant may be asked to appear before the PACB to present and discuss the application. Other stakeholders may also be asked to appear or may request the opportunity to present. Additional information may be requested.
10. The PACB will review the report and may:
 - Reject the application, providing a rationale; or
 - Support the request.
11. Upon the PACB's decision, the Director will inform the applicant of the decision in writing.
12. If the trade was recommended by the PACB for a change in designation, a briefing note will be prepared for the Minister. The Minister may either:
 - Reject the PACB recommendation and provide a rationale; or
 - Accept the PACB recommendation.
13. Upon the change in designation of the trade, the Director will:
 - Communicate the change in designation of the trade to ATCD staff and stakeholders.
 - Request the Manager of Standards and Curriculum and the Manager of Industrial Training to develop an apprenticeship program (refer to Procedure No.: 4210 – Developing an Apprenticeship Program for a Newly Designated Trade).
14. The Manager will ensure that the ATCD website and all ATCD documentation has been updated to reflect the change in designation.

Changing the Designation of an Existing Trade Available for 'Training and Certification' to 'Certification Only'

1. Upon the direction of the PACB or the Director, the Manager of Standards and Curriculum will initiate a trade review by the PDS responsible for the trade with the intention of changing the designation of a trade from available for 'training and certification' to 'certification only'. A 'certification only' trade will remain available for individuals to apply as Trade Qualifiers to become certified.
2. In conducting the trade review, the PDS will consult with the following stakeholders:
 - Groups with a possible interest in maintaining training in the trade, such as unions and training institutions, trade or employer associations, if applicable; and
 - Last known members of the PTAC or industry representatives.
3. In conducting the review to change in the designation of a trade from available for 'training and certification' to 'certification only', the PDS will give consideration to the following:
 - Trade has been designated for more than five years.
 - Trade no longer performed as intended.
 - Trade has become fragmented or specialized to the point where existing scope, training and certification are meaningless.

- Trade does not supply sufficient apprentices to sustain training.
 - There is insignificant demand for journeyperson certification.
 - Trade serves the need of a single small employer rather than the province.
 - Trade has not been able to maintain a PTAC.
4. The PDS will prepare a formal written report to be provided to the Manager for consideration by the PACB. The content will include:
 - General trade information;
 - History of training delivery and enrolments/completions over the last 10 years;
 - History of journeyperson certification applications over the past 10 years;
 - Trends in industry which support changing the designation the trade;
 - Additional rationale for the change in designation identified during the consultation process;
 - Any potential impacts on the licensing requirements of another agency, or on other organizations; and
 - A plan for those who are currently registered in an apprenticeship program.
 5. The Manager will prepare a memorandum to the PACB with a recommendation to approve or not approve the change in designation.
 6. The Director will submit the report and memorandum to the PACB for review and discussion at its next meeting.
 7. The PACB will review the report and may:
 - Reject the application, providing a rationale; or
 - Support the request and make recommendation to the Minister for approval.
 8. If the trade was recommended by the PACB for a change in designation, a briefing note will be prepared for the Minister. The Minister may either:
 - Reject the PACB recommendation and provide a rationale; or
 - Accept the PACB recommendation.
 9. Once a decision has been made to change the designation to 'certification only', it will be communicated by the Director to ATCD staff and stakeholders.
 10. The Manager will ensure that the ATCD website has been updated and all ATCD documentation reflects the change.

Changing a De-Designated Red Seal Trade to a Provincial Trade

1. Upon the de-designation of a Red Seal trade by the CCDA, the Manager of Standards and Curriculum will initiate a trade review by the PDS responsible for the trade to determine whether consideration should be given to de-designating the trade in NL, or changing the designation to a Provincial trade.
2. In conducting the trade review, the PDS will consult with ATCD staff and the following stakeholders:

- Groups with a possible interest in maintaining the trade, such as unions and training institutions, trade or employer associations, if applicable;
 - Licensing, inspection or government agencies, if applicable; and
 - Members of the PTAC or industry representatives.
3. The PDS will provide a summary of the trade review to the Manager for consideration by the PACB. It will consist of the results of the consultations as well as the following information:
 - General trade information;
 - Number of Apprentices and Trade Qualifiers registered;
 - Number of certification exam writes;
 - History of training delivery and enrolments/completions over the last 10 years;
 - History of journey person certification applications over the past 10 years;
 - Trends in industry which support designating the trade as a Provincial trade;
 - Any potential impacts on the licensing requirements of another agency, or on other organization;
 - The employment opportunities and challenges for the occupation/trade in the next five years;
 - The need for apprenticeship training (combination of formal training and work experience) in the trade within the province;
 - The extent of industry/stakeholder support for the trade;
 - Whether the estimated annual number of new apprentices entering the trade could sustain a viable training program;
 - Ability to maintain a PTAC; and
 - Additional rationale identified during the consultation process.
 4. If, based on the summary, the trade being reviewed meets some of the below criteria, the Manager will inform the Director that the trade can be recommended for designation as a Provincial trade.
 - Trade has been designated for more than five years.
 - There is significant demand for training and provincial certification.
 - There is industry support for the trade.
 - Trade serves the need of provincial employers.
 - Trade is able to maintain a PTAC.
 5. The Manager will prepare a memorandum to the PACB with a recommendation to approve or not approve the change in designation.
 6. The Director will submit the report and memorandum to the PACB for review and discussion at its next meeting.
 7. The PACB will review the report and may:
 - Reject the application, providing a rationale; or
 - Support the request and make recommendation to the Minister for approval.
 8. If the trade was recommended by the PACB for a change in designation, a briefing note will be prepared for the Minister. The Minister may either:
 - Reject the PACB recommendation and provide a rationale; or

- Accept the PACB recommendation.
9. Once a decision has been made to change the designation, it will be communicated by the Director to ATCD staff and stakeholders and a detailed implementation plan will be developed and implemented by ATCD (refer to Procedure No.: 4210 – Developing an Apprenticeship Program for a Newly Designated Trade)
 10. The Manager will ensure that the ATCD website has been updated and all ATCD documentation reflects the change.

Procedure No.: PR4230	Effective Date: March 2023
Policy No.: 0042	Reviewed/Revised Date: March 2023
AAC Policy No.: N/A	

Procedure Title: Changing the Name of a Red Seal Trade

Procedure:

1. Upon notice from the ISEC Chair of an approved change to the name of a Red Seal trade, the Manager of Standards and Curriculum will advise the Director and the PDS responsible for the trade.
2. Information about the name change will be communicated as follows (in no particular order):
 - The Director will communicate the name change to the PACB at the next meeting.
 - The PDS responsible for the trade will advise the PTAC of the name change during the next meeting, or if no meeting scheduled in near future, via email message.
 - The Manager will send an email to ATCD staff communicating the name change and advising when it will come into effect.
 - The Manager will advise all training institutions that offer training in the identified trade.
3. Once the PACB has been notified, the Manager will advise all regulatory bodies and other stakeholders, including other impacted departments (e.g., Service NL).
4. PDSs responsible for the following documentation will update it as required: POT, logbook, tools and equipment list, matrix, *Record of Work Experiences-Pre-apprenticeship Credits/Trade Qualifier* form, level examinations (if applicable), study guide, any other applicable trade-related documents.
5. The Manager will direct staff responsible for website maintenance to update the ATCD website and any other material which references the trade name.
6. The Manager will ensure the 'News and Updates' section of the website includes a memo noting the change. Information will include:
 - Notification of change;
 - Date of name change;
 - Direction to impacted apprentices to update apprenticeship cards; and
 - Direction to impacted Journeypersons to replace Certificates of Qualification.

Policy No.: 0043	Effective Date: June 2017
AAC Policy No.: N/A	Reviewed/Revised Date: September 2017

POLICY TITLE: DE-DESIGNATION OF TRADES

Policy:

The original need for a designated trade may no longer continue to exist, or the skills may have been fragmented into specialized occupations which have been designated. As a result, the PACB may be required to consider requests to de-designate a trade. The PACB shall determine whether a trade is appropriate for decertification and, if so, will de-designate that trade.

Designated occupations may be de-designated for training and/or certification if the PACB determined the occupation no longer meets the needs for which it was designated and efforts to maintain or revive the occupation have not been successful.

Limitations of the Policy:

The PACB may only de-designate an occupation provincially for training and/or certification.

An occupation may not be de-designated within five years of its original designation date, or the date of a subsequent change in designation. This allows time for the trade to develop.

The PACB may de-designate a Red-Seal or Atlantic harmonized trade for training, but not for certification, unless that occupation has been de-designated by the Canadian Council of Directors of Apprenticeship (CCDA) or the Atlantic Apprenticeship Council (AAC).

Journeypersons certificated in the occupation will maintain their certification following de-designation.

Apprentices currently registered under the occupation will be provided the opportunity to complete their apprenticeship in a timely manner, or to transfer all or part of their apprenticeship to another occupation. The method used will be determined by the Director of Apprenticeship or his/her designate.

Guidelines:

The process of de-designation shall be led by the Manager, Standards and Curriculum or is/her designate.

The PACB will be updated on a regular basis on the process of de-designation.

The PACB, through legislative authority, will make the final decision to de-designate a provincially designated occupation.

Procedure No.: PR4300	Effective Date: date
Policy No.: 0043	Reviewed/Revised Date: date
AAC Policy No.: N/A	

Procedure Title: De-Designation of Trades

Procedure:

This procedure will apply to the following:

- De-designation of a Red Seal trade; and
- De-designation of a Provincial trade.

De-Designation of a Red Seal Trade

1. Upon the de-designation of a Red Seal trade by the CCDA, the Manager of Standards and Curriculum will initiate a trade review by the PDS responsible for the trade to determine whether consideration should be given to de-designating the trade in NL, or changing the designation to a Provincial trade.
2. In conducting the trade review, the PDS will consult with the following stakeholders:
 - The original proponents for de-designation, if they can be identified;
 - Groups with a possible interest in maintaining the trade, such as unions and training institutions, trade or employer associations, if applicable;
 - Licensing, inspection or government agencies, if applicable; and
 - Last known members of the PTAC or industry representatives.
3. The PDS will provide a summary of the trade review to the Manager. It will consist of the results of the consultations as well as consideration of the following information, depending on whether the trade is 'certification only' or is available for 'training and certification':
 - General trade information;
 - Number of Apprentices and Trade Qualifiers registered;
 - Number of certification exam writes;
 - Number of training sessions cancelled or delayed due to lack of enrolment;
 - Requests from industry to explore de-designation;
 - History of training delivery and enrolments/completions over the last 10 years;
 - History of journey person certification applications over the past 10 years;
 - Trends in industry which support de-designating the trade;
 - Additional rationale for de-designation identified during the consultation process;
 - Any potential impacts on the licensing requirements of another agency, or on other organizations; and
 - A plan for those who are currently registered in an apprenticeship program.
4. If, based on the summary, the trade being reviewed meets most or **all** of the below criteria, the trade can be recommended for de-designation. Otherwise, the trade will be recommended for designation as a Provincial trade (see Procedure No.: PR4220 – Changing the Designation of a Trade).
 - Trade no longer performs as intended.

- Trade has become fragmented or specialized to the point where existing scope, training and certification are meaningless.
 - Trade does not supply sufficient apprentices to sustain training.
 - There is insignificant demand for journeyperson certification.
 - Trade serves the need of a single small employer rather than the province.
 - Trade has not been able to maintain a PTAC.
5. The Manager will present a memorandum summarizing the results of the trade review and the recommendation for de-designation to the Director.
 6. The Director will submit the report and memorandum to the PACB for review and discussion at its next meeting.
 7. The PACB will review the report and may:
 - Reject the application, providing a rationale; or
 - Support the de-designation of the trade and make recommendation to the Minister, including conditions and/or limitations where applicable.
 8. If the trade was recommended by the PACB for de-designation, a briefing note will be prepared for the Minister. The Minister may either:
 - Reject the PACB recommendation and provide a rationale; or
 - Accept the PACB recommendation.
 9. Once a decision has been made to de-designate the trade, it will be communicated by the Director to ATCD staff and stakeholders.
 10. The Manager will ensure that the ATCD website has been updated and all ATCD documentation reflects the change.

De-Designation of a Provincial Trade

1. Upon the direction of the PACB or the Director, the Manager of Standards and Curriculum will initiate a trade review by the PDS responsible for the trade to determine whether consideration should be given to de-designating the trade in NL.
2. In conducting the trade review, the PDS will consult with the following stakeholders:
 - The original proponents for de-designation, if they can be identified;
 - Groups with a possible interest in maintaining the trade, such as unions and training institutions, trade or employer associations, if applicable;
 - Licensing, inspection or government agencies, if applicable; and
 - Last known members of the PTAC or industry representatives.
3. The PDS will provide a summary of the trade review to the Manager. It will consist of the results of the consultations as well as the following information:
 - General trade information;
 - Number of Apprentices and Trade Qualifiers registered;
 - Number of certification exam writes;
 - Number of training sessions cancelled or delayed due to lack of enrolment;

- Requests from industry to explore de-designation;
 - History of training delivery and enrolments/completions over the last 10 years;
 - History of journey person certification applications over the past 10 years;
 - Trends in industry which support de-designating the trade;
 - Additional rationale for de-designation identified during the consultation process;
 - Any potential impacts on the licensing requirements of another agency, or on other organizations; and
 - A plan for those who are currently registered in an apprenticeship program.
4. If the trade being reviewed meets most or all of the below criteria, the trade can be recommended for de-designation. Otherwise, the trade will not be de-designated.
 - Trade has been designated for more than five years.
 - Trade no longer performs as intended.
 - Trade has become fragmented or specialized to the point where existing scope, training and certification are meaningless.
 - Trade does not supply sufficient apprentices to sustain training.
 - There is insignificant demand for journey person certification.
 - Trade serves the need of a single small employer rather than the province.
 - Trade has not been able to maintain a PTAC.
 - Trade has been fundamentally abandoned by its industry (e.g., employers no longer doing that kind of work, lack of demand for training, skill no longer performed in the province, journey persons have retired, etc).
 5. The Manager will present a memorandum summarizing the results of the trade review and the recommendation for de-designation to the Director.
 6. The Director will submit the report and memorandum to the PACB for review and discussion at its next meeting.
 7. The PACB will review the report and may:
 - Reject the application, providing a rationale; or
 - Support the de-designation of the trade and make recommendation to the Minister, including conditions and/or limitations where applicable.
 8. If the trade was recommended by the PACB for de-designation, a briefing note will be prepared for the Minister. The Minister may either:
 - Reject the PACB recommendation and provide a rationale; or
 - Accept the PACB recommendation.
 9. Once a decision has been made to de-designate the trade, it will be communicated by the Director to ATCD staff and stakeholders.
 10. The Manager will ensure that the ATCD website has been updated and all ATCD documentation reflects the change.

Policy No.: 0044	Effective Date: June 2017
AAC Policy No.: 003	Reviewed/Revised Date: August 2017

POLICY TITLE: APPRENTICESHIP TECHNICAL TRAINING CREDIT

Policy:

The Atlantic Apprenticeship Authorities agree that in the interest of achieving Atlantic harmonization related to **Apprenticeship Technical Training Credit**, each jurisdiction will make the necessary changes (i.e. Policy, Board Order, Legislation, etc.) to align with the processes and requirements outlined in this Atlantic Harmonization Agreement.

Agreement:

Credit for Level Training for Apprentices Transferring to Another Atlantic Jurisdiction

When an apprentice transfers to another Atlantic Jurisdiction, the apprentice will be given full credit for the corresponding Level of the Atlantic Curriculum Standard regardless of any required jurisdictional specific content. If the jurisdictional specific content is reflective of an external requirement for training or licensing, it will be the responsibility of the apprentice to ensure they get the necessary training and certification as identified by the destination jurisdiction.

Credit Hour Allotment per Week of Apprenticeship Technical Training

Apprentices will be allotted 30 hours credit for each week of technical training during their apprenticeship program. The core content outlined in the AACCS will be a consistent number of weeks across Atlantic jurisdictions to ensure consistent credit is being awarded.

References:

Reference	Description
KAD - Curriculum Standards and Sequencing Model	The Atlantic Apprenticeship Harmonization Project (AAHP) design document related to this Apprenticeship Technical Training Credit Policy.
KAIP - Curriculum Standards and Sequencing Model	The Atlantic Apprenticeship Harmonization Project (AAHP) implementation planning document related to this Apprenticeship Technical Training Credit Policy.

Policy No.: 0045	Effective Date: June 2017
AAC Policy No.: N/A	Reviewed/Revised Date: September 2017

POLICY TITLE: DISTANCE DELIVERY OF TRAINING

Policy:

The Provincial Apprenticeship and Certification Board recognizes that, due to many factors, not all apprentices are able to access training when it is needed under the present methods of delivery. Factors such as work commitments, geographical isolation, time constraints, and the lack of financial resources may impede an apprentice’s participation and progress. Alternate methods of delivery are necessary in order to make apprenticeship training available to all those who wish to participate.

Policy Statement

The Provincial Apprenticeship and Certification Board will promote and foster distance education in apprenticeship by working with training institutions and industry to establish distance learning centers.

Definitions

Distance Learning: A method of learning that allows the student to undertake the majority of study in a regular and systematic way while separated in time or space from the instructor.

Limitations of the Policy:

The Provincial Apprenticeship and Certification Board is not a delivery agent and, therefore, would not be directly involved in the delivery of apprenticeship training via distance and open learning.

Guidelines:

The primary focus in developing alternative means of training delivery is to maximize participation in apprenticeship throughout the province.

Alternate methods of training delivery should attempt to address both the theoretical and practical aspects of training.

Policy No.: 0046	Effective Date: June 2017
AAC Policy No.: N/A	Reviewed/Revised Date: September 2017

POLICY TITLE: BOARD AUTHORITY, PROTOCOLS, ADMINISTRATIVE PROCEDURES AND TERMS OF REFERENCE

Policy:

This policy outlines the legislative authority vested in the PACB, as per the **Apprenticeship and Certification Act**. This policy also defines the administrative requirements for Board meetings as well as the established meeting procedures.

The PACB is appointed by the Lieutenant-Governor in Council to fulfill an advisory role for government. The powers and duties of the Board are stipulated in the **Act**, with applicable references noted in this policy document. The Board adopts policies and procedures directly related to these duties. The decision making model utilized by the Board is the consensus model.

Board Authorities:

As per Section 5 of the **Act**, the Board is composed of a chairperson, and at least two employer, employee, and at-large representatives, and the Director of ATCD. An alternate for each group is also appointed. When alternate representatives attend meetings in the absence of regular board members, they are granted full voting privileges and are considered part of the quorum. Board appointments are for a three year term with no person serving more than two consecutive terms.

Board Duties:

The general duties of the Board are to set policies and guidelines for apprenticeship training and certification in the area of skilled trades in the Province of Newfoundland and Labrador. The specific duties of the Board are as stated in Section 8 of the **Apprenticeship and Certification Act** and the powers of the Board as stated in Section 9 of the **Act**.

The Board confirms the delegation to the Director by tabling a motion, which is also noted in the minutes. The Director reports to the Board at each meeting on these delegations. A written Director’s report is tabled annually to the Board at the June meeting. As per Section 9 (4) of the **Act**, when a power is exercised by the Director, the board may on its own initiative, or at the request of a person aggrieved by the exercise of that power within 60 days of its being exercised, review the matter to either confirm or act anew in the matter as if the power concerned had not been delegated to the Director.

The role of Board members can be summarized according to their position of support:

- Chair* The Chair presides over the meeting, recognizes member requests and gives the right to speak. S/he leads the group in matters of procedure and calls to order any member that does not respect order, procedure or decorum. The Chair rules on points of order as necessary, to maintain impartiality and strive for consensus decision making. The Chair ensures that the Board operates in accordance to the **Act** and Board policies, including those related to

government communication protocols. The Chair commits to a bi-annual review of Board policies, with the recording of this review reflected in the minutes.

Members Members adhere to the **Act**, as well as to Board policies. In the absence of the chairperson of the board from a meeting, the members will appoint a temporary Chair to conduct the business of the Board. For the purpose of officials meetings, members are defined as those appointed as regular members with alternates being designated as an official member in the absence of regular members in the set category.

Department The provincial government department responsible to administer the **Act** is responsible for providing administrative support to the Board, including meeting arrangements, minute taking, Board correspondence, and document control. This support is coordinated through the Director, who has direct responsibility for the satisfaction of the Board's administrative requirements. As per Section 4 of the **Act**, the Minister appoints a Director to administer this **Act**, supervise plans of apprenticeship training, and inspect all training conducted under this **Act**. The Director organizes orientation sessions for newly appointed members of the Board, facilitates any training requirements identified by the Board or by government, and works with the Chair to develop the meeting agenda.

Board Protocols:

Quorum As per Section 7(2) of the **Act**, the Board sets the quorum requirement for its meetings at six members, with at least one representative required to be present from each of the employer, employee and at-large groups in order for a board quorum to exist.

Meeting Frequency As per Section 7(1) of the **Act**, the Board holds a minimum of four meetings annually and may hold special meetings when considered necessary by the Chair or a quorum of the board. The date for the next Board meeting is confirmed at the end of each Board meeting. If there is a lack of quorum for a specified date, an alternative date is sought. Meetings may be held using a variety of modes such as conference calls/video-conference and face-to-face. Booking of a meeting room, meals and accommodations for the selected location is done in accordance with government's procurement policy. Meeting frequency decisions and location selections will be recorded in the minutes.

Remuneration As per Section 6 of the **Act**, Board members serve without remuneration but are reimbursed for travel expenses incurred to attend meetings. Reimbursements for travel expenses are in accordance with standard government guidelines as approved by Treasury Board. Changes to these guidelines are communicated to the Board by the Director and duly noted in the minutes.

Consensus The Board uses a group decision-making process that not only seeks the agreement of most participants, but also the resolution or mitigation of minority objections. This consensus model represents both general agreement, as well as the process of getting to such an agreement. As a

decision-making process, consensus decision-making aims to be inclusive, participatory, cooperative, democratic, and solution-oriented. In complement to the Board's Rules of Order, each decision arising from an agenda item follows through a simple protocol: discussion of the item, formation of a proposal, call for consensus, identification and addressing of concerns, and/or modification of the proposal. Members may abstain from a motion, with this decision reflected in the minutes.

Rules of Order Roberts Rules of Order guide the Board with respect to meeting protocols, agenda approval, and minute taking responsibilities. All board members are provided with a condensed copy of Roberts Rules of Order. With respect to minute taking, the Board agrees that the approved minutes are the final record of all Board decisions. Confirmation of the agenda occurs at the beginning of the Board meeting, with items assigned to the appropriate member to lead the discussion.

Code of Conduct Board members act honestly, in good faith and in the best interests of the Board, as per the manner prescribed by Board legislation and policy. The reputation of the Board is to be preserved at all times therefore members actively participate in the affairs of the Board and support its mandate. When a member is in doubt with respect to the appropriate conduct, they direct their concern to the Chair. These guidelines do not override existing guidelines stipulated by legislation or departmental policy. A motion to confirm adherence is tabled annually and recorded in the minutes.

Conflict of Interest A conflict of interest may exist when a member's personal interest or duty influences how they participate in a discussion and/or decision of the Board. A conflict may also exist where there is a perception of conflicting interests. Members strive to ensure that they do not place themselves in a position, either perceived or real, where their duty to the Board conflicts with their personal interest or duty to others. The Chair ensures that all members are familiar with Board policies. Members also ensure that they declare conflicts and take appropriate actions ranging from disclosure, non-voting, and non-participation to resignation. The nature of all conflicts are recorded in the minutes, including the actions of the Board with respect to the conflict. Any member who leaves a Board meeting due to a declaration of a conflict of interest does not adversely affect the quorum of the meeting. These guidelines do not override existing guidelines stipulated by legislation or departmental policy. A motion to confirm adherence is tabled annually and recorded in the minutes.

Confidentiality The Board maintains confidentiality of all Board activities, documents and discussions that may include confidential, proprietary or personal information. Members respect matters of a confidential nature (including those not available to the general public) and do not provide confidential information to their colleagues, their institutions, the media, the public, and/or others, where such matters and information are deemed confidential by the Board. The Board considers appropriate actions to take with respect to such

breaches of confidence. The Chair ensures that all members have read, understood and will comply with the policy on confidentiality.

Board Procedures:

Meeting Preparation

Two weeks prior to the confirmed meeting date, a package of board materials is sent to members, including a draft agenda, previous minutes, and any related documents that will require discussion. Any additional topics and materials that are, not available at the time of the mail out but require Board action will be held until the next meeting or, at the discretion of the Chair, added to the agenda at the time of the meeting. Members advise the Chair of agenda items at least one month prior to the Board meeting, including any requests for presentations by outside parties. Any supporting documentation from members is sent at least three weeks prior to meeting. Alterations to these timelines is at the discretion of the Chair. Members advise the Director if they have special dietary restrictions or other requirements.

Minute Taking

The Director ensures that minutes are recorded at each Board meeting, with the draft minutes being circulated to members no later than two weeks prior to the next meeting. The key components of these minutes are the meeting type (regular, special), name of the group, date of meeting, location, attendees, action regarding the minutes of the previous meeting, the Director's report, all motions and action items (with those withdrawn noted as being withdrawn rather than approved), and the hours of meeting and adjournment. While normally the names of members who introduce and second a main motion are recorded, the Board has agreed that such details will not be included in the approved minutes. Approved minutes are published on the government department's website, with a note on the bottom stating when the minutes were approved in lieu of signatures.

Correspondence

The Director ensures that all applicable Board correspondence is sent promptly and in a manner approved by the Board. Draft letters of response regarding Board motions are circulated to members via email for review or revision. Copies of relevant correspondence are included in the next meeting's materials.

Travel Arrangements

The Director ensures that administrative support is available to Board members who require assistance in booking hotel rooms, airline tickets, and rental cars. Advice and direction with respect to government's travel policies is communicated, with a block of hotel rooms for Board members secured at the government rate. Board members advise the Director if they require assistance with travel arrangements at least one month prior to the board meeting.

Departmental Representatives

A minimum of one Manager from ATCD may be asked to attend portions of the Board meetings, and the designated Manager will be determined by the Board Chair in consultation with the Director.

Policy No.: 0047	Effective Date: March 2023
AAC Policy No.: N/A	Reviewed/Revised Date: March 2023

POLICY TITLE: EXAM MISCONDUCT

Definitions:

Examination Candidate

An individual who is engaged in an examination.

Examination

Written certification examinations, practical certification examinations, and level examinations, administered by or on behalf of ATCD in a designated trade or occupation under the **Act**.

Act

The Apprenticeship and Certification Act.

Unauthorized Electronic Devices

Include, but are not limited to, cellular phones, programmable calculators, smart electronic devices, MP3 players, personal digital assistants (such as Palm Pilots and Blackberries), pagers, electronic dictionaries, portable media players, and devices capable of capturing content (such as digital cameras, cellular telephones).

Unauthorized Materials

Include, but are not limited to, text books, notebooks, study aids, and other written materials.

Policy:

The PACB recognizes that maintaining the integrity of certification exams is critical to ensuring a valid method of assessing knowledge and skill acquisition that meets industry standards.

This policy is intended to define and provide information on exam misconduct.

Exam misconduct means engaging, or attempting to engage, in a behavior or behaviors that are outside the standards or rules for examinations and includes, but is not limited to

- Copying or obtaining information from another examination candidate or an unauthorized source during an examination;
- Giving information to another examination candidate during an examination;
- Bringing into, or using within, an examination room any unauthorized electronic devices or unauthorized materials;
- Acquiring, possessing, sharing and distributing examination materials not authorized by staff of the Apprenticeship authority, prior to, during or following an examination;
- Representing oneself as another person or having oneself represented by another person in the taking of an examination;
- Beginning to write an examination before instructed to do so by an invigilator;
- Failing to stop writing the examination, or altering an answer(s) after the exam time limit has expired;
- Recording, in any format, of examination questions or responses other than on the approved paper answer sheet, calculation sheet or scrap paper provided during the examination;

- Removing a record of information, in any form, from the examination room respecting any questions on the examination or answers to any questions on the examination; and
- Colluding as an individual or group to document and discuss examination questions with other students, apprentices, employers, co-workers, instructors, etc., after writing the examination.

Limitations of the Policy:

Exam misconduct applies to level, certification, and practical apprenticeship examinations only.

Guidelines:

Exam misconduct is inappropriate behavior and appropriate penalties shall be imposed upon individuals found to be engaged in exam misconduct.

An individual suspected of exam misconduct during an examination sitting will forfeit the right to continue the examination and this will result in immediate dismissal from the examination room. Penalties imposed by ATCD for exam misconduct will be documented on the examination candidate's record.

Penalties will be reflective of the offense and will be determined through consultation of the Director of ATCD with the divisional management team.

Penalties shall include one or more of the following:

- A written warning;
- An incomplete grade but the attempt will still count;
- A failing grade;
- A one year delay before being permitted to challenge or re-write an examination;
- Forfeiture of any fees paid to ATCD or a training institution; and
- Notification of the penalty imposed to the examination candidate's indentured employer and/or sponsoring entity.

Penalties may include one or more of the following:

- Suspension or cancellation of a certificate of qualification and/or endorsement already granted; and
- Suspension or cancellation of the current apprenticeship agreement.

If a criminal act is suspected, ATCD may seek legal advice on the appropriate response, and, where appropriate, refer the matter to the police.

A person may appeal a penalty to the PACB, whose decision is final. The appeal must be submitted in writing within 10 days of the examination writing, or notification of the examination misconduct, whichever is later.

Procedure No.: PR4700	Effective Date: September 2017
Policy No.: 0047	Reviewed/Revised Date: March 2023
AAC Policy No.: N/A	

Procedure Title: Exam Misconduct

Procedure:

1. Should a candidate be suspected of exam misconduct, the invigilator will:
 - Notify the Exam Support Team of the issue;
 - Address the issue with the candidate;
 - Remove all material provided, including exam if a paper exam;
 - If online exam, request the Exam Support Team to shut down the exam for the candidate;
 - Escort the individual from the exam room; and
 - Provide the *ATCD Contact Information* Form as they are leaving.

2. The Exam Support Team will immediately notify the Manager of Standards and Curriculum.

3. The Manager of Standards and Curriculum will immediately notify the Director.

4. The invigilator will document the circumstances of the misconduct on the *Exam Invigilator Feedback* form for level examinations, or for certification exams in an email to certificationexams@gov.nl.ca, including:
 - Name;
 - Apprenticeship or other ID number;
 - Type of cheating act that occurred;
 - Time cheating was identified; and
 - Any other notes about the removal of the candidate.

5. The Director will determine the appropriate penalty which shall include one or more of the following:
 - A written warning;
 - An incomplete grade but the attempt will still count;
 - A failing grade;
 - A one year delay before being permitted to challenge or re-write an examination;
 - Forfeiture of any fees paid to ATCD or a training institution; and
 - Notification of the penalty imposed to the examination candidate's indentured employer and/or sponsoring entity.

Penalties may also include one or more of the following:

 - Suspension or cancellation of a certificate of qualification and/or endorsement already granted; and
 - Suspension or cancellation of the current apprenticeship agreement.

6. If a criminal act is suspected, ATCD may seek legal advice on the appropriate response, and, where appropriate, refer the matter to the police.

7. The Manager of Industrial Training will document the event and penalty on the candidate's record and contact the candidate's employer as directed by the Director.
8. A client may appeal a penalty issued under section 7 to the PACB whose decision is final. The appeal must be submitted in writing within 10 days of the examination writing, or notification of the examination misconduct, whichever is later.
9. A person may appeal a penalty under section 7 (revocation of a certificate) under the provisions of Section 8(h) of the **Apprenticeship and Training Certification Act**.

Procedure No.: PR4710	Effective Date: March 2023
Policy No.: 0047	Reviewed/Revised Date: March 2023
AAC Policy No.: N/A	

Procedure Title: Exam Misconduct Appeals Committee

Procedure:

1. The PACB will establish an independent committee to respond to requests from individuals seeking to appeal a decision of exam misconduct made by ATCD. In selecting Appeal Committee members, the PACB will ensure that the following criteria is met:
 - The committee will consist of three members: one employer representative, one employee representative and one at-large representative.
 - Members must not have any established relationship with the individual who has made the appeal that may indicate a conflict of interest (ex. family member, coworker, instructor/apprentice relationship).
 - Members must be available to complete the Committee's review as expeditiously as possible as the Committee is expected to render its decision within one month of receiving an appeal request.

2. The PACB has agreed that the Appeals Committee will undertake the following duties as required:
 - Appoint a Chair.
 - Establish the scope of an investigation through:
 - Review of the request from the individual; and
 - Review of the circumstances and evidence which resulted in the decision that exam misconduct had occurred
 - Review the exam misconduct policy and procedures and determine if due process was followed.
 - Determine if the information is sufficient to render a decision or if it is necessary to seek further clarification by meeting with the concerned parties. These meetings will not be a forum for the submission of new evidence presented either verbally or in writing.
 - Render a decision to:
 - Uphold the decision of exam misconduct and the penalty awarded (if it is determined that due process was followed and there was sufficient evidence to indicate that exam misconduct had taken place), or
 - Overturn the decision (if it determined that due process was not followed and there was insufficient evidence to warrant a decision that exam misconduct had taken place).
 - Submit a written report to the PACB which details the conclusions of the Appeals Committee's investigations regarding the exam misconduct decision as well as to provide any comments on the process which the Committee feels would be beneficial to ATCD in future undertakings.

Procedure No.: PR4720	Effective Date: March 2023
Policy No.: 0047	Reviewed/Revised Date: March 2023
AAC Policy No.: N/A	

Procedure Title: Exam Misconduct Appeal Process

Procedure:

1. An individual who has been awarded a penalty as a result of exam misconduct may request an appeal to the PACB within 10 days of receipt of the decision. As part of the request, the individual will be asked to supply a written statement indicating why they feel the decision should be overturned.
2. The PACB Chair will refer the appeal to the independent Appeals Committee, established by the PACB, within 15 days.
3. The Appeals Committee will review all documentation and evidence which led to the decision of exam misconduct. If the Committee believes sufficient evidence exists to render a decision on the appeal at that point it will do so.
4. If further clarification is required, the Appeals Committee may meet with the concerned parties before rendering a decision.
5. The Appeals Committee will render its decision within 30 days of receiving the appeal request. In rendering its decision the Committee may:
 - Uphold the decision of exam misconduct and the penalty awarded (if it is determined that due process was followed and there was sufficient evidence to indicate that exam misconduct had taken place); or
 - Overturn the decision (if it determined that due process was not followed and there was insufficient evidence to warrant a decision that exam misconduct had taken place).
6. The Appeals Committee Chair will report the Committee's decision to the PACB. The majority decision of the Appeals Committee is final and binding upon the parties affected.
7. The PACB Chair will report the decision of the Appeals Committee to the individual within five days of receipt.

Policy No.: 0048	Effective Date: March 2024
AAC Policy No.: N/A	Reviewed/Revised Date: March 2024

POLICY TITLE: DETERMINING THEORY CREDIT FOR JOURNEYPERSONS REGISTERING IN A RELATED DESIGNATED TRADE

Policy:

This policy is intended to recognize common level training between two or more related designated trades. Journeypersons registering in a related designated trade may receive theory credit for a level of training if deemed appropriate by the Provincial Trade Advisory Committee(s) (PTAC).

Limitations of the Policy:

Credit will only be awarded on a per level basis. Credit will not be given for individual courses.

Guidelines:

A request to award theory credit to journeypersons registering in a related designated trade will only be accepted from the following groups:

- The Provincial Trade Advisory Committee (PTAC) for one or more of the applicable trades;
- A training institution delivering a training program in one or more of the applicable trades; or
- The ATCD Management team.

Apprentices awarded theory credit will not be eligible to advance to the next level of training without successfully challenging the associated level examination.

Apprentices awarded theory credit will not be eligible to challenge the associated level examination until they have acquired the prescribed hours of work experience associated with the level of apprenticeship.

Apprentices awarded theory credit will be granted two attempts at challenging the level examination. If unsuccessful after the second attempt, apprentices will be required to attend the applicable level training before another examination attempt will be granted.

Procedure No.: PR4810	Effective Date: March 2024
Policy No.: 0048	Reviewed/Revised Date: March 2024
AAC Policy No.: N/A	

Procedure Title: Determining Theory Credit for Journeypersons Registering in a Related Designated Trade

Procedure:

1. Upon receipt of a request to award theory credit between trades not identified in Table 5, the Manager of Standards and Curriculum will conduct a jurisdictional scan, through the Interprovincial Standards Examination Committee (ISEC), for any existing related policies or procedures.
2. If it is determined from the jurisdictional scan that there is sufficient support for awarding theory credit in the trade, the Manager will consult with administration from the training institution(s) and request that a curriculum comparison table be developed. Alternatively, the instructor representatives on the Provincial Trade Advisory Committees PTAC(s) can be consulted to develop a comparison table.
3. The Manager will request the Program Development Specialist (PDS) responsible for the trade(s) to arrange a joint meeting of the PTACs to discuss the information collected. The PDS will be provided with the results of the jurisdictional scan, the comparison table, and discussion points related to the awarding of theory credit for consideration of the PTACs.
4. After the PTACs meet, the PDS will provide the Manager/Director with a summary of the discussion and a recommendation from each PTAC related to the awarding of theory credit.
5. The Director will present the recommendation to the PACB. Following a review, the PACB may:
 - Support the request to award theory credit; or
 - Reject the request, providing a rationale.
6. Once a decision has been made by the PACB, the Director will communicate the decision to ATCD staff and applicable stakeholders, and implementation will occur as necessary.

Table 5: Theory Credit to be Awarded to Journeypersons in Correlated Trades

Trade Certified	Program Registered	Exam Challenge	Credit Awarded
Construction Electrician Industrial Electrician	Instrumentation and Control Technician	Level I	Level I

Procedure No.: PR4820	Effective Date: March 2024
Policy No.: 0048	Reviewed/Revised Date: March 2024
AAC Policy No.: N/A	

Procedure Title: Challenging Level Examinations for Journeypersons Registered in a Related Designated Trade

Procedure:

1. The Level Exam Coordinator, or designate, will enrol eligible apprentices in a level examination session upon receipt of confirmation from an Apprenticeship Program Officer, or via a comment on the apprentice's electronic file, that they have been given theory credit for the level and are eligible to challenge the examination.
2. Apprentices who are unsuccessful in the level examination will be permitted the opportunity to rewrite after the appropriate time period has passed. Refer to PACB Policy No.: 0026/ AAC Policy No.: 005 – Atlantic Level and Certification Examination Rewrites.
3. After a second unsuccessful attempt at the level examination, apprentices will be required to attend the applicable level training. This level training must be successfully completed before another examination attempt will be granted.

SECTION TWO: VERSIONING AND REFERENCE TABLES

Policy Title	PACB Current #	PACB Old #	AAC #
ATLANTIC APPRENTICESHIP COMPLETION REQUIREMENTS	0001	3, 4, 5	001
ATLANTIC APPRENTICESHIP HOURS	0002		019
ATLANTIC APPRENTICESHIP REGISTRATION REQUIREMENTS	0003	20	002
JOURNEYPERSON MENTORSHIP	0004		
TERMS, CONDITIONS AND VIOLATION SANCTIONS FOR THE MEMORANDUM OF UNDERSTANDING FOR APPRENTICESHIP	0006	15	
APPRENTICE LOGBOOK	0007	3	
CREDIT FOR COURSE COMPLETION	0008	4	
RECOGNITION OF PRIOR LEARNING (RPL)	0009	6	
ATLANTIC APPRENTICESHIP PRE-EMPLOYMENT RECOGNITION	0010		017
ATLANTIC APPRENTICESHIP RECOGNITION OF WORK EXPERIENCE AND TECHNICAL TRAINING – PERMANENT TRANSFER	0011		015
ATLANTIC APPRENTICESHIP RECOGNITION OF WORK EXPERIENCE– TEMPORARY MOBILITY	0012		016
APPRENTICESHIP ORIENTATION	0013	18	
FEES	0014	14	
APPRENTICESHIP AND CERTIFICATION TRAINING	0015	19	
ISSUANCE OF CLASS CALLS FOR APPRENTICES/TRADE QUALIFIERS	0016		
ISSUANCE OF CLASS CALLS FOR POST-JOURNEY TRAINING	0017		

STATUS OF APPRENTICESHIP (INACTIVE)	0018		
STATUS OF APPRENTICESHIP (CANCELLATION)	0019	21	
VOLUNTARY CANCELLATION OF APPRENTICESHIP TO TRADE QUALIFY	0020		
ATLANTIC LEVEL AND CERTIFICATION EXAMINATION ACCOMMODATIONS	0021		006
ATLANTIC TRADE QUALIFIER REQUIREMENTS	0022	16, 5	004
TRADE QUALIFIER HOURS	0023		018
CANCELLATION OF A TRADE QUALIFIER	0024		
ELIGIBILITY TO COMPLETE PRACTICAL EXAMINATION – APPRENTICES AND TRADE QUALIFIERS	0025	5	
ATLANTIC LEVEL AND CERTIFICATION EXAMINATION REWRITES	0026		005
CERTIFICATE OF QUALIFICATION – ISSUANCE, RENEWAL, EXCHANGE AND REVOCATION	0027	7	
ATLANTIC EXAMINATION SECURITY AND INVIGILATION	0028	10	007
ACCESS TO CONFIDENTIAL INFORMATION	0029		008
EXAMINATION BANKS – GENERAL REQUIREMENTS	0030		009
EXAMINATION BANKS – BANK PREPARATION	0031		010
EXAMINATION BANKS – DIAGRAMS, LOAD CHARTS AND ATTACHMENTS	0032		011
EXAMINATION BANKS – SYSTEMS OF MEASUREMENT	0033		012
MODIFYING ATLANTIC EXAMINATION BANKS AND KEYS	0034		013

EXAMINATION BANKS – UPDATING BANKS BETWEEN REVIEW CYCLES FOR NEW CODE BOOK RELEASE	0035		014
ACCREDITATION OF APPRENTICESHIP TRAINING PROGRAMS	0036	1	
ACCREDITATION APPEALS PROCESS	0037	2	
ADVISORY COMMITTEES	0038	8	
EXAMINATION COMMITTEES	0039	9	
DEVELOPMENT, REVISION AND APPROVAL OF PLANS OF TRAINING	0040	11	
PRIVATE PLANS OF TRAINING	0041	12	
DESIGNATION OF OCCUPATIONS	0042	13	
DE-DESIGNATION OF TRADES	0043	23	
APPRENTICESHIP TECHNICAL TRAINING CREDIT	0044		003
DISTANCE DELIVERY OF TRAINING	0045	17	
BOARD AUTHORITY, PROTOCOLS, ADMINISTRATIVE PROCEDURES AND TERMS OF REFERENCE	0046	22	
EXAM MISCONDUCT	0047		

SECTION THREE: GLOSSARY

GLOSSARY

Term	Definition
Advanced-Level Training	Designated trades typically require completion of advanced-level or block/level training. The registered apprentice will receive a class call from ATCD to complete the advanced-level/block training.
Apprenticeship Completion Grant (ACG)	Registered apprentices who have completed their training and become a certified journeyman in a designated Red Seal trade and who obtain either the Red Seal endorsement or in certain jurisdictions provincial or territorial Certificate of Qualification can apply. The grant is a federal taxable cash grant of \$2,000.
Apprenticeship Incentive Grant (AIG)	Registered apprentices who have successfully finished their first or second year/ level (or equivalent) in one of the Red Seal trades can apply. The grant is a federal taxable cash grant of \$1,000 per first and second year/level up to a maximum of \$2,000.
Apprenticeship Information Management System (AIMS)	A computerized system utilized by ATCD which includes all registered apprentices and journeymen for the province.
Apprenticeship Logbook	A booklet issued to registered apprentices becoming the property of the apprentice which records credits issued, courses completed, work experience in the form of time and skills mastered and roles and responsibilities of the participant.
Apprenticeship Program Officer	An Apprenticeship Program Officer is an individual who is employed by ATCD to establish and maintain a liaison with apprentices, employers, and training institutions.
Applicant	A person who submits an application for apprenticeship to ATCD and meets the educational and employment requirements to become a registered apprentice according to Policy #1.
Block/Level Training	Refers to the training delivery method by which apprentices are released from work by their employers to attend prescribed full time in-school technical training for a specified period (usually six to eight weeks, once each year).
Block/Level Examinations	Block/Level Examinations are developed based upon the courses outlined in the Plan of Training and are designed to test the cumulative knowledge on both the technical content

	<p>and work experiences associated with each level of apprenticeship.</p> <p>Content experts (Trade Advisory Committee members) are consulted to assist in the development of questions, applying the Rules of Item Bank Construction and Plain Language. Block/level examinations, constructed and administered by Department staff, provide independent assessment of learning objectives.</p>
Certificate of Apprenticeship	A certificate issued to an apprentice who meets all the requirements as set out in a Plan of Training for an trade, has successfully completed the term of apprenticeship and passed the required examination(s).
Certificate of Qualification	<p>A certificate issued to an apprentice who is qualified for certification in that trade by meeting all of the requirements of a trade and has passed the required examination(s).</p> <p>Upon successful completion of the IP examinations (for Interprovincial trades), a Red Seal endorsement is affixed to the Certificate of Qualification. Upon successful completion of the provincial journeyman examination (for Provincial trades) a Blue Seal is affixed to the Certificate of Qualification.</p>
Compromised Examination	A block/level certification which becomes public either by theft or re-construction.
Compulsory Trade	A trade designated by the province of NL which requires a person to be a certified Journeyman (possesses a Certificate of Qualification) or registered apprentice to be permitted to work in the trade.
Course Matrix	A comparison document produced when developing a revised or updated Plan of Training which outlines all of the changes from the previous POT to the new POT. It identifies changes to courses – names, numbers, hours, pre-requisites, and transferability. It also identified new courses, deleted courses and changes to block/levels – courses and total hours.
Designated Trade	An trade which has been approved by the PACB for training and trade certification at the journeyman level in the province of NL.
Direct Entry	When an individual has been hired by an employer (who has a certified journeyman on staff) and signs a MOU to have the individual begin an apprenticeship. This individual must complete at least 1,800 hours of on-the-job training prior to receiving a class call.

Ellis Chart	An online comparative chart of apprentice training programs from all 13 provinces / territories in Canada. www.ellischart.ca/home.jsp
Employer	An Employer is an individual or company who has agreed to accept responsibility as an apprenticeship trainer by signing a MOU.
Entry-Level Training	Enrollment in a full-time, entry-level trade training program before entering into an apprenticeship. Entry-level programs are offered by public and private post-secondary training institutions and provide students with core theoretical and practical knowledge in specific trade areas.
Essential Skills	<p>The skills that help people perform the tasks required by their trade and other activities of daily life. They provide the foundation for learning other skills and enhance their ability to adapt to workplace change.</p> <p>For more information regarding Essential Skills and to access Essential Skills Profiles for specific trades, visit Employment and Social Development Canada (ESDC)'s Essential Skills website at: http://www.esdc.gc.ca/eng/jobs/les/profiles/index.shtml</p>
Interprovincial Computerized Examination Management System (ICEMS)	A computerized system intended to manage the Interprovincial Red Seal examination development process, store and selectively retrieve examinations items from the bank.
Interprovincial Standards Red Seal Program	<p>The Red Seal program was established to provide greater mobility across Canada for skilled workers. Through the program, apprentices who have completed their on-the-job work experience and training and successfully completed an Interprovincial Standards Examination will receive a Red Seal endorsement on their provincial Certificate of Qualification.</p> <p>Coordinated federally, the program encourages standardization of provincial and territorial apprenticeship training and certification programs. The Red Seal allows qualified tradespersons to practice the trade in any province or territory in Canada where the trade is designated without having to write additional examinations.</p>
Interprovincial Trades	Trades that offer an 'Interprovincial', or 'Red Seal endorsement', permitting the holder to move and work in other provinces / territories without having to write additional examination.

Item Bank	A collection of questions (and answer keys) developed by industry practitioners for block/level and certification examinations (Provincial or IP).
Journeyperson	An individual who has completed all in-school training, has completed all workplace skills, has attained the required in-school and on-the-job hours and/or has successfully completed the certification examination in a specific trade.
Letter of Understanding (LOU)	A written agreement entered into between an apprentice and an out-of-province employer under which the apprentice agrees to learn an trade based upon on-the-job training as outlined in the NL Plan of Training and where the apprentice maintains a permanent address in NL.
Memorandum of Understanding (MOU)	In accordance with the Apprenticeship and Certification Act , a written agreement entered into between a person and an employer under which the person agrees to learn an trade based upon on-the-job training as outlined in the Plan of Training and is required to commence an apprenticeship or when transferring from one employer to another.
Post-Journeyperson Training	Enhanced skills training provided outside of the Provincial Plans of Training for persons who hold journeyperson certification.
Practical Examination	An evaluation designed to assess an individual's practical, hands-on skills in a broad cross-section of the trade. Individuals will be expected to perform tasks in a practical examination to a journeyperson level. This examination is required for only some trades and must be completed prior to receiving/achieving journeyperson certification.
Private Plan of Training	A plan approved by the PACB for an employer by which employees may participate in an trade and gain time and training credit towards certification in that trade.
Program Development Specialist	A Program Development Specialist is an individual who is employed by ATCD to provide expertise in developing, revising and evaluating skilled trade programs standards for PACB approval. Work is completed in program areas such as curriculum development, Red Seal product development, Atlantic Level examinations, accreditation, Recognition of Prior Learning and student supports.
Provincial Trades	Designated provincially for training and / or certification where local needs dictate.
Recognition of Prior Learning (RPL)	Recognizing Prior Learning (RPL) is the process of receiving credit for learning acquired through previous experiences or

	<p>other formal training. Sources of learning include any learning experience not associated with formal study and any courses taken at an institution that are not recognized through a credit transfer arrangement/ agreement. Through RPL, apprentices can identify, organize, and describe the things they know and can do, with the goal of receiving credit in an apprenticeship program.</p>
Record of Work Experiences-Trade Qualifier	<p>An application form submitted by a trade qualifier which lists the work experiences or skills identified by the Provincial Trade Advisory Committee as required for the trade. The skills are validated by a journeyman in the trade who acknowledges that the competencies have been met by the trade qualifier in accordance with the standards of the trade.</p>
Red Seal Endorsement	<p>A red seal which is affixed to a provincial Certificate of Qualification indicating successful completion of the Interprovincial Red Seal examination. The “Red Seal” allows qualified trades persons to have their certification recognized in any province / territory in Canada where the trade is designated without having to write additional examinations.</p>
Registered Apprentice	<p>An individual who has been indentured to an employer, who agrees to provide skills training under the guidance of a certified journeyman and to release the individual for periodic in-school training as established in an approved Plan of Training. Apprentices can be registered in only one designated trade at a time.</p> <p>Apprentices can complete one apprenticeship, become certified and then register in another trade. Additionally, an individual can become registered as an apprentice before completing in-school training.</p>
Trade Qualifier	<p>An individual who has amassed sufficient practical work experience to meet the established criteria to attempt the journeyman certification examinations (Provincial or Interprovincial). The criteria require relevant on-the-job experience of at least one year in excess of the apprenticeship term for a specific trade and submission of a completed and validated <i>Record of Work Experiences-Trade Qualifier</i> form.</p> <p>If the individual challenges the certification examination and is unsuccessful, then in-school training is required.</p>
Written Multiple Choice Examination	<p>An evaluation designed to assess an individual’s theoretical and practical knowledge in a broad cross-section of the trade.</p>