



**Canadian  
Construction  
Association**

400-75 Albert Street, Ottawa, ON K1P 5E7  
Tel: (613) 236-9455 Fax: (613) 236-9526



## GOLD SEAL CERTIFICATION PROGRAM Senior Practitioner Stream Application Form

### PERSONAL DATA

**Name:** \_\_\_\_\_  
(as it will appear on certificate)

**Address:** \_\_\_\_\_

**Telephone (Home):** \_\_\_\_\_ **(Business):** \_\_\_\_\_ **(Cellular):** \_\_\_\_\_

**Date of Birth:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **E-mail:** \_\_\_\_\_  
Day Month Year

**Current Employer:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

**Position:** \_\_\_\_\_ **Dates employed:** \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_  
Day Month Year Day Month Year

**Responsibilities:** \_\_\_\_\_

### OCCUPATION

Estimator  Superintendent  Project Manager  Owner's – Project Manager (no discipline necessary)

### CONTRACTING DISCIPLINE

General Contracting  Mechanical Contracting   
Electrical Contracting  Road Building / Heavy Construction   
Specialty Trade  (Check below as applicable)

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

## A Industry Experience

**Industry Experience:** Minimum 15 years in Occupation/Discipline  
10 credits per year (complete project list)

## B Trade Experience

**Trade Experience:** Work experience in a relevant construction trade at the Journey person level will qualify for certification credits.

Trade: \_\_\_\_\_ Certified: Yes  No

Trade Qualification number: \_\_\_\_\_ (copy enclosed)

## C Related Management Experience

**Related Management Experience:** I hold a Gold Seal Certificate as follows:

Estimator  Superintendent  Project Manager  Owner's – Project Manager  Safety Coordinator

I am not currently certified but have the experience in one of these Gold Seal Management areas.

## D Education & Training

### Formal Education:

- Provide Proof of Academic Achievement (*not required for secondary school*)
- For foreign education, please provide certification of Canadian equivalency.

Level of Education	Name of School & College/City	Program of Study Completed	Duration and Details
<i>High School</i>		General <input type="checkbox"/> Technical <input type="checkbox"/>	Grade completed _____ Year completed _____
<i>College</i>		Technician <input type="checkbox"/> Technologist <input type="checkbox"/> Other <input type="checkbox"/>	# of years _____ Year completed _____
<i>University</i> Industry-related Degree			# of years _____ Year completed _____

**Special Industry Courses:** Attach certificates, transcripts, or other proof of completion.

	Course Name/Description	Institution/Organization	Year	Duration (hours)
1.				
2.				
3.				
4.				
5.				

**E**

Letter of recommendation from current employer attached.

**F**

**Application fee:** \$300 plus G.S.T. or H.S.T. where applicable per Gold Seal Certificate.

Cheque payable to CCA

Visa  MasterCard

Card Holder's Name \_\_\_\_\_ Card # \_\_\_\_\_  
(Please Print)

Expiry Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Signature \_\_\_\_\_

Do you require a receipt? Yes  No

*Fee may be subject to change. GST Registration #R106844624. All fees are refunded should the application be denied.*

**G**

Signature \_\_\_\_\_ Date \_\_\_\_\_

**WHY ARE YOU SEEKING GOLD SEAL CERTIFICATION?**

Self-enhancement  Employer request/demand  Improve employment opportunities

Facilitate geographic mobility

OTHER  (explain)

Where did you learn about the Gold Seal Program? \_\_\_\_\_

**APPLICATION CHECKLIST**

**Did you provide the following required documents?**

- Letter of recommendation/endorsement from employer
- Project List signed and dated
- Certification of trade qualification
- Educational Diploma/Degree (copy)
- Special Industry course certificate or description (copy)
- Payment of **\$300 plus GST or HST where applicable** per certificate

**Please submit application to  
your Local or Provincial Construction Association**

# GOLD SEAL PROJECT LIST

Please provide a list of the principle projects that you were associated with in each year as either a Project Manager, Superintendent Estimator or Owner's – Project Manager. *(Please photocopy as required.)*

Project Name:	Contract Value \$:
Description:	Year:
Employer:	Occupation Title:
Owner/Prime Contractor:	
Refer to:	Phone No.:
Project Name:	Contract Value \$:
Description:	Year:
Employer:	Occupation Title:
Owner/Prime Contractor:	
Refer to:	Phone No.:
Project Name:	Contract Value \$:
Description:	Year:
Employer:	Occupation Title:
Owner/Prime Contractor:	
Refer to:	Phone No.:
Project Name:	Contract Value \$:
Description:	Year:
Employer:	Occupation Title:
Owner/Prime Contractor :	
Refer to:	Phone No.:
Project Name:	Contract Value \$:
Description:	Year:
Employer:	Occupation Title:
Owner/Prime Contractor:	
Refer to:	Phone No.:
Project Name:	Contract Value \$:
Description:	Year:
Employer:	Occupation Title:
Owner/Prime Contractor:	
Refer to:	Phone No.:
Project Name:	Contract Value \$:
Description:	Year:
Employer:	Occupation Title:
Owner/Prime Contractor:	
Refer to:	Phone No.:

I declare that the information provided is true and correct to the best of my knowledge.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## A. Industry Experience

- **Industry Experience:** A candidate seeking certification under the senior practitioner stream must have a minimum of 15 years experience in the occupation applied for. Your experience will be considered until the date specified on your application. Foreign experience is not accepted.
- **Homebuilding Experience:** Experience in the homebuilding sector is allowable only if the projects involve “multi-story, multi-family, poured-in-place or steel frame structures.”
- **Not-for-profit:** Work for not-for-profit organizations, governments, etc., is not eligible for experience credits except in applications for Owners’ Project Manager.
- Where your occupational title is not the same as the Gold Seal Designation – e.g. Project Coordinator vs. Project Manager – you must provide a job description.

## B. Trade experience

If you are not certified in a trade, please provide a letter of endorsement from your current or past employer attesting to your trade experience and that you possess the skills equivalent to a certified journey person.

## D. Special Industry Courses

The CCA Gold Seal Committee has developed a **Certification Guide** that describes the acceptable type of construction management courses recognized by the program, in the following categories:

Overview of the Construction Industry	Construction Safety
Law & Contracts for construction	Communication
Management of Human Resources	Estimating
Construction Job Site Controls	Planning/Scheduling
Project Costing Control and Accounting	Project Management
Environment	

*\*Note that course content should be managerial rather than technical.*

Please consult the Gold Seal web site for a description of acceptable courses or sessions, at **[www.goldsealcertification.com](http://www.goldsealcertification.com)**. A list of Accredited Courses is also available on the web site.

### Formula to calculate SIC credits

6-hour education session (seminar or workshop) = **1 credit**

30-hour industry-related course = **5 credits**

## E. Letter of Recommendation

**Self-Employed:** *If the applicant has been self-employed for more than 5 years, no letter is required. If under five years, a letter from a client is required.*

## PROJECT LIST

Experience must be indicated in a signed and dated project list.

- For the project information requirements, please provide in your project list a list of the principal projects that you were associated with in each year as either a Project Manager, Superintendent, Estimator, Owner’s – Project Manager. A sample project sheet is provided which may be used by applicants to list projects. *(Photocopy as needed.)*
- In order for the Gold Seal Review Committee to approve your industry experience, it is important that you provide a project list giving brief details of your work history; names, addresses and phone numbers of all employers; occupational titles and responsibilities; projects worked on including name, description, contract value, year and references.
- It is critical that you provide a clear description of the responsibilities that you have held over the years. Occupational titles alone do not provide sufficient insight.
- Only one project is required per year.
- If you list two occupations on one project – e.g. Estimator / Project Manager – you will be allocated with only 1/2 a year’s credit for that project.

## The Gold Seal Credit System

In order to qualify for Gold Seal certification through the Senior Practitioner stream you require a minimum of 200 'credits', allocated on the following basis:

**Industry Experience:** 10 credits per year (minimum 150)

**Tradesperson qualification or equivalent:** 20 credits if you are applying as an Estimator or Project Manager, 30 credits if you are applying as a Superintendent.

### Related Management Skills:

- 1) Experience in one of the other Gold Seal certifiable occupations  
5 credits per year to a maximum of 10 credits per occupation  
**OR**
- 2) 30 credits if Gold Seal certified in one or more of the other Gold Seal certifiable occupations

### Education and Training:

Grade 12:	5 credits
Industry-related Technician or Technology Diploma:	25 credits
Industry-related Degree:	30 credits
Industry-related Management Training:	1 credit for every six hours