



# B.C.'S SKILLS FOR JOBS BLUEPRINT

## APPRENTICES ON PUBLIC PROJECTS IN BRITISH COLUMBIA

### POLICY & PROCEDURE GUIDELINES

Date: July, 2015

**#FINDYOURFIT**

## 1.0 BACKGROUND

### 1.1 Overview

All Prime Contractors of Construction Infrastructure Projects that are procured after July 1, 2015, and that have a provincial investment of \$15 million or more will be required to:

1. Demonstrate an engagement in apprenticeship training on such Projects by requiring that Registered Apprentices are used on Project-related contracts for Specified Trades valued at \$500,000 or more; and
2. Report on the use of Registered Apprentices on such Projects.

Specific policy requirements are outlined in section 2.0 below.

On Projects having a provincial investment below \$15 million, Prime Contractors will be encouraged to apply this policy to their work.

### 1.2 Goal

Increase the number of Employer Sponsors, leading to an increase in apprenticeship opportunities, and ultimately the number of skilled tradespeople in B.C..

### 1.3 Objectives

- Increase the number of Registered Apprentices working on Construction Infrastructure Projects in B.C.; and
- Collect baseline data, enabling government to better understand the use of Registered Apprentices and Trainees on Construction Infrastructure Projects in B.C..

### 1.4 Application

This policy applies to all In-Scope Projects including *New Building Canada* projects. This policy does not apply to projects funded or managed by B.C. municipalities.

This policy applies to the “Contracting Authorities” listed below:

1. **All B.C. government ministries**
2. **The following public sector organizations:**
  - a) Boards of education
  - b) Health authorities
  - c) Public post-secondary institutions
3. **BC Hydro and Power Authority**

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Contracting Authorities undertaking Projects with a total provincial investment below \$15 million are encouraged to apply this policy where reasonable and practicable to do so. Prime Contractors working on such Projects should be invited to adopt best practices, including engaging in apprenticeship training and reporting to government on the use of Registered Apprentices and Trainees.

Other public sector organizations are also encouraged to apply this policy to their Projects where reasonable and practicable to do so.

### 1.5 Policy Exemptions

A Contracting Authority may be exempted from the application of this policy in extenuating or emergency situations, as determined by the Ministry of Jobs, Tourism and Skills Training (JTST). Requests for exemptions, such as for safety reasons, can be directed to JTST who will provide a written response within five (5) business days of receiving the request (see section 7.0 for contact information).

## 2.0 POLICY

Contracting Authorities must ensure that the following requirements are incorporated into the procurement documents and Prime Contracts<sup>1</sup> for all In-Scope Projects:

### Engagement in Apprenticeship Training

1. Each Prime Contractor must either use, or ensure that its applicable Subcontractors use, Registered Apprentice(s) in respect of any and all Contracts for Specified Trades valued at \$500,000 or more.

Registered Apprentices must be used directly on the Project and over the course of the applicable Contracts for Specified Trades.

### Reporting on Use of Registered Apprentices

2. **FORM A:** Each Prime Contractor must:
  - Complete a *Form A: Confirmation of Intent to Use Registered Apprentices*<sup>2</sup> and submit the form to JTST by email ([publicprojects@gov.bc.ca](mailto:publicprojects@gov.bc.ca)) as soon as practicable after the Prime Contract is fully executed between the Prime Contractor and the Contracting Authority and no later than 5 days before work on the Project is scheduled to start (*Form A* asks Prime Contractors to list all Subcontractors that

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<sup>1</sup> Ministry procurement services representative will provide standardized language for use in a Contracting Authority's procurement and contract documentation (see section 4.0).

<sup>2</sup> A sample of *Form A: Confirmation of Intent to Use Registered Apprentices* is located at Attachment 1 to this policy and is available for download online at [www.gov.bc.ca/publicprojectsapprentice](http://www.gov.bc.ca/publicprojectsapprentice)

will be performing work on the Project, not just those Subcontractors who will be working in the Specified Trades); and

- Complete and submit a supplementary *Form A* before any additional applicable Subcontractors not referenced in the initial *Form A* start work on the Project.

The Province uses the information from *Form A* to confirm that Prime Contractors and/or their applicable Subcontractors are planning to use Registered Apprentices on each Project. Accordingly, unless the Province through the Contracting Authority otherwise consents in writing, neither the Prime Contractor nor any of its Subcontractors may begin work on a Project until JTST has confirmed its receipt of the initial *Form A*.

The information submitted by the Prime Contractor on *Form A* will be subject to verification by JTST. The Contracting Authority and/or JTST will have the right to request further information from the Prime Contractor and/or its applicable Subcontractors to verify the validity of the data provided, and to demonstrate compliance with this policy. Such requests may require the Prime Contractor or Subcontractors to submit information about a Registered Apprentice to JTST. If personal information is requested, Prime Contractors will be required to ensure that they and/or their applicable Subcontractors obtain written authorization from each Registered Apprentice whose personal information is being provided to the Province, for the Province's collection of this information. If required, a template will be provided to such Prime Contractors and Subcontractors for this purpose.

The Contracting Authority will have the discretion to delay start of work on a Project until it has confirmed, through JTST, that Registered Apprentices will be used on the Project.

3. **FORM B:** Each Prime Contractor must complete and submit *Form B: Apprentice Utilization Report*<sup>3</sup> in accordance with the following requirements:

- Each Prime Contractor must use *Form B* to report on the utilization of Registered Apprentices by it and by all applicable Subcontractors under any and all Contracts for Specified Trades (regardless of their value).
- Each Prime Contractor may choose to use *Form B* to report on the utilization of Trainees in relation to the Project, regardless of whether such Trainees are used under Contracts for Specified Trades or other Project-related contracts.
- Completed forms must be submitted by each Prime Contractor to JTST by email ([publicprojects@gov.bc.ca](mailto:publicprojects@gov.bc.ca)) as follows:

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<sup>3</sup> *Form B: Apprentice Utilization Report* is located at Attachment 2 to this policy and is available for download online at [www.gov.bc.ca/publicprojectsapprentice](http://www.gov.bc.ca/publicprojectsapprentice)

- Within five (5) business days after the end of each quarter (March 31, June 30, September 30, December 31); and
- Within 30 days of the completion of work under the Prime Contract.

The Province uses the information from *Form B* to monitor compliance with this policy and to better understand the use of Registered Apprentices and Trainees on Construction Infrastructure Projects.

The information submitted by the Prime Contractor on *Form B* may be subject to further verification by JTST. The Contracting Authority and/or JTST will have the right to request further documentation from the Prime Contractor and/or its applicable Subcontractors to verify the validity of the information provided, demonstrating compliance with this policy. If personal information is requested, Prime Contractors will be required to ensure that they and/or their applicable Subcontractors obtain written authorization from each Registered Apprentice whose personal information is being provided to the Province, for the Province's collection of this information. If required, a template will be provided to such Prime Contractors and Subcontractors for this purpose.

The Contracting Authority will not issue final payment under the Prime Contract until the final *Form B* is submitted. The Contracting Authority will have the discretion to delay issue of final payment until it has verified that Registered Apprentices were used on the Project.

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## Summary of Policy Requirements

For all In-Scope Projects, Prime Contractors will be contractually required to (1) complete and submit *Form A* to confirm that they and/or their applicable Subcontractors have Registered Apprentices that will work on the Project; and (2) ensure that they (and each Subcontractor, as applicable) meet the following specific responsibilities while working on the Project:

Project-Related Contract Value:	Primary Scope of Work:	Responsibility		
		Use Apprentices on Project:	Report use of Apprentices on Project ( <i>Form B</i> ):	Report use of Trainees on Project ( <i>Form B</i> ):
\$500,000 or more	Specified Trade	Mandatory	Mandatory	Voluntary
\$500,000 or more	<b>Not</b> Specified Trade	n/a	n/a	Voluntary
Under \$500,000	Specified Trade	Encouraged	Mandatory	Voluntary
Under \$500,000	<b>Not</b> Specified Trade	n/a	n/a	Voluntary

**FOR EXAMPLE:** A contract for \$500,000 or more to complete electrical work as part of an In-Scope Project will require: (1) the Prime Contractor or Subcontractor responsible for such contract to use an electrical Registered Apprentice throughout the term of that contract; and (2) the Prime Contractor to report data on all apprentices used.

### 3.0 PROCEDURAL GUIDELINES

Within two (2) business days of receiving a *Form A* or *Form B*, JTST will be in direct communication with the Prime Contractor and the Contracting Authority to either confirm that the applicable policy requirements have been met or to assist with policy compliance where necessary.

In some cases, a Prime Contractor or one or more of its applicable Subcontractors may need to register a currently unregistered apprentice before starting work on the Project in order to comply with this policy. In B.C., an apprentice may be registered with the Industry Training Authority (ITA). Refer to <http://www.itabc.ca/apply-apprenticeship/register-your-apprenticeship>. Please note that confirmation of registration from the ITA typically takes up to five business days but in some cases may take up to ten. There is no fee associated with registering an apprentice in B.C..



## 4.0 POLICY APPLICATION

A Contracting Authority is responsible for:

1. Determining the total Provincial investment in the Project.
2. Including the requirements outlined in section 2.0 of this policy within contracting language in bidding packages and contracts, including samples of *Form A* and *Form B*. Contracting Authorities will be provided with standardized language to include in their procurement and contract documentation.

## 5.0 DATA COLLECTION

All data and information collected under this policy will be housed at JTST and subject to B.C.'s *Freedom of Information and Protection of Privacy Act* (the "FOIPPA"). The government may use the aggregate data collected as a result of this policy for the purposes of evaluating this policy and for public communications regarding apprenticeship training in B.C.. Any personal information collected by the B.C. government as a result of this policy will be collected, used and disclosed in accordance with the *FOIPPA*.

## 6.0 DEFINITIONS

### *Apprenticeship Authority*

A government-recognized organization that is responsible for managing and overseeing a jurisdiction's industry training and apprenticeship system, which generally includes the registration of apprentices and employers/sponsors. In B.C., the Apprenticeship Authority is a Crown corporation called the Industry Training Authority (ITA).

### *Contracts for Specified Trades*

Any and all contracts to perform work on the Project (which may include the Prime Contract and any Subcontract), if the Primary Scope of Work of such contract is in one of the 57 Specified Trades.

### *Contracting Authority*

Any of the ministries and public sector organizations to which this policy applies, as identified in section 1.4.

### *Construction Infrastructure Project*

A capital project, in whole or partially funded by the B.C. government, where the majority of work is considered to be construction. Examples include: construction of a new building, renovation of an existing building, highway improvements, bridges, hydro dams, etc. Contracts awarded for maintenance and/or ongoing operations are not considered Construction Infrastructure Projects.

### *Employer Sponsor*

An individual or other legal entity that is permitted by the applicable Apprenticeship Authority to supervise a Registered Apprentice and that commits to ensuring that such Registered Apprentice receives work-based training relevant to his/her industry training program, and under the direction of one or more qualified individuals. Includes legal entities which sponsor and manage an apprentice on behalf of a group of employers.

### *In-Scope Projects*

Construction Infrastructure Projects that have an investment from the B.C. government of \$15 million or more and that are advertised for procurement on BC Bid or after July 1, 2015.

### *Primary Scope of Work*

The main purpose of the Prime Contract or a Subcontract.

### *Prime Contract*

A contract between the Prime Contractor and the Contracting Authority in respect of a Project.

### *Prime Contractor*

The successful bidder on a Project, if any, with whom the Contracting Authority or its construction manager executes the Prime Contract for the performance or oversight of the work.

### *Project*

See *Construction Infrastructure Project*.

### *Registered Apprentice*

An apprentice who is registered with an Apprenticeship Authority in his/her home jurisdiction. In B.C., a Registered Apprentice is registered with the ITA and has a valid Trades Worker Identification (TWID) number.

### *Specified Trade*

One of the 57 trades listed in Attachment 3. In Canada, these are known as Red Seal trades.

### *Subcontract*

A contract between a Prime Contractor and a Subcontractor to perform any portion of work on a Project.



### *Subcontractor*

A person who has entered into a contract with the Prime Contractor to perform any portion of work on the Project.

### *Trainee*

An individual working in a trades-related or technical (i.e. non-administrative) occupation and receiving on-the-job training who is not registered with an Apprenticeship Authority as an apprentice.

## **7.0 CONTACT INFORMATION**

For more information about this policy and how to comply, including accessing forms, please refer to the *Apprentices on Public Projects* webpage at:

[www.gov.bc.ca/publicprojectsapprentice](http://www.gov.bc.ca/publicprojectsapprentice)

For questions, interpretation, or advice on this Policy, please contact:

Skills Training Branch  
Labour Market & Immigration Division  
Ministry of Jobs, Tourism and Skills Training  
Email: [publicprojects@gov.bc.ca](mailto:publicprojects@gov.bc.ca)

**Attachment 1**

**Sample Form A: Confirmation of Intent to Use Registered Apprentices\***

Prime Contractor Business Name:

Email address:

Project Name:

Contract Authority

Prime Contractor Contact Name:

Phone:

Approximate Value of Prime Contract: \$

Project Number

Is this a supplemental Form A: YES / NO

*Refer to the comments tab in header fields for instructions on how to complete each column or refer to the Instruction Guide*

A.1	A.2	A.3	A.4	A.5 (Complete if Answered YES to fields A.3 or A.4)	A.6	A.7 Additional Information – OPTIONAL	
List Prime Contractor and all Subcontractors	Apprentice Sponsor Information  (Sponsor ID#; <b>or</b> Sponsor organization; <b>or</b> home jurisdiction and/or Apprenticeship Authority )	Contract’s Primary Scope of Work is in one of the Specified Trades	The Contract value is \$500K or more	The Prime Contractor or the Subcontractor has a Registered Apprentice that will work on the Project	This is the first time the Prime Contractor or Subcontractor has registered an Apprentice	Include company in a public list of organizations supporting Registered Apprentices.	Provide estimated # of Registered Apprentices to be used on the Project.
		<b>YES/NO</b>	<b>YES/NO</b>	<b>YES/NO</b> (If <b>NO</b> <a href="#">Register an Apprentice</a> )	<b>YES/NO</b>	<b>YES/NO</b>	<b>#</b>

As an authorized representative of the Prime Contractor,   <Insert company name>  , I certify that this document represents plans by the Prime Contractor and/or all applicable Subcontractors to use Registered Apprentices on this Project.

Authorized Representative:

Date:

\* The information contained in this form is subject to verification by the B.C. government. Prime Contractors and/or Subcontractors may be asked to provide further information to verify the validity of the data provided, demonstrating compliance with the *Apprentices on Public Projects* policy.

## INSTRUCTIONS FOR COMPLETING FORM A

### Definitions

Refer to Section 6.0 of the *Apprentices on Public Projects in British Columbia Policy and Procedure Guidelines* (the “**Policy**”) for definitions.

### Form A: Confirmation of Intent to Use Registered Apprentices

Each Prime Contractor is responsible for collecting the information necessary to complete this *Form A*, including from its applicable Subcontractors as required.

This *Form A* must be submitted by the Prime Contractor to JTST by email (to [publicprojects@gov.bc.ca](mailto:publicprojects@gov.bc.ca)) as soon as practicable after the Prime Contract is fully executed between the Prime Contractor and the Contracting Authority and no later than five (5) days before work on the Project is scheduled to start.

If the Prime Contractor intends to use one or more additional Subcontractors not referenced in the initial *Form A* on the Project, it must submit a supplementary *Form A* to JTST before such new Subcontractor(s) begin(s) work on the Project.

The purpose of this *Form A* is two-fold:

- For Project-related contracts with a Primary Scope of Work in one of the Specified Trades, this form will confirm that the Prime Contractor and/or its applicable Subcontractors with contracts valued at \$500,000 or more will be using Registered Apprentice(s) throughout the terms of such Contracts.
- For other Project-related contracts, this form will help the Province collect information on the number of Registered Apprentices that will be working on In-Scope Projects.

### ***Approximate Contract Value of the Prime Contract***

Provide an approximate value of the Prime Contract held with the Contracting Authority.

#### ***A.1) List Prime Contractor and all Subcontractors***

Provide the common business name of each Prime Contractor and Subcontractor involved in the Project (regardless of whether or not the work to be performed is in a Specified Trade).

#### ***A.2) Apprentice Sponsor Information***

If the Prime Contractor or applicable Subcontractor:

- Is a B.C. Employer Sponsor registered with the Industry Training Authority (ITA), provide the applicable ITA Sponsor Identification number; **or**

- Will be using Registered Apprentice(s) managed through a B.C. sponsor organization, provide the name of the applicable sponsor organization; **or**
- Will be using Registered Apprentice(s) registered in a jurisdiction other than B.C., list the Registered Apprentice(s)' home jurisdiction and, if known, the applicable Apprenticeship Authority; **or**
- Does not fit any of the categories listed above, contact JTST prior to submitting *Form A* for information about how to register an apprentice (refer to instructions for field A.5 below).

### ***A.3) Contract's Primary Scope of Work is in one of the Specified Trades***

Indicate if the primary purpose of the applicable contract is to complete work in one of the Specified Trades listed in Attachment 1 (in Canada, these trades are known as Red Seal trades).

For example:

*The main purpose of the Prime Contract/Subcontract is to complete electrical work on the Project. Electrical is one of the Specified Trades listed in Attachment 1 of the Policy, therefore **YES** would be entered in field A.3.*

**If NO** is entered in field A.3, then the Policy does not apply and the use of Registered Apprentices for the work is not mandatory. However, Prime Contractors are encouraged to include information in *Form A* in respect of such contracts regardless, as it will assist government in better understanding how many Registered Apprentices may be used on In-Scope Projects.

### ***A.4) The Contract Value is \$500,000 or More***

Indicate **YES** or **NO** if the applicable contract is valued at \$500,000 or more.

**If NO** is entered in field A.4, then the Policy does not apply and the use of Registered Apprentices for the work is not mandatory. However, Prime Contractors are encouraged to complete include information in *Form A* in respect of such contracts regardless, as it will assist government in better understanding how many Registered Apprentices may be used on In-Scope Projects.

***A.5) The Prime Contractor or the Subcontractor has a Registered Apprentice that will work on the Project***

***If YES:*** Prime Contractors and/or their Subcontractors may be asked for additional information to verify that Registered Apprentices will be used on the Project. Prime Contractors must ensure that they and/or their applicable Subcontractors obtain written authorization from any Registered Apprentices whose personal information (as determined by JTST) will be provided to the Province of B.C.. A template will be provided for this purpose.

***If NO:*** Follow the link provided on the form to the ITA website to register an apprentice. Apprentice registration with the ITA typically takes up to five business days but in some cases may take up to ten. There are no fees associated with registering an apprentice. Keep in mind, an apprentice may be an individual currently working for the Prime Contractor or a Subcontractor in one of the Specified Trades but who has not been formerly registered as an apprentice.

***A.6) This is the first time the Prime Contractor or Subcontractor has registered an Apprentice***

Is this the first time that the applicable contractor has registered an apprentice? Indicate ***YES/NO***.

***A.7) ADDITIONAL INFORMATION (OPTIONAL FIELDS):***

***Include company name in a public listing of organizations supporting Registered Apprentices.***

The construction industry has indicated that it is important that those contractors using Registered Apprentices while working on public projects be recognized. Selecting yes in this field signals a company's consent to have the applicable company publicly listed among organizations that support registering apprentices. Please note, this is an optional field; consent is not mandatory. **Prime Contractors must ensure that they have an applicable Subcontractor's consent to be included on this list before answering YES.**

***Provide the estimated number of Registered Apprentices to be used on the Project.***

The construction industry has also indicated that it is important for Prime Contractors and/or Subcontractors to be given the opportunity to provide the number of Registered Apprentices they plan to use on the Project. This is optional information, recognizing that labour needs may change over the course of a Project.

**Attachment 2**  
**Sample Form B: Apprentice Utilization Report\***

Prime Contractor Business Name:  
Email address:  
Project Name:  
Contract Authority:

Prime Contractor Contact Name:  
Phone:  
Approximate Contract Value: \$  
Project Number:

**Reporting Period:** From: \_\_\_\_\_ To: \_\_\_\_\_

**Final Apprentice Utilization Report:** Yes/ No

*Refer to the comments tab in each header field for definitions and instructions on how to complete each column or the Instruction Guide*

**Reporting: (FOR PRIME CONTRACT AND/OR SUBCONTRACTS VALUED AT \$500K OR MORE):**

B.1	B.2	B.3	B.4 (OPTIONAL)	B.5
List Prime Contractor and all Subcontractors	Total Number of Registered Apprentices used on the Contract during reporting period	Total Number of Hours of work completed by Registered Apprentices on the Contract during reporting period	Total Number of Trainees used on the Contract during the reporting period	% of Contract completed at end of reporting period
1.				
2.				

**Reporting: (FOR SUBCONTRACTS VALUED BELOW \$500K):**

B.1	B.2	B.3	B.4	B.5
List Prime Contractor and all Subcontractors	Total Number of Registered Apprentices used on the Contract during reporting period	Total Number of Hours of work completed by Registered Apprentices on the Contract during reporting period	Total Number of Trainees used on the -Contract during the reporting period	% of Contract work completed at end of reporting period
1.				
2.				

Signature of Authorized Representative:

Date:

\* The information contained in this form is subject to verification by the B.C. government. Prime Contractors and/or Subcontractors may be asked to provide further information to verify the validity of the data provided, demonstrating compliance with the *Apprentices on Public Projects* policy.



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## INSTRUCTIONS FOR COMPLETING FORM B

### Definitions

Refer to Section 6.0 of the *Apprentices on Public Projects in British Columbia Policy and Procedure Guidelines* (the “**Policy**”) for definitions.

### Form B: Apprentice Utilization Report

Each Prime Contractor is responsible for collecting the information necessary to complete this *Form B*, including from its applicable Subcontractors as required.

The purpose of *Form B* is to collect data on the use of Registered Apprentices and Trainees on Public Infrastructure Projects, particularly where the Primary Scope of Work of the contract is in one of the Specified Trades. The government uses this data to monitor compliance with the Policy and to better understand the use of Registered Apprentices and Trainees on such Projects.

Each Prime Contractor must use *Form B* to report on the utilization of Registered Apprentices by it and by all applicable Subcontractors under any and all Contracts for Specified Trades (regardless of their value).

Each Prime Contractor may choose to use *Form B* to report on the utilization of Trainees in relation to the Project, regardless of whether such Trainees are used under Contracts for Specified Trades or other Project-related contracts not for Specified Trades.

A completed *Form B* must be submitted by the Prime Contractor to JTST by email (to [publicprojects@gov.bc.ca](mailto:publicprojects@gov.bc.ca)) at the following times throughout the life of the Project:

- Within five (5) business days after the end of each fiscal quarter (March 31, June 30, September 30, December 31); and
- Within 30 days of the completion of work under the Prime Contract.

### ***Approximate Contract Value***

Provide an approximate value of the Prime Contract held with the Contracting Authority.

### ***Reporting Period***

Indicate the period of time to which the specific *Form B* relates. For a quarterly report, these dates will represent the start and end date of that fiscal quarter (e.g. from January 1 to March 31). The final *Form B* (submitted at the Project’s conclusion) may relate to a shorter period of time.

## ***Final Apprentices Utilization Report***

Indicate **YES** if you are submitting the final *Form B* and **NO** if you are submitting a quarterly report.

### ***B.1) List Prime Contractor and all Subcontractors***

Provide the common business name of each Prime Contractor and Subcontractor involved in the Project. Please note, it is only mandatory to list those Subcontractors working on Contracts for Specified Trades in this form. The inclusion of other Subcontractors is at the Prime Contractor's discretion.

### ***B.2) Total Number of Registered Apprentices used on the Contract during reporting period***

Indicate the total number (headcount) of Registered Apprentices that worked on the Prime Contract or Subcontract in question (including those who worked directly on the Project but not on the worksite, such as Registered Apprentices doing metal fabrication off-site for specific use on the Project) during the reporting period.

If reporting on a Project-related contract not in one of the Specified Trades, you may opt to instead provide the number of Trainees that worked on the Project during the reporting period (see instructions for field B.4).

### ***B.3) Total Number of Hours of work completed by Registered Apprentices on the Contract during reporting period***

Indicate the total number of labour hours that were completed by all the Registered Apprentices referenced in field B.2. This number should also include Registered Apprentices working directly on the Project but not on the worksite.

### ***B.4) OPTIONAL FIELD - Total Number of Trainees used on the Contract during the reporting period***

Indicate the total number (headcount) of Trainees used on the applicable contract.

### ***B.5) Percentage of Contract completed at end of reporting period***

Indicate the percentage of the contract-related work that has been completed by the Prime Contractor or applicable Subcontractor to date. If 100% is entered in respect of a Subcontract, the Prime Contractor need not refer to that Subcontract on a subsequent *Form B*. If 0% is entered in this field, this will indicate that the Subcontractor in question has not yet started their portion of work on the Project.

Prime Contractors and/or their Subcontractors may be asked for additional information to verify that Registered Apprentices have been used on the Project. Prime Contractors must ensure that they and/or their applicable Subcontractors obtain written authorization from any Registered Apprentices whose personal information (as determined by JTST) will be provided to the Province of B.C. as a result of such request. A template will be provided for this purpose.

### Attachment 3-Specified Trades

1. Agricultural Equipment Technician	34. Motorcycle Mechanic
2. Appliance Service Technician	35. Oil and Heat System Technician
3. Automotive Painter	36. Painter-Decorator
4. Automotive Service Technician	37. Partsperson
5. Baker	38. Plumber
6. Boilermaker	39. Powerline Technician
7. Bricklayer	40. Recreation Vehicle Service Technician
8. Cabinet Maker (Joiner)	41. Refrigeration and Air Conditioning Mechanic
9. Carpenter	42. Rig Technician
10. Concrete Finisher	43. Roofer
11. Construction Craft Workers	44. Sheet Metal Worker
12. Construction Electrician	45. Steamfitter/pipefitter
13. Cook	46. Sprinkler System Installer
14. Drywall Finisher and Plasterer	47. Tiler
15. Electronic Motor System Technician	48. Tool and Die Maker
16. Floorcovering Installer	49. Tower Crane Operator
17. Gasfitter- Class A	50. Transport Trailer Technician
18. Gasfitter-Class B	51. Truck and Transport Mechanic
19. Glazier	52. Welder
20. Hairstylist	53. Mobile Crane Operator (hydraulic)
21. Heavy Duty Equipment Technician	54. Motor Vehicle Body Repairer (Metal and Paint)
22. Heavy Equipment Operator (Dozer)*	55. Mobile Crane Operator
23. Heavy Equipment Operator (Excavator)*	56. Machinist
24. Heavy Equipment Operator (Tractor-Loader- Backhoe)*	57. Metal Fabricator (fitter)
25. Industrial Electrician	
26. Industrial Mechanic (Millwright)	
27. Instrumentation and Control Technician	
28. Insulator (Heat and Frost)	
29. Ironworker (generalist)	
30. Ironworker (reinforcing)	
31. Ironworker (structural/ornamental)	
32. Landscape Horticulturist	
33. Lather (Interior Systems Mechanic)	

\*In B.C. these three individual Heavy Equipment Operator Red Seal trades are covered under one trade called Heavy Equipment Operator. For more information: [http://www.red-seal.ca/trades/tr.1d.2s\\_l.3st@-eng.jsp](http://www.red-seal.ca/trades/tr.1d.2s_l.3st@-eng.jsp)