



Labour and Advanced Education



Apprenticeship Training
Box 578, 2021 Brunswick St.
Halifax, NS B3J 2S9
Telephone (902) 424-5651
Toll Free: 1-800-494-5651
Fax: (902) 424-0717

APPLICATION FOR EXAMINATION

PLEASE PRINT

The Department will use and disclose personal information only in accordance with the Nova Scotia Freedom of Information and Protection of Privacy Act and the Nova Scotia Personal Information International Disclosure Protection Act. To correct or access your personal information you may contact the Department Information Access and Privacy Manager at LAEaccess@gov.ns.ca or (902) 424-8472.

Trade \_\_\_\_\_ Registration # \_\_\_\_\_ Application ID # \_\_\_\_\_

Mr./Ms \_\_\_\_\_ Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Initial \_\_\_\_\_

Address \_\_\_\_\_ City/Town \_\_\_\_\_

Province \_\_\_\_\_ Postal Code \_\_\_\_\_ Date of Birth \_\_\_\_\_ Social Insurance Number \_\_\_\_\_

Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

- 1. Do you hold a Provincial Certificate in this trade?
2. Have you ever attempted the Interprovincial Examination before?
3. From the examination schedule attached, please indicate requested location and date.

Which trade exam do you wish to write? Is this a placement exam?
Level 1, Level 2, Level 3, Certification Examination (\$135.95)
Signature \_\_\_\_\_ Date \_\_\_\_\_

Note: Candidates are not eligible to write Certification Examinations until they have completed all of their technical training and practical experience, i.e., if the term of apprenticeship is 8000 hours, the client must have completed 8000 hours combined technical training and work experience.

RELEASE OF ELECTRONIC PHOTOGRAPH - CERTIFICATION LEVEL ONLY

I hereby authorize Service Nova Scotia and Municipal Relations to provide my driver's license or identification card photograph electronically to the Department of Labour and Advanced Education, Apprenticeship Training, for use on my identification card.

Client Name \_\_\_\_\_ (please print) Client Master Number \_\_\_\_\_ (Driver's License)

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

Fees are to be made payable to the MINISTER OF FINANCE and forward completed application to "Examinations" at the above address DO NOT MAIL CASH - cash payment is accepted in the Halifax location with exact change only. Debit and Credit payments are accepted in Halifax, Sydney and Truro Offices. Personal cheques are no longer accepted and will be returned.

Method of Payment: Certified/Business Cheque Money Order Visa Master Card Debit Card Cash

(credit card account number) (card holder's name) (expiry date) (signature)

IS THIS YOUR CREDIT CARD? Y N IF NO, ADDRESS FOR RECEIPT PURPOSES: \_\_\_\_\_

Verification of Eligibility to be Examined
Application approved: Yes No
If No, give reason for non-approval
Signature \_\_\_\_\_ Date \_\_\_\_\_

## GUIDELINES REGARDING APPRENTICESHIP EXAMINATIONS

**Apply Before Date** - Your application must be received at the Halifax Office of the Apprenticeship Training at least 20 working days before the requested examination date. Applications received after the “apply before” date will be processed for the next available examination sitting.

If your application is received by the “apply before”, every effort will be made to process it for the date requested. However, this is a requested or preferred date only. If it is not possible to schedule you for your requested date, you will be scheduled to write at the next available sitting in the location of your choice.

**Payment** - The fee for all certification examinations is \$135.95. Payment may be made by **certified cheque, or money order** and be made payable to the MINISTER OF FINANCE. **Personal cheques are no longer accepted and will be returned.** Do not mail cash. Cash payment is accepted in the Halifax Office with **exact change only**. Debit and credit payment is accepted in Halifax, Sydney and Truro Offices. No fee required for level examinations for apprentices following training or approved Section 30 applicants who paid the application fee and who attempt the examination within 90 days of approval. No fee required for a re-write of a level examination for apprentices. All other re-writes are subject to the \$135.95 examination fee.

**Release of Information** - Complete the release portion of the examination application if you are challenging a certification examination. You will now receive a photo identification card upon successful completion of your certification examination.

**Confirmation Letter** - Apprenticeship Training will send confirmation letters to approved applicants. If you do not receive a confirmation letter, do not attend the examination sitting as you will not be eligible to write. If you **do** receive a confirmation letter, make sure you arrive approximately fifteen minutes early and bring your confirmation letter and photo identification, or acceptable equivalent (i.e. two pieces of signed identification). It is your responsibility to contact your Industrial Training and Certification Officer if you do not receive your confirmation letter ten (10) days prior to the examination sitting.

**Reschedule** - An applicant who is unable to report for a specific examination may withdraw from that sitting and reschedule **one time only** without penalty. The candidate must notify Apprenticeship Training a minimum of twenty-four (24) hours in advance of the examination sitting.

Examination fees will be forfeited if you fail to report for the scheduled examination or fail to contact Apprenticeship Training to reschedule within twenty-four (24) hours in advance.

**Time Limit** - A four-hour time limit is allocated for writing examinations. Please use your time wisely.

**Calculators** - Calculators are not supplied, however, clients are permitted to use scientific calculators. Programable or trade specific calculators are not permitted.

**Pagers, Cell Phones and Palm Computers** - Are **not permitted** in the examination room and must be left in a location determined by the invigilator. Clients should make sure they have some type of identification on their pager, cell phone or palm computer so they can determine which one belongs to them when exiting the exam room.

**Passing Standard** - A passing standard of 70% is required on all Apprenticeship Training examinations.

**Re-examination** - A client who fails the examination on the first attempt may be permitted a second attempt. A third, and each subsequent examination attempt must be preceded by a period of technical training acceptable to the Director.