

## Experience Letter Criteria

The participant must have a minimum of 3 years practical construction experience.

### Definition of construction field experience:

A construction worker (laborer or skilled construction tradesperson) working directly and actively in a construction field (i.e. residential, commercial, industrial, road building, pipeline construction, mobile equipment operations etc.); or; an individual who is directly and actively responsible for the supervision (i.e. site superintendent) or safety (i.e. site safety coordinator) of the construction worker, whom also works directly and actively in the construction field on a full time basis.

### Make certain all components listed are outlined in your experience validation:

- Letter should be on letterhead from the company(s) that you were employed with and signed by management. (if submitting from multiple employers, each employer must write and sign a letter)
- Start date and end date of employment - length of combined construction related and/or Health and Safety (H&S) employment must meet the 3 year's full time.
- Your job title/position
- Your job description- refer to the definition of construction field experience as outlined above and ensure that your job description outlines and covers the information in the definition.

Percentage of time, based on a weekly average, in the field versus in the office. Do you work 100% of your duties in the field? Or; as a supervisor are you 50% in the field and 50% office? If your time is split between field and office, you can only use your field percentage towards your three years' experience time.

Example: 50% field over one year=6 months towards total field experience.

### Examples of different ways that you can submit your experience verification:

- Letter(s) from your current or past employer(s) signed by management, which must include
- A copy of your journeyman construction tradesperson(s) certification and upgrade where applicable
- Letter from your construction trade union verifying length of membership term and qualifications in your trade