

This Change of Employer Application applies to any crane operator who currently holds a Level B certificate.

NOTES

1. This form is for any Apprentice / Trainee operator who **changes Employer** and wants to continue their Trainee/Apprentice Level B certification with the new employer.
2. The new employer certificate is valid for the **same crane type** as the original certificate and has the **same expiry date**.
3. All **operational restrictions** continue to apply to the new employer Level B certification. (See right.)
4. Level B Certification is for:
 - a. **Apprentices** who are registered with Skilled Trades BC, –or–
 - b. **Trainee** crane operators who are engaged in a workplace training program (leading to a CraneSafe Level A Full Scope Certificate).
5. A successful result on the Level B – BC Crane Operator Core Theory Exam (an online multiple choice test) is required for certification.

OPERATIONAL RESTRICTIONS

1. The Level B Certificate is valid for up to **one year** and is renewable by application.
2. The Level B Certificate is valid for the **crane type** indicated below (see the attached Crane Type Hierarchy Chart).
3. All **non-critical lifts** performed by the apprentice / trainee operator must be under **indirect supervision of a qualified supervisor**†.
4. All **critical lifts** (as defined by WorkSafeBC) performed by the apprentice / trainee operator may only be under **direct supervision**‡ of a **qualified supervisor**†.
5. The apprentice / trainee operator must participate in a fully supervised and documented **workplace training program** that leads them to achieve Level A Full Scope Certification.
6. A list of crane operator competencies is available online at www.fulford.ca (see crane type).

Online Core Theory Test

If you have not already successfully completed the online core theory test:

- a. You have **30 days** from the day you are registered for the online test to complete it. After 30 days, you will forfeit your application fee and will need to reapply.
- b. The online exam may be attempted a total of **three times**. For a second or third attempt, the Re-Application form must be submitted with payment of an additional fee.

† The employer is to ensure that the **supervisor** is properly trained and that there is a **plan for supervision**.

‡ **Direct supervision** requires that the supervisor is close enough to observe the lift and to provide verbal directions to the operator.

For more information on Level B restrictions and who is qualified to supervise, see www.fulford.ca/crane-operator-certification/bc-yukon/stbc-level-b/

For a complete description of the Employer's and the Apprentice/Trainee Crane Operator's requirements and obligations for Level B Provisional CraneSafe Certification, see www.fulford.ca/crane-operator-certification/bc-yukon/stbc-level-b/

CRANE INFORMATION

Select the crane type that this application applies to – Choose only one.

Mobile Crane (select sub-type below)	Stiff Boom – Unlimited Tonnage	Folding Boom – Unlimited Tonnage
• Friction Lattice	Stiff Boom – 40 Tonnes & Under	Folding Boom – 22 Tonnes & Under
• Hydraulic Lattice	Stiff Boom – 20 Tonnes & Under	Folding Boom – 10 Tonnes & Under
• Hydraulic – Unlimited Tonnage	Tower Crane	Self Erect Tower Crane
• Hydraulic – 80 Tonnes & Under		
• Hydraulic – 20 Tonnes & Under		

Crane Make

Crane Model

*** Required**

OPERATOR INFORMATION

BC Crane Safety ID Number *

First Name Middle Initial Last Name

Address Suite

City Province Postal Code

Phone Cell Phone Date of Birth / /
mmm dd yy

Email *

OLD EMPLOYER INFORMATION

Company Name

Address Suite

City Province Postal Code

Contact Name Phone

Email Cell Phone

NEW EMPLOYER INFORMATION

Company Name

Address Suite

City Province Postal Code

Contact Name Phone

Email Cell Phone

WorkSafeBC Account Number To create a WorkSafeBC account, go to www.worksafebc.com/insurance/registering_for_coverage/register_with_worksafebc/default.asp

PLAN FOR SUPERVISION & TRAINING PROGRAM

1. While you do not have to submit a Supervision Plan –or– a Training Program with this application you will need to ensure that:
 - (a) a **Plan for Supervision is in place** to ensure adequate supervision of the Level B Operator named on this form, and
 - (b) a **Training Program** is in place that is **fully supervised and documented** and that the Level B Operator named on this form will participate in the program.
2. **In the event of an incident** involving any Level B operator, WorkSafeBC will request evidence from you of a Plan for Supervision covering the Level B operator and documentation of training in a formal program.
3. The Training Program is both fully supervised and documented and that it leads to the Operator **achieving Level A Full Scope Certification**.
4. **By signing the Supervisory & Training agreement the Employer agrees** to ensure that the Level B operator is adequately supervised at all times while operating a crane by a person or persons who understands that they are responsible for supervising the Level B operator and are qualified and competent to do so.

 Furthermore, the employer also agrees that the Trainee Crane Operator will participate in a fully documented and supervised training program that will prepare them to achieve Full Scope Certification.

PAYMENT INFORMATION

Application Fee Payment is due at the time of application¹.

Trainee/Apprentice: \$195.00 plus \$9.75 GST = **\$204.75***

* TOTAL FEE = Total Application Fee + Expedited Fee(s) (if selected)

Expedited Card Creation

Check here for Same Day Card Creation. Card will be issued within 24 hours after the following have been received by Fulford:

Expedited Card Fee: **\$80.00** (incl.\$3.81 GST)

NOTE:

1. Payment must be received before access to the online exam is given.
2. The operator must have a BC Crane Safety ID Number before the CraneSafe certificate is issued.

Receipt

Please indicate the email address where the receipt for this application is to be sent: Operator Employer Other (specify below)

Email Address

Cheques

- Personal and business cheques are accepted.
- Make cheques payable to **Fulford Certification**
- For all cheques that are not honoured there is a service fee of \$50.

Credit Card Information

Type (check one) Visa MasterCard American Express

Card Number - - - Expiry Date /
Visa & MC: 16 digits; Amex: 15 digits mm yy

CVV#

Security Number
Visa & MC: 3 digit number on back of card
Amex: 4 digit number on front of card

Name on Card

Signature _____

Billing Address Same as Personal Information Same as Employer Information Other (please fill out below)

Name

Phone:

Address

Apt/Suite

City

Province

Postal Code

Application Submission

For payment by credit card, applications can be emailed to info@fulford.ca.

Or, mail this form (and cheque if applicable) to:

Fulford Certification, #508 – 602 West Hastings Street, Vancouver, BC, V6B 1P2

For all queries, please contact our main office toll free at 1.888.952.6033 or in the Lower Mainland at 604.398.5230.

Level B CraneSafe Certification is administered by Fulford Certification on behalf of BC Crane Safety.

Refund Policy

Once your application for Level B certification has been received and payment has been processed, you are eligible to receive a refund of 50% of the application fee *if you have not already written the online test and the 30 day enrolment period has not expired.*

Once you have written the online test, there is no refund.

Summary of Your Obligations when you sign this form:

This form contains specific legal requirements that the sponsor of the trainee operator and the trainee operator themselves must agree to abide by. When you sign this form you are agreeing that **as the sponsoring employer** you are:

- (a) providing the trainee with **structured supervision** by a qualified person AND that you are
- (b) enrolling the trainee in a **formal training program** supervised and managed by someone qualified to do so.

For the EMPLOYER to sign this form you must:

- 1. **Have identified a qualified supervisor** to supervise the work of the trainee crane operator, and
- 2. **Have in place a supervised and fully documented training program** for the trainee to participate in and achieve Full Scope Certification.

For the TRAINEE to sign this form you must:

- 1. **Agree to be supervised** by the person(s) identified by your employer, and
- 2. **Agree to participate** in a formal training program that leads you to achieve the Skilled Trades Credential for your trade (Tower Crane or Mobile Crane Operator).

You must agree to these statements to sign this form.

AGREEMENT

Please note that a Level B Card is not transferable.

When you change jobs your Level B card becomes invalid and you must submit this Change of Employer application to receive an updated Level B Certificate. This is because a Level B Certificate is only valid when there is a plan for supervision in place that is agreed to by all parties – trainee operator, supervisor and employer.

Apprentice / Trainee Crane Operator

I have read and understood all the conditions in this application and I agree to operate only the **crane type** indicated on page one (according to the crane type hierarchy) under the **supervision** of a qualified supervisor and to participate in a formal **training program**.

Employer

I have read and understood all the conditions in this application and I agree that there is a **Plan for Supervision** in place; that the apprentice/trainee crane operator will be adequately **supervised** while operating the **crane type** indicated on page one (according to the crane type hierarchy); and that the apprentice/trainee crane operator will participate in a fully documented **training program**.

Apprentice / Trainee Crane Operator Signature

Employer: First Name Last Name

Date

Employer Signature

Date

PRIVACY NOTE:

Fulford Harbour Group Ltd. (known as Fulford Certification) is subject to the Personal Information Protection Act, SBC 2003, C23 (“PIPA”). We will not share personal information including the photo with any party except WorkSafeBC or its designates, the employer and the crane operator. For more details, see our Privacy Policy at www.fulford.ca.