

Public Works Supervisor   
Public Works Institute

Application

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| **APPLICATION** | | | |
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| **NAME** | | **TITLE** | |
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| **EMPLOYER** | | | |
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| **ADDRESS** | | | |
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| **EMAIL** | | | |
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| **PHONE** | | | |
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| **REGISTRATION FEE: $100 (ONE TIME SET UP FEE, INCLUDES 1ST ADJUDICATION) | $50 APPLICATION REVIEW** | | | |
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| **CREDIT CARD NUMBER** | | **EXP** | **CCV** |
| **PLEASE INVOICE ME** |  | **PO NUMBER** |  |
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| **CHECKLIST**   * **Signed letter from supervisor(s) verifying supervisory experience and details of application** * **Resume outlining work experience including dates of employment and responsibilities** * **Outline of education that includes the course name, course provider, time (length) of course, and all training certificates** | | | |

**Applications should be submitted digitally to** [**executivedirector@pwabc.ca**](mailto:executivedirector@pwabc.ca)

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| **USE THE FOLLOWING TEMPLATE TO CONSOLIDATE INFORMATION REGARDING YOUR MANAGEMENT TRAINING UNITS**  **Enter the name of the course, date(s) taken, hours spent taking course- Include Certificates** | | |
| **NAME & PROVIDER OF COURSE** | **DATE TAKEN** | **CONTACT HOURS**  ***NOT INCLUDING BREAKS*** |
| **Incident Command System Certification – 13 CEU’s per Level** | | |
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| **BC Safety Supervisor Course (BCMSA) Completion of Supervisor Safety Certificate 17 CEU’s** | | |
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| **Communication Courses** | | |
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| **EOCP Water/Wastewater Level Certificate – 13 CEU’s per level** | | |
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| **Customer Service Training** | | |
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| **Leadership, Supervision & Workforce Development**  Includes: leadership and management, team development, hr management, organizational behavior, performance reviews, interviewing, union negotiations | | |
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| **Project Management**  Includes: all project management training | | |
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| **Workplace Safety**  Includes: First aid (maximum of 8 credits), leadership in safety, hazard identification, regulations and safety best practices, OHS 1000 or OHS 1100 | | |
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| **Emergency Operations Center** | | |
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| **Certificates, Diplomas, Degrees Maximum 54 CEU’s 1 CEU per course credit** | | |
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| **PWABC Public Works Institutes – Level 1, 2 or 3 (INFR 1110, INFR 1120, INFR 1130)** | | |
| **PWI I or INFR 1110** |  | 29 (6 CEU’s) EOCP 3 |
| **PWI II or INFR 1120** |  | 29 (6 CEU’s) EOCP 3 |
| **PWI III or INFR 1130** |  | 32 (7 CEU’s) EOCP 3 |
| **PWABC CONFERENCES – years attended (8 CEU’s)** | | |
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| **PWABC COURSES & ELECTIVES – list courses (One hours of instruction = 0.2 CEU’s)** | | |
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| **Other ASSOCIATION COURSES – List all courses taken** | | |
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| Town of Sample | **LETTER TEMPLATE**  **(Cut and past the following on to your corporate letterhead)** |
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| Date: | |
| Attention:  Program Registrar  102 – 211 Columba St  Vancouver BC V6A 2R5 | |
| RE: (Name of Employee) | |
| Please accept the attached application from [*FIRST LAST*] for recognition under the Public Works Association of BC Public Works Supervisor Program  [*FIRST LAST*] has been employed **in a supervisory capacity** with our organization for a total of \_\_\_weeks culminating to a total of \_\_\_\_hours of supervisory experience.  I can verify that the following items are attached:   * **Resume outlining work experience including dates of employment and responsibilities** * **Outline of education that includes the course name, course provider, time (length) of course, and all training certificates**   I can verify that the enclosed information has been reviewed and is accurate at the date of submission. If there are any questions regarding the application, please contact me at (*phone number*).  Sincerely,  Signature  Printed Name  Title | |