

Public Works Supervisor
Public Works Institute

Application

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| **APPLICATION** |
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| **NAME** | **TITLE** |
|  |
| **EMPLOYER** |
|  |
| **ADDRESS** |
|  |
| **EMAIL** |
|  |
| **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**
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**Applications should be submitted digitally to** **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 Registrar102 – 211 Columba StVancouver 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, SignaturePrinted NameTitle |