



## Application Process/Considerations

- visit [43Careers.com](http://43Careers.com) and learn more about these program offerings (hyperlinked) — [Motorcycle Mechanic](#), [Auto Service Technician](#), [Heavy Duty Equipment Technician](#), and [Millwright](#).
- Students please complete** and submit the following **all together** (will be at least 5 pages in package):
  - Pages 2 + 3 of the fillable .pdf application** [must have all necessary signatures on p. 2]
  - Updated Resume**
  - Diploma Verification Form**... see your counselor
  - Absence / Late Report**... see your counselor
- discuss your educational and career paths with your counselor and parents/guardians
- understand these are **post secondary level programs** where the expectations are higher than regular high school courses – given they are set to **provincial** and **national certification standards** (ex: need at least 70% in all theory and practical work to earn your level technical training)
- a plan to **successfully complete all necessary pre-reqs**:
  - all ‘core’/required grade 11 courses for graduation
  - English 12
  - courses (and marks, if applicable) specific to desired trades training program
- on intake date, be a gr. 11 or 12 student in a public school in SD43 (Coquitlam)... can't be a graduate
- “Pass” a personal interview with Coquitlam and/or Post Secondary personnel (usually done in April)
- there are limited seats – pre-reqs, attitude, aptitude, lates/absences, references, etc will all be considered

## If accepted into one of the TRAIN in Trades programs:

- receive a “congratulations & **conditional** acceptance” email or phone call (mid-May, ideally)  
Confirmation will be given well in advance of the intake, assuming you have continued to be in good school standing (ex: no excessive lates or absents, no school suspensions, passing all necessary courses with appropriate grades – failure to stay in good standings may result in a withdrawn application by the SD)
- meet all the pre-requisite academic standards/requirements for your specific program
- transportation, to and from the training site(s), is the responsibility of the parent/guardian
- be committed to full and active participation in the TRAIN in Trades Program, most notably in:
  - conducting yourself in a professional and responsible manner in the classroom and workplace
  - not being absent or late while in the program, to the best of your ability
  - physically being able to meet the demands of the trade, and
  - doing the homework and review daily... this could range from 30 mins to 1+ hrs depending on the topic/test
- the school district will cover the **tuition** cost, but, when needed, **student/family must be prepared to pay all other program fees** [example of some potential costs: textbook, tools, Compass Card...]
- need to ensure you have appropriate PPE for that trade (minimum: CSA approved safety boots + safety glasses)
- have your course timetable adjusted accordingly
- if necessary, complete a post secondary ‘Application Form’ soon after your confirmation
- for applicable programs, student **must have current, government-issued photo ID** (ex: driver’s license or passport) for the final ITA certification exam... **no valid ID = no exam** (they are **very strict** on this)

**Student applicant completes** pages 2 and 3 (fillable .pdf)

Please **keep page 1** for your own reference.



**Student Information**

Student name: \_\_\_\_\_

Birth date: \_\_\_\_\_

Home address: \_\_\_\_\_

Home phone: \_\_\_\_\_

**Student Cell phone:** \_\_\_\_\_

Present school: \_\_\_\_\_

**Current Grade:** \_\_\_\_\_

Emails: **student** – can**not** be school-based or parent email: \_\_\_\_\_

**parent/guardian:** \_\_\_\_\_

**Student & Family Consent for the “TRAIN in Trades” Program + Media Release**

We have read and understand the requirements and expectations explained on page 1. The information on pages 2 + 3, that was **completed by the student**, is accurate/reflective of the applicant. We have looked at district webpage (43Careers.com), specific to this trade, and feel very comfortable with all the expectations and program considerations, including researching some of the links in the right column.

We have read the media release (below) and selected the appropriate response:

*“I hereby grant permission to Coquitlam School Board personnel to take photographs or video of my son/daughter while in the program. These images may be used in Career Programs publications, social media, calendars and on the website for purposes of program promotion and celebration of student successes. No last name would be attached to the photograph/video”.*

**Response** \_\_\_\_\_

\_\_\_\_\_  
Signature of **Student**

\_\_\_\_\_  
Signature of **Parent or Guardian**

**School Consent for the “TRAIN in Trades” Program**

We feel this student is a **strong candidate who will be successful in this trades training**. They have met the necessary requirements and **any concerns were (will be) discussed with the district coordinator**. We **fully support** this applicant and feel s/he/they will be a **good ambassador of our school and school the district**.

**Note:** Counselors and Administrators can contact district coordinator, directly, if further discussion is required.

\_\_\_\_\_  
Signature of **School Counselor**

\_\_\_\_\_  
Signature of **School Administrator**

**Student Questionnaire** [please answer all the questions ... be **accurate and succinct** in answering]

1. I will get one of you teachers to do an '**online** reference letter' for you... which teacher would you like me to ask/email on your behalf? Teacher: \_\_\_\_\_ Subject: \_\_\_\_\_
2. Ideally, what job / career field would you like to be doing when you are, say, 25? \_\_\_\_\_
3. Of the following Motors and Engines trade programs, please select your first and second choices:  
**Auto Service Tech, Heavy Duty Equipment Tech, Motorcycle Mechanic or Millwright**  
1<sup>st</sup> Choice: \_\_\_\_\_ 2<sup>nd</sup> Choice: \_\_\_\_\_
4. Please list all the following courses (and grade levels) you have taken (or plan to take prior to the intake date):
  - Automotive** \_\_\_\_\_
  - Metal / Welding** \_\_\_\_\_
  - Physics** \_\_\_\_\_
  - Skills Exploration or Trades Sampler** \_\_\_\_\_
  - Work Experience 12** (*where did you do your placement*) \_\_\_\_\_
  - Paid job as a tradesperson?** (*which trade? where do/did you work?*) \_\_\_\_\_
5. Attendance and lates are crucial – you can be removed from a program if too many accumulate (ex: “3 strike policy”). **Looking at your attendance/late report**, comment on your **unexcused absents and lates**.  
\_\_\_\_\_
6. Visit: **ITABC.ca** > “**Find my Trade**” > click on your trade > scroll down to “**Program Profile**” and “**download**” .pdf  
How many levels of **technical training** are there for your trade? \_\_\_\_\_  
How many **total paid hours** do you need to **work for full certification**? \_\_\_\_\_
7. What are your **work** plans after you graduate? \_\_\_\_\_
8. What are your **educational** plans after you graduate? \_\_\_\_\_
9. **Outside** of a school classes, provide an example of your **ability to “fix/work with engines + motors”**:  
\_\_\_\_\_
10. The **HDET, Millwright** and **Motorcycle** programs run over Spring *and/or* Summer Break... you will not get these breaks as you will be in school, will this be an issue? \_\_\_\_\_
11. **Millwright** program only, select preferred location: \_\_\_\_\_
12. Trades training is not only “practical” – there is “**theory**” too. This means **textbook reading** on a regular basis, including “**engine math**”. Describe your “**literacy**” and “**numeracy**” **abilities** (strengths and weaknesses), especially as it pertains to textbooks, working with vehicles (ex: installing a new brakes), following detailed instructions, etc. \_\_\_\_\_
13. Do you have your “L” or “N” driver’s license? \_\_\_\_\_ If “no”, when? \_\_\_\_\_