



CANADIAN CONSTRUCTION
ASSOCIATION
CANADIENNE DE LA CONSTRUCTION

Gold Seal application guide

Table of contents

What is Gold Seal Certification?	2
General rules	2
Gold Seal application process	3
New applicants (applications started after May 1, 2020)	3
Applicants with an application started in the now closed portal	4
What designation should I apply for?	4
Do I qualify to apply?	6
Gold Seal Intern	6
Gold Seal Certified	6
Automatic eligibility	6
Project experience	7
Education and training	8
Formal education	9
Mandatory training	9
Safety training	10
Additional training	10
Changes planned for 2021	12

What is Gold Seal Certification?

The Gold Seal Certification program establishes, administers and continuously improves Canadian professional certification standards for construction management. It certifies construction management professionals against these standards and promotes accredited training.

Applicants require a combination of industry experience, education and training to take the exam and become certified.

At the heart of the program are the occupational profiles. The Gold Seal Certification program has used adult learning professionals, industry experts and groups of volunteer industry practitioners to define the knowledge, skills and abilities that construction professionals working in Gold Seal designations should possess regardless of company discipline, size or geography. The Gold Seal exam measures the applicants against this standard. There is no guidebook to study: the candidates apply the knowledge gained over a minimum of 5 years' experience plus the applicable training and education. All applicants should assess themselves against the occupational profile before applying. If you don't perform some of the duties mentioned in the occupational profile, you should acquire that competence through training, research or talking to peers. Note that the majority of the applicants' duties must align with the occupational profile in order for them to apply.

General rules

- There is zero tolerance for abuse toward the Gold Seal staff. Any kind of abuse is unbecoming of Gold Seal applicants and will result in removal from the program.
- All application and exam information is shared with the local construction associations that help administer this program. Information is only shared with the Canadian Construction Association partner association chosen by the applicant as part of the application process.
- The Gold Seal staff does not pre-score applicants. Applicants should be able to estimate how many credits they have based on this guide and having listened in on the monthly webinar.
- Applicants must represent themselves truthfully in their application or face removal from the program. Applicants are strongly advised to acquaint themselves with the requirements before applying as application fees are non-refundable. You can only apply if the majority of your duties aligns with the occupational profile for your designation.
- Applications are valid for 5 years. It is the applicants' responsibility to keep the Gold Seal staff apprised of their changing contact information by filling out the [contact information form](#).
- Only approved Gold Seal Interns can market themselves as GSIs. Applicants become GSIs once their GSI application is approved or, in case of GSC applicants, when their application is approved at the GSI level as an intermediary step. Once your internship has expired, you can no longer market yourself as GSI and must remove the abbreviation from your signature, LinkedIn profile, etc. Similarly, applicants can only market themselves as GSC once they have passed the exam, applying for GSC or having an approved GSC application does not constitute being a GSC.

- Approved and conditionally approved applicants must challenge the Gold Seal exam within a year from the application approval.
- Applicants with a valid doctor's note can discuss their accommodation needs with the Gold Seal staff. Type of accommodation varies and can include e.g. additional time or help reading the questions and answers.
- Exam questions and answers are the property of the Canadian Construction Association. Copying and sharing them in any way is strictly forbidden.
- Exam marks are final. Failed applicants can re-write the exam for an additional fee.

Gold Seal application process

New applicants (applications started after May 1, 2020)

Before starting your application, please read the [occupational profile](#) for the designation that you are applying for (at the bottom of the [Gold Seal exam page](#)), ensure you understand the requirements and process and watch a "[How to apply for the Gold Seal Intern \(GSI\) designation](#)" video or "[How to apply for the Gold Seal Certified \(GSC\) designation](#)" video. See p. 12 for changes taking effect on March 13, 2021.

- **Gold Seal Intern (GSI) application** for estimators, foremen, owner's construction managers, project managers, safety coordinators and superintendents
 - o **Cost:** \$125 plus applicable taxes
 - o **Requirements:** 1 year of Canadian experience in the designation or 2 years in an assistant's role plus a letter of reference
 - o Becoming GSI shows your commitment to becoming a GSC. GSIs have 5 years to meet the GSC requirements and to challenge the Gold Seal exam.
- **Gold Seal Certified (GSC) application** for estimators, foremen, owner's construction managers, project managers, safety coordinators and superintendent
 - o **Cost:** \$525 plus applicable taxes, includes one Gold Seal exam (see the [Gold Seal exam page](#) for rewrite fees)
 - o **Requirements:**
 - Refer to page 6 – 11 for detailed requirements
 - Foremen: A minimum 50 credits (10 credits per year) need to come from experience, and a minimum 25 need to come from education and training, mandatory education included.
 - Other designations: A minimum 50 credits (10 credits per year) need to come from experience, and a minimum 25 need to come from education and training, mandatory education included. The remaining 25 credits can come from either category or a combination.

- o If your application doesn't meet the requirements, you will be approved as GSI as an intermediary step. You will have 5 years to meet the GSC requirements and to challenge the Gold Seal exam.
- **[Professional, Gold Seal Certified \(P.GSC\) application](#)**
 - o **Cost:** \$125 plus applicable taxes, renewable every two years
 - o **Pre-requisite:** GSC
 - o **Requirements:** Has worked 2,000 + hours in the designation in which they were certified in the past two years and earn a minimum of 30 Gold Seal credits.

Applicants with an application started in the now closed portal

- If you started your GSI or GSC application in the old portal but never submitted and paid for it, you need to start a new [GSI application](#) or [GSC application](#).
- If you applied as a GSI and were approved in the previous portal, you must begin a [new GSC application](#) when you meet the GSC requirements, and pay the GSC fee of \$525 plus applicable taxes.
- If your GSC application was previously reviewed, use the [in-progress application tool](#) to submit your application for final review when you have over 100 credits. This should happen within the 5-year period that you were given when you were approved as a GSI as an intermediate step. Include only new experience/education/courses that were not reviewed previously. If you don't remember how many credits you had, review your emails/documents from the Gold Seal team. If you have lost your statement or no longer have access to it, contact goldseal@cca-acc.com.
- Those with an expired GSI expiry date were contacted in June 2020 and given until March 12, 2021 to get their application approved.
- Approved GSCs can use [this form to book their first exam date](#). Those who didn't pass can book and pay for their rewrite using [this form](#).

What designation should I apply for?

We certify estimators, foremen, owner's construction managers, project managers, safety practitioners and superintendents. See the occupational profiles posted on the Gold Seal exam page regarding how we define these designations. The majority of your duties need to align with the occupational profile for the designation that you are applying for.

Type of company

Estimators, foremen, project managers, safety practitioners and superintendents must be directly employed by a general, specialty trade, electrical, mechanical or civil infrastructure contractor.

Owner's construction managers are accountable to the procurement authority which can include owners, consultants (on behalf of the owners), general contractors, construction managers and design builders. Owner's construction managers are responsible for managing time, cost, quality, and the project's overall performance, as well as promoting positive relationships with all stakeholders.

Type of project

Residential projects (Part 9 of the National Building Code) do not count toward industry experience credits. We accept residential occupancies and projects that fall under Part 3 of the National Building Code's industrial, commercial, institutional or heavy civil sector.

Employment at non-profit organizations (including governments) is only eligible for experience credits if you apply for the owner's construction manager designation.

Job titles

Your job title may differ from our official designation name. For example, in some companies "General Foreman" is used instead of "Superintendent". In these cases, the "Experience" section and your letter of recommendation must provide details on what your duties entail.

Job duties

In order to qualify to write the Gold Seal exam, you need to be currently employed in and have at least 5 years of experience in the designation that you are applying for. Experience in another designation doesn't count for credits. E.g. if you are applying as an estimator, your experience as foreman doesn't qualify for credits. However, for superintendents, two years as a foreman can count since often companies don't have an "assistant superintendent" role but it is filled by a foreman.

Some applicants spend e.g. 10% of their time at the onset of a project doing estimating and the rest of the time doing project manager's duties. What matters is that most of your duties align with the occupational profile for the designation that you have chosen. Again, the "Experience" section and your letter of recommendation must provide details on what your duties entail.

Active employment

Gold Seal applicants and those writing the Gold Seal exam need to be actively employed in their designation. The applicants' employment status is verified at the time of the review(s) as well as before the exam(s) if it has been more than a year since the application approval. Those who have changed to a different position during the process are not eligible to write the Gold Seal exam.

Letter of reference

The letter of reference should come from your direct supervisor or a long-term client if you are self-employed. The letter – preferably on official letterhead – should detail the following:

- Company and supervisor information: Company name, website, name, title and contact information (email and phone number) of the person who signed the letter
- Employment: Job title, length of employment and main duties. If you have held different positions, the letter needs to include the dates when you moved to new positions.

Do I qualify to apply?

Gold Seal Intern

If you have at least one year of Canadian experience in your designation – or two years in an assistant’s role, with a letter of reference, you can register as a Gold Seal Intern (GSI). You’ll have up to five years to meet the Gold Seal Certification requirements and to take the Gold Seal exam to become Gold Seal Certified. Note that the application fee (non-refundable) for GSI is \$125 plus applicable taxes. When you meet the GSC requirements and want to re-submit your application, you will need to pay the \$525 non-refundable GSC application fee.

Unlike the full Gold Seal Certification application, you do not need any credits in education and training to apply. Note that you are not a Gold Seal Intern until your application has been approved.

Gold Seal Certified

If you have more than five years of experience in your designation, you may apply for your Gold Seal Certified (GSC) designation.

You need **100 credits** to apply to take the Gold Seal exam (foremen only need **75 credits**):

- You need at least **50 credits** in industry experience.
 - o 3 of these years must be in Canada
 - o 2 of these years can be in an assistant’s position
 - o A letter of reference is required (see p. 5)
- You need at least **25 credits** in education and training.
- Applicants in every designation *except* foremen need an additional **25 credits** in either category.

Automatic eligibility

You may be automatically eligible to write the Gold Seal exam or become certified if you have one of these four designations. You must also provide a letter of reference (see p. 5). Note that for the designations requiring experience, three years of experience must be in the Canadian industry.

1. **All designations: Chartered Institute of Builders (CIOB)**
Chartered Members (MCIOB) automatically meet the educational requirements (50 credits) to challenge the exam with 5 years of experience and mandatory ethics courses. You must apply to take the exam.
2. **Safety coordinator: National Construction Safety Officer (NCSO)**
If you have your NCSO, five years of construction site safety experience and have taken the Construction Industry Ethics courses, you’re automatically eligible to take the construction safety coordinator exam. You must apply to take the exam.

3. Estimator: Construction Estimator Certified (CEC) and Professional Surveyor (PQS)

If you have your CEC, you're automatically eligible to take the estimator exam. You must apply to take the exam.

If you have your PQS, you're automatically eligible for Gold Seal Certification. You do not have to take the exam, but you must apply to receive your certification.

Project experience

You need at least five years of experience in the designation you are applying for (i.e., 50 credits). You receive 10 credits for each year of experience you have in the field. There are a few other conditions you need to meet:

- Your experience must be in the industrial, commercial, institutional, or heavy civil sectors.
- At least three of your five years of experience must have been in Canada.
- If you are applying as a foreman, three of your five years of experience must have been in a foreman's position.
- Up to two years as an assistant count toward the five-year requirement (e.g., assistant superintendent, assistant project manager, junior estimator).
- Must currently be employed in the designation you have selected.
- Must provide a letter of reference (see p. 5).

Owner's construction manager: Not for profit/government employment experience is eligible for credits.

Note that the current year doesn't count as it is not a full year. Therefore, if you apply in 2021, you need to demonstrate that you are employed in the designation that you are applying for in 2021 and relevant experience for 2016 – 2020.

Screen capture:

Project experience

Include the current project you are working on, as well as at least 5 more projects (one project per year of experience). You may include up to 7 years experience for additional Gold Seal credits. Do not include multiple projects from the same year. Each year/project is worth 10 credits. Project experience must be within the last 10 years. Maximum 2 years of the minimum 5 can be from abroad.

Foremen: 3 years must be as foreman, remaining 2 can be claimed without foreman title or duties.

Other designations: Maximum 2 years out of the minimum 5 can be in an assistant's role (e.g. junior estimator, project coordinator, foreman for superintendents).

Note: Residential experience (part 9 of the National Building Code) does not count.

Current project – 2021

Current project does not count towards the minimum 5 years experience. It is to confirm you are currently working in the designation you have chosen for this application.

Role *

Project description (e.g. building renovation) *

Specific duties (e.g. supervision of site activities) *

Employer's company name

Who was this project for? (company name) *

Education and training

You must have at least 25 credits in formal education and/or training before you apply to take the certification exam. There is no time limit on formal education you have completed. All training and courses must have been completed within the last 10 years. Note that you can't use the same courses from your formal education to gain additional training credits.

Your degree or course can only be given credits in one section. E.g. if you claimed a course under mandatory training, do not list it again under safety training or additional training.

Formal education

Credits are awarded for the highest level of education you have achieved, related to the construction industry (e.g. a construction management degree or a technologist's diploma).

Tradesperson qualification	10 credits
Project management or superintendent program	15 credits
Industry-related technician	20 credits
Industry-related technologist	25 credits
Industry-related university degree	30 credits
Construction management degree program	40 credits

You must attach your diploma with your application.

- If you do not have formal education, you can make up for it with training credits.
- If you have a **foreign formal education**, we require proof of Canadian equivalency. You can obtain that proof through an academic credential assessment service provider, such as the [Canadian Information Center for International Credentials](#).

Mandatory training

- **Construction Industry Ethics courses (see p. 12 for changes coming into effect in April 2021)**
 - o All candidates *must* take the Construction Industry Ethics courses (3 credits) which includes online *and* classroom/virtual components.
 - o Courses are offered through local construction associations across the country. Please contact your [local construction association](#) to learn more about course schedules.
 - o We do not accept any other ethics courses.
- **Designation-specific training (apart from the specific courses for foremen, these are subject areas, not course titles)**
 - o *Foremen*: Must take *Construction 101 and beyond* and *Leadership for Safety Excellence*
 - o *Estimator* (min. 2 credits in total): Measuring construction work, drawings and specifications, construction contracts, pricing/bidding, construction documents, regulatory codes, scheduling, or communication
 - o *Owner's construction manager* (min. 2 credits in total): Law and contracts in the construction industry, construction planning and scheduling, project management, project costing control/accounting
 - o *Project manager* (min. 2 credits in total): Law and contracts in the construction industry, construction planning and scheduling, project management, project costing control/accounting



- o *Superintendent* (min. 2 credits in total): Management of human resources in the construction industry, jobsite controls, planning/scheduling

Safety training

Screen capture:

Safety training (optional)
Safety coordinator applicants: Report all your training on the next page

There is a maximum number of safety credits for the following designations:

- Estimator: 5
- Foreman: 5
- Owner's construction manager: 5
- Project manager: 5
- Superintendent: 10
- Construction safety coordinator: unlimited

We allocate 1 credit per 6 hours of training, lunch and breaks not included

Safety course name, duration (hours), year completed

Certificate

No file selected.

Examples of the types of training accepted in this category include first aid/CPR, WHMIS, COR, joint health and safety committee, how to operate various equipment, etc.

Additional training

When working on meeting the GSC requirements, it is recommended to consult the applicable occupational profile that defines the competencies that all GSCs should have regardless of the company discipline, size and location. If you don't perform certain duties mentioned in the occupational profile, you should acquire that competency through training, research or discussions with peers to optimize your chances of passing the exam.

The additional training that you submit as part of your application needs to fall within the areas defined in the curriculum standard (see next page). This training can be accredited or non-accredited.

The Gold Seal Certification program accredits training that meets our national curriculum standard. These courses have been pre-approved and guarantee you will earn a designated number of Gold Seal credits. There are more than [1,000 Canadian Gold Seal-accredited education and training seminars, workshops](#) and courses listed on the Gold Seal website.

We also recognize non-accredited construction management courses that fall under our Gold Seal national curriculum standard. If a course is recognized, you will receive one credit for every six hours of training.

There are 11 national curriculum standard areas in which you can earn credits:

1. Overview of the construction industry
2. Construction safety (note a 5-credit limit for estimators, foremen, owner's construction managers and project managers and a 10-credit limit for superintendents)
3. Communication
4. Law and contracts for the construction industry
5. Construction estimating
6. Management of human resources
7. Construction job site controls
8. Construction planning/scheduling
9. Project cost control and accounting
10. Project management process
11. Construction and environment

Please consult our [national curriculum standard](#) to read descriptions of acceptable seminars, workshops, and courses. Note that they must be managerial rather than technical. Exceptions are made for some technical courses.

Screen capture:

You must have at least 25 credits in formal education and/or training before you apply to take the certification exam. All training and courses must have been completed within the last 10 years. Note that you can't use the same courses from your formal education to gain additional training credits.

One (1) credit will be allocated for every six (6) hours of training.

Course 1

Duration of course (hours) / year completed

Certificate

No file selected.

Changes planned for 2021

Changes to the application framework/pricing

Starting on March 13, 2021, all applicants will register at \$425 plus applicable taxes and be approved as GSIs, giving them up to five years to meet the GSC requirements and challenge the Gold Seal exam. When the applicant meets the GSC requirements, they can fill out a GSC application for \$100 plus HST. If the GSC applicant does not meet the requirements, subsequent re-reviews are \$100 plus applicable taxes. Approved applicants can book an exam within a year from application approval for \$125 plus applicable taxes. If the applicant does not pass the exam, re-writes are \$125 plus applicable taxes.

Changes to requirements

A new, consolidated Construction Industry Ethics course will be available starting April, 2021. It will replace the requirement for the online and in-class/virtual portions of the course. Once the course is launched, new applicants will be required to take the revised course. Applicants who took the previous online and in-class/virtual courses will be given the same number of credits and they will not be required to take the new course. However, if you are missing either the old online or the old in-class/virtual portion, you will be required to take the new course.

Additional exam date

Gold Seal exams have previously been offered 3 times a year (January, April and October). We have decided to make the exams available quarterly, therefore adding an additional exam date on June 25, 2021. You may now choose from 4 exam dates, available via the [exam registration form](#).

I have questions. Who do I contact?

Please refer to our website at goldsealcertification.com. If you don't find answers to your GSI, GSC or Gold Seal exam related questions, email goldseal@cca-acc.com.