



ASPHALT PAVING/LAYDOWN TECHNICIAN

EMPLOYER DECLARATION OF WORK EXPERIENCE

ITA Customer Service
800 – 8100 Granville Ave
Richmond, BC V6Y 3T6
Tel: 778-328-8700
Fax: 778-328-8701
Toll Free: 1-866-660-6011
customerservice@itabc.ca

*This form is used to declare work experience for periods of employment and must be completed by a **direct supervisor of the applicant**, who will be contacted by ITA.*

Note: An Employer Declaration of Work Experience form must be completed for each period of employment.

This form is not to be used for periods of self-employment. For more information, see Instructions for Certification Challenge.

To qualify to challenge certification in this trade, individuals must have:

- minimum required machine operating time for **one or more** endorsements listed below
- experience performing **100%** of the job tasks listed in Section D for each endorsement you wish to challenge (indicate below):

Endorsements:

- | | | | |
|--------------------------|-------------------------|-----------|-------------|
| <input type="checkbox"/> | Asphalt Milling Machine | 450 Hours | (page 3) |
| <input type="checkbox"/> | Asphalt Paver | 450 Hours | (pages 4-5) |
| <input type="checkbox"/> | Asphalt Screed | 600 Hours | (page 6) |
| <input type="checkbox"/> | Compact Roller | 450 Hours | (pages 7-9) |
| <input type="checkbox"/> | Raker | 375 Hours | (page 10) |

A. Applicant Name

Enter the name of the individual for whom this form is being completed.

Legal First Name:	Legal Middle Name(s):	Legal Last Name:
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B. Employment Information of Applicant

Enter the business information for the applicant's period of employment declared for this trade.

Name of Organization/Employer/Business:		
Mailing Address:		City:
Province/ State:	Country:	Postal Code/ Zip Code:
Business Phone Number: ()	Website:	

Enter the dates and number of hours for this period of employment.

Dates of Applicant's Employment (MM/DD/YYYY):		Total Number Hours of Asphalt Paving/Laydown Technician Experience Accumulated in that Period:
From:	To:	
Job Title of Applicant:		



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C. Supervisor Contact Information

Enter the name and contact information for the person who directly supervised the applicant during this employment period. Ensure the information given is current as the application will be denied if this person cannot be contacted by ITA.

First and Last Name of Applicant's Direct Supervisor:	Supervisor Position or Title:
Supervisor's Phone Number: ()	Supervisor E-Mail Address:
Language(s) that the employer/supervisor can communicate: (check all that apply)	
<input type="checkbox"/> English <input type="checkbox"/> Other (please specify): _____	

Enter the supervisor and applicant names (repeat on every page of this form)

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D. Supervisor Declaration of Job Task Performance of Applicant

By checking “Yes” or “No” in the Declaration Response column, indicate whether you, as the direct supervisor of the applicant, have personally witnessed the applicant performing the job tasks listed.

Asphalt Milling Machine – Job Tasks	Declaration Response
CHALLENGE TIME REQUIRED The applicant has at least 450 hours seat time operating an Asphalt Milling Machine with your company	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
WORK SAFELY <ul style="list-style-type: none"> • Compliance with all regulatory requirements and established safe practices, including: <ul style="list-style-type: none"> ○ Uses correct PPE ○ Entering and exiting machine using 3-point contact <ul style="list-style-type: none"> ▪ Seatbelts ▪ Lockout ○ Pinch points, including between conveyor and trucks <ul style="list-style-type: none"> ▪ Aware of traffic and traffic patterns ▪ Maintaining safe distance between roller and other paving equipment (3 meters) ○ Safe parking and securing of machine 	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
ASPHALT MILLING MACHINE FUNDAMENTALS <ul style="list-style-type: none"> • Understanding of milling team rolls and responsibilities • Getting machine into position • Set teeth in ground (precise) • Moving forward according to cut pattern • Able to adjust up & down to precise cut depths • Complies with markers 	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
ASPHALT MILLING MACHINE MAINTENANCE <ul style="list-style-type: none"> • References manuals for specific machines • Walk around - pre-op check • Performs winter maintenance – drain all water, replace/maintain • Inspection and replacement of profiling teeth 	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
FOLLOW SHUT-DOWN PROCEDURES <ul style="list-style-type: none"> • Proper engine cool-down • Record keeping • Safe parking and lockout 	Yes: <input type="checkbox"/> No: <input type="checkbox"/>

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Asphalt Paver – Job Tasks	Declaration Response
CHALLENGE TIME REQUIRED The applicant has at least 450 hours seat time operating an Asphalt Paver with your company	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
WORK SAFELY <ul style="list-style-type: none"> • Compliance with all regulatory requirements and established safe practices, including: <ul style="list-style-type: none"> ○ Uses correct PPE ○ Entering and exiting machine using 3-point contact ○ Pinch points including between hopper and trucks ○ Safe parking and securing of machine 	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
ASPHALT PLACEMENT PROCESS <ul style="list-style-type: none"> • Correct positioning of paver for the job • Placing the haul truck load into the hopper • Place asphalt products effectively • Keeping tight to joints and overlaps 	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
ASPHALT PAVER OPERATION FUNDAMENTALS <ul style="list-style-type: none"> • Positioning paver • Ready paver (heating the screed & on blocks) • Following the line • Smooth transition of material to screed • Consistent head of material on screed (material pushed by screed) <ul style="list-style-type: none"> ○ Keeping hopper full • Trucks back to paver properly <ul style="list-style-type: none"> ○ Flow of mix from truck into hopper and hopper to the screed • Truck driver & operator hand signals through truck mirrors and horn <ul style="list-style-type: none"> ○ Hand signals should be slow & controlled • Paver operator should be aware of overhead power lines & other overhead obstacles 	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
ASPHALT PAVER MAINTENANCE <ul style="list-style-type: none"> • Daily operator checks • Reference: manufacturer specs • End of day: general clean of screed, hoppers, augers, screed deck, extensions, top of pavers, etc. Methods: <ul style="list-style-type: none"> ○ Scraping ○ Release agents • Environmental concerns • Biodegradable solvents <ul style="list-style-type: none"> ○ Commonly missed spots • Corners or hopper, screeds • Hydraulic extensions • Push rollers 	Yes: <input type="checkbox"/> No: <input type="checkbox"/>

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Asphalt Paver – Job Tasks	Declaration Response
COMPLIANCE WITH MARKERS, GRADES AND STAKES <ul style="list-style-type: none"> • Follow the line <ul style="list-style-type: none"> ○ Precision developed through experience ○ Staying with markers ○ Aim vs. steering – set sight ahead ○ Pay attention! ○ Trucks come in straight ○ Keep it smooth • Able to proficiently operate paver on various grades 	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
FOLLOW SHUT-DOWN PROCEDURES <ul style="list-style-type: none"> • Proper engine cool-down • Record keeping • Safe parking and lockout 	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
TRANSPORT PAVER <ul style="list-style-type: none"> • Width regulations <ul style="list-style-type: none"> ○ “Wide load”, removing extensions, etc. • Operator not necessarily involved in loading 	Yes: <input type="checkbox"/> No: <input type="checkbox"/>

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Asphalt Screed – Job Tasks	Declaration Response
CHALLENGE TIME REQUIRED The applicant has at least 600 hours seat time operating an Asphalt Screed with your company	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
WORK SAFELY <ul style="list-style-type: none"> • Compliance with all regulatory requirements and established safe practices, including: <ul style="list-style-type: none"> ○ Uses correct PPE ○ Entering and exiting machine using 3-point contact ○ Aware of traffic and traffic patterns <ul style="list-style-type: none"> ▪ Aware of no-go zones ○ Safe parking and securing of machine 	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
PAVING SCREED ATTACHMENT KNOWLEDGE <ul style="list-style-type: none"> • When & why attachments are used • Attachments <ul style="list-style-type: none"> ○ Extensions, hydraulic wings, automatic grade controls (laser) ○ String line vs. boom vs. ski boom ○ Cut off shoe to narrow down joint, curb form 	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
PAVING SCREED OPERATION FUNDAMENTALS <ul style="list-style-type: none"> • Maintain thickness, width and volume control of asphalt mix • Communication: paver operator and raker man • Anticipate adjustments and timing effect (several feet) • Placed on wooden blocks to null /neutralize angle • Aware of daily requirements of thickness for project • Adjust thickness to allow for percentage of compaction (approx. 20-25%) • Check depth frequently • Maintain and correct volume – not under or over • Team Work: Paver and screed operator 	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
PAVING SCREED MAINTENANCE <ul style="list-style-type: none"> • Perform pre-op check <ul style="list-style-type: none"> ○ Check for wear & tear • Check list (from manual) • Maintaining screed plate & adjust <ul style="list-style-type: none"> ○ Problem: scuff mark on finished product ○ Problem: more wear ○ Could reveal themselves in a day • Thickness controls (screws) are manual: need grease 	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
FOLLOW SHUT-DOWN PROCEDURES <ul style="list-style-type: none"> • Proper cleaning to prevent build up– team up with paver • Solvents and scraping (same for paver and in tandem) 20 mins. 	Yes: <input type="checkbox"/> No: <input type="checkbox"/>

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Compact Roller – Job Tasks	Declaration Response
CHALLENGE TIME REQUIRED The applicant has at least 450 hours seat time operating a Compact Roller with your company	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
WORK SAFELY <ul style="list-style-type: none"> • Compliance with all regulatory requirements and established safe practices – some key examples include: <ul style="list-style-type: none"> ○ Uses correct PPE ○ Entering and exiting machine using 3-point contact <ul style="list-style-type: none"> ▪ Seatbelts ○ Pinch points including between hopper and trucks <ul style="list-style-type: none"> ▪ Aware of traffic and traffic patterns ▪ Maintaining safe distance between roller and other paving equipment (3 meters) ○ Safe parking and securing of machine 	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
COMPACT ROLLER KNOWLEDGE <ul style="list-style-type: none"> • Machine details: <ul style="list-style-type: none"> ○ Common sizes ○ Static, vibrating and oscillating ○ Pneumatic ○ Combo ○ Steel • Determining machine production rate by size and passes • Drum widths & weights • Functions: <ul style="list-style-type: none"> ○ Breakdown – mix, time of year ○ Intermediate ○ Finish 	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
COMPACT ROLLER FUNDAMENTALS <ul style="list-style-type: none"> • Pre-rolling considerations, including: <ul style="list-style-type: none"> ○ Checks mat for grade, obstructions or limitations • Determines number of rolls based on size of drum • Lines up the roller before moving onto new mat • Forward and reverse movements are straight and uniform • Stops at 30-45-degree angle • Achieves correct asphalt density • Maintains smoothness • Determines correct rolling patterns for the job • Does not cut across the mat • Does not stop with the vibrator feature still engaged • Does not leave cut marks • Can coordinate working training with paver and other rollers 	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
BREAKDOWN ROLLER (TYPICAL CONFINED EDGE ROLLING PATTERNS) <ul style="list-style-type: none"> • Pre-rolling considerations, including: <ul style="list-style-type: none"> ○ Lining up to move onto the new mat for first pass ○ Creating a test strip • Use of correct rolling pattern <ul style="list-style-type: none"> ○ Each pass is correct pattern (first pass vs. preceding passes) ○ Effectiveness of passes (operator can cover the typical pattern in three lengths of the drum with the correct amount of overlap between passes) 	Yes: <input type="checkbox"/> No: <input type="checkbox"/>

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Compact Roller – Job Tasks	Declaration Response
BREAKDOWN ROLLER (TYPICAL LONGITUDINAL JOINT PATTERN) <ul style="list-style-type: none"> • Pre-rolling considerations, including: <ul style="list-style-type: none"> ○ Lining up to move onto the new mat for first pass • Satisfactory and consistent use of correct rolling pattern <ul style="list-style-type: none"> ○ Demonstrates typical first pass (commonly right along the joint, on the hot side, in vibratory mode) ○ Demonstrates typical second pass (commonly overlap the cold mat by 15cm, in static mode) ○ Each pass is correct pattern (first pass vs. preceding passes) ○ Effectiveness of passes (operator can cover the typical pattern making sure to overlap each pass) 	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
BREAKDOWN ROLLER (TYPICAL TRANSVERSE JOINT PATTERN) <ul style="list-style-type: none"> • Pre-rolling considerations, including: <ul style="list-style-type: none"> ○ Lining up to move onto the new mat for first pass ○ Preparing the worksite with appropriately sized boards to allow the roller to run off the mat • Satisfactory and consistent use of correct rolling pattern <ul style="list-style-type: none"> ○ Demonstrates typical first pass (commonly most of the drum is on the cold side of the joint, in static mode) ○ Demonstrates typical consecutive passes (commonly overlap onto the hot mat by 15cm, until roller is fully on the hot mat, in static mode) ○ Each pass is correct pattern (first pass vs. preceding passes) ○ Effectiveness of passes (operator can cover the typical pattern making sure to overlap each pass) 	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
BREAKDOWN ROLLER (TYPICAL CROWN ROLLING PATTERN) <ul style="list-style-type: none"> • Pre-rolling considerations, including: <ul style="list-style-type: none"> ○ Lining up to move onto the new mat for first pass • Satisfactory and consistent use of correct rolling pattern <ul style="list-style-type: none"> ○ Demonstrates typical first through fourth passes (commonly starting from the outside edge and working to the middle for both sides of the crown) ○ Each pass is correct pattern (first pass vs. preceding passes) ○ Overlapping the crown by no more than 15cm ○ Effectiveness of passes (operator can cover the typical pattern making sure to overlap each pass) ○ Never straddling the crown 	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
INTERMEDIATE ROLLER <ul style="list-style-type: none"> • Rolling considerations include: <ul style="list-style-type: none"> ○ Watching for material displacement caused by the tires or drums ○ Monitoring mat temperature ○ Effective spacing behind the breakdown roller • Satisfactory and consistent use of correct rolling pattern <ul style="list-style-type: none"> ○ Effectiveness of passes (operator can cover the typical pattern making sure to overlap each pass) 	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
FINISH ROLLER <ul style="list-style-type: none"> • Rolling considerations include: <ul style="list-style-type: none"> ○ Watching for material displacement caused by the tires or drums ○ Monitoring mat temperature ○ Effective spacing behind the intermediate roller ○ Creating a smooth surface • Satisfactory and consistent use of correct rolling pattern <ul style="list-style-type: none"> ○ Effectiveness of passes (operator can cover the typical pattern making sure to overlap each pass) • Product is left with a smooth finish 	Yes: <input type="checkbox"/> No: <input type="checkbox"/>

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Compact Roller – Job Tasks	Declaration Response
ROLLER MAINTENANCE <ul style="list-style-type: none"> • References manuals for specific machines • Pre-op check • Checks for oil and hydraulic leaks • Greasing • Maintains sprayers • Maintains cleanliness of tires or drums • Performs winter maintenance – drain all water, replace/maintain • Maintains scrapers and coco mat 	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
SHUTDOWN PROCEDURES <ul style="list-style-type: none"> • Cleaning the drums, etc. • Drinking water system: tanks/ hoses • Chock rollers • Foreman staging • Night switches/ lockouts – batteries • Secure for public safety 	Yes: <input type="checkbox"/> No: <input type="checkbox"/>

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Raker – Job Tasks	Declaration Response
CHALLENGE TIME REQUIRED The applicant has at least 375 hours seat time operating a Raker with your company	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
WORK SAFELY <ul style="list-style-type: none"> • Compliance with all regulatory requirements and established safe practices, including: <ul style="list-style-type: none"> ○ Uses correct PPE ○ Aware of traffic and traffic patterns <ul style="list-style-type: none"> ▪ Keeps rake handle out of traffic ○ Aware of no-go zones ○ Aware of roller patterns 	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
RAKER FUNDAMENTALS <ul style="list-style-type: none"> • Completes prep where machines cannot go • Smaller jobs: manhole leveling asphalt mix to conform to grade appurtenances (anything in the way) <ul style="list-style-type: none"> ○ Repair & level mistakes (done by screed or paver) ○ Looting around ○ Finishing a pass, removing excess & squaring off edges • Raking joints: <ul style="list-style-type: none"> ○ Longitudinal or transverse centerline joint • Stands on fringe of mat 	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
PLACE ASPHALT HOT MIX <ul style="list-style-type: none"> • Prep road • Intersection, drive ways, trench patching, pothole filling or grade deviations to minimize differential compaction • Squaring off end of the run/mat 	Yes: <input type="checkbox"/> No: <input type="checkbox"/>

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E. Supervisor Signature

I certify that the information I, as the current or former direct supervisor of the applicant, have provided is accurate. (Note: Collection and protection of personal information on this form is in accordance with the provisions of the Freedom of Information and Protection of Privacy Act.)

Supervisor name (Please Print):	Supervisor Signature:	Date Signed: (MM/DD/YYYY)
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