



## National Certification Process for Designated Occupation

### ELECTRICIAN

*(Full and Limited License)*

#### Bermudian Applicants *(includes Spouse and PRC Holders)*

##### Step One: Registration

Applicant must download an Application Form from [www.dwd.bm](http://www.dwd.bm) or collect directly from the DWD.

The following documents must be submitted with the Application (**incomplete submissions will not be considered**):

- Certified copies of Credentials /Qualifications (if applicable)
- Passport or Voters Card (applicants must present to DWD)
- Current Resume
- Pay the \$265 Fee (checks must be made payable to the Accountant General)  
*(waived until December 31, 2017)*

##### Step Two: Documents are vetted

A Standards and Enforcement Officer (SEO) will vet all submitted documents to ensure completeness, competency comparison against the Standard and refer the application submission to the Occupational Advisory Committee (OAC) for evaluation.

##### Step Three: Review and Evaluation

The OAC will meet to assess submission(s) i.e. Credentials /Qualifications and make the appropriate recommendation to approve or not approve the submission. If successful the OAC will determine if the applicant is recommended a **Full** or **Limited License** (see description below).

The following is a list of Acceptable/Equivalent credentials:

- City and Guilds (UK)
- Red Seal (Canada)
- NJATC (USA)



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If approved, the applicant must participate in the following mandatory course(s);

- National Electric Code (Codeology) Course – 3 day course
- NCCER (National Center for Construction Education and Research) Construction Site Safety Orientation course
- Customer Service

If applicant is unsuccessful in obtaining a passing grade (70%) or does not complete the mandatory coursework they will be 'deferred' and required to meet with the Industry Assessment Panel (IAP) for an assessment. The panel can recommend any of the following options:

- Online Challenge Test (based on the NEC code)
- Applicant must produce additional documented evidence
- Applicant to conduct physical exercise on work site or Bermuda College Lab (*this will include specific area where deficiency is evident*)
- Applicant to take additional courses

*A certification will not be issued until these requirements are successfully completed*

## **Step Four: Non-traditional Assessment and Evaluation (for applicants with work experience but no certifications)**

Where there is evidence of huge skill deficiencies the applicant will be expected to participate in the PLAR (Prior Learning Assessment and Recognition) process (*see description below*).

After completion of the PLAR process the applicant's results will be evaluated and if successful the IAP will make a recommendation to the OAC to approve for National Certification. The panel will also advise if applicant should be considered for **Full** or **Limited License** (see description below) based on all testing and assessment results.

Where an applicant is unsuccessful the panel will provide a suggested 'development pathway' in the framework of an Internship or Apprenticeship that will overtime lead to the attainment of National Certification *will vary per individual depending on their skill levels*).



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Any additional required training and/or courses must be achieved within one year from date of application in order to achieve certification.

### **Step Five: Certification Decision**

Once all eligibility requirements are satisfied the final steps towards receiving National Certification are as follows:

- Occupational Advisory Committee (OAC) will inspect results of the coursework and may approve application
- Based on a recommendation from the OAC the National Training Board (NTB) and Minister may approve application
- A Public Notice bearing Applicant's full name must appear in the Official Gazette
- A Congratulatory letter, ID Card and Certificate will be issued upon successful completion of the process
- A regret letter will be issued if the applicant is unsuccessful

### **Description of Full License**

- Applicant must demonstrate a good working knowledge of the current National Electric Code (NEC) standard and related theory;
- Applicant must have 8 – 10 consecutive years of work experience or 8,000 hours of practical/apprenticeship training;
- Applicant must demonstrate a good working knowledge of a three (3) Phase Service Entry application;
- Applicant must demonstrate good competency based knowledge of working with high voltage (minimum of 480 volts – above 400 amp);
- Applicant must provide good references and evidence of practical experience;
- Applicant must be capable of answering field related questions;



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**Description of Limited License:** – restricted from working within the scope of Article 517 of the National Electrical Code (Health and Care Facilities)

- Applicant must demonstrate a good working knowledge of the current National Electric Code (NEC) standard and related theory
- Applicant must have 8,000 hours of practical/apprenticeship training program
- Applicant must demonstrate a good working knowledge of a Single Phase Service Entry application
- Applicant must demonstrate a good working knowledge and competency working with 120/240 volts – 400 amps applications
- Applicant must provide good references and evidence of practical experience (work binder/ portfolio)
- Applicant must be capable of answering field related questions
- Applicant may obtain Full Certification in the future if specific requirements (as outlined above) are met

**PLAR (Prior Learning Assessment and Recognition) process:**

The OAC recognizes prior learning of skills, knowledge or competencies that have been acquired through employment, formal and informal education, non-formal learning or other life experiences. Prior learning must be measurable at the required practical skill level and meet standards of achievement for current courses such as the NEC code. Challenge exams and portfolio development are the primary methods of assessment. Other methods of assessment may be available depending upon the nature of the previously assessed knowledge deficiencies.

1. **Formal Education:** Structured, intentional and achieved through credit-based programs/courses.
2. **Informal Education:** Intentional and gained through participation in non-credit courses, work-place-based training, seminars and/or workshops
3. **Non-formal Learning:** Knowledge and/or skills gained through self-directed study, voluntary work, travel and other learning experiences.
4. **Work and Life Experience:** The prior learning of skills, knowledge or competencies that have been acquired through employment, education (informal/ formal), non-formal learning or other life experiences.

The length of time needed to complete a PLAR assessment will vary per individual depending on the content and method of assessment (i.e. a course requiring a portfolio assessment will require a longer period of time to complete than one requiring a challenge exam).



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**Methods of Assessment:**

1. Challenge Exam: a written/oral/demonstration which measures the learning outcomes for specific content;
2. Work Binder: a comprehensive collection of documented evidence related to the learning outcomes for a specific trade. It could include some of the following (not an exhaustive list)
  - a. Resume
  - b. References
  - c. Pictures (with attestation that work was completed by Applicant)
  - d. Certificates/Qualifications
3. Interview
4. Physical/Practical Demonstration/Project
5. Combination of assessment methods