



Re - Certification Process for Designated Occupation (Every five years) **AUTOMOTIVE SERVICE TECHNICIAN**

All Applicants

Step One: Registration

Applicant must download an Application Form from 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 (if expired within the last 5 years)
 - *(if Work Permit holder, a certified copy of Passport is required)*
- Updated 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.

FOR RECERTIFICATION ONLY

All applicants must provide evidence of continuing education units for the OAC to determine promotional level or maintenance of current level of certification to satisfy the requirements to attain Re-Certification.

- Work Binder

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



GOVERNMENT OF BERMUDA
Department of Workforce Development

Step Three: 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

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. Up to date resume
- b. References
- c. Pictures (with attestation that work was completed by Applicant)
- d. Newly acquired Certificates/Qualifications