

APPLICATION CHECKLIST

You are required to provide the following:

- Step 1: Provide a copy of your ITA trainee registration card**
To get your license, you must show proof that you are enrolled in a formal apprenticeship program in your application. To do this, you must provide a copy of your ITA Trainee Registration Card, issued by the Industry Training Authority.

- Step 2: Complete a criminal record check**
Senior officers, partners, or proprietors of your business must complete a criminal record check. For Canadian residents, get your criminal record check through our third-party supplier. The results will be sent directly to us.
[Get a criminal record check.](https://www.sterlingtalentsolutions.ca/landing-pages/c/consumer-protection-bc/) (<https://www.sterlingtalentsolutions.ca/landing-pages/c/consumer-protection-bc/>)
For non-Canadian residents, a criminal record check from your home jurisdiction is required.

- Step 3: Complete the employer supervisory and facility declaration form**
Before submitting your application, you must have your employer complete and sign a supervisory and facility declaration. Submit the [employer supervisory and facility declaration form](#).

- Step 4: Apply for a licence**
You must submit all supporting documents with your application. Each application may take up to two weeks to process.
Review this [application checklist](#).
Submit a [licence application form](#).

- Step 5: Read and understand your obligations**
It is your responsibility to review all applicable laws pertaining to your industry and to understand your obligations.
[Know your obligations](#).