

# Apprenticeship and Industry Training Act

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## Certification and Certificate Recognition Order

Board Order 2/2009

Consolidated to June 1, 2017

### NOTE

This is an order of the Alberta Apprenticeship and Industry Training Board made pursuant to section 3 of the Apprenticeship and Industry Training Act.

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## APPENDIX

### Apprenticeship and Industry Training Act

**Certification and Certificate Recognition Order 2/2009  
as amended by Board Orders 6/2009, 7/2009, 8/2009,  
9/2009, 1/2010, 3/2010, 5/2010, 1/2011, 2/2012, 4/2012,  
5/2012, 1/2013, 6/2013, 7/2013, 10/2013, 17/2013, 2/2014,  
3/2014, 9/2014, 17/2014, 1/2015, 1/2015, 5/2015 and  
2/2016**

#### Table of Contents

Definitions	1
Achievement of standards	2
<b>Part 1</b>	
<b>Apprenticeship Program</b>	
Alberta Journeyman Certificate	3
<b>Part 2</b>	
<b>Trades Qualifier Program</b>	
Qualification Certificate	4
General requirements to be certified	5
Requirements to be certified in wellhead boom truck craft	6
Requirements to be certified in rig technician trade	7
<b>Part 3</b>	
<b>Designated Occupations</b>	
Occupational certificate	8
General requirements to be certified	9
Requirements to be certified in petroleum industry occupations	10
Requirements to be certified in steel detailer occupation	11
Requirements for holders of recognized certificates	11.1
<b>Part 4</b>	
<b>Achievement in Business Competencies Program</b>	
Requirements to be certified	12
<b>Part 5</b>	
<b>Recognition of Certificates</b>	
Definitions	13
Recognition of Interprovincial Standards Red Seal	14
General recognition of documents	15

Recognition of certificates - elevator constructor	16
Recognition of certificates - water well driller	17
Recognition of certificates - Department of National Defense (Canada)	18
Recognition of certificates - parts technician trade and warehousing occupation	19
Recognition of certificates - crane & hoisting equipment operator trade	19.1
Recognition of certificates -ironworker trade	19.2
Recognition of certificates -boilermaker trade	19.3
Recognition of certificates -electrician trade	19.4
Recognition of certificates -steamfitter-pipefitter trade	19.5
Recognition of certificates -welder trade	19.6
Recognition of certificates -carpenter trade	19.7
Recognition of certificates -plumber trade	19.8
Recognition of certificates -heavy equipment tech. trade	19.9
Repeal	20

## Definitions

**1** In this Order,

- (a) "Act" means the Apprenticeship and Industry Training Act;
- (b) "apprenticeship program" means a program of training in a designated trade
  - (i) that is approved by the Board and under which an apprentice receives formal instruction and on the job training, and
  - (ii) that is governed by a contract of apprenticeship that is registered under the Act;
- (c) "Board" means the Alberta Apprenticeship and Industry Training Board;
- (d) "designated occupation" means an occupation designated under section 36 of the Act as a designated occupation and includes the branches or levels of the designated occupation established or recognized by the Board;
- (e) "designated trade" means a trade designated as
  - (i) a compulsory certification trade under section 21 or pursuant to section 57(1) or (2) of the Act, or
  - (ii) an optional certification trade under section 22 or pursuant to section 57(3) or (4) of the Act, andincludes the branches, levels or crafts of the designated trade established or recognized by the Board;
- (f) "Executive Director" means the Executive Director appointed under section 14 of the Act;
- (g) "occupational certificate" means, in respect of a designated occupation, a certificate that is granted under section 36 of the Act to a person who has met the criteria established under the Act for a person to be granted that certificate;
- (h) "term of apprenticeship" means the number of periods that are prescribed for an apprenticeship program by the applicable trade regulation;
- (i) "trade certificate" means, in respect of a designated trade, a certificate that is granted under section 21 or 22 of the Act to a person who has met the criteria established under the Act for a person to be granted that certificate,
- (j) "trade regulation" means, in respect of a designated trade, the regulation under the Act that prescribes the

undertakings and the tasks, activities and functions that come within that designated trade.

### **Achievement of standards**

**2** The Board, in consultation with the applicable provisional committee, provincial apprenticeship committee or occupational committee,

- (a) sets or recognizes the examinations that are required to measure the achievement of standards under this Order, and
- (b) determines the standards that are to be achieved.

### **Part 1**

#### **Apprenticeship Program**

#### **Alberta Journeyman Certificate**

**3** A person who successfully completes an apprenticeship program may be granted a trade certificate called an Alberta Journeyman Certificate.

### **Part 2**

#### **Trades Qualifier Program**

#### **Qualification Certificate**

**4** A person who has experience working in the trade but is uncertified or does not hold a recognized certificate in the trade, may be granted a trade certificate called a Qualification Certificate if that person establishes to the satisfaction of the Executive Director that the person meets the requirements established under sections 5, 6 or 7.

[Board Order 2/2016]

#### **Requirements to be certified**

**5(1)** A person may be granted a trade certificate in a designated trade if,

- (a) that person has
  - (i) worked in that trade for 1.5 times the total amount of time prescribed by the applicable trade regulation to complete the term of apprenticeship,
  - (ii) completed 1.5 times the total number of hours of on the job training prescribed by the applicable trade regulation to complete the term of apprenticeship,
  - (iii) a satisfactory report from the person's current employer, or other evidence acceptable to the Executive Director, confirming the person has the skill and knowledge in that trade or in respect of one

or more tasks, activities and functions in that trade that is expected of a holder of a trade certificate in that trade, and

- (iv) successfully completed to the satisfaction of the Board one or more examinations that are set or recognized by the Board, or
- (b) that person
  - (i) holds a certificate or document recognized under Part 5 of this Order, and
  - (ii) has successfully completed to the satisfaction of the Board one or more examinations that are set or recognized by the Board,
- (c) Repealed

[Board Order 8/2009]

**(2)** With respect to the requirements of subsection (1)(a), the Executive Director may grant credit for related training and experience.

#### **Requirements to be certified in the wellhead boom truck craft**

**6** Notwithstanding section 5(1)(a), in the case of persons engaged in the operation, testing or servicing of a wellhead boom truck as provided for under the *Crane and Hoisting Equipment Operator Trade Regulation*, the amount of time that a person must work in the wellhead boom truck craft of the boom truck branch of the crane and hoisting equipment operator trade is the same amount of time as the total amount of time prescribed by that trade regulation to complete the term of apprenticeship for the wellhead boom truck craft.

#### **Requirements to be certified in rig technician trade**

**7(1)** In this section, "trade" means the trade of rig technician designated as a compulsory certification trade pursuant to the Act.

**(2)** Notwithstanding section 5(1)(a), to be granted a trade certificate under section 4 in level 1 of the trade, a person must

- (a) establish to the satisfaction of the Executive Director that the person has, in respect of the trade,
  - (i) worked in the trade for 18 months,
  - (ii) acquired 2250 hours of work experience, of which a minimum of 1000 hours was completed while performing the tasks, activities and functions in the undertakings that constitute level 1 of the trade as provided under the *Rig Technician Trade Regulation*, and

- (iii) successfully completed to the satisfaction of the Board one or more examinations that are set or recognized by the Board,

or

- (b) successfully complete the first period of apprenticeship in the trade by meeting the requirements to advance set out in section 13(1) of the *Apprenticeship Program Order*, and
- (c) notify the Executive Director in writing that the apprentice's contract of apprenticeship in the trade has ended.

**(3)** Notwithstanding section 5(1)(a), to be granted a trade certificate under section 4 in level 2 of the trade, a person must

- (a) establish to the satisfaction of the Executive Director that the person has, in respect of the trade,
  - (i) worked in the trade for 36 months,
  - (ii) acquired 4500 hours of work experience, of which a minimum of 1000 hours was completed while performing the tasks, activities and functions in the undertakings that constitute level 2 of the trade as provided under the *Rig Technician Trade Regulation*, and
  - (iii) successfully completed to the satisfaction of the Board one or more examinations that are set or recognized by the Board,

or

- (b) successfully complete the first and second periods of apprenticeship in the trade by meeting the requirements to advance set out in section 13(1) of the *Apprenticeship Program Order*, and
- (c) notify the Executive Director in writing that the apprentice's contract of apprenticeship in the trade has ended.

**(4)** Notwithstanding section 5(1)(a), to be granted a trade certificate under section 4 in level 3 of the trade, a person must establish to the satisfaction of the Executive Director that the person has, in respect of the trade,

- (a) worked in the trade for 54 months,
- (b) acquired 6750 hours of work experience, of which a minimum of 1000 hours was completed while performing the tasks, activities and functions in the undertakings that constitute level 3 of the trade as provided under the *Rig Technician Trade Regulation*, and

- (c) successfully completed to the satisfaction of the Board one or more examinations that are set or recognized by the Board.
- (5)** With respect to the requirements of subsections (2)(c), 3(c), and 4(b), the Executive Director may grant credit for related training and experience.

### **Part 3 Designated Occupations**

#### **Occupational certificate**

**8** A person may be granted an occupational certificate if that person establishes to the satisfaction of the Executive Director that the person meets the requirements established under sections 9, 10, 11 or 11.1.

[Board Order 8/2009]

#### **Requirements to be certified in a designated occupation with a training program**

**9(1)** In this section, "training program" means a program of training in a designated occupation

- (a) under which a person acquires skill and knowledge in that occupation or in a branch or level of that occupation, and
- (b) that is approved by the Board under the *Designated Occupations Training Program Order*.

**(2)** To be granted an occupational certificate in a designated occupation for which a training program has been approved, a person must

- (a) have successfully completed
  - (i) the training program that is applicable to that person, and
  - (ii) to the satisfaction of the Board one or more examinations that are set or recognized by the Board,
- or
- (b) have
  - (i) worked in the occupation for 1.5 times the total amount of time required to complete the training program,
  - (ii) completed 1.5 times the total number of hours of work experience required to complete the training program, and
  - (iii) a satisfactory report from the person's current employer, or other evidence acceptable to the Executive Director, confirming the person has the



skill and acknowledge in that occupation or in respect of one or more tasks, activities and functions in that occupational that is expected of a holder of an occupational certificate in that occupation, and

[Board Order 9/2009]

- (iv) successfully completed to the satisfaction of the Board one or more examinations that are set or recognized by the Board.

**(3)** With respect to the requirements of subsection (2)(b), the Executive Director may grant credit for related training and experience.

**(4)** Subsection (2)(b) does not apply to the industrial construction crew supervisor occupation designated as a designated occupation pursuant to the Act.

[Board Order 8/2009]

**(5)** For the cathodic protection technician occupation designated as a designated occupation pursuant to the Act:

(a) in addition to subsection 2(b), a person must have successfully completed a specified course approved by the board for level one certification, and

(b) between May 9, 2014 and January 31, 2015, in addition to subsection 2(b) for both level one and level two certification, a person must have successfully completed a specified course approved by the Board for level two certification.

[Board Order 4/2012, 2/2014]

**(6)** For the overhead door technician occupation designated as a designated occupation pursuant to the Act, to be granted an overhead door technician – level two certificate pursuant to the subsection 2(b), in addition to subsection 2(b), a person must:

(a) produce evidence of overhead door technician – level one certification,

or

(b) produce evidence of the requirements of overhead door technician – level one certification pursuant to subsection 2(b).

[Board Order 1/2015]

### **Requirements to be certified in petroleum industry occupations**

**10(1)** To be granted an occupational certificate in the oil and gas transportation services occupation designated pursuant to the Act, a person must successfully acquire the competencies recognized by the Board in the applicable branch:

- (a) oil and gas transportation services – supervisor;
- (b) Repealed

[Board Order 1/2010]

- (c) oil and gas transportation services – bed truck operator;

- (d) oil and gas transportation services – bulk haul truck operator;
- (e) oil and gas transportation services – multi-wheel truck operator; or
- (f) oil and gas transportation services – winch tractor operator.

**(2)** To be granted an occupational certificate in the snubbing services occupation designated as a designated occupation pursuant to the Act, a person must successfully acquire the competencies recognized by the Board in the applicable level:

- (a) snubbing services assistant operator;
- (b) snubbing services operator 1;
- (c) snubbing services operator 2;
- (d) snubbing services operator 3;
- (e) snubbing services supervisor 1; or
- (f) snubbing services supervisor 2.

**(3)** To be granted an occupational certificate in the well testing services occupation designated as a designated occupation pursuant to the Act, a person must successfully acquire the competencies recognized by the Board in the applicable branch:

- (a) well testing services supervisor – level three;
- (b) well testing services supervisor – level four; or
- (c) well testing services supervisor – level five.

**(4)** To be granted an occupational certificate in the slickline services occupation designated as a designated occupation pursuant to the Act, a person must successfully acquire the competencies recognized by the Board in the applicable level:

- (a) assistant operator;
- (b) level one operator;
- (c) level two operator; or
- (d) level three operator.

[Board Order 10/2013]

### **Requirements to be certified in steel detailer occupation**

**11** To be granted an occupational certificate in the steel detailer occupation designated as a designated occupation pursuant to the Act, a person must successfully

- (a) acquire the competencies recognized by the Board, and
- (b) successfully complete to the satisfaction of the Board one or more examinations that are set or recognized by the Board

in the applicable level:

- (c) steel detailer – level one;
- (d) steel detailer – level two; or
- (e) steel detailer – level 3

### **Requirements for holders of recognized certificates**

**11.1** A person may be granted an occupational certificate if that person

- (a) holds a certificate or document recognized under Part 5 of this Order, and
- (b) successfully completes to the satisfaction of the Board one or more examinations that are set or recognized by the Board.

[Board Order 8/2009]

## **Part 4 Achievement in Business Competencies**

### **Requirements to be certified**

**12(1)** In this section

- (a) “Achievement in Business Competencies Program” means the program established under the Act to encourage and recognize the study of business by persons certified in a designated trade or designated occupation;
- (b) “blue seal certificate” means the certificate and affixed blue seal that is granted to a person who meets the requirements of the Achievement in Business Competencies program.

**(2)** A person who holds

- (a) a trade certificate,
- (b) an occupational certificate, or
- (c) a certificate or document recognized under Part 5 of this Regulation

may be granted a blue seal certificate on successful completion of the Achievement in Business Competencies Program.

**(3)** In order to successfully complete the Achievement in Business Competencies Program, a person must

- (a) complete a program of study approved by the Board that is at least 150 hours in length, or

[Board Order 1/2013]

- (b) complete 150 hours of study in one or more of the following areas delivered by a training provider recognized

by the Executive Director based on guidelines approved by the Board

- (iv) accounting,
- (v) administration,
- (vi) business law,
- (vi.1) communication
- (vii) economics,
- (viii) entrepreneurship,
- (ix) finance,
- (x) human resource management,
- (xi) industrial relations,
- (xii) leadership,
- (xiii) management,
- (xiv) marketing,
- (xv) project management,
- (xvi) public administration,
- (xvii) operations management,
- (xviii) organizational behaviour, and
- (xix) supervision.

## **Part 5 Recognition of certificates**

### **Definitions**

**13** In this Part

- (a) "certificate of completion of apprenticeship" means a certificate or document issued by a regulatory authority that indicates the holder of that certificate or document has successfully completed a program similar to an apprenticeship program;
- (b) "certificate of qualification" means a certificate or document issued by a regulatory authority that indicates the holder of that certificate or document has met a standard of achievement with respect to the occupational standards of an occupation;
- (c) "non-governmental body that exercises authority delegated by law" means any organization, corporation or association to whom the authority to regulate an occupation, administer a program of apprenticeship, or certify workers in an occupation has been delegated by provincial or territorial statute;

- (d) "occupational standards" means the skills, knowledge and abilities required for an occupation as established by a regulatory authority and against which the qualifications of an individual in that occupation are assessed;
- (e) "regulatory authority" means a
  - (i) department, ministry or agency of a Canadian province or territory or
  - (ii) department, ministry or agency of a non-Canadian jurisdiction, or
  - (iii) nongovernmental bodythat exercises authority delegated by law;
- (f) "substantially similar" means 80 per cent or more similarity in the occupational standards of an occupation as compared to the occupational standards of a designated trade or designated occupation.

### **Recognition of Interprovincial Standards Red Seal**

#### **14** An Interprovincial Standards Red Seal

- (a) issued in an occupation that is substantially similar to a designated trade or a designated occupation, pursuant to standards established under the Interprovincial Standards Red Seal Program by the Canadian Council of Directors of Apprenticeship, and
- (b) affixed to
  - (i) a certificate of qualification, or
  - (ii) a certificate of completion of apprenticeship

is recognized as being equivalent to a trade certificate in that designated trade or an occupational certificate in that designated occupation, as the case may be.

### **Use of the Red Seal Endorsement (RSE) Acronym**

#### **14.1** A person who holds a valid

- (a) trade certificate,
- (b) occupational certificate, or
- (c) certificate of qualification or a certificate of completion of apprenticeship recognized by the Board under this Order as equivalent to a trade certificate in that designated trade or occupational certificate in that designated occupation, as the case may be,

with an Interprovincial Standards Red Seal endorsement may, pursuant to standards established under the Interprovincial Standards

Red Seal Program by the Canadian Council of Directors of Apprenticeship, use the Red Seal Endorsement (RSE) acronym.

[Board Order 5/2015]

### **General recognition of documents**

**15** The following documents issued by a regulatory authority in an occupation that is substantially similar to a designated trade or a designated occupation are recognized by the Board as being equivalent to a trade certificate in that designated trade or an occupational certificate in that designated occupation, as the case may be

- (a) a certificate of completion of apprenticeship,
- (b) a certificate of qualification.

### **Recognition of certificates - elevator constructor**

**16** A certificate issued by the Canadian Elevator Industry Education Program (CEIEP) or by the National Elevator Industry Educational Program (NEIEP) (U.S.A.) is recognized as being equivalent to a trade certificate in the elevator constructor trade designated as a compulsory certification trade pursuant to the Act.

### **Recognition of certificates - water well driller**

**17** Repealed

[Board Order 9/2014]

## **Recognition of certificates - Department of National Defence (Canada)**

**18(1)** The following Qualification Levels, issued by the Department of National Defence (Canada) to regular force members are recognized as being equivalent to a trade certificate in the applicable designated trade:

[Board Order 3/2014]

- (a) a Qualification Level 5, 5a or higher, Vehicle Technician in the trade of automotive service technician,
- (b) a Qualification Level 5, 5a or higher, Construction Technician in the trade of carpenter,
- (c) a Qualification Level 5, 5a or higher, Cook in the trade of cook,
- (d) a Qualification Level 5, 5a or higher, Vehicle Technician in the heavy equipment technician branch of the trade of heavy equipment technician,
- (e) a Qualification Level 5, 5a or higher, Vehicle Technician in the heavy duty equipment mechanic (off road) branch of the trade of heavy equipment technician,
- (f) a Qualification Level 5, 5a or higher, Vehicle Technician in the truck and transport branch of the trade of heavy equipment technician,
- (g) a Qualification Level 5, 5a or higher, Vehicle Technician in the transport trailer mechanic branch of the trade of heavy equipment technician,
- (h) a Qualification Level 6 or higher, Supply Technician in the materials technician branch of the trade of parts technician,
- (i) a Qualification Level 5, 5a or higher, Marine Engineering Technician in the trade of machinist,
- (j) a Qualification Level 5, 5a or higher, Marine Engineering Technician in the trade of millwright,
- (k) a Qualification Level 5, 5a or higher, Plumber and Heating Technician in the trade of plumber,
- (l) a Qualification Level 5, 5a or higher, Refrigeration and Mechanical Technician in the trade of refrigeration and air conditioning mechanic,
- (m) a Qualification Level 5, 5a or higher, Military Material Technician in the trade of welder,
- (n) a Qualification Level 5, 5a or higher, Electrical Distribution Technician in the trade of electrician.

[Board Order 5/2012, 7/2013]

## **Recognition of certificates – parts technician trade and warehousing occupation**

**19(1)** A trade certificate in the parts technician trade together with an occupational certificate in the warehousing-intermediate branch of

the warehousing occupation is equivalent to a certificate in the materials technician branch of the parts technician trade.

**(2)** An occupational certificate in the warehousing technician branch of the warehousing occupation is equivalent to a trade certificate in the materials technician branch of the parts technician trade.

[Board Order 6/2009, 3/2010]

### **Recognition of certificates – crane and hoisting equipment operator trade**

**19.1 (1)** A trade certificate issued in the heavy boom truck craft of the boom truck branch of the trade as it existed under the *Crane and Hoisting Equipment Operator Trade Regulation (AR 272/2000)* immediately prior to September 1, 2005, is recognized as equivalent to a trade certificate in the boom truck craft of the crane and hoisting equipment operator trade.

[Board Order 3/2010, 1/2011]

**(2)** A trade certificate in the medium boom truck craft of the boom truck branch of the trade as it existed under the *Crane and Hoisting Equipment Operator Trade Regulation (AR 272/2000)* immediately prior to September 1, 2005, is recognized as equivalent to a trade certificate in the boom truck craft of the crane and hoisting equipment operator trade.

[Board Order 3/2010]

### **Recognition of certificates – ironworker trade**

**19.2** A certificate of completion of apprenticeship in the Ironworker Apprenticeship Certification Program issued by a Local Union Apprenticeship Program that is certified by the Apprenticeship and Training Department of the International Association of Bridge, Structural, Ornamental and Reinforcing Ironworkers Union in the United States of America is recognized as being equivalent to a trade certificate in the ironworker branch of the ironworker trade designated as a compulsory certification trade pursuant to the Act.

[Board Order 2/2012]

### **Recognition of certificates – boilermaker trade**

**19.3** A certificate of accomplishment in the Boilermakers National Apprenticeship Program issued by the International Brotherhood of Boilermakers, Iron Ship Builders, Blacksmiths, Forgers & Helpers in the United States of America is recognized as being equivalent to a certificate in the boilermaker trade designated as a compulsory certification trade pursuant to the Act.

[Board Order 2/2012]

### **Recognition of certificates – electrician trade**

**19.4** A certificate of completion for Journeymen Inside Wireman issued by the National Joint Apprenticeship and Training Committee for the International Brotherhood of Electrical Workers and the National Electrical Contractors Association in the United States of America is



recognized as being equivalent to a trade certificate in the electrician trade designated as a compulsory certification trade pursuant to the Act.

[Board Order 2/2012]

### **Recognition of certificates – steamfitter-pipefitter trade**

**19.5** A certificate of completion of apprenticeship for steamfitter/pipefitter issued by the Joint Apprenticeship and Training Committee for the United Association in the United States of America is recognized as being equivalent to a trade certificate in the steamfitter-pipefitter trade as designated as a compulsory certification trade pursuant to the Act.

[Board Order 1/2013]

### **Recognition of certificates – welder trade**

**19.6** A certificate of accomplishment in the Boilermakers National Apprenticeship Program issued by the International Brotherhood of Boilermakers, Iron Ship Builders, Blacksmiths, Forgers, & Helpers in the United States of America is recognized as being equivalent to a trade certificate in the welder trade designated as a compulsory certification trade pursuant to the Act.

[Board Order 6/2013]

### **Recognition of certificates – carpenter trade**

**19.7 (1)** A Level 6 Advanced Certificate for the craft of Carpentry and Joinery issued by the Further Education and Training Awards Council (FETAC) in Ireland and/or Quality and Qualifications Ireland (QQI) is recognized as being equivalent to a trade certificate in the carpenter trade designated as an optional certification trade pursuant to the Act.

**(2)** A Level 6 Certificate for the craft of Carpentry and Joinery issued by the Further Education and Training Awards Council (FETAC) in Ireland and/or Quality and Qualifications Ireland (QQI) is recognized as being equivalent to a trade certificate in the carpenter trade designated as an optional certification trade pursuant to the Act.

[Board Order 17/2013]

### **Recognition of certificates – plumber trade**

**19.8 (1)** A Level 6 Advanced Certificate for the craft of Plumbing issued by the Further Education and Training Awards Council (FETAC) in Ireland and/or Quality and Qualifications Ireland (QQI) is recognized as being equivalent to a trade certificate in the plumber trade designated as a compulsory certification trade pursuant to the Act.

**(2)** A Level 6 Certificate for the craft of Plumbing issued by the Further Education and Training Awards Council (FETAC) in Ireland and/or Quality and Qualifications Ireland (QQI) is recognized as being equivalent to a trade certificate in plumber trade designated as a compulsory certification trade pursuant to the Act.

[Board Order 10/2013, 17/2013]

## **Recognition of certificates – heavy equipment technician trade**

**19.9 (1)** A Level 6 Advanced Certificate for the craft of Heavy Vehicle Mechanics issued by the Further Education and Training Awards Council (FETAC) in Ireland and/or Quality and Qualifications Ireland (QQI) is recognized as being equivalent to a trade certificate in the truck and transport mechanic branch of the heavy equipment technician trade designated as a compulsory certification trade pursuant to the Act.

**(2)** A Level 6 Certificate for the craft of Heavy Vehicle Mechanics issued by the Further Education and Training Awards Council (FETAC) in Ireland and/or Quality and Qualifications Ireland (QQI) is recognized as being equivalent to a trade certificate in the truck and transport mechanic branch of the heavy equipment technician trade designated as a compulsory certification trade pursuant to the Act.

[Board Order 17/2013]

## **Repeal**

**20** The *Apprenticeship and Certification Order*, Board Order 1/2000 is repealed.