

APPLICATION TO WRITE A BUILDING OFFICIAL LICENCE EXAMINATION

Complete the following steps at least 30 days prior to your expected writing date to reserve your examination and writing date and location. **No telephone requests will be accepted.**

*Check the Class of examination you want to write and fill in "Personal information" below.

*Select the location and date where you want to write the examination and fill in "Writing Centre and Date" below.

*Choose any of the Approved Writing Centre locations. Phone the number provided to determine the invigilator fee you will have to pay. You are responsible to pay the invigilator fee.

*Fill in "Financial Information" below. Sign and date the application.

*Submit the completed form and payment to Southeast College at least 30 days prior to your expected writing date.

*You will receive confirmation of your writing date, time and location at least 10 days before your scheduled examination writing.

Class of Examination Requested: Class 1 _____ Class 2 _____ Class 3 _____

Personal Information

1. Name: _____
(Last Name) (First Name) (Initial)

2. Birth Date: _____ SIN: _____

3. Address: _____
(Street or Box Number) (Town/City) (Province) (Postal Code)

4. Phone: _____
(Home) (Work/alternate) (Cell) (Fax)

5. Email Address: _____

Writing Centre and Date

5. Selected location: _____

6. Date: _____ Time: _____

Financial Information

7. Examination Fee Enclosed \$200 yes _____ no _____

Method of payment (all fees payable to Southeast College)

Cheque _____ Visa/Mastercard # _____ Exp _____ CVC _____

8. Sponsorship yes _____ no _____

Name and address of sponsor/employer _____

Signature of Applicant: _____ **Date:** _____

Submit Application Form and Examination Fee to:



SOUTHEAST COLLEGE
BCTC Administrator
Box 1565, Weyburn, SK S4H 0T1
Telephone: (306) 848-2500 Email: wbexams@southeastcollege.org

