

## 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.

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**Class of Examination Requested:** Class 1 \_\_\_\_\_ Class 2 \_\_\_\_\_ Class 3 \_\_\_\_\_

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### 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: \_\_\_\_\_

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### Writing Centre and Date

5. Selected location: \_\_\_\_\_

6. Date: \_\_\_\_\_ Time: \_\_\_\_\_

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### 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](mailto:wbexams@southeastcollege.org)

