



# LOGBOOK COMPLETION SIGNOFF

## INDUSTRIAL ELECTRICIAN (0295)

ITA Customer Service  
800 – 8100 Granville Ave.  
Richmond, BC V6Y 3T6  
Tel: 778-328-8700  
Fax: 778-328-8701  
Toll Free: 1-866-660-6011  
customerservice@itabc.ca

The Logbook Completion Sign-off form is to be completed by the sponsor and submitted to the Industry Training Authority after the apprentice has met all of the logbook completion requirements for the Industrial Electrician Apprenticeship program. The form must be signed by the sponsor (or primary sponsor contact), the assessor\* and the apprentice. Please do not submit the Logbook or Evidence Guide to ITA.

**\*An assessor is a registered Industrial Electrician Assessor or certified Industrial Electrician with Red Seal endorsement.**

It is recommended that the sponsor keep a copy of the Sign-off form, the apprentice's Logbook, and Evidence Guide for a period of one year after completion of the apprenticeship.

The purpose of this Summative Sign-off form is to:

1. Notify ITA of the apprentice's successful completion of the *Apprenticeship Logbook*.
2. Provide the employer and apprentice with a record of competency completion for their files.
3. Include as witness the individuals who participated in the apprentice's work-based training.

PLEASE PRINT

Apprentice Name:	ITA individual ID #:
Sponsor Organization:	Sponsor ID:
Sponsor Contact:	Position:
Email:	
Assessor Name:	Assessor ID:
Supervisor Name (if different than Assessor)	ITA individual ID #:

VERIFICATION OF LOGBOOK COMPLETION	
I verify that the above named apprentice has met the Industrial Electrician logbook completion requirements, including: <input type="checkbox"/> Successful completion of all compulsory workplace competencies <input type="checkbox"/> Successful completion of 35 credits of elective workplace competencies	
Apprentice signature:	Date:
Assessor signature:	Date:
Supervisor signature: (if different than Assessor)	Date:

Complete this form and submit it to ITA for processing. An ITA customer service representative may call to verify authenticity. If this form is incomplete it will be returned to the sponsor contact for follow up.