

Application Kit

Live Performance Electrical Certificate

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Live Performance Electrical Certificate (LPEC) Scope and Application Process

SCOPE

A person holding an LPEC is able to perform the following work:

- Set up temporary, plug-in electrical systems used in Performing Arts, trade shows, conventions, touring shows and festivals.
- Utilize existing fault-protected electrical systems.
- Interconnect plug and cap assemblies and branch circuits.
- Set-up and interconnect XLR, 3, 4 and 5 pin cables, telex cable, coaxial, cat-5 and A/V cable.
- Service equipment under manufacturer's documented recommendations and instructions.
- Supervise a maximum of two uncertified workers on work within the LPEC scope.

Prior to the development of the LPEC, while electrical safety in live performance required certification, there was not an appropriate certification in existence. The LPEC has been developed to close that gap, thereby reducing potential health and safety risks and issues related to liability. Workers who obtain an LPEC will become certified to do work that falls under the scope of the LPEC, as listed above.

Electrical certifications fall under the BC Safety Authority, and the legislation that applies to this certification can be found in the *Safety Standards Act, Electrical Safety Regulations, Division 1, Section 4, Subsection 2C*.

APPLICATION PROCESS AND EXAM FORMAT

Applicants must submit a completed application package, which consists of:

- A. An *Application Form*
- B. The Examination Fee
- C. *Certification of Practical Experience Forms*
- D. A *Verification Form*
- E. Copies of Transcript(s) (if applicable)

Incomplete packages will not be processed.

A. The *Application Form*

Provide all contact information and document practical experience. Remember that you will need to have your employer, union official or instructor verify the information you provide on the form. If you require additional space to document your practical experience, please provide a separate sheet and include all information requested on the *Application form* (Name, location and contact information for the employer, institution or contractor, name and contact information for someone who can certify you worked the hours claimed, dates you performed the work, a brief description of your duties and the total hours you are claiming).

B. The Examination Fee

This fee is waived from February 1, 2011 – July 31, 2011. There will be a \$50 charge effective August 1, 2011.

C. Certification of Practical Experience Forms

Candidates must demonstrate 800 hours of practical experience. Include a separate form for each employer, contractor or institution identified in your application. Type or print your name below "NAME OF APPLICANT", identify each organization and ask your instructor, supervisor, union official or other authorized person to verify the experience you are claiming.

D. Verification Form

This is an online test, taken at a time and location convenient for the candidate. We require an independent verification by an employer, union official, instructor or other responsible party to confirm that the candidate will be the person writing the examination. It's fine to include someone who is also certifying your practical experience, but please note that the *Verification* form is required in addition to all Certification of Practical Experience forms.

E. Copies of Transcript(s)

If you identified that you graduated from a Post-secondary training program related to obtaining this certification in your application, please include a copy of relevant transcripts; photocopies are fine, as long as they are clear and legible.

Required Practical Experience

Workers who are in school or in the early stages of their career can work without an LPEC as long as they are working or training under the supervision of someone who holds an LPEC, a Full Entertainment (FE) or Limited Entertainment (LE) class certification. The certified person may supervise up to two uncertified workers while they gain the required experience.

Candidates must demonstrate and verify a total of 800 hours practical experience to write the LPEC examination. This experience may be acquired as follows:

1. On the job, as a contractor or working for one or more employers;
2. Under the supervision of an instructor during the course of a training program with an established reputation in the Performing Arts industry (hands-on technical training);
3. A combination of 1 and 2.

How to Document Practical Experience

1. Certification of hours earned towards your practical experience must be provided by your employer, union official, instructor or other party in a position to attest to time worked performing temporary assembly and interconnection of plug-in wiring systems.
2. Print a completed *Certification of Practical Experience* form for each person verifying your earned hours.
3. Complete and gather the *Certification of Practical Experience* forms, together with a copy of your transcript(s), and the *Application* and *Verification* forms.

IF YOU NEED TO INCLUDE PRACTICAL EXPERIENCE EARNED FROM MORE THAN TWO SOURCES, PROVIDE THE REQUIRED INFORMATION ON A SEPARATE SHEET AND INCLUDE IT WITH YOUR COMPLETED PACKAGE.



Upon approval of your application, you will be provided with a login and password to take the exam online at a convenient time and location.

To ensure the applicant is the person who writes the exam, you will need to identify a person who can declare that you will be the person writing the test. The identified person must complete and sign the *Verification* form, attesting that the applicant is the person who will write the exam.

Candidates have 75 minutes to answer 54 multiple-choice questions. You will be able to see your mark upon completion of the test; a 70% grade is required to pass.

Re-testing is permitted up to three times in six months, with a minimum 3-day delay between attempts 1 & 2, and a one week delay between the second and third attempts. This delay is intended to allow the candidate time to review the Study Guide.



Live Performance Electrical Certificate (LPEC)

Application						
Contact Information						
Name:						
Date of birth:		Phone:		Fax:		
Current address:						
City:			Province:		Postal Code:	
E-mail Address:				Would you like to sign up for our newsletter Y N		
Practical Experience <i>(Candidates must demonstrate 800 hours practical experience. For each employer, contractor or institution identified in this section, print, complete and include a Certification of Practical Experience form. The certifying individual should be a supervisor, union official or other representative in a position to confirm the hours worked and facts below.)</i>						
Name of Employer/Contractor/Institution:						
Name of Person Certifying:				Address:		
City		E-mail:				
Province:	Phone:		Your Position:			
Dates (mm/yy):		From:			To:	
Total hours practical experience earned:		Duties performed:				
Name of Employer/Contractor/Institution:						
Name of Person Certifying:				Address:		
City:		E-mail:				
Province:	Phone:		Your Position:			
Dates (mm/yy):		From:			To:	
Total hours practical experience earned:		Duties performed:				
Post-secondary Training						
School:			Program:			
Attendance Dates:			Did you graduate? Y N			
Payment *						
Examination fee: \$50 <i>* please note that the course fee will be waived from February 1 – July 31, 2011.</i>						
Paid by:	VISA	MASTERCARD	CHEQUE	CASH	MONEY ORDER	
Name on card:						
Cardholder's Address:				City:	Province:	
Postal Code		CARD NUMBER:			Expiry Date:	
Authorization and Release						
I authorize the verification of the information provided on this form and certify that the information is true and complete.						
Candidate Signature:						

Certification of Practical Experience

Candidates must demonstrate 800 hours of practical experience. Include a separate form for each employer, contractor or institution identified in your application. Type or print your name below "NAME OF APPLICANT", identify each organization and ask your instructor, supervisor, union official or other authorized person to verify the experience you are claiming.

NAME OF APPLICANT:

COMPANY/EMPLOYER/INSTITUTION:

NAME OF CERTIFYING INDIVIDUAL:

CERTIFYING INDIVIDUAL'S POSITION:

I certify that the candidate completed a total of _____ hours of practical experience performing Live Performance Electrical work.

Signature:
Date Signed: (YY/MM/DD)

Verification

We require an independent verification by an employer, union official, instructor or other responsible party to confirm that the candidate named below will be the person writing the examination.

NAME OF APPLICANT:

COMPANY/EMPLOYER/INSTITUTION:

NAME OF VERIFYING INDIVIDUAL:

VERIFYING INDIVIDUAL'S POSITION:

- I will be present when the candidate writes the examination.
- I will not be present when the candidate writes the examination.

Signature:
Date Signed: (YY/MM/DD)

Live Performance Electrical Certificate (LPEC) Checklist

- Fully completed *Applicant Information* form**, along with additional sheets (if required), to demonstrate practical experience.

- Examination Fee** (*course fee waived from February 1 – July 31, 2011*).

- Completed *Certification of Practical Experience* forms for all institutions, employers or contractors identified on your *Application* form.**
The candidate is required to demonstrate 800 hours of practical experience and provide a completed and signed *Certification of Practical Experience* form for each institution, employer or contractor identified in their application.

- A completed *Verification* form.**
We require an independent verification by an employer, union official, instructor or other responsible party to confirm that the candidate named below will be the person writing the examination.

- Copy of Transcript (s).**
If you have identified that you graduated from a Post-secondary training program related to obtaining this certification in your application.

4. Send the complete package to Actsafe as follows:

- a) Scan and e-mail to: courses@actsafe.ca
- b) Fax to 604.733.4692
- c) Drop off in person or send by mail to:

ACTSAFE, Suite 215 – 750 Hamilton Street, Vancouver, BC V6B 4A2

PLEASE NOTE: *Actsafe will not process or hold incomplete applications. Please ensure you include all required supporting documents with your application.*