

**Minutes of the 125th Meeting**  
**Provincial Apprenticeship and Certification Board**  
**9:00 - 11:00AM**  
**March 7, 2024**  
**Virtual via TEAMS Meeting**

**Board Members Present:**

- Lorna Harnum – Chair
- Darin King – Employee Representative (Alternate)
- Steven Downer – At-Large Representative (Alternate)
- Cyril Hayden – Employer Representative
- Krista Cox – At-Large Representative
- Bonnie Steele – Departmental Representative
- Bobby Meade – Employee Representative

**Board Member Absent:**

- Marion Isaacs – Employee Representative
- John McLellan – Employer Representative
- Mark Lush – Employer Representative (Alternate)
- Barry Roberts – At-Large Representative

**Recording Secretary:**

- Krystyn Kavanagh – Administrative Officer

**Invitees:**

- Angela Abbott – Manager of Standards and Curriculum – ATCD
- Erika Harris – Provincial Manager
- Krystyn Kavanagh – Administrative Officer I

**1. Welcome and Call to Order:**

Chair, Lorna Harnum called the meeting to order, and provided a land acknowledgement.

**2. Quorum/Attendance:**

Departmental Representative Bonnie Steele confirmed that there was a quorum.

**3. Approval of 125<sup>th</sup> PACB Meeting Agenda:**

**MOTION:**

- A motion was passed by Darin King and seconded by Steven Downer to approve the 125<sup>th</sup> meeting agenda as presented.

**4. Approval of 123<sup>rd</sup> and 124<sup>TH</sup> PACB Minutes:**

The Chair requested approval of the 123<sup>rd</sup> Meeting Minutes

**MOTION:**

- A motion was passed by Krista Cox and seconded by Darin King to approve the 123<sup>rd</sup> Meeting Minutes.

The Chair requested approval of the 124<sup>th</sup> Meeting Minutes

**MOTION:**

- A motion was passed by Darin King and seconded by Steven Downer to approve the 124<sup>th</sup> Meeting Minutes.

**5. Business Arising from the 123<sup>rd</sup> and 124<sup>th</sup> PACB Minutes – Chair**

- a) Letter from PACB Chair to CNA advising of requirement to submit updated accreditation requirements for newly recruited instructional staff.
- b) Letter from PACB Chair to CNA advising of approval and related conditions for graduates of the new Culinary Arts Program.
- c) Letter from PACB Chair to CNA Board Chair helping with future program development and requesting earlier inclusion in the process if the program is related to a provincially designated skilled trade or if the program will be requesting approval of level credits.

The Departmental Representative outlined the letters that have been sent since the last meeting; to date no replies have been received.

**6. Routine Business**

**a. Plans of Training (POT)**

**i. Tower Crane Operator – Pre – Employment**

**MOTION:**

- A motion was passed by Krista Cox and seconded by Bobby Meade to approve the Pre-employment POT as presented.

**ii. Tower Crane Operator NL Curriculum Standard**

**MOTION:**

- A motion was passed by Darin King and seconded by Bobby Meade to approve the NL Curriculum Standard POT, Tool and Equipment List and NL Provincial Logbook as presented.

**b. Accreditation**

**Memo:** Re-accreditation Extensions Approved by PACB.

**MOTION:**

- A motion to passed by Darin King and seconded by Steven Downer to amend Section 1.7 of the Accreditation Resource Manual to allow for extensions beyond the initial six months to be considered by the PACB on a case-by-case basis.

- c. **Memo** – Change to provincial trade name – from Small Equipment Service Technician (SEST) to Power Sport Technician.

**MOTION:**

- A motion was passed by Cyril Hayden and seconded by Steven Downer to approve a name change from Small Equipment Service Technician to Power Sport Technician.

- d. **Memo** – Credit Transfer – Repeal Current Policy No. 0008 on Credit for Course Completion and Approve Revisions to Current Policy No. 0009 on Recognition of Prior Learning.

- Members discussed changes to the apprenticeship system from self-paced course-based learning to the current block/level training.
- Discussion occurred regarding changes to plans of training and the potential for missed content.

**MOTION:**

- A motion was passed by Cyril Hayden and seconded by Krista Cox to repeal current Policy No. 0008 on credit for course completion.

**MOTION:**

- A motion was passed by Darin King and seconded by Cyril Hayden to approve revisions to current Policy No. 0009 on Recognition of Prior Learning resulting from the elimination of the practice to provide course-based credit.

- e. **Memo:** Credit Transfer – Approval of Policy on Determining Theory Credit for Journeypersons Registering in a Related Trade and recent request.

- Members were advised that this policy and related procedure will be a work in progress as updates will occur as new program requests are received.
- Members discussed how requests will be received and by whom.

**MOTION:**

- A motion was passed by and seconded by Cyril Hayden and Bobby Meade to approve the proposed Policy on Determining Theory Credit for Journeypersons Registering in a Related Trade.

**MOTION:**

- A motion was passed by Cyril Hayden and seconded by Bobby Meade to grant an exemption for Instrumentation and Control Technician apprentices, with Red Seal certification in Construction Electrician or Industrial Electrician, allowing them to challenge the Level I Instrumentation and Control Technician exam a maximum of two times, without participating in the Instrumentation and Control Technician Level I theoretical training, as per the newly approved Policy on Determining Theory Credit for Journeypersons Registering in a Related Trade.

**f. List of Provincial Trade Advisory Committee Meetings – FYI only**

**7. New Business**

**a. Apprenticeship Review**

- Members were provided a status update on the review, report and upcoming meetings with Executive.
- It was noted that it is expected that the March 31, 2024 deadline for the final report will be met.

**b. Apprenticeship and Certification Management System**

- Members were provided a status update on the development of the new administrative system.

**c. Online Red Seal Exams**

- Members were provided a status update on the pilot to deliver online Red Seal exams that occurred in February 2024.
- It was noted that more exams will occur in this method moving forward.

**d. Exam Compromise/Misconduct**

- Members were informed of an appeal as per the Exam Misconduct Policy.

**8. Date and location of Next Meeting**

- Anticipated that the next meeting will be held in-person in June 2024.
- The Board Secretary will send out a poll to members to identify a preferred day.

**9. Adjournment**

**MOTION:**

- A motion was passed by Darin King and seconded by Steven Downer to adjourn the 125th meeting.