

**APPENDIX "A"**  
Guidelines to the Application for  
Communications Cabling Specialist  
Certificate and/or Exam

The following guidelines are to be used for the understanding of the application, associated exam and the use and scope or work that can take place with the communications cabling specialist certificate. **Do not mail this Appendix in**, it is to be kept as a reference.

**APPLICATIONS**

1. All applications shall be reviewed on an individual basis and any applicant that is denied shall receive a written explanation outlining what additional training or experience is required.
2. Any applicant who is denied can contact the Provincial Chief Electrical Inspector to discuss their situation and if the applicant feels they are not being properly evaluated may then appeal to the Fire Marshal.
3. Copies of certificates, diplomas etc. will be accepted as proof of training, subject to verification, if the applicant feels it is necessary to provide such copies for clarification of their meeting the indicated criteria in the application (possibly under criteria D, E or F)
4. All applicants meeting Part 1, section 2 "A" of the application, when approved, will receive their certificates and receipt as soon as possible. All other applicants will receive their certificate and receipt after passing the examination. All certificates are issued by the Labour and Advanced Education - Provincial Chief Electrical Inspector.
5. False or misleading information of the applicant may result in rejection of an application or, in the future, suspension or cancellation of the communications cabling specialist certificate, as outlined in the regulations. The Department of Labour shall verify all and any information in this application where deemed necessary.
6. All questions shall be forwarded to:

Ray Grant  
Provincial Chief Electrical Inspector  
Labour and Advanced Education  
(902) 563-2485

**NOTE:** *Effective May 1, 2018 the 2018 CEC will be adopted and come into effect and all installations will be required to comply with the requirements of the new code.*

## EXAMINATION

1. **The examination, scheduling, rescheduling and rewriting of exams shall be handled by the Apprenticeship Agency.** All enquiries, after the applicant has been notified by a confirmation letter confirming their exam date, about the schedule, rescheduling or the rewriting of the exam should be made to:

Apprenticeship Agency  
Telephone: (902) 424-5651  
Toll Free: 1-800-494-5651

2. Guidelines regarding the examination.
  - a. the examination schedule indicates that applicants shall apply 20 days before the requested exam date. However, the Department of Labour must approve all applicants prior to writing the examination, therefore applicants must mail in their application to the Provincial Chief Electrical Inspector, as indicated by the “apply before “date on the exam schedule.
  - b. the requested date of the applicant is only a preferred date. Exam sittings are on a first come basis and limited to available seats. If the date indicated by the applicant is not available, they will be notified, and another date scheduled.
  - c. any applicant who is unable to report for a specific examination date, may withdraw from the schedule date and reschedule one time only without penalty. The applicant must notify the Apprenticeship Training Division a minimum of 24 hours in advance of the exam sitting.
  - d. applicants shall receive a confirmation letter from the Apprenticeship Training Division indicating the date, location and approval to write the examination.
  - e. **Do Not** attend an examination sitting unless you receive a confirmation letter.
  - f. those approved to write the examination through a confirmation letter should arrive a minimum of 15 minutes prior to the examination. Applicants are allowed no books or notes, only the Electrical Code book supplied by the Apprenticeship Training Division.
  - g. the applicant shall bring their confirmation letter and a photo identification or acceptable equivalent (i.e. two pieces of signed identification).
  - h. a three-hour time limit is allocated for each exam sitting.
  - i. a pass mark of 70% is required.
  - j. any applicant who is unsuccessful, shall be notified by the Apprenticeship Training Division.
  - k. an applicant who is unsuccessful is permitted to rewrite the examination after a 3-month waiting period and shall decide with the Apprenticeship Training Division and submit a \$148.18 (TOTAL) examination fee to them.
  - l. applicants who are unsuccessful a second time are subject to the requirements of the Electrical Code Regulations and shall contact the Provincial Chief Electrical Inspector prior to reapplying for re-examination.

3. The examination shall consist of 100 multiple choice questions. It is a closed book exam except for the Canadian Electrical Code Section which allows a copy of the Canadian Electrical Code to be used. Code books shall be supplied for each exam sitting by the Apprenticeship Training Division.
4. The examination shall consist of relevant questions regarding the installation of communications cables. Questions shall be derived from sources such as BICSI - Telecommunications Cabling Installation Manual and BICSI Telecommunications Distribution Methods Manual and relevant questions about Communications Cabling Installations from the Canadian Electrical Code, Part I, Sections 2, 10, 12, 16, 18, 20, 54, 56, 60.

The examination shall consist of the following approximate breakdown:

Canadian Electrical Code	40%
UTP (Inclusive of general installation and miscellaneous items)	45%
Fibre Optic	8%
STP	3%
Coaxial Cable	4%

5. Applicants who are successful in writing the examination shall be issued a Communications Cabling Specialist Certificate from the Department Labour and Advanced Education, Provincial Chief Electrical Inspector.

#### **COMMUNICATIONS CABLING SPECIALIST CERTIFICATE (Use and scope of work)**

1. The applicant who receives the certificate shall be allowed to install only communications cabling for communications systems as defined in the CEC inclusive of CATV cabling requirements. This certificate indicates a general knowledge about safety and proper installation of communications and CATV cables and does not certify the quality of the data or signal being transmitted.
2. All communications cabling work per the above shall be done under a communications cabling permit issued by the utility inspection department. Permits shall be issued to only those holding a Communications Cabling Specialist Certificate. Exemptions where permits are not required are indicated in the Electrical Code Regulations.

Separate electrical permits are required for an electrical installation and can only be obtained by a certified construction electrician or in the case of a maintenance permit, a construction and/or industrial electrician.

All work done under the Communications Cabling Permit is the responsibility of the certificate holder who took out the permit and who shall oversee and verify the quality of the work.

3. Communications Cabling Specialist shall be allowed to do the following work under this certificate:
  - a. Install communications cabling per Item 1 in cable tray, conduit, wire ways or free air where the cable trays, conduits or wire ways are installed by certified electricians or electrical apprentices under the supervision of certified electricians.
  - b. Repair and/or maintain, label and upgrade cables as required.
  - c. Use tools, as required, for the installation, termination, splicing and testing and troubleshooting of the communication or CATV cables.
  - d. Test and terminate cables, if properly trained.

- e. Ground/bond communications racks or equipment to the main ground system when in a telecommunications room or closet.
  - f. Install cable supports and small runs (5'-6') of conduits when used as a sleeve or mechanical protection only within a communications room or closet and only for communications cables.
  - g. Install communication equipment racks and associated miscellaneous equipment about termination of communication cables and installation of equipment racks.
  - h. Installation of primary protection on communication circuits, as required.
  - i. Install fire stopping as required.
  - j. Perform other duties as trained exclusive of any work that would be considered as an "electrical installation" and requires an electrical permit.
  - k. Communications Cabling Specialist who are construction/industrial electricians may perform duties within their training and scope of occupation, but any work considered electrical work shall be done under a separate electrical permit.
4. Communications Cabling Specialist "SHALL NOT" be allowed to do the following work, even if associated with communications cabling.
- a. Run or install power supplies, branch circuits, over current devices (i.e. Fuses, breakers) or other related electrical equipment except as specified above.
  - b. Run or install cable tray or conduits except as specified in "f" above.
  - c. Install main system grounds.
    - i. All work shall be done per the latest CEC and other relevant regulations, standards, bulletins and local authorities having jurisdiction.
    - ii. **Utilities are exempt only when doing work as a utility and must obtain communications cabling permits for any work they do beyond the demarcation point within a building. This also applies to any subcontractors employed by the utility.**
    - iii. Holders of this certificate are not able to certify or imply any work is certified because they hold this certificate, only those installers/companies who are certified by a recognized vendor meeting their criteria can certify installations.
    - iv. The scope of minimum training and experience indicated on the application does not limit the employer/customer to request additional training or experience to meet their requirements.
    - v. The installation of cables shall be installed using independent support means (i.e. existing equipment, conduit, pipe etc. cannot be used for support), cables shall not be run laying on the top of T-bar ceilings and shall run parallel and perpendicular to building lines. Every third support, or in short runs a minimum of one, shall be an approved metal type support adequate to support the cables. Tie wraps of any kind are not acceptable as a means of supporting cables. The above item will be reviewed and enforced by the inspection departments.