



The National Registrar of the Wood Energy Technical Training Program

DECLARATION FORM INSTRUCTIONS

All industry experience achieved before or after taking the courses counts towards the 80-weeks requirement.

All candidates for WETT certification must submit a *signed and witnessed* declaration form. A witness must be someone who can verify your identity. This declaration must include verifiable information on current and previous employers and the dates upon which employment began and ended. If you are self-employed, you must include contact names of suppliers or others who can verify that you have worked in the industry for the claimed period. A false declaration will result in the withholding or withdrawal of WETT certification.

The required period of relevant industry experience for basic certification is 80 weeks (of full-time work experience or 3,000 hours).

TRADESPEOPLE

- For Advisor certification, you are required to have a minimum of 80 weeks of industry experience.
- For Technician certification, you must have a minimum of 80 weeks of industry experience and must include a minimum of 30 installations. Masonry installations are acceptable.
- For the Chimney Sweeping course we are looking for at least 80 weeks of industry experience and must include a minimum of 30 sweeps.

With the above certifications, you will automatically received SITE Basic Inspection certification as well.

INSPECTORS

- For SITE Basic Inspection certification we are looking for at least 80 weeks of field-inspection activities. Inspection activity can include fire inspections, building inspections, insurance inspections and pre-purchase home inspections, provided that at least 30 inspections of wood-burning appliances have been completed.

Insurance underwriting (reviewing forms received in the office) does not count as experience. If you are an underwriter not performing field inspections you cannot be certified. Instead, you will receive a certificate of successful completion. If you are an insurance adjuster, you can only be certified if you perform visual inspections in the field.

Please note that the following *must* be included in order for your declaration form to be accepted:

- Your name;
- Name and phone number of each employer, as well as dates of employment (from....to);
- The total time *in weeks* that you have of industry experience.
- Your signature;
- The date on which the declaration form was completed;
- Letter of reference (see below).
- The signature of a witness who can confirm your identity.

LETTER OF REFERENCE

For all levels of certification, a letter of reference is required to support your declaration form. This letter can be from an employer, another WETT member, supplier or Authority Having Jurisdiction and must be written on company letterhead.

This letter must include the following:

- The relationship to you, the applicant, of the person providing the reference;
- The length of time the person providing the reference has known you;
- Acknowledgement that you have at least 80 weeks of industry experience.

If you are seeking Technician certification, this letter must also state that you have completed at least 30 installations of wood-burning appliances.

If you are seeking Chimney Sweeping certification, this letter must also state that you have completed at least 30 sweeps of wood-burning appliances.

If you are seeking SITE Basic Inspection certification, this letter must also state that you have completed at least 30 inspections of wood-burning appliances.

This letter must be signed and dated by your referee and attached to your declaration form.

Failure to provide any or all of this information will result in the delay of WETT certification. Incorrectly filled out declaration forms will be returned to you so that the missing information can be provided. Once returned to the WETT office, these forms will be processed as quickly as possible. Depending upon the time of year, this can take up to four weeks, so it is in your best interest to complete the form properly the first time around.

The declaration form is a mandatory part of your certification requirements. You cannot become certified until the office receives a *properly completed* declaration form, regardless of whether you successfully completed your courses.

Name _____



MANDATORY DECLARATION

This declaration must be made and signed by all candidates for WETT certification and submitted with a letter of reference. A false declaration will result in the withholding or withdrawal of WETT certification. *You must complete both sides of this form.* Failure to do so may delay your certification.

Information gathered on this form will be used by WETT and/or WETT affiliates to maintain a record of your certification and to include you in future WETT mailings. For a complete copy of our privacy policy, please check our website at www.wettinc.ca.

WETT certificate holders are eligible to be included on WETT's online directory (website). This directory lists your name, company, address, phone number and certification status.

- Yes, please include my contact information on WETT's online directory to show that I am certified.
 - Please list my work information
 - Please list my home information
- No, do not list my name on WETT's online directory.
- I do not wish to have my name given out for referrals.

Please read the following declaration carefully and sign in the space provided below.

I agree that in all my activities related to the provision of wood-energy services, I will

1. Protect the rights and safety of others and use reasonable skill and judgment while engaged in the practice of wood-energy technical work in accordance with the terms and conditions of WETT certification;
2. Not knowingly contravene any federal, provincial or municipal law, regulation or bylaw relating to the sale, installation, inspection or maintenance of solid-fuel-burning systems;
3. Not knowingly sign or issue a false or misleading report or other document;
4. Not make a false, exaggerated or misleading statement as to the practice of wood-energy work, or make a false or malicious statement or publication that injures the professional reputation of another person who is WETT certified;
5. Not use the WETT logo or the words Wood Energy Technical Training in a way that misleads the public as to my WETT certification status or that of another person.

I am aware that failure to comply with the terms of this declaration may result in the removal of my name from the WETT registry and withdrawal of certification.

Signature _____

Type of certification desired (minimum of 80 weeks required):

- SITE Basic Inspection*
- SITE Comprehensive Inspection
- System Advisor (sales)
- Technician (installations)
- Chimney Sweeping

I, _____ (print full name) do hereby declare that the following is true

I have been employed by the following company(s)/agency(s) for the period(s). If you are self-employed, include contact names of suppliers or others who can verify that you have worked in the field for the claimed period.

Name and phone number of employer _____			
From (mm/yy) _____		To (mm/yy) _____	
<input type="checkbox"/> Inspections	Number of weeks _____	<input type="checkbox"/> Installations	Number of weeks _____
<input type="checkbox"/> Sales	Number of weeks _____	<input type="checkbox"/> Chimney Sweeping	Number of weeks _____
Name and phone number of employer _____			
From (mm/yy) _____		To (mm/yy) _____	
<input type="checkbox"/> Inspections	Number of weeks _____	<input type="checkbox"/> Installations	Number of weeks _____
<input type="checkbox"/> Sales	Number of weeks _____	<input type="checkbox"/> Chimney Sweeping	Number of weeks _____
Name and phone number of employer _____			
From (mm/yy) _____		To (mm/yy) _____	
<input type="checkbox"/> Inspections	Number of weeks _____	<input type="checkbox"/> Installations	Number of weeks _____
<input type="checkbox"/> Sales	Number of weeks _____	<input type="checkbox"/> Chimney Sweeping	Number of weeks _____

Explanatory notes (for example, other functions, related experience, etc.)

Signature _____

Date _____ Witness _____

*For **SITE Basic Inspection certification**, inspection activity can include fire inspections, building inspections, insurance inspections and pre-purchase home inspections, provided that at least 30 inspections of wood-burning appliances have been completed.

All declaration forms must be accompanied by a letter of reference, which must be from an employer, another WETT member, supplier or Authority Having Jurisdiction. This letter must be signed and dated by the person providing the reference. If you are self employed, you may write your own letter and have it witnessed by a Notary Public.

**SAMPLE LETTER OF REFERENCE FOR INSTALLERS AND SALESPEOPLE
TO BE PRINTED ON COMPANY LETTERHEAD**

TODAY'S DATE

PARAGRAPH 1

I _____ (name of person providing reference) am _____'s (name of WETT member) employer/supplier.

OR

I _____ (name of person providing reference) am a WETT certified member/Authority Having Jurisdiction (please include your title and the name of the municipality).

PARAGRAPH 2

_____ (name of WETT member) has worked for me for X number of years.

OR

I have known _____ (name of WETT member) for X number of years.

PARAGRAPH 3

I can confirm that s/he has X number of weeks/years industry experience and, during that time, has installed at least 30 wood-burning appliances.

and/or

I can confirm that s/he has X number of weeks/years industry experience.

Signature of person providing reference.

NB: All field experience achieved before or after taking the courses counts towards the 80 weeks requirement.

Masonry installations are acceptable. Up to 40 weeks of installation or sales experience can be with oil or gas appliances.

If you are self-employed, you may write your own letter of reference and have it witnessed by a Notary Public.

SAMPLE LETTER OF REFERENCE FOR INSPECTORS
TO BE PRINTED ON COMPANY LETTERHEAD

TODAY'S DATE

PARAGRAPH 1

I _____ (name of person providing reference) am _____'s (name of WETT member) employer.

OR

I _____ (name of person providing reference) am a WETT certified member/Authority Having Jurisdiction (please include your title and the name of the municipality).

PARAGRAPH 2

_____ (name of WETT member) has worked for me for X number of years.

OR

I have known _____ (name of WETT member) for X number of years.

PARAGRAPH 3

I can confirm that s/he has X number of weeks/years of field inspection experience and, during that time, has inspected at least 30 wood-burning appliances.

Signature of person providing reference.

NB: All field experience achieved before or after taking the courses counts towards the 80 weeks requirement. Inspection activity can include fire inspections, building inspections, insurance inspections and pre-purchase home inspections.

If you are self-employed, you may write your own letter of reference and have it witnessed by a Notary Public.

**SAMPLE LETTER OF REFERENCE FOR SWEEPS
TO BE PRINTED ON COMPANY LETTERHEAD**

TODAY'S DATE

PARAGRAPH 1

I _____ (name of person providing reference) am _____'s (name of WETT member) employer/supplier.

OR

I _____ (name of person providing reference) am a WETT certified member/Authority Having Jurisdiction (please include your title and the name of the municipality).

PARAGRAPH 2

_____ (name of WETT member) has worked for me for X number of years.

OR

I have known _____ (name of WETT member) for X number of years.

PARAGRAPH 3

I can confirm that s/he has X number of weeks/years of industry experience and has swept at least 30 wood-burning appliances.

Signature of person providing reference.

NB: All field experience achieved before or after taking the courses counts towards the 80 weeks requirement.

If you are self-employed, you may write your own letter of reference and have it witnessed by a Notary Public.