

The **Nova Scotia Apprenticeship Agency (NSAA)** recently announced that you can now qualify for the new provincially recognized Industrial Coatings Applicator (ICA) trade. If you have at least 8,100 hours in the trade as an ICA, and you are interested in being recognized for your knowledge and experience, read the following to get started:

You'll be required to have a "Proof of Hours" letter for this application, if you've been with the Union as an ICA for at least 8,100 hours, please email Walter at wmacdonald@dc39.ca to request one. In the email, please include your name, address, phone number and current employer. If you don't have 8,100 hours with the Union, you'll need a letter from your previous employer(s) stating your hours and experience.

Once you are at the point in the application process where you can select an exam date, you'll need to choose whether you want to write in a public sitting at a local NSCC, or if you'd prefer to write it in a special sitting at the Union Hall, dates are TBD.

To apply as a Trade Qualifier – Section 30 please review and complete the steps outlined below.

 **Required Actions**

Step 1: Create an AMS Self-Serve Account

- **AMS Login Link:** [AMS Self Serve](#)

The trade you'll be registering as is an **Industrial Coatings Applicator**

Note: Log into the AMS frequently to see your messages, to ensure your account has been approved, once approved, go to the next step.

Step 2: Apply as a Trade Qualifier

- Submit a **Trade Qualifier - Section 30 (Construction and miscellaneous trades)**, select **Apply** from the menu and select **Trade Qualifier - Section 30 (Construction and miscellaneous trades)** Click **Start New Application** and follow the steps. Note: your trade is an Industrial Coatings Applicator (ICA),

Step 3: Attach Required References

- Provide **two (2) reference letters** (must be experienced Industrial Coatings Applicators)

Step 4: Attach Proof of Work Experience

- Submit proof of your work experience as an ICA with 8,100 hours minimum
 - **Work Experience Letter (Proof of Hours) or ROE's**
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What Happens Next

- Once your application is **completed and submitted**, it will be reviewed by the NSAA
- You will receive a **notification in the AMS Portal** confirming approval or denial
- If approved, you may proceed to **apply for your IP Exam**
 - Go to **“My Progress”** (left menu tab)
 - Select **“Certification Path”** (top menu tab)
 - Select **“Enroll”** and choose Exam Date and Location

Exam Date Options

Option 1 - if you prefer to write in a regular exam sitting, select the next available date at a local NSCC.

Option 2 - if you prefer to write the exam as a group, the Union will set up a group sitting once enough people apply. If you choose this option, please select a date in June or July 2026, then let Walter know via email at wmacdonald@dc39.ca that you chose this option and your exam date will be adjusted on the AMS once a date is selected for the group.

For more information on the ICA trade, and to find information on the NS Occupational Standard and Exam Study Guide, click [here](#).

Study material can be shared with you electronically by sending a request to wmacdonald@dc39.ca

The Apprenticeship Agency Industry Training Consultant for this trade is Bill Michalos. Bill can be reached via email at bill.michalos@novascotia.ca and will be able to answer any questions related to the exam registration process.