



The National Registrar of the Wood Energy Technical Training Program

DECLARATION FORM INSTRUCTIONS

All field 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 field for the claimed period. A false declaration will result in the withholding or withdrawal of WETT certification.

The required period of relevant field experience for basic certification is 80 weeks (2 years of full-time work experience or 3,000 hours) *for each level of certification being pursued*.

- For the Woodburning Systems course, we are looking for sales, installation or inspection experience only. Up to 40 weeks of installation or sales experience can be with oil or gas appliances.
 - For Advisor certification, you are required to have a minimum of 80 weeks of sales experience.
 - For Technician certification, you are required to have a minimum of 80 weeks of installation experience.
 - For Technician and Advisor certification, you are required to have a minimum of 80 weeks of installation experience *and* a minimum of 80 weeks of sales experience.
 - 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.

- For the Chimney Sweeping course we are looking for at least 80 weeks of chimney sweeping experience only.

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 in field experience *related to the certification that you are seeking*. This means that we are only looking for sales, installation, chimney sweeping or inspection experience. Any other experience is irrelevant (e.g., Owner/operator, president, babysitting, etc.)
- Your signature;
- The date on which the declaration form was completed;
- Letter of reference (see below).
- The signature of a witness familiar with you.

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.

This letter must include the following:

- The referee's relationship to you, the applicant;
- The length of time the referee has known you;
- The type of work you have done with wood burning appliances (i.e., inspections, sales, installations and/or chimney sweeping);
- Acknowledgement that you have at least 80 weeks of field experience;

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.