

PROGRAM ACCEPTANCE POLICY

Effective January 2026

Program	Tuition	Books	Please Note:
Heavy Equipment Operator – 22 Weeks	\$17,882.00	\$600.00	If you do not have a Class 03 or 01, you will be required to pay \$130.00 to the Department of Motor Registration in order to get a permit for a commercial license
Mobile Crane Operator – 25 Weeks	\$17,882.00	\$760.00	

PROCEDURE

You are required to complete and submit items 1 – 5 below to be eligible for acceptance; incomplete applications/documentation will NOT be processed. You are only eligible for acceptance once ALL documents (1-5) are submitted to the College. Once you have met the eligibility requirements for acceptance and a seat is available, an acceptance letter will be mailed to you. Once accepted, an \$80 non-refundable confirmation fee is to be paid within two weeks of receipt of your Letter of Acceptance. The fee is required to hold your seat in the program. If not paid, you will lose your seat for that program. Upon acceptance, you can turn down entrance into that program on 2 separate occasions and move ahead to a future program. Once you have turned down acceptance into a program twice, **you will have to reapply** to that program (*your application will not be kept on file*). Required documents below:

1. Complete the **Application Form** (on reverse)
2. Enclose a copy of your **Official High School Transcript**, ABE or GED showing you have graduated. If you are currently completing high school, submit your current grade 11 or 12 marks. To apply as a mature student (19 years or older without successfully completing high school), you must complete a CAAT Assessment (Level B) for Grade 10 or higher equivalency. Please call the College to arrange a time.
3. Submit a **\$45.00 Application Processing Fee**. Payable by cash, cheque or money order/bank draft. Debit or credit is accepted (*Non-refundable*).
4. Submit a copy of your valid **Class 05 Newfoundland Driver's License**
The Class 05 must be valid for a minimum of one year. If you have an out of province license, it must be transferred to a Newfoundland license, before you are eligible for acceptance.
5. Complete the **Medical** and **Consent Form** and return the ORIGINAL copy to the College. Medical is to be completed by a physician.

NOTE: If you are an applicant with a documented Learning Disability, please submit documentation along with your application.

FUNDING

- For participants seeking funding through Immigration, Population Growth and Skills, we recommend you contact your local office as soon as possible as funding application submission dates are put in place. IPGS offices have procedures in place for assessing clients for approval for training & funding.
- To obtain information about student loans, you can visit the following online sites www.gov.nl.ca/education/studentaid/ or <https://www.csnpe-nslsc.canada.ca/>, or contact the College.
- If you are, or will be, employed in the Mobile Crane or Heavy Equipment industry before the start of the program you are applying for, please contact the College or the Department of Immigration, Population Growth and Skills, Apprenticeship & Trades Certification Division (www.gov.nl.ca/ipgs/lmda/apprenticeship/) to see if you are eligible for provincial funding.

Name: _____ Are you a member of Local 904? Yes ☐ No ☐

First /Middle/ Last

Address: _____

Box /Street Address	Town /Province/ Country	Postal Code /Zip

Email: _____

Phone: _____ Cell: _____ Fax: _____

*Optional: Are you a son/daughter of an IUOE, Local 904 member? Yes ☐ No ☐

Name of Member: _____ Registration #: _____

Program You may check more than one. If so, please indicate which program would be your first choice.

-  Heavy Equipment Operator 22-Week Program
  Mobile Crane Operator 25-Week Program

Educational Background Please check the appropriate response

Are you a(n):

Applicant with a documented Learning Disability? Yes ☐ No ☐ If yes, attach documentation.

Currently Completing High School.....Yes ☐ No ☐ Grade:

High School Graduate.....Yes ☐ No ☐

ABE/GED Graduate.....Yes ☐ No ☐

Mature Student.....Yes ☐ No ☐

Note: A Mature Student is someone 19 years or older with no high school transcript.

Do you hold a valid Newfoundland Class 05 License for a minimum of one year? Yes ☐ No ☐

I hereby certify that all information on this application is accurate and complete.

Signature: _____ Date: _____

****For Office Use Only****

- ☐ Current High School Marks _____
- ☐ ABE / GED / CAAT _____
- ☐ Grade 12 Transcript _____
- ☐ Processing Fee (\$45) _____
- ☐ Medical or 03/01 _____
- ☐ Medical Consent Form _____
- ☐ NL Driver's License _____

Eligible Date of Acceptance: _____

Notes

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Mobile Crane Operator 25-Week Program

Tuition: \$17,882.00

Books: \$760.00

This program is accredited and is offered to entry level people with little, or no, experience in the operation of Mobile Crane. Operators who may have acquired previous credits and experience may also apply. Upon completion of this program, a successful participant will be ready for an entry level position with a hoisting contractor. You will have the essential skills, knowledge, and attributes to operate as an apprentice in the construction industry. A Class 03 license with Endorsements 8 and 9A are included on the program. Please see list of courses below:

Course #	Course Name	Course #	Course Name
MB 1041	Shop Fundamentals for Mobile Crane Operators	MB 1261	Rigging for Mobile Crane Operators
MB 1101*	Mobile Crane Operation Safety	AP 1102	Introduction to Apprenticeship
MB 1070	Mobile Crane Maintenance	AM 1101	Math Essentials
MB 1130	Mobile Crane Operations	AM 1341	Hoisting Math Fundamentals
MB 1140	Mobile Lattice Boom Cranes	TS 1510	Occupational Health & Safety
MB 1150	Mobile Hydraulic Boom Cranes	TS 1530	Standard First Aid
MB 1050	Introduction to Lift Planning	MB 1080	Mentoring
MB 1055	Introduction to Rigging	TS 1520	Workplace Hazardous Materials Information System
MB 1060	Introduction to Crane Components	AM 1001	Introduction to Skills for Success
MB 1065	Crane Systems	MC 1062	Computer Essentials
MB 1075	Specialty Crane Operations	CM 2161	Communication Essentials
MB 1250	Class 03 Driver's License for Mobile Crane Operators	SD 1761	Workplace Essentials

**MB 1101 includes completion of the following certificate courses: Professional Driver Improvement Course, Transportation of Dangerous Goods, Power Line Hazards, and Traffic Control Person*

Materials Required

- ☒ Hard Hat must meet the CSA code - Z94.1, Type 2 Class E (Colour - Navy or Light Blue).
- ☒ Safety Vest must be orange or green fluorescent with yellow stripes on front and back.
- ☒ Safety Glasses must meet the CSA code Z94.3.
- ☒ Calculator (*provided by the College*).
- ☒ Overhead Transparency Marker (*provided by the College*).
- ☒ Loose leafs, Notebook, Pens, Pencils, Portable Computer Storage Device (USB Flash Drive) and Geometry Set
- ☒ Clothing (oil Clothes, steel toe boots, coveralls, and gloves). Bring clothing suitable to work in construction atmosphere, and compatible to all weather conditions.

Contact the college for information regarding program start dates.



Heavy Equipment Operator 22-Week Program

Tuition: \$17,882.00

Books: \$600.00

This program is accredited and is offered to entry level people with little or no experience in the operation of heavy equipment. Operators who may have acquired previous credits and experience may also apply. Upon completion of this program, a successful participant will be ready for an entry level position with a heavy equipment contractor. You will have the essential skills, knowledge, and attributes to operate as an apprentice in the construction industry. A Class 03 license with Endorsements 8 and 9A are included on the program. Students will get a minimum of 60 hours on each of three pieces of equipment (at the discretion of the college). Please see list of courses below:

Course #	Course Name	Course #	Course Name
HE 1102	Equipment Operation Safety	HE 1502	Dozer
HE 1110	Safety	HE 1542	Tandem Dump Truck
HE 1121	Slopes and Grades	HE 1562	Excavator
HE 1130	Heavy Equipment Certification Requirements	HE 1601	Air Brakes
HE 1140	Tools and Equipment	HE 1611	Introduction to Professional Driver Improvement (PDIC)
HE 1160	Hoisting and Rigging	HE 1621	Powerline Hazards
HE 1170	Survey Indicators	HE 1631	Transportation of Dangerous Goods (TDG)
HE 1180	Methods of Approach for Worksite Job Planning	TS 1520	Workplace Hazardous Materials Information System
HE 1190	Trade Related Documents	TS 1530	Standard First Aid
HE 1210	Drawings and Plans	OL 1605	Traffic Control Person (TCP)
HE 1220	Soil Fundamentals	AM 1101	Math Essentials
HE 1202	Scheduled and Preventative Maintenance	AM 1171	Heavy Equipment Operator Math Fundamentals
HE 1230	Pre and Post-Operational Inspections	AP 1102	Introduction to Apprenticeship
HE 1240	Troubleshooting and Basic Repairs	MC 1062	Computer Essentials
HE 1250	Transportation of Equipment	CM 2161	Communication Essentials
HE 1260	Environmental Protection	SD 1761	Workplace Essentials
		AM 1001	Introduction to Skills for Success

Materials Required

- ☒ Hard Hat must meet the CSA code - Z94.1, Type 2 Class E (Colour - Navy or Light Blue).
- ☒ Safety Vest must be orange or green fluorescent with yellow stripes on front and back.
- ☒ Safety Glasses must meet the CSA code Z94.3.
- ☒ Calculator (*provided by the College*).
- ☒ Loose leafs, Notebook, Pens, Pencils, Portable Computer Storage Device (USB Flash Drive) and Geometry Set
- ☒ Clothing (oil Clothes, steel toe boots, coveralls, and gloves). Bring clothing suitable to work in construction atmosphere, and compatible to all weather conditions.



Contact the college for information regarding program start dates.

