



Certificate in Essential Technical Skills for Architecture, Construction & Engineering (“ACE Certificate”)

2025 APPLICATION PACKAGE

Thank you for your interest in the [*Certificate in Essential Technical Skills for Architecture, Construction & Engineering*](#) (“ACE Certificate”).

The ACE Certificate is a 14-month career exploration program, running from July 2025-August 2026, and is comprised of two segments:

1. ACE Summer Intensive:

The ACE Summer Intensive runs from early July to the end of August 2025. Classes are held weekdays from 9:00 am to 4:00 pm at the BCIT Burnaby Campus (3700 Willingdon Avenue, Burnaby, BC) (exact schedule to be confirmed).

Students are required to successfully complete all three courses in the ACE Summer Intensive in order to advance into the next segment of the ACE Certificate.

2. ACE Work Integrated Learning and Online Studies:

The second segment of the ACE Certificate runs from September 8, 2025 to August 28, 2026, and includes the following elements:

- a. Five sequential online courses delivered over one year, concurrently with
- b. Two sequential full-time paid practicum placements (‘work-integrated-learning’) supported by two sequential practicum courses, delivered over one year.

Please refer to the ACE Program Page for additional program details: bcit.ca/ace.

If you have any additional questions, please contact Ann Martineau, amartineau@bcit.ca.

Applying to the ACE Program

This program has two application deadlines and may fill after the first deadline date. We recommend that you apply within the first application window and include all supporting documents with your application (incomplete application packages will not be assessed).

Applications are accepted:

- January 1st* to March 31st* 2025
- April 1st* to May 31st* 2025

*or next business day



Entrance Requirements

- English 12 or equivalent (or proof of being enrolled in English 12 or equivalent)
- Good computer proficiency
- Good communication skills, and/or the desire to develop or improve them
- A keen interest in exploring careers within the fields of Architecture, Construction, Construction Management and Engineering

Application Documents

To apply for the Certificate in Essential Technical Skills for Architecture, Construction & Engineering please submit the following by email to Ann Martineau, amartineau@bcit.ca:

1. ACE Application Form (attached).
2. ACE Mandatory Questionnaire (attached), which includes a 250-500 word essay explaining your reasons for selecting this program including your interest in this as an exploratory program, how it might specifically benefit you or help you in overcoming a barrier of some description, and how it might motivate you.
3. Proof of completion or proof of registration in English 12 (or equivalent), such as a high school transcript or school issued course schedule.
4. Two (2) letters of reference from non-relative individuals who can speak to your qualities, experiences, and suitability for the ACE Certificate program. Referees can be your employer, teacher, career counsellor, supervisor from a volunteer organization, or coach (cannot be a family member).
5. Portfolio. Your portfolio is a collection of examples of work that you have completed which you believe to be relevant to your application to the ACE Certificate Program. Your portfolio may include, but is not limited to, the following:
 - Writing by you;
 - Photos and/or images of projects you have completed;
 - Sketches, drawing, plans, etc., (hand drawn or digitally produced);
 - Videos, reels, presentations, slides, etc.;
 - Any other details and information about your hobbies, interests, and extracurricular activities.

Note that all submitted documents and images must be in PDF format; if you have opted to include a video it must be in MP4 format.



Application Review & Offers of Acceptance

Applications to the ACE Certificate received within the first application window (January 1st to March 31st) will be reviewed **after** April 1st and offers of acceptance issued by April 30th. There is no advantage to submitting early within this window.

Applications received within the second application window (April 1st to May 31st) will be considered for any remaining seats following the first application review period, and/or placed on a waiting list. There is an advantage to submitting early within this window because, if there are any remaining seats, we will be considering applications as they are submitted.

BCIT Pathway Programs

One of the goals of the ACE Certificate is to help students understand where their career and educational interests lie. The ACE Certificate is a valued entry level credential on its own but, should you wish to follow it up with applying to a more advanced post-secondary credential, there are three identified BCIT Pathway programs listed below that some graduates of the ACE Certificate may be interested in pursuing. The entrance requirements for the BCIT programs listed below are not required for acceptance into the ACE Certificate; however they are provided here for additional information and to support your educational planning.

Students wishing to pursue further studies in one these programs must ensure that they meet all relevant entrance requirements prior to the application deadline noted on the program web page (see below):

Architectural and Building Technology Diploma	Civil Engineering Diploma	Interior Design Fundamentals Certificate
<ul style="list-style-type: none">English 12 (67%)	<ul style="list-style-type: none">English 12 (73%)	<ul style="list-style-type: none">English 12 (67%)
<ul style="list-style-type: none">Pre-Calculus 12 (67%)	<ul style="list-style-type: none">Pre-Calculus 12 (73%)	<ul style="list-style-type: none">Math 11 (50%)
<ul style="list-style-type: none">Physics 11/12 (67%)	<ul style="list-style-type: none">Physics 12 (73%)	
	<ul style="list-style-type: none">Chemistry 11 (73%)	

In Closing

Thank you for considering applying to the ACE Certificate. We look forward to receiving your application package. If you have any questions about the ACE Certificate program and/or the ACE Certificate application process, please contact Ann Martineau, amartineau@bcit.ca.



Attached please find:

- *ACE Application Form*
- *ACE Mandatory Questionnaire*
- *ACE Flyer*



APPLICATION FOR ADMISSION

ACE – Certificate in Essential Technical Skills for Architecture, Construction and Engineering

SUBMIT THIS APPLICATION TO ANN MARTINEAU (amartineau@bcit.ca).

Instructions: 1) Save this PDF to your desktop, 2) Open with Adobe Reader or Adobe Acrobat, 3) Complete all required fields, 4) Save, 5) Close PDF then re-open to ensure the content you filled in has saved, 6) Print and sign, 7) Submit to your high school.

COLLECTION AND USE OF PERSONAL INFORMATION

Personal information on this form is collected under the authority of College and Institute Act, RSBC, 1996, c. 52 and s. 26 of the Freedom of Information and Protection of Privacy Act, RSBC, 1996, c. 165 for admissions, enrolment, decisions on your academic status and other purposes related to you attending a public post-secondary institution in the Province of British Columbia and being a member of the BCIT community including the BCIT Student Association, BCIT Alumni Association, and BCIT Foundation. The information that you provide is used and disclosed for these purposes and only in accordance with the above legislation or as required by provincial or federal government authorities. If you have any privacy questions, please visit bcit.ca/admission/privacy or contact the Associate Director, Privacy; 3700 Willingdon Ave, Burnaby, BC V5G 3H2; tel: 604.432.8508; email: privacy@bcit.ca.

Please visit [myBCIT](#) to create your BCIT ID before completing this application.

Fields marked with an asterisk (*) are mandatory.

PERSONAL INFORMATION

Legal First Name (given name)*	Legal Last Name (family name)*
Your BCIT ID Number*	Birth Date (DD-MMM-YYYY)*

PROGRAM INFORMATION

BCIT Program Name*
Certificate in Essential Technical Skills for Architecture, Construction and Engineering

LEARNING SUPPORT INFORMATION – VOLUNTARY DISCLOSURE

Do you have an Individual Education Plan (IEP), a learning condition, or other disability for which you may require additional support services?

Yes No

If Yes, your next step is to make an appointment with BCIT’s Accessibility Services. Visit bcit.ca/accessibility or phone 604.451.6963.

PLEASE READ CAREFULLY BEFORE SIGNING. THIS DOCUMENT AFFECTS YOUR LEGAL RIGHTS (MANDATORY).

I agree that this application, my relationship with BCIT, any disputes arising there from, will be governed by and construed in accordance with the laws of British Columbia and laws of Canada applicable in British Columbia, that the British Columbia courts will have exclusive and preferential jurisdiction over any complaint, demand, claim, proceeding or cause of action arising out of this application or my relationship with BCIT, and that, if I commence such proceedings, I will do so only in British Columbia, and will submit to the exclusive and preferential jurisdiction of British Columbia.

I hereby declare that the information I submitted on this application is true and correct. Completion of this signed consent form authorizes BCIT to request information necessary to support my application for admission. I understand that BCIT has a right to cancel this application if the information contained in it has been misrepresented. If I am admitted to BCIT, I agree to abide by its policies and regulations.

Student Signature*	Date*
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CONSENT TO RELEASE PERSONAL INFORMATION (MANDATORY)

The ACE Certificate has been fully funded by a grant provided by BCIT’s Workplace Innovation Fund. Please sign this consent to allow BCIT to share information about your progress and admissions, registration and/or academic history with our funding partner, Local Practice Architecture + Design. I authorize BCIT to release my personal information concerning admissions, registration and/or academic history to the person or agency listed below for the period starting from today until the completion of my studies at BCIT.

Organization	Address	Email
Local Practice Architecture + Design	980 George St #302, Vancouver, BC V6A 0H9	ggirard@localpractice.ca
Student Signature*	Date (DD-MMM-YYYY)*	



MANDATORY APPLICANT QUESTIONNAIRE ESSENTIAL TECHNICAL SKILLS IN ARCHITECTURE, CONSTRUCTION AND ENGINEERING (ACE)

Industry Services, School of Construction and the Environment

3700 Willingdon Avenue, Burnaby, BC, Canada V5G 3H2 amartineau@bcit.ca

Instructions: 1) Save this PDF to your desktop, 2) Open with Adobe Reader or Adobe Acrobat, 3) Complete all required fields, 4) Save, 5) Close PDF then re-open to ensure the content you filled in has saved, 6) Submit to amartineau@bcit.ca.

Student Name	Student ID Number
	A0

- > This form is a program entrance requirement and submission with your application is mandatory.
- > You must save this form to your computer and upload the completed version to your online application.
- > The program area will evaluate your answers; therefore, please use proper English, grammar and punctuation.

REASONS FOR SELECTING PROGRAM

In your own words, explain your reasons for selecting this program including your interest in this as an exploratory program, how it might specifically benefit you or help you in overcoming a barrier of some description, and how it might motivate you (250 to 500 words). * You may use a separate piece of paper if you wish.:

KNOWLEDGE/SKILLS*

Please confirm the following*:

I am currently in Grade 12 (or have recently graduated)	School Name:	Year of graduation:
I have completed or am currently enrolled in English 12 (or equivalent)		
I have good Computer Proficiency		
I possess good communication skills and/or I have the desire to develop good communication skills		
I have an interest in exploring careers in the fields of Architecture, Construction, Construction Management and Engineering		

Please confirm you have attached the following REQUIRED DOCUMENTS*

Attach proof of completion for English 12 (or equivalent). Alternatively, proof of current enrollment with the expected completion date.
Attach two (2) letters from individuals who can speak to your qualities, experiences, drive and suitability for the ACE Certificate program, as well as how it may especially benefit you. Referees can be your employer, teacher, career counsellor, supervisor from a volunteer organization, or coach (cannot be a family member).
In PDF format, submit a portfolio of examples of work <u>you</u> have completed which you believe to be relevant to your application. These may include writing by you, photos and/or images of projects you have completed, sketches, drawing plans, etc. (hand drawn or digitally produced), videos, reels, presentations, slides, and any other representative details or information about your hobbies, interests, and extracurricular activities.) Note that all submitted documents and images must be in PDF format; if you have opted to include a video, it must be in MP4 format.

ADDITIONAL INFORMATION:

If there is any additional information you feel is important for the Admissions Committee to know in considering your application, please include it here (this section is optional).

ACKNOWLEDGEMENTS*

If I am accepted into this program, I acknowledge that I understand the following* (please tick to confirm):

There are three components to the ACE Certificate, which runs from July 2024 to August 2025:

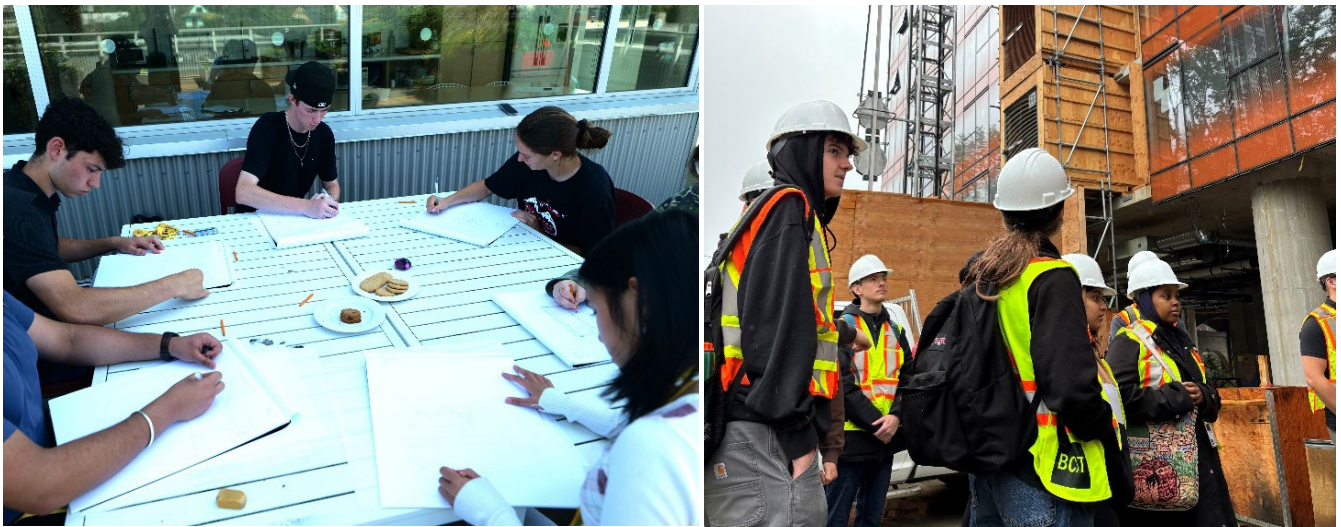
July to Aug 2025	The "ACE Summer Intensive", consisting of: Three (3) courses, delivered in person at the BCIT Burnaby Campus.
Sept 2025 to Feb 2026 Mar 2026 to Aug 2026	Two (2) 23- week paid practicum placements and related practicum courses.
Sept 2025 to Aug 2026	Five (5) online courses delivered concurrently with the above noted work placements/practicums.
I must successfully complete the ACE Summer Intensive (three courses) to continue in the ACE Certificate program.	
I am expected to adhere to BCIT's standards for Academic Integrity (see bcit.ca/student-conduct/academic-integrity/).	

By signing this form, I confirm all of the above information to be true and accurate.*

Signature*	Date (DD-MMM-YYYY)*
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School of Construction and the Environment

CERTIFICATE IN ESSENTIAL TECHNICAL SKILLS FOR ARCHITECTURE, CONSTRUCTION AND ENGINEERING (“ACE CERTIFICATE”)



The **Certificate in Essential Technical Skills in Architecture, Construction & Engineering (“ACE Certificate”)** is a unique educational program designed to introduce recent high school graduates to the fields of architecture, construction management, and engineering, referred to as the ACE sector. The ACE Certificate provides the opportunity to gain in-demand skills and experience relevant to the design-build field in a blended, applied approach to learning that combines in-classroom, in the workplace and online components. Through this unique experience of ‘learning and doing’, students are introduced to concepts and terminology used in the ACE sector, develop entry level skills, and apply the skills and knowledge from the classroom in the real world through paid internship placements with industry partners.

ACE Certificate students participate in a Summer Intensive at the BCIT Burnaby Campus, which includes classroom learning, fieldtrips to local design firms and construction sites and practicing entry level skills through hands-on assignments. Students will continue their learning through BCIT online courses, while completing the work-integrated-learning component of the program: two 6-month paid internships with ACE industry partners. The aim of this unique immersive polytechnic program is to support student exploration of the spectrum of careers that exist within the ACE sector and prepare them to make more informed decisions about the area of speciality that most interests them to both continue their education and consider a career path.

The ACE Certificate has been specifically designed to meet the needs of students with motivation and aptitude who may be facing a variety of barriers and currently have no set plan for attending post-secondary. The ACE Certificate is for

students who are not sure what career they want to pursue and perhaps didn't think they would be able to go to post-secondary. If you already have a post-secondary program in mind, the ACE Certificate is not for you. Please pursue your dream.

July 2025 - August 2026 [14 months]
Applications open January 6, 2025

The ACE Certificate is a 14-month program and is comprised of two segments:

1. The first segment of the ACE Certificate, the ***ACE Summer Intensive***, runs for six weeks in July and August. Classes are held at the BCIT Burnaby Campus (3700 Willingdon Avenue, Burnaby, BC.). During the ACE Summer Intensive, students complete the following courses:
 - **ACED 1200 Digital Modelling Fundamentals** (3.0 credits, in-person)
 - **ACED 1210 Introduction to Construction Project Management** (2.0 credits, in-person)
 - **ACED 1220 Introduction to Building Technology** (3.0 credits, in-person)Students who successfully complete all three courses in the ACE Summer Intensive advance into the second segment of the ACE Certificate program.
2. The second segment of the ACE Certificate runs from September to August, and includes the following elements:
 - a. Five sequential online courses over one year:
 - **ACED 1205 Revit Fundamentals** (3.0 credits, online)
 - **COMM 1108 Introduction to Business Communication for the Construction Professional** (3.0 credits, online)
 - **BLDC 1051 Introduction to Materials and Methods for the Design-Build Trainee** (3.0 credits, online)
 - **ACED 1305 Introduction to Systems - Structural, Mechanical & Electrical** (3.0 credits, online)
 - **BLDT 1042 Construction Estimating Fundamentals using Digital Tools** (3.0 credits, online)
 - b. Two full-time paid practicum placements ['work-integrated-learning'] supported by two practicum courses delivered over one year, concurrently with the above noted online courses.

ENTRANCE RECOMMENDATIONS:

It is recommended that applicants to the program possess the following skills and experience prior to entry:

- English 12 or equivalent
- BC High School completion (or equivalent)
- Good computer proficiency
- Good business communication skills, and/or the desire to develop or improve them (including speaking on the phone and in person, and writing emails)
- A keen interest in exploring careers within the field of architecture, construction and engineering

Interested students should contact Ann Martineau for more information and to request an application package.

FOR MORE INFORMATION:

ANN MARTINEAU | 604.412-7492 | AMARTINEAU@BCIT.CA | [BCIT.CA/ACE](https://bcit.ca/ace)