

## Requesting a BCeID to Access the Trades Modules Website

If you've never requested a BCeID, read this section first. If you have, skip ahead to "[Requesting Instructor Access to the Trades Module Website.](#)"

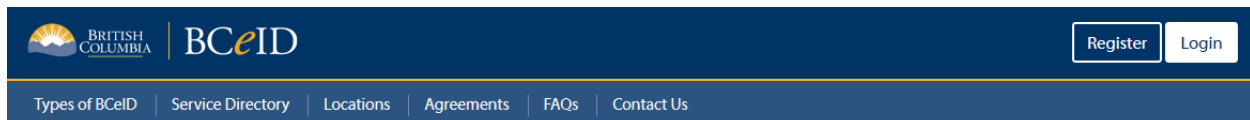
In order to access the BC Trades Modules Website and request instructor access, first you need to register for a Business BCeID account.

### How to get your Business BCeID Account

Please read the invitation letter this insert came with first. This insert assumes you do not yet have your business BCeID account to represent your business.

Go to the BCeID main page at [www.bceid.ca/](http://www.bceid.ca/) and click "Register for a Business BCeID".

Remember this site, because it's where you will manage your BCeID account in future.



A BCeID account provides secure access to online government services.



#### It's Convenient

Many government services are available online. You can use your BCeID account to log in to [participating services](#).



#### It's Secure

BCeID uses secure technology and policies to enable authorized access to information.



#### It Respects Your Privacy

Learn more about the [B.C. government's privacy policies](#) and the [BCeID privacy policy](#).

#### Register for a BCeID

There are three [types of BCeID](#) accounts.

##### Already know what type you want to register for?

- [Register for a Business BCeID](#)
- [Register for a Personal BCeID](#)
- [Register for a Basic BCeID](#)

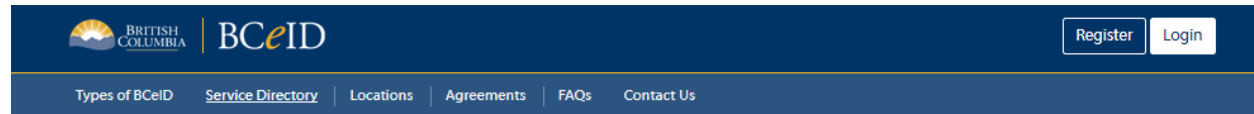
##### Not sure which one to register for?

#### Already Have a BCeID?

Manage your BCeID account, such as:

- Update your contact information, user ID, password, login preferences
- Update your businesses preferences and manage business BCeID accounts
- Use the activation code you received in the mail to complete your Business BCeID registration process
- Continue an existing Business BCeID registration at the step you left off
- Check the registration status of your Personal or Business BCeID registration

This will take you to a page that outlines the steps to acquire a Business BCeID. Click “Start registration” when you are ready.



BRITISH COLUMBIA | BCeID

Types of BCeID | [Service Directory](#) | Locations | Agreements | FAQs | Contact Us

Register | Login

## Register for a Business BCeID

Registering for a Business BCeID is a five-step process. It'll take about 15 minutes.

### 1 Step 1: Getting Started

This step includes a few registration set up questions. You'll need to:

- **Confirm you're not already registered.** A business or organization may only register once. Check if your business or organization is registered in the [business directory](#). If it's registered, contact them.
- **Confirm you're authorized to register the business or organization.** The person who registers the business must accept the [Business Registration Agreement](#). Only a principal or a person authorized by a principal can accept the terms of this agreement.
- **Select your business type.** How you prove the identity of your business or organization is based on the business type. Depending on the [business type](#), you may be asked to provide additional information, such as if you have a OneStop account.
- **Indicate if you're converting a Basic BCeID to a Business BCeID.**

### 2 Step 2: Your Business Contact Information

Tell us who you are and provide your contact information.

### 3 Step 3: BCeID Account Details

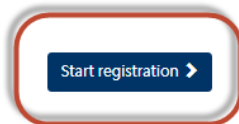
Choose your user ID and password.

### 4 Step 4: Business Details

It depends on what type of business you're registering how you'll complete this step. [Learn more about how to verify a business.](#)

### 5 Step 5: Accept Terms

Accept the [Terms of Use](#) and [Business Registration Agreement](#).



Your personal information will be collected in accordance with [section 26\(c\) of the Freedom of Information and Protection of Privacy Act](#). If you have any questions or concerns about the collection of this information, review the [BCeID Privacy Policy](#).

### Have a registration already in progress?

Go to Manage Account to:

- Use the activation code you received in the mail to complete your Business BCeID registration process
- Continue an existing Business BCeID registration at the step you left off
- Check the registration status of your Personal or Business BCeID registration


Log in to Manage Account

### Registration Checklist

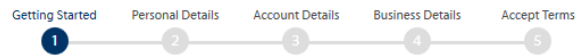
The information you'll need to register and the way you'll prove the identity of your business or organization depends on your business type:

- [Proprietorship](#)
- [General Partnership](#)
- [BC Corporation](#)
- [Extra Provincially Registered Company](#)
- [BC Incorporated Society](#)
- [Extraprovincial Non-Share Corporation](#)
- [Other \(none of the above\)](#)

The next step will help you confirm whether your business is already registered with a BCeID. From this page you can search the online business directory.

 | BCeID [Register](#) [Login](#)  
[Types of BCeID](#) | [Service Directory](#) | [Locations](#) | [Agreements](#) | [FAQs](#) | [Contact Us](#)

## Register for a Business BCeID



### Confirm that your organization is not registered with BCeID

If your organization is already registered, it will be listed in the Online Business Directory and you should not re-register it. You should contact your organization's Profile or Account Manager to request your BCeID account.


#### Is your organization already registered?

- Yes or uncertain. Search the Online Business Directory before continuing.
- No, my organization is not registered. Continue registering.

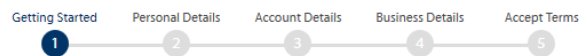
[← Back](#) [Continue →](#)

[Cancel Registration](#)

Now you must meet the authorization requirements for BCeID

 | BCeID [Register](#) [Login](#)  
[Types of BCeID](#) | [Service Directory](#) | [Locations](#) | [Agreements](#) | [FAQs](#) | [Contact Us](#)

## Register for a Business BCeID



### Are you authorized to register your organization?

To complete this registration you must be authorized to execute the [BCeID Registration Agreement](#) on behalf of your organization and willing to be a Business Profile Manager.

Business Profile Managers are responsible for:

- Creating BCeID user accounts (including other Business Profile Manager accounts) for representatives of your organization that require online access
- Resetting passwords for your organization's user accounts
- Managing your organization's identity information registered with BCeID

**Are you authorized to execute the Business BCeID Registration Agreement on behalf of your organization and willing to be a Business Profile Manager?**

- Yes, I am authorized and willing to be a Business Profile Manager.
- No, I am not authorized.  
*Choosing this option will cancel your registration. An authorized individual can register your organization and create a BCeID account for you.*
- No, I am not willing to be a Business Profile Manager.  
*Choosing this option will cancel your registration.*

[← Back](#) [Continue →](#)

[Cancel Registration](#)

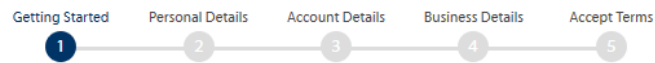


Now, select the type of business you are registering

BRITISH COLUMBIA | BCeID Register Login

[Types of BCeID](#) | [Service Directory](#) | [Locations](#) | [Agreements](#) | [FAQs](#) | [Contact Us](#)

## Register for a Business BCeID



### What type of business are you registering?

If you are not sure, see [Business Types](#) for definitions.

**Select your business type:**

- Proprietorship  
*AKA sole proprietorship, doing business as, firm*
- General Partnership  
*Excluding limited partnership (LP) and limited liability partnership (LLP)*
- BC Corporation  
*Name ends in Ltd, Ltée, Inc, Limited, Corporation, Corp or ULC*
- Extra Provincially Registered Company  
*AKA extraprovincial company, extra-pro, ex-pro*
- BC Incorporated Society  
*A not-for-profit organization incorporated in BC*
- Extraprovincial Non-Share Corporation  
*An "Extraprovincial Non-Share Corporation" means a society or association, incorporated or otherwise, formed outside British Columbia. It does not include a society or association, incorporated or otherwise, formed to acquire profit or gain or, that has a capital divided into shares.*
- Other  
*None of the above. For example, LP, LLP, non-registered society, association, charity, business registered outside Canada*

← Back Continue →

From there, follow the prompts, all the information from there will be specific to your business requirements. Once you have finished the application and accepted the terms, you will be able to continue.



## Requesting Instructor Access to the Trades Modules Website

Once you have a BCeID account, in order to access the BC Trades Modules website as an instructor, you must first request instructor access. Follow the steps below to request instructor access.

Visit the NEW BC Trades Modules website at <https://bctradesmodules.gov.bc.ca/>

The top navigation shows you the following options (Figure 6).



Figure 1 BC Trades Modules website home page

Select “Login”.

You will be taken to the BCeID login page for Business BCeID users.

Enter the BCeID and password given to you by your institution contact.

**(Note: If you do not yet have your BCeID, you need to request that first. See “[Requesting a BCeID to Access the Trades Module Website](#),” at the beginning of this document. )**

Once you log in, you see the following options in the top navigation (Figure 7).



Figure 2 Link to request instructor access

Select the “**Request Instructor Access**” option.

Select your institution and your trade, specify your work email address, and submit the form (Figure 8).



**Request Instructor Access**

Please select your Institution below and specify your work email address. Your registration will be verified by your Institution.

Your Institution \*  
Thompson Rivers University

Your Trade \*  
- Select -

Your Work Email Address \*

[Submit](#)

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Industry Training Authority | www.itabc.ca

Figure 3 Request Instructor Access page

### What happens next?

If you submitted your request successfully, you'll see a confirmation message (Figure 9).

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[Home](#) [Report an Error](#) [Related Links](#) [Contact](#) [Request Instructor Access](#)

Thank you, your submission has been received.  
[Go back to the form](#)

Figure 4 Request Instructor Access confirmation

The administrator receives an email notification of your access request.

The administrator edits your user account, assigning instructor access to you.

The administrator sends you a New Instructor Welcome Email. This email notifies you that you now have instructor access to the website.

**It may take a few days to have your user account approved with instructor access. Make sure you obtain your BCeID and request access well in advance of your anticipated need for files.**

Reload the website, and you should see the Modules Resources dropdown menu when you click on "Module Resources" (Figure 10).

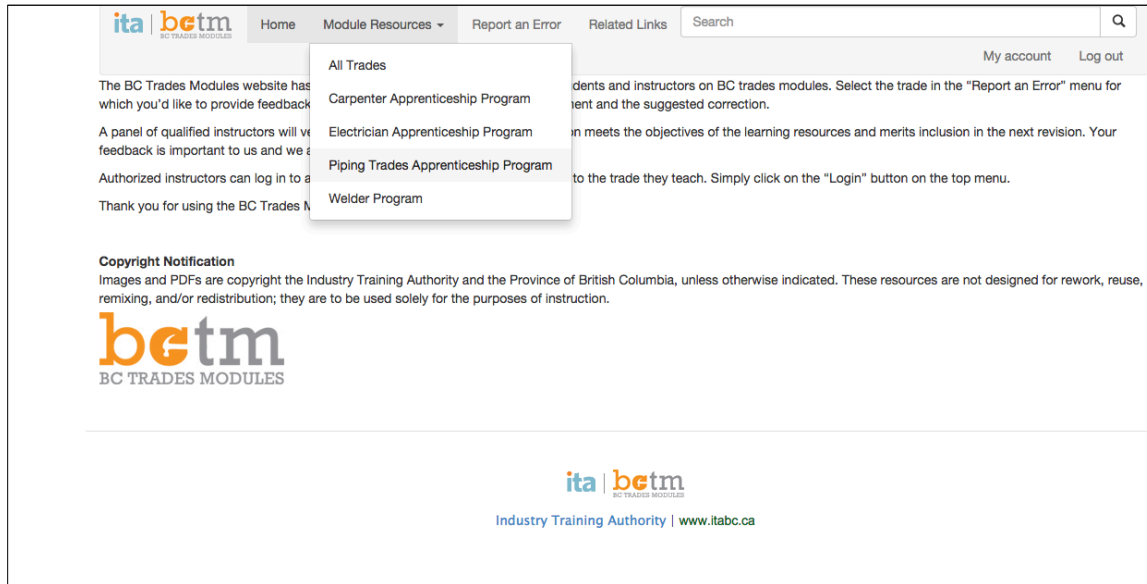


Figure 5 Module resources dropdown menu

**\*\*NOTE\*\*** If you reload the site and you do not see the Modules Resource dropdown menu, then your instructor access email was released without the change being made to your profile. Please notify your administrator to have this resolved. The administrator appointed to your respective trade needs to add your specific trade (Piping Trades, Carpenter, etc.) to your profile to grant you access to the Modules. Even though you are being assigned to a specific trade, you will still have access to the resources from all trades.

Once you have access, use the **Module Resources drop-down menu** to select one of the apprenticeship programs.

The following example is from Piping Trades.

You'll see the list broken down by competency when you expand the trees (Figure 11).



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Home Module Resources ▾ Report an Error Related Links Contact Se

Tip! Click on the "plus" symbol to view subcategories within each trade.

Please select a category below:

- ▣ Piping Trades Apprenticeship Program
  - ▣ PTA Level 1
    - + Competency A-1: Control Workplace Hazards
    - + Competency A-2: Use Information in the OHS Regulation and WorkSafeBC Standards
    - + Competency A-3: Use WHMIS
    - + Competency A-4: Use Personal Protective Equipment
    - + Competency A-5: Practice Fire Prevention
    - + Competency B-1: Use Hand Tools
    - + Competency B-2: Use Portable Power Tools (Steamfitter=B-6)
    - + Competency B-3: Use Stationary Power Tools (Steamfitter=B-7)
    - + Competency B-4: Use Measuring and Leveling Tools
    - + Competency B-5: Use Cutting, Brazing, and Soldering Equipment (Steamfitter=B-3)
    - + Competency B-6: Use Ladders and Platforms (Steamfitter=B-2)
    - + Competency B-7: Use Rigging and Hoisting Equipment (Steamfitter=B-5)
    - + Competency C-1 Use Mathematics and Science (Sprinklerfitter- C1 and C2)
    - + Competency C-2 Interpret Drawings and Specifications
    - + Competency C-3 Use Codes, Regulations and Standards
    - + Competency C-4: Use Manufacturer and Supplier Documentation
    - + Competency D-1: Install Pipe
    - + Competency D-2: Install Valves
    - + Competency Line D-3: Install Fittings
    - + Competency Line D-4: Penetrate Structures

Figure 6 Piping Trades competencies page

From here, you can click on the level or competency you're interested in, and it will bring you to the module resources (Figure 12).





View Comments: 0 (0 new)


Home / All Trades / Piping Trades Apprenticeship Program / PTA Level 1

# Competency Line D-3: Install Fittings

Select Sub Category

1 Trade Modules 0 Images 1 Supplemental Resources 0 Error Reports

All a b c d e f g h i j k l m n o p q r s t u v w x y z None er



PIPING TRADES APPRENTICESHIP PROGRAM LEVEL 1

COMPETENCY D-3: Install Fittings

COMPETENCY LINE D-3: INSTALL FITTINGS

Figure 7 Link to competency PDF

From here, you can access the PDF of the module by clicking on the icon.

Note that some trades have included zipped folders of images or legacy materials in the Supplemental Resources section (for example, see Figure 13 below).

## Competency Line D-3: Install Fittings

Select Sub Category Upload a Resource Report an Error

1 Trade Modules 0 Images 1 Supplemental Resources 0 Error Reports

Show 10 entries Search:

Resource Details	Download	Visit
Competency Line D-3: Install Fittings Image Folder	D3.zip	

Showing 1 to 1 of 1 entries Previous 1 Next

Figure 8 Zipped image folder in Piping Trades Supplemental Resources



**\*\*NOTE\*\*** If you have followed the steps to obtain instructor access to the BC Trades Module Website and you are unable to gain access or find the files you need, please send a message to [osbc.online@gov.bc.ca](mailto:osbc.online@gov.bc.ca) and specify the trade you are interested in. We will put you in touch with the appropriate project manager.