

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

2026 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 2026-August 2027, and is comprised of two segments:

1. ACE Summer Intensive:

The ACE Summer Intensive runs from early July 2026 to the end of August 2026. Classes are held weekdays at the BCIT Burnaby Campus (3700 Willingdon Avenue, Burnaby, BC V5G 3H2) OR at the Okanagan College (OC) Kelowna Campus (1000 KLO Road, Kelowna BC V1Y 4X8) (exact schedule to be confirmed). If you are applying to the OC Kelowna Campus intake, your application will be shared with BCIT’s partners at OC.

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.

(Note: The ACE Summer Intensive satisfies the requirements for the BCIT Microcredential: *Entry Skills in Architecture, Construction & Engineering.*)

2. ACE Work Integrated Learning and Online Studies:

The second segment of the ACE Certificate runs from September 7, 2026 to August 27, 2027, and includes the following concurrent elements, delivered over one year:

- a. Five sequential online courses delivered,
- b. Two sequential 23-week, full-time paid internship placements (‘work-integrated-learning’), and
- c. Two sequential 23-week practicum courses, related to the corresponding internship placements.

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

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

Sponsored Tuition

The tuition for this program is currently fully funded by the BC Workforce Innovation Fund through a partnership between Local Practice Architecture + Design Ltd. and BCIT. This funding prioritizes under-represented populations in the ACE sector (architecture, construction management, engineering and related fields), including newcomers to Canada with a background in an ACE-related field and recent high school graduates/young adults (18-26) with an interest in exploring a career in ACE. The funding seeks to remove barrier to access to education and work experience.

Entrance Requirements

- Canadian Citizenship, Permanent Residency, or Protected Person status (entitled to work in Canada from September 2026 to September 2027)
- British Columbia residency (3-months minimum)
- High School graduation, or equivalent
- Good English language proficiency: [Category 3 – English Studies 12 \(50%\) or equivalent](#).
- Good proficiency with Microsoft Word and Microsoft Excel
- 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
- Access to a personal laptop or desktop computer at home
- Access to a vehicle or public transit and a willingness to commute

Applying to the ACE Program

This program has two application deadlines and may fill after the first deadline date. Applications will be considered complete on the date that all required components of the ACE Application, including supporting documents, have been received. Note that incomplete application packages will not be assessed.

Applications are accepted:

- **December 1, 2025* to February 28, 2026*** (*or next business day)
- **March 1, 2026* to April 15, 2026*** (*or next business day)

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. **Essay:** 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.
- b. **Proof of Canadian Citizenship, Permanent Residency, or Protected Person status,** including work permit valid to September 2026 (if applicable).
- c. **Proof of British Columbia Residency** (i.e. one of: BC Services Card, BC Driver’s License, utility bill or similar dated 3+ months ago).
- d. **Proof of English Language Proficiency** (i.e. [English Studies 12 \(50%\) or equivalent](#)). To demonstrate your language proficiency level please submit **one** of the following as supporting documentation in your application:
 - i. *Did you complete English Studies 12, English First People 12 or acceptable equivalent high school course?*
Provide a copy of your transcript.
 - ii. *Did you complete 3.0 credits of [post-secondary English, Humanities, or Social Sciences](#) from an English-speaking institution?*
Provide a copy of your transcript.
 - iii. *Did you complete an [approved language test](#) for immigration purposes?*
Provide a copy of your test results.
Approved Language Tests include: CAEL, IELTS (academic), ISEP, PTE (academic), TOEFL iBT, Duolingo.
 - iv. *Did you complete a provincial language program?*
Submit a copy of your report.
- e. **Two (2) letters of reference:** Letters of reference are from non-relative individuals who can speak to your qualities, experiences, and motivation for the ACE Certificate program. Referees can be an employer, teacher, career counsellor, supervisor from a volunteer organization, etc. (cannot be a family member). If you are applying as a newcomer, we recommend that you obtain one of your letters of reference from your newcomer services agency representative. Please include contact details for both of your referees so that we may contact them.
- f. **2-3 Artefacts (Original Works):** An ‘artefact’ is an “item” or “example” – such as a photo, a drawing, an essay, a video, etc.

Please provide no more than three (3), 1-page artefacts (examples of your original work) that provide a glimpse into who you are and where your interests lay. At least of one of your artefacts should provide insight into your interest or experience in one or more ACE-related topics.

These 1-page examples of **your original work** could be:

- Writing (1-page); must be something *other* than your essay included in the Mandatory Questionnaire
- A photo or image of a project you have completed. You may submit a collage, provided it fits on 1-page. (A link that leads to multiple pages or examples will be considered an “incomplete” submission).
- A sketch, drawing, plan or artwork (hand drawn or digitally produced)
- A link to a video or reel
- ETC.

Your 2-3 artefacts are to be collated into a single PDF of a maximum of 3 pages. If you have not created a PDF before, figuring out how to do this will be a good exercise for an ACE applicant to undertake! If you are embedding a video link, the video is to be downloadable and in MP4 format.

- g. Copies of any post-secondary credentials earned (optional) and/or a resume or curriculum vitae (optional).
- h. We will schedule virtual conversations with shortlisted candidates, so be sure to include your availability where indicated in the Mandatory Questionnaire.

Note: All supporting documents must be submitted by the application deadline in order for your application to be considered “complete”.

Application Review & Offers of Acceptance

This program has two application deadlines. We recommend that you apply within the first application window as the program may fill after the first application deadline.

Applications to the ACE Certificate received within the first application window (December 1, 2025 to February 28, 2026) will be reviewed after March 1, 2026 and offers of acceptance issued by April 15, 2026. There is no advantage to submitting early within this window.

Applications received within the second application window (March 1 to April 15, 2026) will be considered for any remaining seats following the first application review period. There is no advantage to submitting early within this window.

Applicants who are placed on a waitlist for the full Certificate program may be offered a funded seat for the Summer Intensive-only which satisfies the requirements for the BCIT Microcredential Fundamentals in Architecture, Construction & Engineering. Subject to additional Internship positions being secured during the summer, students in the Summer Intensive-only portion may subsequently be offered acceptance into the full Certificate program.

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 four identified BCIT Pathway programs listed below that some graduates of the ACE Certificate may be interested in pursuing, but of course there are many pathways students may decide to take following completion of the ACE Certificate.

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](#)
- [Architectural and Building Technology Certificate](#)
- [Civil Engineering Diploma](#)
- [Interior Design Fundamentals Certificate](#)
- Construction Management Diploma (proposed)

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 at 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 the following link to create your BCIT ID before completing this application: [Create ID](#).

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)*
A0	

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*

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)*	

ACE Intake: FUNDING QUESTIONNAIRE

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 this form with all required supporting documents to amartineau@bcit.ca.

Note that all fields marked with an asterisk (*) are mandatory and must be completed.

Student Name:*	Student ID Number:* A0
Preferred Campus (choose one): BCIT Burnaby Campus (3700 Willingdon Avenue, Burnaby, BC)	Okanagan College (OC) Kelowna Campus (1000 K.L.O. Road, Kelowna, BC)

- > This form is a requirement for the funded ACE intake and submission with your application is mandatory for funding eligibility.
- > You must first save this form to your computer before completing, and then forward your completed version by email to amartineau@bcit.ca.
- > The program area will evaluate your answers; therefore, please use proper English, grammar and punctuation.
- > If you are applying to the OC Kelowna Campus intake, your application will be shared with BCIT's partners at OC.

ESSAY (REASONS FOR SELECTING THE PROGRAM)*

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

ACE INTAKE FUNDING REQUIREMENTS

Please confirm you meet the following requirements:

Citizenship (choose one)*			
<input type="checkbox"/>	I am a Canadian Citizen	<input type="checkbox"/>	I am a Permanent Resident
<input type="checkbox"/>			I am a Protected Person (eligible to work in Canada from Sept 2026 to Sept 2027)
Residency*			
<input type="checkbox"/>	I have been a resident of the Province of British Columbia for at least 3 months		
Education, English Language Proficiency and Skills*			
Highest Level of Education completed:			
Credential(s) earned:			
School Name:			Year graduated:
I meet BCIT's Category 3 - English Language proficiency requirements (see BCIT Category 3 - English Language Proficiency)*			
<input type="checkbox"/>	English Studies 12 (50%)	<input type="checkbox"/>	Other (please specify):

I possess good computer proficiency in the following*			
Microsoft Word	Microsoft Excel	[Other: (tbc)]	[Other: (tbc)]
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			
I have access to a desktop or laptop computer at home*	Yes	No	
I have access to a vehicle or public transit, and I am willing to commute*	Yes	No	
How did you hear about this program?			

APPLICATION CHECKLIST*

Please confirm you have attached the following **REQUIRED DOCUMENTS***:

Proof of Canadian Citizenship, Permanent Residency, or Protected Person status (i.e. copy of status documentation & work permit valid to Sept. 2027).
Proof of British Columbia Residency (i.e. BC Services Card, BC Drivers License, utility bill, or similar dated 3+ months ago).
Proof of English Language Proficiency (i.e. English 12 <u>or equivalent</u>). Alternatively, proof of current enrollment with the expected completion date.
Two (2) letters of recommendation 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, instructor, career counsellor, coach, supervisor from a volunteer organization (referees <u>cannot</u> be a family member).
Two to three (2-3) artefacts (examples of your original work), collated into a <u>single</u> PDF, that provide a glimpse into who you are and where your interests lay. At least one of your artefacts should provide insight into your interest or experience in one or more ACE-related topics. Examples: Writing (1-page), a photo or image of a project you have completed; a sketch, drawing, plan or artwork (hand drawn or digitally produced); a link to a video or reel (video to be downloadable and in MP4 format), etc.
Please indicate your typical availability for a 30-minute virtual conversation (days, hours). Note: Being flexible with your availability will be helpful.

ADDITIONAL INFORMATION

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

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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 2026 to August 2027:	
July to Aug 2026	The "ACE Summer Intensive", consisting of: Three (3) courses, delivered in person at BCIT's Burnaby Campus <u>OR</u> Okanagan College's Kelowna Campus.
I must successfully complete the ACE Summer Intensive (three courses) to continue in the ACE Certificate program.	
Sept 2025 to Aug 2026	Five (5) online courses delivered concurrently with the above noted internship placements/practicum courses.
Sept 2026 to Feb 2027 Mar 2027 to Aug 2027	Two (2) 23-week full-time paid internship placements and related practicum courses.
The time commitment required for my participation in the ACE Certificate is full-time, Monday to Friday, from July 6, 2026 to August 27, 2027 (with the exception of scheduled breaks). There are also regular, mandatory online evening classes, and coursework, September 2026-August 2027	
I am expected to adhere to BCIT's Standards for Academic Integrity , and Okanagan College's Academic Integrity Policy (if applicable).	
I understand that if I am wait-listed for the full program, I may be offered a seat in the Summer Intensive-only, and in that case I have the opportunity to accept or decline with no impact on my future studies at BCIT	

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 **ACE Certificate** is a unique educational program designed to introduce **young adults** (18-26) and to orient **newcomers to Canada** to the fields of architecture, construction management, engineering and related fields (referred to as the ACE sector). The ACE Certificate provides students with the opportunity to gain in-demand entry level skills, knowledge and experience relevant to the ACE sector in a blended, applied approach to learning that combines classroom-based learning, work-integrated-learning and online learning.

ACE Certificate students participate in a Summer Intensive at BCIT’s Burnaby Campus, or at Okanagan College’s Kelowna Campus (through a partnership with Okanagan College to bring ACE to the Okanagan). Topics include: introductions to digital modeling, construction project management, building technology literacy and communication/professionalism.

Following completion of the Summer Intensive, students will continue their learning through one year of online courses, while completing the work-integrated-learning component of the program: two 23-week paid internship work placements. The aim of this unique immersive polytechnic program is to, both, orient newcomers to Canada with a background in an ACE-related field to the construction sector in BC (including relevant work experience) and support young adults in an exploration of the spectrum of careers that exist within the ACE sector to empower them to make informed decisions about their continued education and career path.

The tuition for this program is currently fully funded by the BC Workforce Innovation Fund through a partnership between Local Practice Architecture + Design Ltd. and BCIT. This funding prioritizes under-represented populations in the ACE sector (architecture, construction management, engineering and related fields), including newcomers to Canada with a background in an ACE-related field and recent high school graduates/young adults (18-26) with an interest in exploring a career in ACE. The funding seeks to remove barriers to access to education and work experience. The ACE Certificate is especially relevant for young adults who are not sure what career they want to pursue and perhaps didn’t think they would be able to go to post-secondary, and for newcomers facing barriers to finding local employment in their previously established careers. If you already have a post-secondary program in mind, or are currently working in your field of choice, the ACE Certificate is not for you. Please pursue your dream.

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EDUCATION
FOR A COMPLEX WORLD.



July 2026 - August 2027 (14 months)
Applications accepted starting December 1, 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.) or at the Okanagan College Kelowna Campus (1000 KLO Road, Kelowna, 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, Communication & Professionalism** (3.0 credits, in-person)
 - **ACED 1220 Introduction to Building Technology** (3.0 credits, in-person)

The Summer Intensive satisfies the requirements for the *Microcredential: Entry Skills in Architecture, Construction & Engineering*. Applicants waitlisted for the full ACE Certificate may be offered a funded seat for the Summer Intensive portion of the program. Subject to additional Internship positions being secured during the summer, summer intensive-only participants may subsequently be offered acceptance in the remainder of the program.

Students accepted into the full program who successfully complete the 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 internship placements ('work-integrated-learning') supported by two practicum courses delivered over one year, concurrently with the above noted online courses.

ENTRANCE REQUIREMENTS:

Applicants to the program must possess the following skills and experience prior to entry:

- Canadian Citizenship, Permanent Residency, or Protected Person status (entitled to work in Canada)
- British Columbia residency (3-months minimum)
- English 12 or equivalent
- High School completion (or equivalent)
- Good computer proficiency, including Microsoft Word and Microsoft Excel
- 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
- Access to a personal computer at home and reliable internet service
- Access to a vehicle or public transportation and a willingness to commute

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