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1) **What is the Self-Study Plan Program (SSPP)?**

- The SSPP will assist apprentices to develop their own personal study plan and explore and review resources such as examination study guides and sample quizzes.
- The SSPP was designed by focusing on study habits, techniques, how-to, do's, don'ts, tips, mnemonic devices, memorization skills, and mastering multiple choice with the Block, Provincial and Inter-provincial exams.
- The program provides a counselling session with the Apprentice/Trade Qualifier, followed up with a self-study student kit that includes several documents to assist preparation for a rewrite.
- The minimum duration to remain on this plan is 30 days. If you need additional time to prepare, the maximum duration allows for up to 90 days.
- The benefits will:
 - * gain your attention
 - * inform you of learning objectives/sub-tasks
 - * stimulate recall of prior learning
 - * provide guidance and encouragement
 - * elicit performance
 - * provide feedback from exam results breakdown to identify strengths/weaknesses
 - * provide organization and structure for study purposes
 - * assess performance during and at the end of the plan

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2) **Am I eligible for the SSPP?**

To be eligible you need to meet the following three criteria:

- You are recommended by your Apprenticeship Program Officer (APO).
- Your most recent exam was written within the last 10 years.
- During the last 2 years you have remained active in your trade.

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3) **What steps are involved concerning participation with the SSPP?**

- If you meet the criteria described in #2, the APO will recommend that you partake in the SSPP as the 1st option.
- Download the SSPP **Registration Form**.
- Select the date/time you are available for a group counselling session, and submit this form to selfstudyplan@gov.nl.ca.
- Upon registration into the SSPP, a confirmation email with next steps will be sent to you.
- The self-study student kit will be included in the confirmation email. The documents included in the kit will assist you in taking a positive approach to preparing for your rewrite examination. Please review the material before the session takes place.

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4) **What is a Group Counselling Session?**

- You will join other Apprentices and/or Trade Qualifiers across the province for approximately 40 minutes. Group counselling provides guidance and assistance in helping you prepare for your rewrite. The documents you receive by email and how to use them properly is discussed in the session, along with other valuable tips and techniques. Time is given for questions and answers.
- You are active on the plan once registered and the counselling session is complete.
- Counselling sessions are available for either Block or Certification exams – choose to join one session only. Sessions occur every month.
- **ATTENDANCE IS MANDATORY.**
- If you are unable to make the session, email selfstudyplan@gov.nl.ca to request a date change.

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5) **What are the criteria to complete for the SSPP?**

- Participate in a group counselling session.
- Take time to study for the exam. Use the self-study student kit as an aid in preparing for the exam.
- Prepare for a minimum of 30 days. When you feel ready to rewrite the exam, return the **Completion/Agreement** by regular mail or send to selfstudyplan@gov.nl.ca.

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6) **What happens if I am not ready to re-write by the 90-day deadline?**

- If you require an extension, contact the Program Development Specialist (PDS) at selfstudyplan@gov.nl.ca to request an alternate timeline.

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7) **What happens when I complete the SSPP?**

- Once you are ready and feel confident in writing your exam, return the **Completion/Agreement** via email to selfstudyplan@gov.nl.ca or send by mail to the address noted on the form.
- Approvals are provided by the PDS, and the email sent to you is copied to the Exam Coordinator and APO.
- The link to access and download the block exam rewrite registration form is included in the email.
- The information regarding fees is included in the body of the email for Interprovincial rewrite candidates.
- Registering to rewrite your exam is completed through blockexams@gov.nl.ca (**Block**) or certificationexams@gov.nl.ca (**Red Seal**).

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For more information on how to access the Self-Study Plan Program, contact the Apprenticeship and Trades Certification Division's Program Development Specialist for Student Supports at selfstudyplan@gov.nl.ca.