



**ENTRY LEVEL PRODUCTION ASSISTANTS (PA)
PERMITTEE LOGBOOK HOLDER PROGRAM INFORMATION**

The Directors Guild of Canada, British Columbia (DGC BC) is a labour organization that represents key creative and logistical personnel in the film industry. The DGC BC Collective Agreement covers the Director, Production/Unit Manager, Assistant Directors, Location Department and Production Assistants (PA). As the DGC BC is a membership based organization, preference of engagement is always given to Members first.

The DGC BC developed the Permittee Logbook Holder Program, or Permittee Program, as a required step for those interested in gaining work experience as a PA. The goal of a Permittee is to work towards Associate Membership within the Directors Guild of Canada and ultimately meet the requirements in order to submit an Associate Membership application.

Permittee Logbook Holder

Permittee Logbook Holders are non-members who are provided a permit, or permission to work, under the DGC BC Collective Agreement.

The first three (3) on set/locations Production Assistants must be DGC Members. If Members are not available for these positions, a work permit request must be submitted by the production; this outlines the Employer's search for an available Member, and must be sent to the DGC BC office in advance of hiring a Permittee Logbook Holder. The Weekly and Daily Membership Availability Lists constitute Members who are available.

The first Office Production Assistant hired must be a DGC Member or a Permittee Logbook Holder in Good Standing. No exceptions will be granted. Additional PA positions must always be filled by available Members prior to considering Permittee Logbook Holders.

When hired by a production, **Permittee Logbook Holders must complete a DGC BC Deal Memo (A2) and a work permit form (Schedule B1).** Permit fees in the amount of five dollars per day for each day of work performed under the DGC BC Collective Agreement are automatically deducted from the Permittee Logbook Holders payroll for remittance to the DGC BC Office.



PERMITTEE LOGBOOK HOLDER PROGRAM

The Permittee Logbook Holder Program is for non-members who are preparing for eligibility for Membership in the DGC as Associate Members.

PERMITTEE LOGBOOK HOLDER REQUIREMENTS

The Logbook is a document issued to you to verify paid work experience. Only after all the below requirements are met is the applicant issued a logbook. To qualify for a Logbook, individuals must complete and provide proof of the following:

CHECKLIST: REQUIRED ID FOR LOGBOOK APPLICANTS:

- Resume of educational background, and at least one year of work experience
- 19 years of age
- Drivers License (or other photo ID)
- Canadian Citizenship or Permanent Resident Status (birth certificate, valid passport or Permanent Resident card)
- Grade 12 Certificate or Transcript, GED, or proof of successful completion of at least one year of accredited post secondary education
- Proof of 30 days of Helper PA work under the DGC BC Collective Agreement (pay stubs required).

****Post-Secondary Film Production Students and Graduates (within past 5 years) from a recognized British Columbia Film Program may submit proof of enrollment or graduation to waive the 30 PA Helper days. Please contact the office to verify if your schooling qualifies for this exemption****

- Valid Traffic Control Certificate
- Film Industry Orientation (WHMIS included)
- Safety Awareness (only through Actsafe, formerly Shape)
- Once you have all of the above requirements you are eligible to write the Permittee Logbook Holder exam to become a DGC BC Permittee Logbook Holder.

The DGC BC only administers the Film Evaluation Exam on:

Tuesday, Thursday and Friday between 9:30 am - 3:00 pm
Wednesdays between 10:30 am – 3:00 pm.

Please note: Tests are not administered on Mondays or any day following a holiday.



DGC BC ADMINISTRATION

The following is administered by the DGC BC Office in order to assess a Permittee Logbook Holder's progress:

- A Permittee Logbook Holder must work at least 100 paid days per one-year period under the DGC BC Collective Agreement, or request an extension in writing. Failure to attain 100 paid days of work per year without submitting a letter of explanation to the DGC BC Office will result in suspension and/or termination from the Program. Film students should refer to the Student Information Guide.
- Logbooks must be submitted to the DGC BC Office for review and photocopying every 3 months, from the last submission. Failure to provide a logbook will result in automatic suspension from the Program. Logbook pages can be faxed or scanned and emailed to the office, with a cover page that confirms your identity. Film students should refer to the Student Information Guide.
- Permittee Logbook Holders must complete all information as outlined in the Logbook **(including supervisor's signature)** before submitting the logbook for review to the DGC BC Office.
- Permittees must have a DGC Member working in a Full Member category sign the logbook entry; this can include the PM, 1st AD, LM, ALM, 2nd AD or 3rd AD. Production Coordinators, Trainees and Key PAs MAY NOT sign logbooks.
- Incomplete Logbooks cannot be accepted.
- Permittee Logbook holders who are suspended from the Program are ineligible to work under the Program until such time as she or he complies with all of the above listed requirements. Days worked while suspended will not count towards Membership.
- Permittees Logbook Holders are not eligible to work as a Location Scout, TAD or TAL. No exceptions will be granted. If a Permittee Logbook Holder accepts work in any of these positions, they will automatically be terminated from the Program.
- For Approved Student guidelines please refer to the Student Information Guide.



ASSOCIATE MEMBERSHIP ELIGIBILITY

- To be eligible to apply for DGC Associate Membership, individuals must have completed all Permittee Logbook Holder Program requirements. Applicants must have worked a minimum of 150 paid days of work over three (3) separate productions under the DGC BC Collective Agreement. The 30 Production Assistant Helper days required for the Permittee Logbook Holder Program will count towards the 150 required for Membership.
- A valid Traffic Control ticket is always required.
- The DGC BC has developed formal training that is mandatory for Permittees to complete PRIOR to applying for Membership. Once you have achieved 100 days towards Membership, you will automatically be put on a list for the two mandatory weekend seminars. These seminars, the “DGC Info Session” and “Leadership Training,” generally take place twice a year. These sessions provide an information package that includes the DGC BC Collective Agreement, DGC BC Constitution and Bylaws, and a Membership Application.
- The number of individuals admitted to Associate Membership will be dependant upon the ratio of Full to Associate Members. Eligibility does not ensure Directors Guild of Canada Associate Membership admission.

Student Information Guide:

DGC BC Permittee Logbook Holder Program

Full-time British Columbia Film students must be approved by the DGC BC to be eligible for the following adjusted Permittee Program regulations:

- Students are not obligated to work 100 days per year with proof of enrollment in a recognized film program.
- Students must submit the Registration form by September 1st each year to maintain their Good Standing.
- Students will be considered on Honourable Withdrawal during school semesters, and will be switched to Active Standing as of May 1st of the year, unless a Registration form for the summer semester is submitted.
- Students are expected to contact the DGC BC every 3 months via email and submit logbook pages for all days worked.

All other Permittee obligations remain in place. Please contact the office if you have further questions. If proof of registration is not received by the dates stated above then the standard Permittee Program requirements will apply.