

Designated Trainer Form - Trade of Floorcovering Installer

NOTE: Effective April 1, 2003, all NEW applicants wanting to train as an apprentice in a designated Manitoba apprenticeship trade must work under the supervision of a certified journeyperson unless a specific Trade Regulation provides accommodation for an alternate arrangement.

The Trade Regulation for Floorcovering Installer allows a provision to use a designated trainer (an experienced trades person without journeyperson certification) to supervise the work of and train an apprentice. The training arrangement between a designated trainer and apprentice in this trade is valid until January 16, 2013.

If you are not a certified journeyperson, to qualify as a designated trainer in this trade, you must have:

- experience in 70 per cent of the scope of the trade
- at least 6 years/8400 hours of work experience in the trade within the last ten years

Please provide the following information:

<i>Your Name</i>	<i>Business Phone</i>	<i>Apprentice's Name</i>
<i>Business Name</i>	<i>Business Mailing Address</i>	<i>City/Town</i>

In the last 10 years as a Floorcovering Installer how many hours _____ years _____ have you worked?

Full Time Part Time

Will you be supervising an Apprentice? Yes No

Would you consider becoming certified by taking a Trades Qualifications examination? Yes No

Would you like information on qualifying for interprovincial certification through Trades Qualification? Yes No

Would you be interested in participating in certification upgrading courses? Yes No

Please complete the following request outlining your employment history. Use additional paper if required:

Employer (Include Address)	Dates of Employment	Experience (Indicate # months)	Total # Hours

Note: Additional information required on reverse side of page.

Designated Trainer Work Experience Form

To qualify for a Certificate of Qualification with examination, in the **last ten years**, you must have worked a minimum of **6 years (a total of 8400 hours)** performing the following job tasks:

Floorcovering Installer	<i>Percentage of time spent performing each task</i>
<i>During the last ten years, what percentage of time have you spent performing the following tasks? Percentages must total 100%.</i>	
<ul style="list-style-type: none"> • Occupational Skills <i>Includes:</i> Uses tools and equipment, organizes work, identifies materials and assesses floor. 	%
<ul style="list-style-type: none"> • Floor Preparation <i>Includes:</i> Removes existing floorcovering and accessories, prepares substrate and installs underlayment. 	%
<ul style="list-style-type: none"> • Carpet <i>Includes:</i> Installs carpets, performs specialized carpet procedures, installs carpet on stairs and services carpet installation. 	%
<ul style="list-style-type: none"> • Resilient Flooring <i>Includes:</i> Installs resilient tiles, resilient sheet goods, performs specialized resilient flooring procedures. Installs specialty flooring products and accessories, and services resilient flooring installations. 	%
<ul style="list-style-type: none"> • Wood and Laminate Flooring <i>Includes:</i> Installs pre-finished hardwood, engineered wood and laminate flooring, services pre-finished hardwood, engineered wood and laminate flooring. 	%
<ul style="list-style-type: none"> • Other Tasks <i>Includes:</i> Any other tasks that you may have been assigned. If applicable, please identify these tasks and give a percentage of time spent working on them. 	%
Total:	100%

I verify that, to the best of my knowledge, the information I am submitting is true and accurate.

Name (please print): _____

Signature: _____ Date: _____

If Applicable, Name of Employer (please print): _____

Signature of Employer: _____ Date: _____

ATC's Approval Signature

Date

Director, Field Ops. Approval Signature

Date

This personal information is being collected under the authority of *The Apprenticeship and Trades Qualifications – General Regulation* and will be used for the purpose of renewing your authorization to act as a designated trainer in the trade. It will not be used or disclosed for other purposes, unless permitted by *The Freedom of Information and Protection of Privacy Act*.

Your personal information is protected by the Protection of Privacy provisions of *The Freedom of Information and Protection of Privacy Act*. If you have any questions about the collection or use of your personal information, contact:

Apprenticeship Branch
1010-401 York Avenue, Winnipeg MB, R3C 0P8,
(204) 945-3337 (Phone), 1-877-978-7233 (Toll Free in Manitoba), (204) 948-2346 (Fax)

I verify that, to the best of my knowledge, the information I am submitting is true and accurate. .