

Trades Qualification Information

What is Trades Qualification?

If you are experienced in a designated trade, but do not hold a Certificate of Qualification, you may become a fully qualified and certified journeyman through a Trades Qualification examination.

What do I need to do to apply for Trades Qualification?

There are a minimum number of years and hours required in order to qualify for Trades Qualification (TQ). Eligible candidates are required to submit a Trades Qualification Application, Work Experience Form, Employer Letter(s) on company letterhead and copies of any trade related certificates. Employer Letter(s) must include the exact dates of employment, total hours worked, a brief description of duties performed and the employer signature. If an Employer Letter(s) cannot be attained due to self-employment, unknown address or a business closure, a letter from the applicant outlining the employment details listed above is required.

What fees am I required to pay for Trades Qualification?

The Trades Qualification Application Fee is \$100.00 for Prior Learning Assessment services. When the TQ application is approved, you are required to submit an **Examination Application and a fee of \$250.00** in order to challenge the Certification exam for Trades Qualification

What if I do not meet the required number of years and hours?

If you do not meet the mandatory requirements for Trades Qualification, but have experience in a designated trade, you may apply for apprenticeship training. Your work experience and relevant technical training will be assessed by an Apprenticeship Training Coordinator and you will be credited accordingly. This may reduce the overall length of your apprenticeship program.

What is scope of the trade?

Scope of the trade is defined by the Blocks, Tasks and Sub-tasks contained in the Occupational Analysis. The numbers of questions on the exam are based on the block percentages obtained in the Occupational Analysis.

What happens when my application is approved?

When your application is approved and payment is received, you will be scheduled for the next available examination sitting. A letter will be sent to you advising of the date, time and location. You will have three hours to complete a multiple-choice theory examination (special accommodation may be provided upon request). You must score 70 percent or higher on your examination and successfully complete the practical exam (where applicable) to receive a Certificate of Qualification. Applicants have one year from the approval date to challenge the Trades Qualification Exam(s).

What happens if I do not score 70 percent or higher on the examination?

If you do not pass the exam, the Apprenticeship Branch will provide you with a summary of your results to show which areas require improvement and you may apply to re-write the exam. If you are not successful after the second attempt, you must take Apprenticeship Branch approved upgrading before attempting the exam again.

IMPORTANT NOTE: Applicants must re-apply and pay the appropriate fees as a trades qualifier if the exam is not challenged within one year. If your re-examination has not been scheduled within 12 months of your last examination, the entire application review process, including fees, will be required.

1-877-97-TRADE

www.manitoba.ca/tradecareers

rev.02/08

Thompson
118-3 Station Rd.
R8N 0N3
204-677-6346
Fax 204-677-6689

The Pas
305 Fourth St. W
R9A 1M4
204-627-8290
Fax 204-627-8137

Brandon
128, 340-9th St.
R7A 6C2
204-726-6365
Fax 204-726-6912

Winnipeg
1010-401 York Ave.
R3C 0P8
204-945-3337
Fax 204-948-2346

Trades Qualification Application

Trade: _____

Completing the Trades Qualification Application

Incomplete applications will be returned to applicant. Complete applications must include:

- Trades Qualification Application
- Work Experience Form
- Employer Letter(s) on company letterhead including exact dates of employment, total hours worked, a description of duties performed and the employer signature.
- Copies of trade related certificates

Personal Information (please print)

Have you ever been a registered apprentice in Manitoba? Yes No If yes, include apprenticeship ID # _____

Legal First Name	Middle Initial	Legal Last Name
Address	City/Town	Postal Code
Home or Cell Phone	Business Phone	Fax #
E-mail address	Birth Date (year/month/day)	S.I.N.

Payment Information - Trades Qualification Application Fee - \$100.00

All non-refundable payments can be made to the Minister of Finance by cheque, money order, credit card, Interac and cash. Post-dated cheques are not accepted. A \$20.00 service fee will be applied to all NSF cheques. Visa Mastercard

Cardholder Name	Credit Card Number	Expiry Date
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Office use only

	Yes	No	Date	Signature	Comments
Fee Attached					
Documents Attached					
TQ Application Approved					
Foreign Recognition					
Pre-entry into Canada					

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Fax 204-948-2346



Education Information

What is the highest level of education you have completed?

Have you written an Interprovincial Red Seal exam for this trade in any Canadian jurisdiction? Yes No If yes, give details

Do you hold a Manitoba Certificate of Qualification in any trade? Yes No If yes, give details

Certificate #

Trade Name

Certificate Issue Date

Do you hold a Certificate of Qualification issued by any other Canadian jurisdiction? Yes No If yes, give details

Certificate #

Trade Name

Certificate Issue Date

Please provide the following information

University/College/Technical Institute	Course/Program Name	Location	Dates From/To	Degree/Diploma/Level/Certificate Achieved

Consent to Obtain and Disclose Personal Information

I understand that to administer, monitor and evaluate my application for Trades Qualification, the Apprenticeship Branch may need to obtain personal information about me from and provide personal information about me to:

my current employer, former employers, a trade union and other recognized groups, organizations or associations to verify hours and dates worked by me in the trade; the Mechanical and Engineering Branch of Manitoba Labour and Immigration, training providers and other organizations to arrange for delivery of any required examination services; other government officials to verify certification obtained in other Canadian provinces and territories Canadian Council of Directors of Apprenticeship and Human Resources and Skills Development officials to administer Interprovincial (Red Seal) trade certification programs and/or to confirm my status as a Red Seal program client listed in the Interprovincial Computerized Examination System database (ICEMS). I authorize the Apprenticeship Branch and these other persons and entities to share personal information about me as may be necessary for these purposes.

Application Declaration

I, _____ do solemnly declare that all of the information provided in support of my certificate of application is true and accurate. If any of the above information changes, I will immediately notify the Apprenticeship Branch in writing. Based upon the legal authority granted under the *Apprenticeship and Trades Qualifications Act*, if the Director of the Apprenticeship Branch is of the opinion that the holder of a Certificate of Qualification provided false or misleading information, he/she may cancel or suspend the certificate of qualification. I understand that a person who knowingly contravenes a provision of the above Act is guilty of an offence and upon summary conviction is liable to pay a fine of not more than \$10,000. I understand that, under the authority of Statistics Act (Canada), the Apprenticeship Branch shares identifying personal information with Statistics Canada to conduct statistical surveys with individuals. Reports and information produced by Statistics Canada from these surveys do not identify any individual or individuals. I understand that the Apprenticeship Branch may share non-identifying bulk information with Statistics Canada and other Canadian Provinces and Territories to maintain national statistics and records. Personal information is protected by *The Freedom of Information and Protection of Privacy Act* of Manitoba. Any other use and disclosure of personal information by the Apprenticeship Branch must be authorized by the Apprentice or authorized under this Act. Please direct any questions or concerns to the Apprenticeship Branch at (204) 945-3337 or 1-877-978-7233 toll free in Manitoba.

Signature of Applicant _____

Date _____