

**APPLICATION GUIDE**  
for  
**Trade Designation Requests**  
under  
***The Apprenticeship and Certification Act***

Apprenticeship and Certification Board  
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## Introduction

This guide is to assist in the request for trade designation process. Apprenticeship programming combines on-the-job training with classroom learning to provide apprentices with a well-rounded education that is industry driven and responds to industry's established and emerging needs.

Manitoba's apprenticeship and certification system is governed by the Apprenticeship and Certification Board (Board) under *The Apprenticeship and Certification Act (Act)*, and is administered by Apprenticeship Manitoba (AM) under the Department of Education and Training. The Board provides a governance and leadership role within its advisory mandate to coordinate a relevant, accessible and responsive apprenticeship and certification system in Manitoba.

The Board relies on the expertise of industry members to provide input related to the development and designation of new trades. The designation of a new trade is initiated by industry and the Board reviews the request and provides a recommendation to the Minister of Education and Training.

The trade designation process begins when industry submits a completed application and supporting documents to the Community Liaison Standing Committee (CLC) of the Board. Send completed applications to:

Community Liaison Standing Committee  
c/o Manager, Policy, Legislation and Board Operations  
100-111 Lombard Avenue  
Winnipeg, MB R3B 0T4  
[apprenticeshipboard@gov.mb.ca](mailto:apprenticeshipboard@gov.mb.ca)

If industry representatives would like to request compulsory designation of a trade in Manitoba – either a new trade or one that has already been designated – this request must be made directly to the Minister of Education and Training. Compulsory designation means that in order to work in the trade in Manitoba, a person must be a registered apprentice or a certified journeyman. Requests should be sent to:

Minister of Education and Training  
Room 168 - 450 Broadway  
Winnipeg, MB R3C 0V8

For more information on the Board please visit [www.manitoba.ca/tradecareers](http://www.manitoba.ca/tradecareers).

## Designated Trade Components

The Board is responsible for standards development in Manitoba's 55 designated trades. These standards include regulatory and technical training requirements for apprenticeship training.

Designated trades in Manitoba are governed by regulations under The Apprenticeship and Certification Act, including the Apprenticeship and Certification – General Regulation as well as individual trade regulations.

Legislation outlines the roles and responsibilities of all parties involved in apprenticeship training including the Board, Apprenticeship Manitoba's Executive Director, the Provincial Advisory Committees (PACs), employers and apprentices to ensure training and certification is reflective of industry standards.

The regulations also outline the requirements for each trade. For example, a typical trade regulation may include:

1. **Scope of the trade:** identifies the main tasks of the trade.
2. **Term of apprenticeship:** the number of hours and levels for the trade.
3. **Examination requirements:** may include a practical and/or written certification examination. Red Seal trades include a written interprovincial examination.
4. **Minimum wage rates:** generally a percentage of the prevailing journey person wage rate. Apprentice wage rates increase upon the completion of each level.
5. **Trade qualification:** the work experience and scope requirements for experienced tradespersons in order to apply for certification in the trade.

**Note:** Matters not explicit in a trade regulation defer to the *Apprenticeship and Certification – General Regulation*.

## The Trade Designation Process

When determining whether or not to submit a trade designation request, industry representatives should consider the following:

- Minimum labour market demand must be met in order for designation to be considered. For example, employers must be able to sustain sending a minimum of 15 apprentices to technical training each year, for each level of training.
- Technical training is developed through a Board-appointed provincial advisory committee (PAC), which is comprised of employer and employee industry representatives.
- Apprenticeship training is 80% on-the-job training under the supervision of a certified journey person or designated trainer and 20% classroom training.

## **DESIGNATION STAGES**

### **Step 1: Application**

Industry must submit a completed application to the Community Liaison Standing Committee (CLC).

### **Step 2: Assessment and Approvals**

- Industry representatives may be invited to attend a CLC meeting to present the designation request and provide additional information for the committee's consideration.
- The CLC will review the application and make a recommendation to the Board.
- The Board may determine whether or not further analysis, including a feasibility study, should be undertaken.
- The Board may determine whether or not public consultation should be undertaken.
- If the Board rejects the application for designation, written notification is sent to the applicants and the process terminates.
- If the Board supports the designation request, a recommendation is sent to the Minister of Education and Training.
- If the designation request is approved by the Minister, standards development is initiated.

### **Step 3: Program Standards Development**

- If the Minister has approved designation, a provincial advisory committee (PAC) is appointed by the Board from nominations submitted by industry stakeholders. This committee will make recommendations to the Program Standards Standing Committee (PSSC) on all program standards for the potential trade, including regulatory requirements.
- Developed standards are presented to the PSSC for review and recommended to the Board for approval.
- After the regulation is developed and signed by the Board Chair, it is sent to the Minister for approval and signature.

### **Step 4: Communication and Implementation**

- Once regulatory approval has been obtained by the Minister, stakeholders are notified of the designation and the date it comes into force.
- AM works with the colleges and instructors to implement the new program.
- The training schedule is established with college.

Note: Due to the cost implications and research/analysis required, the designation process typically takes 2+ years (if approved) or 6-12 months (if not approved)

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## Key Definitions

- **Apprenticeship program:** A prescribed program of technical and practical training within a registered apprenticeship agreement.
- **Designated Trade:** A trade that is prescribed in regulation under section 18 of *The Apprenticeship and Certification Act* and for which an apprenticeship program is established.
- **Designated Trainer:** A non-certified person who has been approved to supervise the practical training of an apprentice.
- **Practical Training:** The on-the-job experience that is supervised by a certified journeyman or designated trainer. Practical training comprises of about 80% of an apprenticeship program.
- **Technical Training:** Formal, in-school instruction designed to supplement skills acquired through practical on-the-job experience. Technical training comprises about 20% of an apprenticeship program.
- **Trades Qualification (TQ):** The process by which experienced tradespeople may apply to become certified journeymen in a designated trade based on years of experience and scope of trade knowledge.
- **Trade Regulation:** A document outlining the legislated requirements for specific trades (e.g. the scope and tasks of the trade, program length, wage rates, and certification requirements).