

Personal Information (please print)

Legal First Name	Middle Initial	Legal Last Name	Birth Date (yy/mm/dd)
Address		City/Town	Postal Code
Home or Cell Phone	Business Phone	E-mail address	Fax #

Eligibility Requirements

In order for Trades Qualifiers (TQ) to be approved to challenge the certification exam or for Designated Trainers (DT) to be approved to register apprentices, you must have worked both a minimum of 4 years and accumulated 7,200 hours, as well as acquired at least 70% scope of the trade. NOTE: This trade has a Practical Exam requirement.

Check the box you are applying for

- Trades Qualifier (Experienced tradesperson being assessed to challenge the certification exam)
 Designated Trainer (Experienced tradesperson being assessed to register apprentices)

* We encourage all Designated Trainers interested in receiving a Certificate of Qualification (trade ticket) to apply to challenge the exam through the Trades Qualification process. The application can be found at:

<http://www.gov.mb.ca/wdis/apprenticeship/generalinfo/forms.html>.

Instructions

You are about to complete the Work Experience Form (WEF) which is based on the sub-tasks outlined in the National Occupational Analysis (NOA). The NOA provides detailed information that will assist you when completing the WEF and is your best source for identifying any training gaps.

If you have difficulty understanding the detailed break-down of the subtasks, go to the Red Seal website at: www.red-seal.ca. Under the Resource Centre drop-down menu, select National Occupational Analyses, then click on Consult a Trade's NOA. Select your trade from the list, then click on the PDF. If more than one NOA is listed for your trade, choose the NOA that the exam is based on and download that version.

Rate your experience for each sub-task based on the scale below. The number of questions in each section of the certification exam is identified next to each Block title. How you assess yourself is an important step to prepare for the certification exam.

- Circle #0 if I have no experience doing this.
Circle #1 if I have a little experience doing this.
Circle #2 if I have some experience doing this with help.
Circle #3 if I have some experience doing this alone and unaided.
Circle #4 if I have frequently done this.
Circle #5 if I have extensive experience doing this.

Sign and date the completed Work Experience Form and return it to Apprenticeship Manitoba with either the Trades Qualification or Designated Trainer application form and related documents. Keep one copy of the Work Experience Form for your records.

Rev. 08/16

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

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

Winnipeg
100 -111 Lombard Ave.
R3B 0T4
204-945-3337
Fax 204-948-2346

Block A Common Occupational Skills (12 Questions)

Task	Sub-Tasks	Rating
1. Performs safety-related functions.	1.01 Uses personal protective equipment (PPE) and safety equipment.	0 1 2 3 4 5
	1.02 Maintains safe work environment.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
2. Maintains tools and equipment.	2.01 Maintains hand and power tools.	0 1 2 3 4 5
	2.02 Maintains spray booth.	0 1 2 3 4 5
	2.03 Maintains spray equipment.	0 1 2 3 4 5

Block B Routine Trade Tasks (13 Questions)

Task	Sub-Tasks	Rating
3. Uses documentation.	3.01 Interprets vehicle information.	0 1 2 3 4 5
	3.02 Uses technical manuals and bulletins.	0 1 2 3 4 5
	3.03 Complies with safety and environmental regulations.	0 1 2 3 4 5
	3.04 Interprets work orders.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
4. Plans work.	4.01 Organizes production schedule.	0 1 2 3 4 5
	4.02 Performs inspections.	0 1 2 3 4 5
	4.03 Contributes to development of repair estimate.	0 1 2 3 4 5
	4.04 Uses paint manufacturers' software and equipment.	0 1 2 3 4 5

Block C Vehicle Preparation (34 Questions)

Task	Sub-Tasks	Rating
5. Prepares surface.	5.01 Performs initial preparation.	0 1 2 3 4 5
	5.02 Masks vehicle.	0 1 2 3 4 5
	5.03 Strips surface.	0 1 2 3 4 5
	5.04 Sands surface.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
6. Uses repair materials.	6.01 Mixes repair materials.	0 1 2 3 4 5
	6.02 Applies repair materials.	0 1 2 3 4 5

Block D Refinishing (49 Questions)

Task	Sub-Tasks	Rating
7. Prepares equipment.	7.01 Performs spray gun setup.	0 1 2 3 4 5
	7.02 Prepares spray booth.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
8. Uses refinishing materials.	8.01 Mixes paint.	0 1 2 3 4 5
	8.02 Performs colour matching.	0 1 2 3 4 5
	8.03 Applies refinish materials.	0 1 2 3 4 5

Block E Pre-Delivery (12 Questions)

Task	Sub-Tasks	Rating
9. Performs detailing.	9.01 Installs trim and accessories.	0 1 2 3 4 5
	9.02 Applies decals and striping.	0 1 2 3 4 5
	9.03 Applies rubberized undercoating.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
10. Carries out quality assurance check.	10.01 Removes surface imperfections.	0 1 2 3 4 5
	10.02 Removes masking materials.	0 1 2 3 4 5
	10.03 Performs final check.	0 1 2 3 4 5

Name (please print) _____

Signature _____ Date: _____

Apprenticeship Manitoba
 100 -111 Lombard Ave.
 Winnipeg, MB, R3B 0T4

(204) 945-3337 (Phone) 1-877-978-7233 (Toll Free in Manitoba) (204) 948-2346 (Fax)