

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 6 years and accumulated 10,800 hours, as well as acquired at least 70% scope of the trade.

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.

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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 Occupational Skills (6 Questions)

Task	Sub-Tasks	Rating
1. Uses and maintains tools and equipment.	1.01 Maintains tools and equipment.	0 1 2 3 4 5
	1.02 Uses hoisting and lifting equipment.	0 1 2 3 4 5
	1.03 Uses personal protective equipment (PPE) and safety equipment.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
2. Performs common trade activities.	2.01 Uses technical information.	0 1 2 3 4 5
	2.02 Estimates preliminary job cost.	0 1 2 3 4 5
	2.03 Maintains safe work environment.	0 1 2 3 4 5

Block B ENGINE AND ENGINE SUPPORT SYSTEMS (21 Questions)

Task	Sub-Tasks	Rating
3. Diagnoses engine systems.	3.01 Diagnoses cooling systems.	0 1 2 3 4 5
	3.02 Diagnoses lubricating systems.	0 1 2 3 4 5
	3.03 Diagnoses base engine.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
4. Repairs engine systems.	4.01 Repairs cooling systems.	0 1 2 3 4 5
	4.02 Repairs lubricating systems.	0 1 2 3 4 5
	4.03 Repairs base engine.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
5. Diagnoses engine support systems.	5.01 Diagnoses fuel delivery systems.	0 1 2 3 4 5

	5.02 Diagnoses ignition systems.	0 1 2 3 4 5
	5.03 Diagnoses intake/exhaust systems.	0 1 2 3 4 5
	5.04 Diagnoses emission systems.	0 1 2 3 4 5
	5.05 Diagnoses accessory drive systems and mounts.	0 1 2 3 4 5
	5.06 Diagnoses diesel engine support systems.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
6. Repairs engine support systems.	6.01 Repairs gasoline delivery systems.	0 1 2 3 4 5
	6.02 Repairs ignition systems.	0 1 2 3 4 5
	6.03 Repairs intake/exhaust systems.	0 1 2 3 4 5
	6.04 Repairs emission systems.	0 1 2 3 4 5
	6.05 Repairs accessory drive systems and mounts.	0 1 2 3 4 5
	6.06 Repairs diesel engine support systems.	0 1 2 3 4 5

Block C Vehicle Management Systems (20 Questions)

Task	Sub-Tasks	Rating
7. Diagnoses vehicle management systems.	7.01 Reads diagnostic trouble codes (DTCs).	0 1 2 3 4 5
	7.02 Monitors parameters.	0 1 2 3 4 5
	7.03 Interprets test results.	0 1 2 3 4 5
	7.04 Tests system circuitry and components.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
8. Repairs vehicle management systems.	8.01 Updates component software.	0 1 2 3 4 5
	8.02 Replaces components.	0 1 2 3 4 5
	8.03 Verifies vehicle management system repair.	0 1 2 3 4 5

Block D Drive Line Systems (19 Questions)

Task	Sub-Tasks	Rating
9. Diagnoses drive line systems.	9.01 Diagnoses drive shafts and axles.	0 1 2 3 4 5
	9.02 Diagnoses manual transmissions/transaxles.	0 1 2 3 4 5
	9.03 Diagnoses automatic transmissions/transaxles.	0 1 2 3 4 5
	9.04 Diagnoses clutches.	0 1 2 3 4 5
	9.05 Diagnoses transfer cases.	0 1 2 3 4 5
	9.06 Diagnoses final drive assemblies.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
10. Repairs drive line systems.	10.01 Repairs drive shafts and axles.	0 1 2 3 4 5
	10.02 Repairs manual transmissions/transaxles.	0 1 2 3 4 5
	10.03 Repairs automatic transmissions/transaxles.	0 1 2 3 4 5
	10.04 Repairs clutches.	0 1 2 3 4 5
	10.05 Repairs transfer cases.	0 1 2 3 4 5
	10.06 Repairs final drive assemblies.	0 1 2 3 4 5

Block E Electrical and Comfort Control Systems (21 Questions)

Task	Sub-Tasks	Rating
11. Diagnoses electrical systems and components.	11.01 Diagnoses starting/charging systems and batteries.	0 1 2 3 4 5
	11.02 Diagnoses basic wiring and electrical systems.	0 1 2 3 4 5
	11.03 Diagnoses lighting and wiper systems.	0 1 2 3 4 5
	11.04 Diagnoses entertainment systems.	0 1 2 3 4 5
	11.05 Diagnoses electrical options.	0 1 2 3 4 5
	11.06 Diagnoses instrumentation and information displays.	0 1 2 3 4 5
	11.07 Diagnoses electrical accessories.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
12. Repairs electrical systems and components.	12.01 Repairs starting/charging systems and batteries.	0 1 2 3 4 5
	12.02 Repairs basic wiring and electrical systems.	0 1 2 3 4 5
	12.03 Repairs lighting and wiper systems.	0 1 2 3 4 5
	12.04 Repairs entertainment systems.	0 1 2 3 4 5
	12.05 Repairs electrical options.	0 1 2 3 4 5
	12.06 Repairs electrical accessories.	0 1 2 3 4 5
	12.07 Installs electrical accessories.	0 1 2 3 4 5
	12.08 Repairs instrumentation and information displays.	0 1 2 3 4 5

13. Diagnoses heating, ventilation and cooling (HVAC) and comfort control systems.	13.01 Diagnoses air flow control systems.	0 1 2 3 4 5
	13.02 Diagnoses refrigerant systems.	0 1 2 3 4 5
	13.03 Diagnoses heating systems.	0 1 2 3 4 5

14. Repairs heating, ventilation and cooling (HVAC) and comfort control systems.	14.01 Repairs air flow control systems.	0 1 2 3 4 5
	14.02 Repairs refrigerant systems.	0 1 2 3 4 5
	14.03 Repairs heating systems.	0 1 2 3 4 5

Block F Steering and Suspension, Braking, Control Systems, Tires, Hubs and Wheel Bearings (24 Questions)

15. Diagnoses steering and suspension, braking, control systems, tires, wheels, hubs and wheel bearings.	15.01 Diagnoses steering, suspension and control systems.	0 1 2 3 4 5
	15.02 Diagnoses braking and control systems.	0 1 2 3 4 5

	15.03 Diagnoses tires, wheels, hubs and wheel bearings.	0 1 2 3 4 5
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16. Repairs steering and suspension, braking, control systems, tires, wheels, hubs and wheel bearings.	16.01 Repairs steering, suspension and control systems.	0 1 2 3 4 5
	16.02 Repairs braking and control systems.	0 1 2 3 4 5
	16.03 Repairs tires, wheels, hubs and wheel bearings.	0 1 2 3 4 5

Block G Body Components, Trim, and Restraint Systems (7 Questions)

17. Diagnoses body components, trim and restraint systems.	17.01 Diagnoses restraint systems.	0 1 2 3 4 5
	17.02 Diagnoses wind noise, rattles and water leaks.	0 1 2 3 4 5
	17.03 Diagnoses interior and exterior components and trim.	0 1 2 3 4 5
	17.04 Diagnoses latches, locks and movable glass.	0 1 2 3 4 5

18. Repairs body components, trim, restraint systems and installed accessories.	18.01 Repairs restraint systems.	0 1 2 3 4 5
	18.02 Repairs problems with wind noise, rattles and water leaks.	0 1 2 3 4 5
	18.03 Repairs interior and exterior components and trim.	0 1 2 3 4 5
	18.04 Repairs latches, locks and movable glass.	0 1 2 3 4 5
	18.05 Installs interior and exterior accessories.	0 1 2 3 4 5

Block H Hybrid And Alternate Fuel Systems (7 Questions)

19. Diagnoses hybrid and alternate fuel systems.	19.01 Implements hybrid safety protocols.	0 1 2 3 4 5
	19.02 Diagnoses hybrid systems.	0 1 2 3 4 5

	19.03 Diagnoses alternate fuel systems.	0 1 2 3 4 5
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20. Repairs hybrid and alternate fuel systems.	20.01 Repairs hybrid systems.	0 1 2 3 4 5
	20.02 Repairs alternate fuel systems.	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)