

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 4.5 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.

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Block A Common Occupational Skills (13 Questions)

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

Task	Sub-Tasks	Rating
2. Uses and maintains tools and equipment.	2.01 Maintains tools and equipment.	0 1 2 3 4 5
	2.02 Uses rigging, hoisting and lifting equipment.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
3. Uses scaffolding.	3.01 Erects scaffolding.	0 1 2 3 4 5
	3.02 Dismantles scaffolding.	0 1 2 3 4 5
	3.03 Maintains scaffolding.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
4. Organizes work.	4.01 Uses drawings, blueprints and specifications.	0 1 2 3 4 5
	4.02 Plans daily tasks and activities.	0 1 2 3 4 5
	4.03 Prepares job site and materials.	0 1 2 3 4 5
	4.04 Protects surrounding areas.	0 1 2 3 4 5

Block B General Masonry Practices (25 Questions)

Task	Sub-Tasks	Rating
5. Performs substrate preparation.	5.01 Prepares vertical substrates and foundations.	0 1 2 3 4 5
	5.02 Applies parging.	0 1 2 3 4 5

	5.03 Installs anchoring/tie systems.	0 1 2 3 4 5
	5.04 Installs membrane and flashing.	0 1 2 3 4 5
	5.05 Installs insulation.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
6. Constructs masonry.	6.01 Lays out wall and coursing.	0 1 2 3 4 5
	6.02 Finishes joints.	0 1 2 3 4 5
	6.03 Cleans new masonry surfaces.	0 1 2 3 4 5
	6.04 Seals masonry surfaces.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
7. Uses mortars, grouts and adhesives.	7.01 Mixes mortar, concrete and grout.	0 1 2 3 4 5
	7.02 Uses mortars.	0 1 2 3 4 5
	7.03 Uses concrete and grout.	0 1 2 3 4 5
	7.04 Uses adhesives.	0 1 2 3 4 5

Block C Masonry Systems (29 Questions)

Task	Sub-Tasks	Rating
8. Builds masonry walls.	8.01 Builds non-load-bearing walls.	0 1 2 3 4 5
	8.02 Builds load-bearing walls.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
9. Builds horizontal masonry surfaces.	9.01 Prepares horizontal substrate.	0 1 2 3 4 5
	9.02 Lays masonry units on horizontal surfaces.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
10. Builds and installs prefabricated masonry units. (NOT COMMON CORE)	10.01 Builds prefabricated masonry. (NOT COMMON CORE)	0 1 2 3 4 5
	10.02 Erects prefabricated masonry. (NOT COMMON CORE)	0 1 2 3 4 5

Task	Sub-Tasks	Rating
11. Installs surface-bonded masonry units.	11.01 Prepares substrate for surface-bonded masonry units.	0 1 2 3 4 5
	11.02 Applies surface-bonded masonry units.	0 1 2 3 4 5

Block D Stone Systems (13 Questions)

Task	Sub-Tasks	Rating
12. Builds stone walls.	12.01 Prepares stone.	0 1 2 3 4 5
	12.02 Lays stone.	0 1 2 3 4 5
	12.03 Damp cures walls.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
13. Installs stone cladding.	13.01 Prepares substrate for cladding.	0 1 2 3 4 5
	13.02 Prepares stone for cladding.	0 1 2 3 4 5
	13.03 Installs stones.	0 1 2 3 4 5

Block E Chimneys and Fireplaces (15 Questions)

Task	Sub-Tasks	Rating
14. Builds chimneys.	14.01 Builds foundation supports for chimneys.	0 1 2 3 4 5
	14.02 Lays masonry units to build chimneys.	0 1 2 3 4 5

	14.03 Installs flue lining.	0 1 2 3 4 5
	14.04 Installs related flashings.	0 1 2 3 4 5
	14.05 Installs caps.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
15. Builds fireplaces.	15.01 Builds foundation for hearth, firebox, backup material and veneer.	0 1 2 3 4 5
	15.02 Builds hearth, firebox and backup.	0 1 2 3 4 5
	15.03 Installs dampers.	0 1 2 3 4 5
	15.04 Builds smoke chambers.	0 1 2 3 4 5
	15.05 Prepares existing fireplace for insert.	0 1 2 3 4 5
	15.06 Faces fireplaces and inserts.	0 1 2 3 4 5

Block F Refractories And Corrosion Resistant Materials (7 Questions)

Task	Sub-Tasks	Rating
16. Installs and maintains refractories.	16.01 Prepares for installation of refractories and accessories.	0 1 2 3 4 5
	16.02 Prepares mortar for refractories.	0 1 2 3 4 5
	16.03 Installs refractories.	0 1 2 3 4 5
	16.04 Removes existing refractories.	0 1 2 3 4 5
	16.05 Repairs refractories.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
17. Installs and maintains corrosion resistant materials.	17.01 Prepares for installation of corrosion resistant materials and accessories.	0 1 2 3 4 5
	17.02 Prepares mortar for corrosion resistant materials.	0 1 2 3 4 5
	17.03 Installs corrosion resistant materials.	0 1 2 3 4 5

	17.04 Removes existing corrosion resistant materials.	0 1 2 3 4 5
	17.05 Repairs corrosion resistant materials.	0 1 2 3 4 5

Block G Restoration (12 Questions)

Task	Sub-Tasks	Rating
18. Rebuilds masonry work.	18.01 Disassembles unit masonry.	0 1 2 3 4 5
	18.02 Prepares restoration work area.	0 1 2 3 4 5
	18.02 Reinstalls masonry and accessories.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
19. Repairs existing masonry work.	19.01 Removes deteriorated components.	0 1 2 3 4 5
	19.02 Repoints joints.	0 1 2 3 4 5
	19.03 Repairs masonry units.	0 1 2 3 4 5
	19.04 Reinstalls masonry units and accessories.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
20. Cleans and seals masonry surfaces.	20.01 Prepares surfaces.	0 1 2 3 4 5
	20.02 Cleans existing masonry surfaces.	0 1 2 3 4 5
	20.03 Applies sealants and coatings for restoration work.	0 1 2 3 4 5

Block G Additional Masonry (11 Questions)

Task	Sub-Tasks	Rating
21. Installs glass blocks.	21.01 Prepares work area.	0 1 2 3 4 5
	21.02 Lays glass blocks.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
22. Installs ornamental and sculpted masonry.	22.01 Prepares for installation of ornamental and sculpted masonry.	0 1 2 3 4 5
	22.02 Installs ornamental and sculpted masonry units.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
23. Builds arches.	23.01 Prepares location.	0 1 2 3 4 5
	23.02 Builds template.	0 1 2 3 4 5
	23.03 Places template.	0 1 2 3 4 5
	23.04 Installs arch masonry units.	0 1 2 3 4 5
	23.05 Removes template.	0 1 2 3 4 5

Name (please print) _____

Signature _____ Date: _____

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