

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 6,300 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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Thompson
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Winnipeg
100 -111 Lombard Ave.
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Block A Common Occupational Skills (17 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
	1.03 Maintains tools and equipment.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
2. Assesses floor and jobsite conditions.	2.01 Performs quality control.	0 1 2 3 4 5
	2.02 Assesses floor and sub-floor conditions and deficiencies.	0 1 2 3 4 5
	2.03 Conducts field tests.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
3. Organizes work.	3.01 Plans sequence of installation.	0 1 2 3 4 5
	3.02 Handles materials.	0 1 2 3 4 5
	3.03 Determines layouts and materials needed for job.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
4. Installs transitions, trims and wall bases.	4.01 Installs transitions and trims.	0 1 2 3 4 5
	4.02 Installs resilient wall base.	0 1 2 3 4 5
	4.03 Installs carpet wall base.	0 1 2 3 4 5
	4.04 Installs wood wall base.	0 1 2 3 4 5

Block B Floor Preparation (31 Questions)

Task	Sub-Tasks	Rating
5. Removes existing floorcovering and accessories.	5.01 Removes transitions, trims and wall bases.	0 1 2 3 4 5
	5.02 Removes carpet.	0 1 2 3 4 5
	5.03 Removes resilient flooring.	0 1 2 3 4 5
	5.04 Removes wood, laminate flooring and underlayment.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
6. Prepares substrate.	6.01 Removes contaminants.	0 1 2 3 4 5
	6.02 Prepares concrete floors and underlayment.	0 1 2 3 4 5
	6.03 Prepares wood floors and underlayment.	0 1 2 3 4 5
	6.04 Prepares specialty floors.	0 1 2 3 4 5
	6.05 Installs trowelled underlayment.	0 1 2 3 4 5
	6.06 Installs rigid underlayment panels.	0 1 2 3 4 5

Block C Carpet (40 Questions)

Task	Sub-Tasks	Rating
7. Installs carpet.	7.01 Cuts carpet for installation.	0 1 2 3 4 5
	7.02 Installs carpets by conventional method.	0 1 2 3 4 5
	7.03 Installs carpets by direct glue-down method.	0 1 2 3 4 5
	7.04 Installs carpets by double-bond method.	0 1 2 3 4 5
	7.05 Installs modular carpet tiles.	0 1 2 3 4 5
	7.06 Completes carpet installation.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
8. Performs custom carpet procedures.	8.01 Installs borders and insets.	0 1 2 3 4 5
	8.02 Binds carpet.	0 1 2 3 4 5
	8.03 Upholsters carpet.	0 1 2 3 4 5
	8.04 Upholsters carpet.	0 1 2 3 4 5
	8.05 Upholsters carpet.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
9. Installs artificial turf. (NOT COMMON CORE)	9.01 Establishes layout and grid lines for artificial turf. (NOT COMMON CORE)	0 1 2 3 4 5
	9.02 Assembles artificial turf sections. (NOT COMMON CORE)	0 1 2 3 4 5
	9.03 Installs artificial turf insets. (NOT COMMON CORE)	0 1 2 3 4 5
	9.04 Completes artificial turf installation. (NOT COMMON CORE)	0 1 2 3 4 5

Task	Sub-Tasks	Rating
10. Services carpet installations.	10.01 Repairs carpet installed by conventional method.	0 1 2 3 4 5
	10.02 Repairs carpet installed by direct glue-down method.	0 1 2 3 4 5
	10.03 Repairs carpet installed by double-bond method.	0 1 2 3 4 5
	10.04 Repairs artificial turf. (NOT COMMON CORE)	0 1 2 3 4 5

Block D Resilient Flooring (42 Questions)

Task	Sub-Tasks	Rating
11. Installs resilient flooring.	11.01 Establishes layout and grid lines.	0 1 2 3 4 5
	11.02 Installs resilient tiles.	0 1 2 3 4 5

	11.03 Installs resilient sheet goods.	0 1 2 3 4 5
	11.04 Installs conductive flooring components.	0 1 2 3 4 5
	11.05 Cuts seams to fit.	0 1 2 3 4 5
	11.06 Seals seams chemically.	0 1 2 3 4 5
	11.07 Heat welds seams.	0 1 2 3 4 5
	11.08 Completes resilient flooring installation.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
12. Performs custom resilient flooring procedures.	12.01 Performs coving procedures.	0 1 2 3 4 5
	12.02 Installs tread, riser and stringer materials.	0 1 2 3 4 5
	12.03 Installs resilient flooring on stairs.	0 1 2 3 4 5
	12.04 Installs insets, borders and feature strips.	0 1 2 3 4 5
	12.05 Installs specialty wall covering products.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
13. Services resilient flooring installations.	13.01 Performs resilient flooring repairs.	0 1 2 3 4 5
	13.02 Repairs accessories.	0 1 2 3 4 5

Block E Wood and Laminate Flooring (20 Questions)

Task	Sub-Tasks	Rating
14. Installs pre-finished solid and engineered hardwood, and laminate flooring.	14.01 Undercuts jambs and trims.	0 1 2 3 4 5
	14.02 Installs barriers and cushion.	0 1 2 3 4 5
	14.03 Establishes layout.	0 1 2 3 4 5
	14.04 Fits material.	0 1 2 3 4 5

	14.05 Nails down pre-finished solid and engineered hardwood flooring.	0 1 2 3 4 5
	14.06 Glues down solid and engineered hardwood flooring.	0 1 2 3 4 5
	14.07 Glues down solid and engineered hardwood flooring.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
15. Installs custom wood and laminate flooring.	15.01 Installs borders, insets and custom fabrications in wood.	0 1 2 3 4 5
	15.02 Installs wood and laminate flooring on stairs.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
16. Services pre-finished solid and engineered hardwood, and laminate flooring.	16.01 Repairs boards.	0 1 2 3 4 5
	16.02 Replaces boards and accessories.	0 1 2 3 4 5
	16.03 Refinishes hardwood flooring. (NOT COMMON CORE)	0 1 2 3 4 5

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Name (please print) _____

Signature _____ Date: _____

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