

**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. 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](http://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. 04/17

**Block A Common Occupational Skills (11 Questions)**

Task	Sub-Tasks	Rating
1. Performs safety-related functions.	1.01 Uses 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. Uses and maintains tools and equipment.	2.01 Maintains hand and power tools.	0 1 2 3 4 5
	2.02 Maintains frame and unibody repair and measuring equipment.	0 1 2 3 4 5
	2.03 Uses lifting equipment.	0 1 2 3 4 5
	2.04 Maintains frame and unibody repair equipment.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
3. Uses and maintains welding equipment.	3.01 Uses welding equipment.	0 1 2 3 4 5
	3.02 Maintains welding equipment.	0 1 2 3 4 5

**Block B Routine Trade Tasks (10 Questions)**

Task	Sub-Tasks	Rating
4. Organizes work and uses documentation.	4.01 Prepares estimates and supplements.	0 1 2 3 4 5
	4.02 Prepares repair procedures/plans.	0 1 2 3 4 5
	4.03 Organizes parts, materials and work area.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
5. Applies corrosion protection and sound deadening materials.	5.01 Applies corrosion inhibitors and undercoats.	0 1 2 3 4 5

	5.02 Applies seam sealers and sound deadeners.	0 1 2 3 4 5
	5.03 Applies corrosion protection for electrical components.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
6. Removes and installs trim and weatherstrips.	6.01 Removes trim and weatherstrips.	0 1 2 3 4 5
	6.02 Installs trim and weatherstrips.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
7. Performs inspection.	7.01 Performs quality control checks.	0 1 2 3 4 5
	7.02 Performs final operational checks.	0 1 2 3 4 5

**Block C Frame and Structural Components (27 Questions)**

Task	Sub-Tasks	Rating
8. Prepares for repair and replacement of structural components.	8.01 Identifies extent of damage.	0 1 2 3 4 5
	8.02 Removes components for access.	0 1 2 3 4 5
	8.03 Performs vehicle setup.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
9. Repairs, removes and installs structural components.	9.01 Repairs structural components.	0 1 2 3 4 5
	9.02 Removes structural components.	0 1 2 3 4 5
	9.03 Installs structural components.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
10. Removes, installs and repairs structural glass.	10.01 Removes structural glass.	0 1 2 3 4 5
	10.02 Installs structural glass.	0 1 2 3 4 5
	10.03 Repairs laminated glass.	0 1 2 3 4 5

**Block D Non-Structural Outer Body Panels and Related Components (20 Questions)**

Task	Sub-Tasks	Rating
11. Removes, repairs and installs metal panels and components.	11.01 Prepares metal panels for repair.	0 1 2 3 4 5
	11.02 Removes metal panels and components.	0 1 2 3 4 5
	11.03 Repairs metal panels and components.	0 1 2 3 4 5
	11.04 Installs metal panels and components.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
12. Removes, repairs and installs plastic and composite panels and components.	12.01 Prepares plastic and composite panels and components for repair.	0 1 2 3 4 5
	12.02 Removes plastic and composite panels and components.	0 1 2 3 4 5
	12.03 Repairs plastic and composite panels and components.	0 1 2 3 4 5
	12.04 Installs plastic and composite panels and components.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
13. Removes and installs non-structural glass.	13.01 Removes non-structural glass.	0 1 2 3 4 5
	13.02 Installs non-structural glass.	0 1 2 3 4 5

**Block E Mechanical, Electrical and Alternate Fuel System Components (14 Questions)**

Task	Sub-Tasks	Rating
14. Deactivates and reactivates alternate-fuel systems.	14.01 Deactivates alternate-fuels systems.	0 1 2 3 4 5
	14.02 Reactivates alternate-fuel systems.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
15. Removes and installs mechanical components.	15.01 Removes mechanical components.	0 1 2 3 4 5
	15.02 Installs mechanical components.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
16. Removes, repairs and installs electrical components.	16.01 Removes electrical components.	0 1 2 3 4 5
	16.02 Repairs damaged wires and exterior coverings.	0 1 2 3 4 5
	16.03 Installs electrical components.	0 1 2 3 4 5

**Block F Restraint System and Interior Components (12 Questions)**

Task	Sub-Tasks	Rating
17. Repairs and replaces interior components.	17.01 Repairs interior components.	0 1 2 3 4 5
	17.02 Replaces interior components.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
18. Services supplemental restraint systems (SRS).	18.01 Services seat belt restraint systems.	0 1 2 3 4 5
	18.02 Services air bags and related components.	0 1 2 3 4 5

	18.03 Masks off surrounding area.	0 1 2 3 4 5
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**Block G Refinishing (19 Questions)**

Task	Sub-Tasks	Rating
19. Prepares surfaces.	19.01 Decontaminates refinish area.	0 1 2 3 4 5
	19.02 Sands surfaces.	0 1 2 3 4 5
	19.03 Masks off surrounding area.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
20. Uses fillers, primers and surfacers.	20.01 Mixes fillers, primers and surfacers.	0 1 2 3 4 5
	20.02 Applies fillers, primers and surfacers.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
21. Prepares and applies refinishing materials.	21.01 Mixes refinishing materials.	0 1 2 3 4 5
	21.02 Performs final wash and tack.	0 1 2 3 4 5
	21.03 Applies refinishing material to surface.	0 1 2 3 4 5
	21.04 Removes masking.	0 1 2 3 4 5

**Block H Detailing and Cleaning (7 Questions)**

Task	Sub-Tasks	Rating
22. Details exterior.	22.01 Removes overspray and imperfections.	0 1 2 3 4 5
	22.02 Polishes vehicle.	0 1 2 3 4 5
	22.03 Installs decals, striping and emblems.	0 1 2 3 4 5
	21.04 Touches up stone chips.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
23. Cleans vehicle.	23.01 Cleans exterior.	0 1 2 3 4 5
	23.02 Cleans interior.	0 1 2 3 4 5

Name (please print) \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

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