

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 within the last 10 and accumulated 7,200 hours, as well as acquired at least 70% scope of the trade. **NOTE: Limited gas license and limited electrical license required.**

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 (10 Questions)

Task	Sub-Tasks	Rating
1. Performs safety-related activities.	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. Uses and maintains tools and equipment.	2.01 Maintains tools and equipment.	0 1 2 3 4 5
	2.02 Uses lifting, moving and access equipment.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
3. Performs common work practices and procedures.	3.01 Uses blueprints, drawings, schematics and sketches.	0 1 2 3 4 5
	3.02 Identifies outstanding recalls and service bulletins.	0 1 2 3 4 5
	3.03 Performs pre-delivery inspections (PDI).	0 1 2 3 4 5

Block B Plumbing Systems (13 Questions)

Task	Sub-Tasks	Rating
4. Diagnoses plumbing systems.	4.01 Diagnoses potable water systems.	0 1 2 3 4 5
	4.02 Diagnoses waste water systems.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
5. Services potable water systems.	5.01 Maintains potable water systems.	0 1 2 3 4 5
	5.02 Repairs potable water systems.	0 1 2 3 4 5
	5.03 Installs potable water systems.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
6. Services waste water systems.	6.01 Maintains waste water systems.	0 1 2 3 4 5
	6.02 Repairs waste water systems.	0 1 2 3 4 5
	6.03 Installs waste water system components.	0 1 2 3 4 5

Block C Electrical Systems (22 Questions)

Task	Sub-Tasks	Rating
7. Diagnoses electrical systems.	7.01 Diagnoses AC electrical and power supply systems.	0 1 2 3 4 5
	7.02 Diagnoses DC electrical and power supply systems.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
8. Services AC electrical system.	8.01 Maintains AC electrical and power supply systems.	0 1 2 3 4 5
	8.02 Repairs AC power supply and distribution system.	0 1 2 3 4 5
	8.03 Installs AC power supply and distribution system components.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
9. Services DC electrical system.	9.01 Maintains DC electrical and power supply systems.	0 1 2 3 4 5
	9.02 Repairs DC power supply and distribution systems.	0 1 2 3 4 5
	9.03 Installs DC power supply and distribution system components.	0 1 2 3 4 5

Block D LP Gas Systems (19 Questions)

Task	Sub-Tasks	Rating
10. Diagnoses LP gas systems.	10.01 Diagnoses LP gas supply system (high pressure).	0 1 2 3 4 5
	10.02 Diagnoses LP gas distribution system (low pressure).	0 1 2 3 4 5

Task	Sub-Tasks	Rating
11. Services LP gas systems.	11.01 Maintains LP gas supply systems.	0 1 2 3 4 5
	11.02 Repairs LP gas supply systems and components.	0 1 2 3 4 5
	11.03 Installs LP gas supply systems and components.	0 1 2 3 4 5

Block E Appliances and Consumer Products (20 Questions)

Task	Sub-Tasks	Rating
12. Maintains appliances.	12.01 Maintains water heaters and components.	0 1 2 3 4 5
	12.02 Maintains furnaces and components.	0 1 2 3 4 5
	12.03 Maintains ranges and ovens.	0 1 2 3 4 5
	12.04 Maintains refrigerators and ice makers.	0 1 2 3 4 5
	12.05 Maintains air conditioners and heat pump systems.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
13. Diagnoses appliances.	13.01 Diagnoses water heaters.	0 1 2 3 4 5
	13.02 Diagnoses furnaces.	0 1 2 3 4 5
	13.03 Diagnoses ranges and ovens.	0 1 2 3 4 5
	13.04 Diagnoses refrigerators and ice makers.	0 1 2 3 4 5
	13.05 Diagnoses air conditioners and heat pumps.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
14. Repairs appliances and consumer products.	14.01 Repairs water heaters.	0 1 2 3 4 5
	14.02 Repairs furnaces.	0 1 2 3 4 5
	14.03 Repairs ranges and ovens.	0 1 2 3 4 5
	14.04 Repairs refrigerators and ice makers.	0 1 2 3 4 5

	14.05 Repairs air conditioners and heat pumps.	0 1 2 3 4 5
	14.06 Replaces consumer products.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
15. Installs appliances and consumer products.	15.01 Installs appliances and components.	0 1 2 3 4 5
	15.02 Installs consumer products and components.	0 1 2 3 4 5

Block F Interior and Exterior (12 Questions)

Task	Sub-Tasks	Rating
16. Diagnoses interior and exterior components.	16.01 Diagnoses interior components.	0 1 2 3 4 5
	16.02 Diagnoses exterior components.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
17. Services interior components.	17.01 Maintains interior components.	0 1 2 3 4 5
	17.02 Repairs interior components.	0 1 2 3 4 5
	17.03 Installs interior components.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
18. Services exterior components.	18.01 Maintains exterior components.	0 1 2 3 4 5
	18.02 Repairs exterior components.	0 1 2 3 4 5
	18.03 Installs exterior components.	0 1 2 3 4 5

Block G Chassis and Mechanical Components (16 Questions)

Task	Sub-Tasks	Rating
19. Maintains chassis and mechanical components.	19.01 Maintains frames.	0 1 2 3 4 5
	19.02 Maintains running gear.	0 1 2 3 4 5
	19.03 Maintains levelling systems.	0 1 2 3 4 5
	19.04 Maintains slide-out and lifting systems.	0 1 2 3 4 5
	19.05 Maintains generators.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
20. Diagnoses chassis and mechanical components.	20.01 Diagnoses frames.	0 1 2 3 4 5
	20.02 Diagnoses running gear.	0 1 2 3 4 5
	20.03 Diagnoses levelling systems.	0 1 2 3 4 5
	20.04 Diagnoses slide-out and lifting systems.	0 1 2 3 4 5
	20.05 Diagnoses generators.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
21. Repairs chassis and mechanical systems.	21.01 Repairs frames and components. (NOT COMMON CORE)	0 1 2 3 4 5
	21.02 Repairs running gear.	0 1 2 3 4 5
	21.03 Repairs levelling systems.	0 1 2 3 4 5
	21.04 Repairs slide-out and lifting systems.	0 1 2 3 4 5
	21.05 Repairs generators.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
22. Installs chassis and mechanical components.	22.01 Installs levelling systems and components.	0 1 2 3 4 5
	22.02 Installs generators.	0 1 2 3 4 5

Block H Towing Systems (8 Questions)

Task	Sub-Tasks	Rating
23. Diagnoses towing systems.	23.01 Diagnoses tow vehicle systems.	0 1 2 3 4 5
	23.02 Diagnoses towed vehicle systems.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
24. Services towing systems.	24.01 Maintains tow vehicle systems.	0 1 2 3 4 5
	24.02 Maintains towed vehicle systems.	0 1 2 3 4 5
	24.03 Installs tow vehicle systems and components.	0 1 2 3 4 5
	24.04 Installs towed vehicle systems and components.	0 1 2 3 4 5

Name (please print) _____

Signature _____ Date: _____

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