

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 3 years within the last 10 and accumulated 4,200 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 Provincial Occupational Analysis (POA). The POA provides detailed information that will assist you when completing the WEF and is your best source for identifying any training gaps. To access the POA, go to the Trade Profile page at <http://www.gov.mb.ca/wdis/apprenticeship/discover/mbtrades/index.html>. Follow the link to your trade, and click on the Provincial Occupational Analysis (POA).

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.

Block A Occupational Skills (25 Questions)

Task	Sub-Tasks	Rating
1. Uses tools.	1.01 Inspect hand, power and pneumatic tools.	0 1 2 3 4 5
	1.02 Maintains hand, power and pneumatic tools.	0 1 2 3 4 5
	1.03 Lock-out and tag-out tools.	0 1 2 3 4 5
	1.04 Uses hand, power and pneumatic tools.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
2. Uses specialty equipment.	2.01 Drives trucks and hauls trailers.	0 1 2 3 4 5
	2.02 Uses forklift and hoisting equipment.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
3. Follows safety procedures.	3.01 Uses personal protective equipment.	0 1 2 3 4 5
	3.02 Installs safety barriers.	0 1 2 3 4 5
	3.03 Uses fall protection.	0 1 2 3 4 5
	3.04 Conducts hazard assessment.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
4. Uses staging equipment.	4.01 Uses ladders.	0 1 2 3 4 5
	4.02 Installs scaffolding equipment.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
5. Uses trade documents.	5.01 Reads blueprints and job specifications.	0 1 2 3 4 5
	5.02 Estimates job and materials.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
6. Organizes work.	6.01 Provides customer service.	0 1 2 3 4 5
	6.02 Communicates with other trades and suppliers.	0 1 2 3 4 5
	6.03 Orders supplies.	0 1 2 3 4 5
	6.04 Arranges worksite scheduling.	0 1 2 3 4 5

Block B Roof Preparation (15 Questions)

Task	Sub-Tasks	Rating
7. Removes and demolishes watershed materials.	7.01 Arranges debris management.	0 1 2 3 4 5
	7.02 Protects job site.	0 1 2 3 4 5
	7.03 Removes existing materials.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
8. Assesses project.	8.01 Evaluates substrate and structures.	0 1 2 3 4 5
	8.02 Assesses roofing components.	0 1 2 3 4 5
	8.03 Modifies job specifications.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
9. Prepares decking.	9.01 Performs non-structural repairs.	0 1 2 3 4 5
	9.02 Prepares substrate.	0 1 2 3 4 5

Block C Roof Cavity Ventilation (5 Questions)

Task	Sub-Tasks	Rating
10. Installs Eave (Intake) Venting.	10.01 Installs ventilation chutes.	0 1 2 3 4 5
	10.02 Installs soffit venting.	0 1 2 3 4 5

	10.03 Installs eave venting.	0 1 2 3 4 5
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Task	Sub-Tasks	Rating
11. Installs Roof Venting.	11.01 Calculates venting requirements.	0 1 2 3 4 5
	11.02 Installs roof vents.	0 1 2 3 4 5
	11.03 Installs power vents.	0 1 2 3 4 5
	11.04 Installs ridge vents.	0 1 2 3 4 5

Block D Installation of Sloped Roof (40 Questions)

Task	Sub-Tasks	Rating
12. Installs roofing accessories.	12.01 Installs skylights.	0 1 2 3 4 5
	12.02 Installs brackets.	0 1 2 3 4 5
	12.03 Installs eavestroughs.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
13. Installs roofing materials.	13.01 Installs eave protection.	0 1 2 3 4 5
	13.02 Installs underlay.	0 1 2 3 4 5
	13.03 Installs asphalt shingles.	0 1 2 3 4 5
	13.04 Installs metal roofing.	0 1 2 3 4 5
	13.05 Installs tile shingles.	0 1 2 3 4 5
	13.06 Installs slate shingles.	0 1 2 3 4 5
	13.07 Installs wood shingles (shakes).	0 1 2 3 4 5
	13.08 Installs rolled products.	0 1 2 3 4 5

Block E Installation of Flashing (10 Questions)

Task	Sub-Tasks	Rating
14. Installs perimeter flashing.	14.01 Installs drip edge.	0 1 2 3 4 5
	14.02 Installs rake edge.	0 1 2 3 4 5
	14.03 Installs peak flashing.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
15. Installs wall to roof intersection flashing.	15.01 Installs step flashing.	0 1 2 3 4 5
	15.02 Installs wall flashing.	0 1 2 3 4 5
	15.03 Installs counter flashing.	0 1 2 3 4 5
	15.04 Installs cap flashing.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
16. Installs valley flashing.	16.01 Installs exposed valley flashing.	0 1 2 3 4 5
	16.02 Installs backpan flashing.	0 1 2 3 4 5
	16.03 Installs cricket flashing.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
17. Installs protrusion flashing.	17.01 Installs cone chimney flashing.	0 1 2 3 4 5
	17.02 Installs plumbing flashing.	0 1 2 3 4 5
	17.03 Installs exhaust vents.	0 1 2 3 4 5

Block F Inspects Roofing Systems (5 Questions)

Task	Sub-Tasks	Rating
18. Diagnoses roofing problems.	18.01 Conducts visual inspection.	0 1 2 3 4 5
	18.02 Disassembles roof components.	0 1 2 3 4 5
	18.03 Recommends repair solutions.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
19. Roof maintenance.	19.01 Maintains sealants.	0 1 2 3 4 5
	19.02 Replaces damaged or missing roofing products.	0 1 2 3 4 5
	19.03 Cleans roofs and eavestroughs.	0 1 2 3 4 5
	19.04 Secures loose flashings.	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)