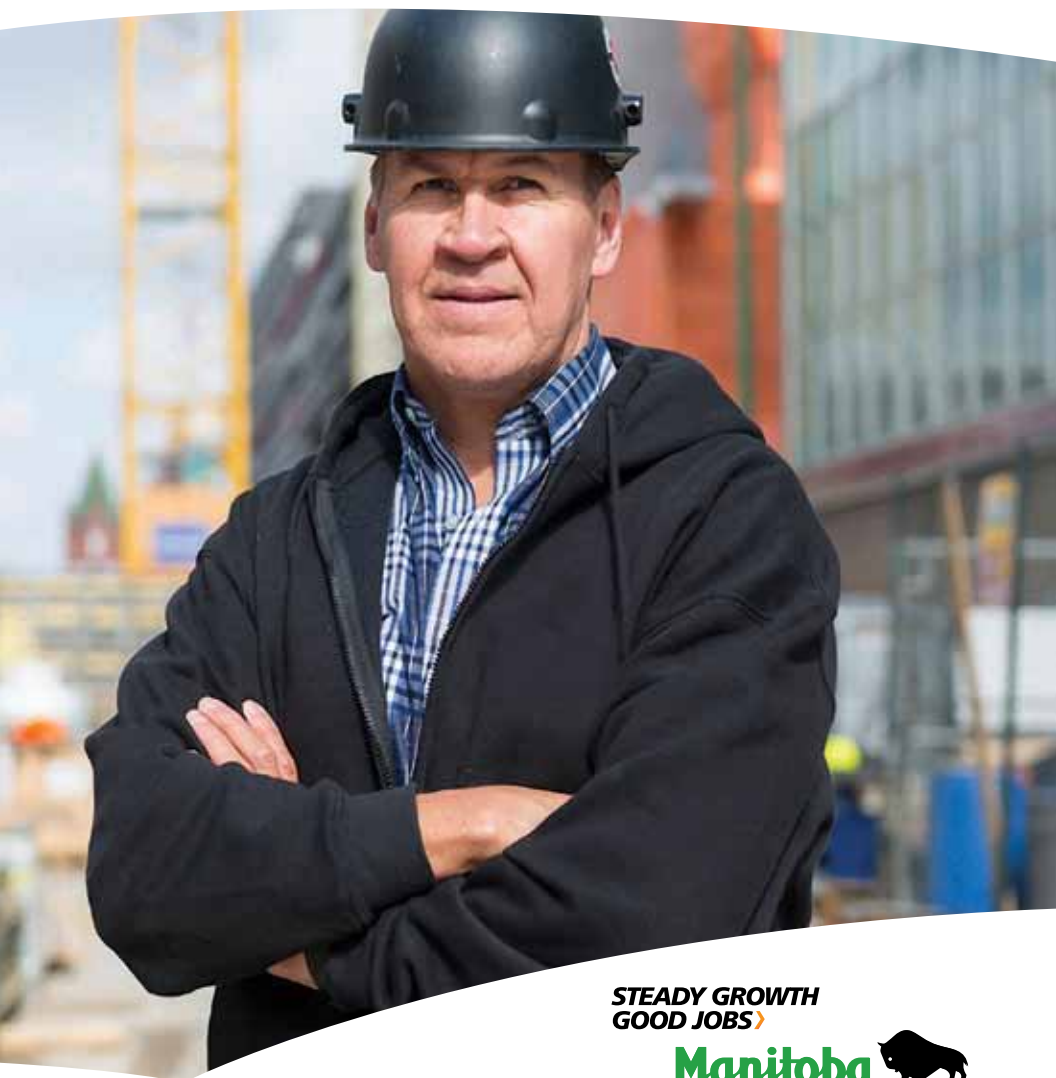


Trades Qualification

Apprenticeship
Manitoba

for Experienced Tradespersons



**STEADY GROWTH
GOOD JOBS** >

Manitoba 

If you have significant work experience in one of Manitoba's 55 designated trades, you may be a candidate for the trades qualification process. This process allows you to earn certification in your trade by challenging the Red Seal or provincial certification examination. By achieving certification in your trade, you open up many opportunities to advance your career.

If you meet the program criteria and you are approved to challenge, you can become certified by writing and passing the certification exam(s).

If you already have a certificate of qualification from another province or territory, you do not have to challenge the exam(s). You are entitled to work in Manitoba under the Agreement on Internal Trade (see page 5).

Compulsory Trades

You *must* be a certified journeyman, registered apprentice or a temporary permit-holder to work in a compulsory trade in Manitoba. Manitoba's compulsory trades are: Construction Electrician, Industrial Electrician, Crane and Hoisting Equipment Operator, Refrigeration and Air Conditioning Mechanic, Sprinkler System Installer, Steamfitter-Pipefitter, Hairstylist, Esthetician and Electrologist.

Assessment Process

IMPORTANT: You must reside in Manitoba to be assessed for trades qualification.

If you are an experienced tradesperson who wants to challenge a trade certification exam, you must first apply to be assessed. Visit manitoba.ca/tradecareers or email apprenticeship@gov.mb.ca for an application form.

Complete the application form. Submit the form with the \$100 application and assessment fee (non-refundable) to Apprenticeship Manitoba. Include with your application the following documents:

- Photocopies of trade-related certificates and credentials
- Work Experience Form: a self-assessment of work experience in your trade

- Employer letter(s) that document the practical skills you have acquired on the job

If your employer is no longer in business or if you were self-employed during the time for which you are applying, submit a “self-declaration letter” instead of an employer letter. (Note: supporting documentation is required; call for more information about what this means.)

Hairstylists, Estheticians and Electrologists

If you have been successfully assessed through the trades qualification process, you may apply for a Temporary Authorization to Practise permit. This permit allows you to work while you are waiting to challenge the certification exam. To get an application form, visit manitoba.ca/wdis/apprenticeship/generalinfo/forms.html.

Challenging the Certification Exam

IMPORTANT: You must reside in Manitoba to challenge a Red Seal, provincial or practical certification exam.

If your application to challenge is approved, you will get a letter with a list of learning supports and an exam application.

To successfully challenge the certification exam, you need a certain level of language skills and “essential” skills. Essential skills are the skills needed for work, learning and daily life. They are the basic skills necessary for jobs of all kinds.

You can contact Workplace Education Manitoba for essential skills assessment and training (www.wem.mb.ca). Contact the Winnipeg English Language Assessment and Referral Centre (www.welarc.net) for help with English language training.

After you are approved through the assessment process, you have **one calendar year** to schedule and challenge the certification exam. If you do not challenge the exam within one year of the approval date, you must re-apply for assessment.

You select the time and location for your exam. You are also required to submit a \$250 exam fee with your exam application. *Remember to book early* because exams are offered first come, first served and space is limited.

You will have four hours to complete the multiple choice certification exam and you must score 70 per cent or higher to pass. If you do not pass the exam, Apprenticeship Manitoba will provide a summary of your results outlining which areas require improvement, along with an exam application to request a re-write. Additional fees may apply.

After passing the certification exam, you may also have to complete a practical exam as part of the trades qualification process. Additional fees may apply.

Appeal Process

If your application to challenge is not approved, you can appeal the decision. More information about the appeal process is available at manitoba.ca/tradecareers under "General Information/Apprenticeship and Certification Appeal Board."

Special Accommodations

You may apply for special accommodations by selecting that option on the exam application. Submit a Special Accommodation Request form along with your exam application. You are responsible for all fees associated with special accommodations and, if applicable, you must find your own interpreter or reader.

Apprenticeship Manitoba will consider reasonable recommendations from a qualified professional (ex: medical doctor, psychologist, etc.) concerning a disability.

Cross-Trade Recognition

If you already hold a certificate of qualification in one trade, it may reduce the number of hours and years required if you want to challenge the certification exam in a related trade. For example, a certified carpenter may receive credit when applying through the trades qualification process for the trade of cabinetmaker. Please note that this type of recognition is not available in every trade.

Contact a trades qualification co-ordinator for more information.

Exam Resources

Some resources are available to assist you in preparing to challenge a certification exam. The *Trades Qualification Learning Support Guide* has been developed to provide helpful tips and strategies for studying, writing certification exams, preparing a learning plan and accessing resources. This guide is available on the Apprenticeship Manitoba website at manitoba.ca/tradecareers. Contact a trades qualification co-ordinator for more information about resources.

The Importance of Vocabulary

A broad vocabulary is essential to doing well on the certification exam because you are more likely to understand the question and the multiple-choice answer options if you have a good understanding of your trade's technical language in English or French. It is strongly recommended that you build up your vocabulary as much as possible before you challenge the certification exam. One way to do this is to study the glossary in your trade's Occupational Analysis. To find this document, follow the link on the trade profile page at manitoba.ca/tradecareers under the tab "Manitoba Trades."

Agreement on Internal Trade

The Agreement on Internal Trade (AIT) is an interprovincial trade agreement that allows for the free movement of persons, goods, services and investments within Canada. Under this agreement, any worker who holds certification in a trade or occupation by a provincial or territorial regulatory authority is recognized as qualified for that same trade or occupation by all other provinces and territories. This includes Red Seal trade certification as well as provincial or territorial government-issued trade credentials.

Compulsory Trades

If you want to work in one of Manitoba's compulsory trades (see page 2), you can apply to have Apprenticeship Manitoba validate your out-of-province trade credentials by completing and submitting the Certificate Recognition Application. The application is available at manitoba.ca/tradecareers under the tab "Apprenticeship Manitoba General Information/Forms and Applications."

A copy of your credentials must be included with your application; incomplete applications will be returned. Once Apprenticeship Manitoba validates your credentials, you will receive a letter of recognition.

Applying for this letter is not required to work in Manitoba. However, you should apply if you are unsure about whether your credentials meet the requirements under the AIT.

Voluntary Trades

Certified journeypersons from other jurisdictions who want to work in Manitoba's voluntary trades do not need to apply to have their credentials recognized, and do not require additional certification or examination to work in Manitoba.

Note: AIT certification recognition applies only to those credentials issued by a Canadian provincial or territorial regulatory body.

Canadian Forces Credentials

Voluntary Trades

If you have a military credential (QL5) in a voluntary trade you can work in your trade area without further assessment or examination.

Compulsory Trades

For the compulsory trades of **Crane and Hoisting Equipment Operator, Hairstylist, Esthetician, Electrologist, Steamfitter-Pipefitter, and Sprinkler System Installer**, you must be approved through the trades qualification application process and successfully challenge the certification exam to work in your trade in Manitoba. Please send your certificate of military achievement and course report with your trades qualification application to Apprenticeship Manitoba.

For the compulsory trades of **Refrigeration and Air Conditioning Mechanic, Industrial Electrician or Construction Electrician** you can apply to challenge the Red Seal exam free of charge through the Military Credential Recognition process (see next page). For these trades, you must also obtain a licence in order to work in Manitoba. Please contact Inspection and Technical Services Manitoba for a licence after receiving your certificate of qualification.

Inspection and Technical Services Manitoba

508-401 York Avenue

Winnipeg, MB R3C 0P8

General Inquiries: 204-945-3373

Military Credential Recognition

If you have military credentials (QL5) for a designated trade listed in the table below, you are eligible to write the Red Seal exam for your trade. To apply free of charge, please complete and submit a Military Credential Recognition Examination Application to Apprenticeship Manitoba.

Military Trade	Red Seal Trade
Construction Technician	Carpenter
Cook	Cook
Electrical Distribution Technician	Construction Electrician
Electrical Technician - including Marine Electrician	Industrial Electrician
Marine Engineering Technician	Industrial Mechanic (Millwright) OR Machinist
Material Technician	Welder
Plumbing and Heating Technician	Plumber
Refrigeration and Mechanical Technician	Refrigeration and Air-Conditioning Mechanic
Vehicle Technician	Automotive Service Technician OR Heavy Duty Equipment Technician OR Truck and Transport Mechanic

Red Seal Status for Provincial Certificate Holders

If you are a provincial certificate holder and would like Red Seal status in your trade, you must apply to challenge the Red Seal examination. Complete and submit an exam application with the required application fee and a copy of your provincial credentials.

Note: You are not required to complete the trades qualification application and work experience forms to apply for provincial certificate holder for Red Seal status.



Contact Us

Website: manitoba.ca/tradecareers

Email: apprenticeship@gov.mb.ca

Toll-free in Manitoba: 1-877-978-7233 (1-877-97-TRADE)

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Fax: 204-948-2346

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Fax: 204-726-6912

The Pas

Box 2550, 305 Fourth Street W
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Phone: 204-627-8290
Fax: 204-627-8137

Thompson

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