

**Apprenticeship**  
Manitoba

The future is in your hands.

**Recognition of  
Prior Experience  
and Qualifications**

Trades Qualification (TQ)  
Provincial Certificate Holder  
For Interprovincial Status  
Agreement on Internal Trade (AIT)



Manitoba 

# Experience Counts!

## Why is a Certificate of Qualification Important?

As the labour market becomes more competitive, employers are hiring people with credentials that attest to their skills. Obtaining a Certificate of Qualification in a designated trade has helped many people win a job competition, keep a job, or get a promotion. In addition, many of you also qualify for “Red Seal” or interprovincial status. This means your trade skills and training are recognized in other jurisdictions across Canada. No further examinations or testing will be required.

## Routes to Recognition of Prior Experience and Qualifications

### A. Trades Qualification

The trades qualification process enables an experienced worker in a designated trade who does not hold a Certificate of Qualification in Manitoba, to become qualified by challenging the required interprovincial/provincial qualification exam.

### B. Provincial Certificate Holder for Interprovincial Status

This process enables a provincial/territorial Certificate of Qualification holder to challenge the interprovincial exam in a (Red Seal) endorsed trade.

### C. Agreement on Internal Trade (AIT)

As part of the federal/provincial Agreement on Internal Trade (AIT), Manitoba recognizes Certificates of Qualification from other parts of Canada. This recognition process permits individuals with an approved provincial/territorial Certificate of Qualification from another Canadian jurisdiction to work in Manitoba in a compulsory trade.

## A. Trades Qualification Requirements

### 1. Eligible candidates include;

- Canadian citizen/permanent residents, landed immigrant or international trades professionals experienced in countries outside of Canada.
- Applicants entering Manitoba who have a provincial/territorial Certificate of Qualification from another Canadian jurisdiction that does not have a high level of commonality in the scope of the trade as outlined in the Manitoba regulation for that trade\*.

\* See section on Agreement on Internal Trade for Canadian Certificates of Qualification

### 2. Experience in a designated trade.

There are a minimum number of years and hours over a specified length of time required in order to apply for Trades Qualification (TQ).

**Refer to the work experience requirement chart in this brochure.**

Note: If you do not meet the necessary requirements for TQ, but have some experience in a trade, you may apply for regular apprenticeship training. Your previous work experience and skills will be assessed through Recognition of Prior Learning (RPL) and your experience will be credited accordingly. This may reduce the overall length of your apprenticeship program.

### 3. Written Examination

A minimum mark of 70% must be obtained on a written examination (multiple choice). International trades professionals who have pre-qualified for TQ, will be required to write their exam in Manitoba. Eleven trades in Manitoba also require a practical examination. Refer to work experience requirement chart in this brochure.

Exam exemption: When an existing trade regulation is amended to include compulsory certification, or, a new trade is designated as compulsory, trades professionals have a specific time frame (usually one year) in which to apply and qualify for certification through **Trades Qualification, Without Examination** (“grandparenting”)



## How to Apply

1. Confirm that you have fulfilled all the necessary requirements for Trades Qualification.
2. Complete and submit each of the following;
  - **Trades Qualification Application** and application fee
  - **Work Experience Form** -This form identifies and assesses your acquired knowledge, abilities, and tasks necessary for a successful certification exam
  - **Employer Letter(s)** on company letterhead documenting proof of the practical experience required for TQ and validation of competencies. **Employer Letter(s) must include the exact dates of employment, total hours worked, a brief description of duties performed and the employer signature.** If an Employer Letter(s) cannot be attained due to self-employment, unknown address or a business closure, a signed and dated letter from the applicant outlining the employment details listed above is required.
  - **Any trade related certificates**
3. Send or take the Trades Qualification Application, Work Experience Form, documented proof and required fee (payable to the Minister of Finance) to an Apprenticeship Manitoba office.
4. If your application has been reviewed and approved, you will receive an approval letter, an exam application and a letter referring you to have your essential skills assessed, if required. Upon receipt of your exam application and fee, you will be notified of the examination date and location. You will have four hours to complete a multiple-choice examination. To receive a Certificate of Qualification, a score of 70% or higher is required, including the successful completion of the practical exam (where applicable).

If you do not pass the exam, Apprenticeship Manitoba will provide you with a summary of your results that outline which areas require improvement and you can apply to rewrite the exam. If you are not successful after the second attempt, you must take approved upgrading before attempting the exam again.

## Cross Trade Credits

In related trades such as Agricultural Equipment Technician, Heavy Duty Equipment Technician Truck & Transport Mechanic, Motor Vehicle Mechanic, Transport Trailer Technician etc. time in trade credits may count towards certification in another trade. Contact Apprenticeship Manitoba for more information.

## TRADE QUALIFICATION FEES

<b>Trades Qualification Application</b>	<b>\$100.00</b>
<b>Trades Qualification Certification Exam</b>	<b>\$250.00</b>
<b>Trades Qualification Certification Re-Examination</b> (includes provincial, interprovincial and practical exams)	<b>\$75.00</b>
<b>Trades Qualification Without Examination Application</b> (grandparenting) (available for a limited time only; for compulsory certification trades only)	<b>\$50.00</b>

## B. Provincial Certificate Holder for Interprovincial Status-Requirements

Eligible candidates include applicants who have a provincial/territorial Certificate of Qualification in a trade that has since become recognized as an interprovincial (Red Seal endorsed) trade.

### How to Apply

Contact the PLAR Coordinator at Apprenticeship Manitoba for an Exam Application  
**Exam Fee:** \$75.00

## C. Agreement on Internal Trade (AIT)

Eligible candidates include approved provincial/territorial Certificate of Qualification holders from another Canadian jurisdiction who wish to work in a compulsory trade in Manitoba. Note: Although a provincial/territorial Certificate of Qualification may be considered equivalent in the Province of Manitoba, some trade occupations may require additional permits/licenses in order to practice in the trade. Not all Certificate of Qualification holders need to register with Apprenticeship Manitoba. By visiting [www.manitoba.ca/jce/apprent/qualifiers/mutual\\_recognition\\_html](http://www.manitoba.ca/jce/apprent/qualifiers/mutual_recognition_html) you can view a list of eligible trades. If your trade in which you hold a certificate is not listed, you must apply.

### How to Apply

Contact Apprenticeship Manitoba, [www.manitoba.ca/tradecareers](http://www.manitoba.ca/tradecareers) for a listing of AIT approved Certificates of Qualification, their jurisdictions and additional permits/licenses which may be required. If your Certificate of Qualification has not been previously assessed, you will be required to complete and submit Certificate of Recognition Application.

**Application Fee:** N/A

# TRADES QUALIFICATION WORK EXPERIENCE CHART

TRADE	Certificate of Qualification	Min. years experience required (within last 10 years)	Min. hours experience required	Additional Practical Exam Required
<b>INDUSTRIAL TRADES</b>				
Boilermaker	Interprovincial	5 years	8,000 hours	
Electric Motor System Technician	Interprovincial	6 years	9,000 hours	
Industrial Electrician*	Interprovincial	6 years	10,800 hours	
Industrial Instrument Mechanic	Interprovincial	6 years	9,600 hours	
Industrial Mechanic (Millwright)	Interprovincial	6 years	9,600 hours	
Industrial Welder	Interprovincial	4 years	6,400 hours	Yes
Machinist	Interprovincial	6 years	10,800 hours	Yes
• CNC Machinist	Provincial	1.5 years (in last 3 years)	2,700 hours	
Power Electrician	Provincial	5 years	8,000 hours	
Steel Fabricator	Interprovincial	5 years	9,000 hours	
Tool & Die Maker	Interprovincial	6 years	10,800 hours	Yes
<b>TRANSPORTATION TRADES</b>				
Agricultural Equipment Technician	Interprovincial	6 years	10,800 hours	
Heavy Duty Equipment Technician	Interprovincial	6 years	10,800 hours	
Marine and Outdoor Power Equipment Technician	Provincial	4.5 years	8,100 hours	
Motor Vehicle Body Repairer	Interprovincial	6 years	10,800 hours	Yes
Motor Vehicle Body Repairer-Painter	Interprovincial	4 years	7,200 hours	Yes
Motor Vehicle Mechanic	Interprovincial	5 years	9,000 hours	
Transport Trailer Technician	Interprovincial	4.5 years	8,100 hours	
Truck & Transport Mechanic	Interprovincial	6 years	10,800 hours	
Recreational Vehicle Service Technician	Interprovincial	4.5 years	8,100 hours	
<b>CONSTRUCTION TRADES</b>				
Bricklayer	Interprovincial	6 years	7,200 hours	Yes
Cabinetmaker	Interprovincial	6 years	9,600 hours	
Carpenter	Interprovincial	6 years	10,800 hours	Yes
Concrete Finisher	Interprovincial	4.5 years	5,400 hours	
Construction Electrician*	Interprovincial	6 years	10,800 hours	
Crane & Hoisting Equipment Operator*				
• Mobile Crane Operator	Interprovincial	4.5 years	7,650 hours	
• Boom Truck Hoist Operator	Provincial	3 years	3,750 hours	
• Tower Crane Operator	Provincial	3 years	4,500 hours	
Lather (Interior Systems Mechanic)	Interprovincial	6 years	10,800 hours	
Insulator (Heat & Frost)	Interprovincial	6 years	9,000 hours	
Ironworker	Interprovincial	4.5 years	8,100 hours	
Glazier	Interprovincial	5 years	9,000 hours	
Painter & Decorator	Interprovincial	4.5 years	8,100 hours	
Plumber	Interprovincial	6 years	10,800 hours	

# TRADES QUALIFICATION WORK EXPERIENCE CHART

TRADE	Certificate of Qualification	Min. years experience required (within last 10 years)	Min. hours experience required	Additional Practical Exam Required
<b>CONSTRUCTION TRADES (CONT'D)</b>				
Roofer	Interprovincial	4.5 years	6,300 hours	
Sheet Metal Worker	Interprovincial	5 years	9,000 hours	Yes
Sprinkler System Installer*	Interprovincial	6 years	10,200 hours	
Steamfitter - Pipefitter*	Interprovincial	7.5 years	13,500 hours	
Refrigeration & Air Conditioning Mechanic*				
• Commercial	Interprovincial	7 years	12,600 hours	
• Residential	Provincial	6 years	10,800 hours	
<b>SERVICE TRADES</b>				
Cook	Interprovincial	4.5 years	8,100 hours	
Esthetician*	Provincial	3 Years	4,800 hours	Yes
• Skin Care Technician	Provincial	3 years	3,300 hours	Yes
• Nail Technician	Provincial	1.5 years	1,500 hours	Yes
Electrologist*	Provincial	1.5 years	1,500 hours	Yes
Hairstylist*	Interprovincial	3 years	4,500 hours	Yes
Floorcovering Installer	Interprovincial	4.5 years	6,300 hours	
Pork Production Technician	Provincial	3 years (in last 5 years)	5,400 hours	
Landscape Technician	Provincial	4.5 years	7,500 hours	
Partsperson	Interprovincial	4.5 years	8,100 hours	

\* Compulsory apprenticeship or a Certificate of Qualification is required to work in these trades.

\*\* To be eligible to challenge the CNC Machinist trade you must hold a Certificate of Qualification as either a Machinist or Tool & Die Maker.





## Want to know more?

Check our website at  
[manitoba.ca/tradecareers](http://manitoba.ca/tradecareers)

or contact one of the Apprenticeship Offices:

### Winnipeg

1010-401 York Avenue R3C 0P8  
204-945-3337 • Fax 204-948-2346

### Brandon

128, 340-9<sup>th</sup> Street R7A 6C2  
204-726-6365 • Fax 204-726-6912

### The Pas

Box 2550, 305 Fourth Street W R9A 1M4  
204-627-8290 • Fax 204-627-8137

### Thompson

118-3 Station Road R8N 0N3  
204-677-6346 • Fax 204-677-6789

Toll-free from rural Manitoba

**1-877-978-7233**  
**(1-877-97-TRADE)**

