

# Application Form

for Designation of Trades or Occupations

Apprenticeship  
MANITOBA

## Contact Information

Name of the proposed trade or occupation: \_\_\_\_\_

Name of organization submitting the application: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Telephone: (\_\_\_\_\_) - \_\_\_\_\_ Email: \_\_\_\_\_

## Introduction

The Apprenticeship and Certification Board (Board) considers requests from industry to designate a new trade or occupation in Manitoba.

Prior to completing this application, ensure that you have reviewed the *Designation Guide for Trades or Occupations under The Apprenticeship and Certification Act* for important information. **Please provide your proposal as a separate word document and ensure that all questions are included and answered.** It is recommended that applicants provide as much relevant information as possible to support the Board's decision.

1. Describe the industry, including sector(s) involved and an overview of the type of work.
2. What are the labour market needs and workforce demand in Manitoba? Please include number of employers/employees, forecasted needs, and how this information is known or sourced.
3. What are the current trends?
4. Provide a scan of other Canadian jurisdictions. Which jurisdictions, if any, is the proposed trade or occupation designated as a provincial or Red Seal? Is it designated as compulsory certification or voluntary? If not designated, does the industry have licensing or other recognition?
5. Provide a training scan of Manitoba and Canadian jurisdictions. Describe the current method of training. Are there any post-secondary programs, accreditation, or other training pathways already in place provincially or nationally?
6. What skills are needed to enter the industry?
7. What is the typical wage scale for the proposed trade or occupation?

8. Provide a rationale for the designation request. Please address all four questions.
  - a. How will the certification of journeypersons provide value for the industry?
  - b. What are the benefits and risks to your industry if the designation would require an apprenticeship program? Meaning, designation would be a trade.
  - c. What are the benefits and risks to your industry if the designation would not require an apprenticeship program? Meaning, designation would be an occupation and certification would be obtained through trades qualification, only.
  - d. What are the risks or concerns to industry if a designation does not happen?
9. For trades with an apprenticeship component:
  - a. How many apprentices are projected to be registered annually in the next 3 years?
  - b. How many employers have committed to registering apprentices?
10. Provide a list of:
  - a. Individuals that provide support of the designation.
  - b. Employers committed to hiring apprentices.
  - c. Any organizations and/or associations that provide support of the designation.

In addition to the lists, a minimum of three letters of support are required as part of the application, please attach them.

11. Provide additional comments.

**Complete and submit the application and supplementary documents electronically in Word format or by mail to:**

**Apprenticeship and Certification Board**

c/o Manager, Policy, Legislation and Board Operations

100-111 Lombard Avenue

Winnipeg, MB R3B 0T4

**[apprenticeshipboard@gov.mb.ca](mailto:apprenticeshipboard@gov.mb.ca)**