



Designation Guide for  
**Trades or Occupations**  
under The Apprenticeship  
and Certification Act

# Introduction

This guide outlines the required steps to propose the designation of a new trade or new occupation in Manitoba.

Through the apprenticeship and certification system, skilled trades workers in Manitoba can earn certification as a journey person in a designated trade or designated occupation. Certification can be achieved in two ways, either completion of the apprenticeship program, or by trade qualification.

- An apprenticeship is a post-secondary education that combines on-the-job training and classroom technical training.
- Trade qualification is the process for individuals who have the required scope of trade and time in the trade to write the certification exam, without completing an apprenticeship.

For more information about the apprenticeship program and trades quantification visit Explore Trades at

**[Manitoba.ca/apprenticeship](https://web2.gov.mb.ca/apprenticeship)**.

Apprenticeship Manitoba is a branch of the Manitoba government responsible for overseeing the apprenticeship and certification system and the Apprenticeship and Certification Board (Board) has a leadership and advisory role.

The apprenticeship and certification system is governed under the Apprenticeship and Certification Act (Act).

**<https://web2.gov.mb.ca/laws/statutes/ccsm/a110.php>**

The Minister may by regulation designate a trade or occupation in Manitoba. The Lieutenant Governor in Council may by regulation designate a designated trade as a compulsory certification trade.



The designation of a new trade is initiated by industry and the Board reviews the request and provides a recommendation to the Minister. The Board relies on the expertise of industry members to provide input related to the development and designation of new trades.

The trade designation process begins when industry submits an application and supporting documents to the Board. Send completed applications 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)**







## **Designated Trade Components**

Manitoba is responsible for over 50 designated skilled trades or occupations. Each program is maintained by provincial and/or inter-provincial training standards and requirements. These standards include regulatory, by-law, and technical training requirements.


Designated trades and occupations in Manitoba are governed by regulations under The Apprenticeship and Certification Act, including the Apprenticeship and Certification – General Regulation as well as individual compulsory certification trade regulations or Board voluntary trade by-laws.

Compulsory Certification Trades - require all persons who work in these trades to be either a registered apprentice or certified journeyperson. These trades are governed under the Apprenticeship and Certification – General Regulation and each have an individual trade regulation.

Voluntary Trades - have the registration of apprenticeship as optional. These trades are governed under the Apprenticeship and Certification – General Regulation and each have an individual Board by-law.

Occupations - have certification available only through trade qualification, there is no apprenticeship program. Occupations are governed under the Apprenticeship and Certification – General Regulation and each have an individual Board by-law.

Legislation outlines the roles and responsibilities of all parties involved in apprenticeship training including the Manitoba government, Board, the Board's industry committees and working groups, employers and apprentices to ensure training and certification is reflective of industry standards.



The regulations and by-laws outline the requirements for each trade and may include:

- 1. Scope of the trade:** identifies the main tasks of the trade.
- 2. Term of apprenticeship:** the number of hours and levels for the trade.
- 3. Examination requirements:** may include a practical and/or written certification examination. Red Seal trades include a written interprovincial examination.
- 4. Minimum wage rates:** a percentage of the Manitoba minimum wage or a percentage of the journey person wage rate. Apprentice wage rates increase upon the completion of each level.
- 5. Trade qualification:** the work experience and scope requirements for experienced tradespersons in order to apply for certification in the trade.

Technical training is developed through the Board by working committees including Sector Committees and Industry Working Groups, which are comprised of employer and employee industry representatives.

More information about the Act, regulations and by-laws that govern the apprenticeship and certification system are included on the Legislation page at [Manitoba.ca/apprenticeship](https://www.manitoba.ca/apprenticeship).

### **The Trade or Occupation Designation Process**

When determining whether or not to submit a designation request, industry representatives should consider the following:

- Certification cannot be gained through another means in Manitoba.
- Minimum labour market demand must be met in order for designation to be considered.
- For designation as a trade, there must be demonstrated projection of 50 apprentice registrations annually and employers must be able to sustain sending a minimum of 15 apprentices to technical training each year, for each level of training.



# Designation Stages

## Step 1: Application

Industry must submit a completed application to the Board.

## Step 2: Assessment and Approvals

- The Board will review the application.
- Applicants may be invited to attend a Board meeting to present the designation request and provide additional information for the Board's consideration.
- The Board may determine whether or not further analysis and/or a public consultation should be undertaken.
- If the Board rejects the application for designation, written notification is sent to the applicant and the process terminates.
- If the Board supports the designation request, a recommendation is sent to the Minister. If the designation request is approved by the Minister, legislative requirements and standards development is initiated. If the Minister rejects the application for designation, written notification is sent to the Board.





### Step 3: Program Standards Development

If the designation proceeds, the Board will make a recommendation to the Minister on all developed program standards for the potential trade or occupation, including proposed regulatory requirements.

### Step 4: Communication and Implementation

- Once regulatory approval has been obtained by the Minister, stakeholders are notified of the designation and the date it comes into force.
- For designated trades, Apprenticeship Manitoba works with the technical training provider to implement the new program and training.

**Note:** The designation process and development of new program standards and legislation is intensive. As such, the process may take 2-3 years (if approved) or 6-12 months (if not approved). When implementing a new trade or occupation, the timeline may be expedited if there is a current Red Seal Occupational Standard.





## Key Definitions

- **Apprenticeship program:** A work-based post-secondary training program that leads to a Certificate of Qualification in one of Manitoba's designated skilled trades.
- **Compulsory Certification Trade:** A regulated trade that requires individuals to be certified as a journeyperson or be an active apprentice in the trade to work in the trade within the province.
- **Designated Trade:** A trade that is prescribed in regulation under section 18 of The Apprenticeship and Certification Act and for which an apprenticeship program is established.
- **Designated Trainer:** A non-certified person who has been approved to supervise the practical training of an apprentice. They act in place of a journeyperson.
- **On-the-Job Training:** The on-the-job experience that is supervised by a certified journeyperson or designated trainer. Practical training comprises of about 80 per cent of an apprenticeship program.
- **Program Standards:** A set out the expectations of performance and achievement for certification in a particular trade or occupation.
- **Technical Training:** Formal, in-school instruction designed to supplement skills acquired through on-the-job experience and training. Technical training comprises about 20 per cent of an apprenticeship program.



- **Trades Qualification (TQ):** The process by which experienced tradespeople may apply to become certified journeymen in a designated trade based on years of experience and scope of trade knowledge.
- **Trade Regulation:** A document outlining the legislated requirements for specific trades (e.g. the scope and tasks of the trade, program length, wage rates, and certification requirements).
- **Trade Board By-law:** The document that outlines specific components of designated voluntary trades.
- **Voluntary Trade:** If a trade is voluntary, registering as an apprentice is optional. This means skilled trades workers can work in the trade without being an apprentice or journeyman.



## Contact Us

**Apprenticeship and  
Certification Board**

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Winnipeg, MB, R3B 0T4

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