



Trades Qualification for Experienced Tradespersons

Apprenticeship
MANITOBA

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As an experienced tradesperson, you are an important part of the workforce. Your in-depth knowledge and in-demand skills are valued in your trade.

For a variety of reasons, you may now want to have your experience formally recognized and become a certified journeyperson. Becoming a journeyperson demonstrates that you have met Manitoba's high industry standards as a skilled expert in your trade, may help you be more employable and earn higher wages, and allows you to mentor apprentices.

Your pathway to becoming a journeyperson requires you to be a Manitoba resident, and depends on a variety of factors, such as:

- if your trade is classified in Manitoba as a compulsory certification trade or as a voluntary trade
- if you hold a certificate of qualification from another Canadian province or territory
- if you hold a Canadian Military Trade Certification, and ranking at QL5, DP2 or higher
- the amount and scope of experience you have



Nine of Manitoba's designated trades are classified as compulsory certification trades. To work in a compulsory certification trade, you must be a registered apprentice or certified journeyperson. For voluntary trades, training and certification is highly recommended, but not mandatory.

Compulsory Certification Trades in Manitoba

- Construction Electrician
- Crane and Boom Truck Operator Trades
- Electrologist
- Esthetician
- Hairstylist
- Industrial Electrician
- Refrigeration and Air Conditioning Mechanic
- Sprinkler Fitter
- Steamfitter-Pipefitter

More details on these trades can be found online at:
Manitoba.ca/apprenticeship in the explore trades section under the trade profiles heading.





Newcomers in Manitoba

Newcomers who have extensive experience working in a skilled trade have the opportunities and supports they need to succeed in their careers in Manitoba.

The skills and experience that newcomers bring to Manitoba is valued and there are pathways to success in the skilled trades.

Do you hold a certificate of qualification from another Canadian province/ territory?

The Canadian Free Trade Agreement (CFTA) is an interprovincial agreement that allows any worker who is certified in a trade/occupation by a regulatory authority in one province/territory to be recognized as qualified for the same trade/occupation by all other provinces/territories.

If you have an out-of-province credential in a trade that is designated in Manitoba as a voluntary trade, you are eligible to work without any additional steps.

Red Seal Endorsement

Are you certified in a trade that is recognized by the Red Seal standard, but your certificate of qualification does not have a Red Seal endorsement? If you want to obtain a Red Seal endorsement on your existing certificate of qualification, you can apply to challenge the Red Seal exam.

You can find more information on the Red Seal website at www.red-seal.ca and in the Experienced Tradespersons section of the Apprenticeship Manitoba website.

Military Credential Recognition Pathway

Certain military trades are considered equivalent to one of Manitoba's designated trades. Some of these equivalent trades are voluntary trades in Manitoba, while others are compulsory certification trades. If you hold a Canadian military credential in one of these equivalent trades, you may be eligible to obtain a certificate of qualification in Manitoba through the Military Credential Recognition pathway.

Military Trade	Manitoba Designated 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

** Additional licensing required for construction electrician and industrial electrician.*

Remember: Construction Electrician, Industrial Electrician, Refrigeration and Air Conditioning Mechanic are compulsory certification trades in Manitoba.



For the voluntary trades, this pathway is not mandatory. You are eligible to work in your trade without any additional steps, or you can choose to have your military credential formally recognized.

For the compulsory certification trades, you can apply to the Military Credential Recognition pathway. Once you receive your Red Seal certification, you will also need to apply for licence through Inspection and Technical Services Manitoba. For more information on Manitoba's licensing requirements for these trades, visit

www.manitoba.ca/labour/its.

For more information on the Military Credential Recognition pathway, including application requirements, go the Experienced Tradespersons section of the Apprenticeship Manitoba website.





If you are an experienced tradesperson, but do not hold a certificate of qualification from another province/territory or a Canadian Military Trade Certification, you may be eligible to become a certified journeyperson through the trades qualification (TQ) program.

This pathway may allow you to earn your certificate

of qualification without having to do an apprenticeship program. The trades qualification program is only available to Manitoba residents.

1. Confirm your eligibility for Trades Qualification Pathway

- Visit the Explore Trades section at **manitoba.ca/apprenticeship**.
- Review the specific trades qualification minimum eligibility requirements for your trade. These requirements include:
 - a minimum number of years working in the trade*
 - a minimum number of hours working in the trade*
 - experience in at least 70 per cent of the scope of the trade

*Time spent as a registered apprentice is considered training and cannot be applied toward the trades qualification minimum eligibility requirements.



2. Apply to the Trades Qualification (TQ) program

As part of your application, you must submit:

- a completed trades qualification application
- a \$200 non-refundable assessment fee
- copies of any trade-related credentials you have, including those received out of province or outside Canada
- an employer declaration form*

*If your employer is no longer in business or you were self-employed, you must submit a statutory declaration form instead of the employer declaration form.

Important Note for Statutory Declaration: Unless your work experience hours were gained through self-employment, applications will not be accepted if they are only accompanied by a Statutory Declaration form. Non-self-employed applicants must provide at least one Employer Declaration form from an employer who can verify your work experience.

Important Note for all Declaration Forms: All declarations and submitted documentation are verified and additional information to support your application may be requested/required. This may include but is not limited to T4's, Records of Employment, company invoices, tax documents or company financial statements.

As part of the application process, you may have an interview with the trades qualification assessor at Apprenticeship Manitoba.

Your application will be reviewed, and Apprenticeship Manitoba will let you know whether or not you have been approved for the trade qualification process and to be able to challenge the certification exam.



Approved for Trades Qualification

If your application to the trades qualification program is approved, you are considered a trade qualifier. You will be sent a trade qualification exam application form and an exam schedule. You will have one year to write your certification exam and complete your practical exam, if your trade requires it.

A practical exam is required for trade qualifiers in the following trades:

- Auto Body and Collision Technician
- Automotive Refinishing Technician
- Bricklayer
- Carpenter
- Esthetician*
(including Nail Technician and Skin Care Technician)
- Hairstylist*
- Machinist
- Tool and Die Maker
- Welder

***Estheticians and Hairstylists**

If you have been successfully assessed through the trades qualification process, you will be mailed a temporary permit. This permit allows you to work in the trade while you are waiting to challenge the certification exam.



Not Approved for Trades Qualification

If your application to the trades qualification program is not approved, you can still pursue certification through the apprenticeship program. You may be eligible to challenge a level exam and your past experience may reduce the overall length of your apprenticeship program. An apprenticeship training co-ordinator at Apprenticeship Manitoba will work with you to find the right place for you in the apprenticeship program.





3. Prepare for the Certification Exam

As a trade qualifier, you will have one year to write your theory certification exam. The four-hour certification exam is made up of multiple-choice questions. You must score at least 70 per cent to pass. You will also need to complete a practical exam, if your trade requires it.

The exam application form and exam schedule are emailed to approved trade qualifiers and are not available online.

**Trades Qualification Certification Exam fee is \$400.
(Re-exam fee is \$100).**

If you have lost your exam schedule or trades qualification certification exam application form, please email TradesQ@gov.mb.ca.

There are many resources available to help you study for your certification exam. You can find information on these supports in the Experienced Tradespersons section of our website under the Certification Exams heading.

Apprenticeship Manitoba provides exam accommodations to reduce barriers and ensure all trade qualifiers have the opportunity to demonstrate their knowledge on their exam.

Exam accommodations available include:

- interpreter - you must bring your own interpreter
- reader - you must bring your own reader
- language dictionary - you must bring your own dictionary
- time extension - more time is given to take your exam
- private sitting - take your exam in another room
- modified exam format - the exam is modified for the visually impaired
- adaptive devices and other accommodations.



Certification exams for trade qualifiers are held at four locations in Manitoba:

- 111 Lombard Avenue, Winnipeg
- 340 9th Street, Brandon
- 118-3 Station Road, Thompson
- 305 4th Street West, The Pas



Once you are ready to challenge the trades qualification certification exam, submit your trades qualification exam application form, your exam accommodation request form, if applicable, and your payment.

What Happens if I Do Not Pass the Certification Exam?

- If you score less than 70 per cent on your certification exam, you can choose to re-write it. Apprenticeship Manitoba will share your exam results, which will help you determine areas to study.
- If you are unsuccessful after the second attempt, you may require upgrading in areas such as reading, or mathematics, as defined by Apprenticeship Manitoba. This is determined on a case-by-case basis.
- You can choose to pursue certification through the regular apprenticeship program. You may decide to take a level test which may reduce the overall length of your apprenticeship.

The Trades Qualification Assessor can help you navigate this process to find your path to certification.

Congratulations!

Experienced tradespersons are an important part of the workforce and are valuable contributors to Manitoba businesses and industry. Your trade qualification pathway and passing the certification exam leads to certification as a journeyperson.

As a certified journeyperson you have long-term options including being an expert journeyperson, opening professional opportunities, mentoring future apprentices, and continuing to advance your own career in the skilled trades.

Contact Us

For more detailed information, please visit the Experienced Tradespersons section of our website at **manitoba.ca/apprenticeship**.

If you have questions, you can contact us by:

Email: **TradesQ@gov.mb.ca**

Phone: 204-945-3337 or
1-877-978-7233 (toll-free in Manitoba)

Fax: 204-948-2346

Mail: Apprenticeship Manitoba
100-111 Lombard Avenue
Winnipeg, Manitoba R3B 0T4

**Located on Treaty 1 Territory and
the Traditional Homeland of the
Red River Métis**

Available in alternate formats, on request: please contact us by phone or by email as noted above.

