

Personal Information (please print)

Legal First Name	Middle Initial	Legal Last Name	Birth Date (yy/mm/dd)
Address		City/Town	Postal Code
Home or Cell Phone	Business Phone	E-mail address	Fax #

Eligibility Requirements

In order for Trades Qualifiers (TQ) to be approved to challenge the certification exam or for Designated Trainers (DT) to be approved to register apprentices, you must have worked both a minimum of 3 years and accumulated 5,400 hours, as well as acquired at least 70% scope of the trade.

Check the box you are applying for

- Trades Qualifier (Experienced tradesperson being assessed to challenge the certification exam)
 Designated Trainer (Experienced tradesperson being assessed to register apprentices)

* We encourage all Designated Trainers interested in receiving a Certificate of Qualification (trade ticket) to apply to challenge the exam through the Trades Qualification process. The application can be found at:

<http://www.gov.mb.ca/wdis/apprenticeship/generalinfo/forms.html>.

Instructions

You are about to complete the Work Experience Form (WEF) which is based on the sub-tasks outlined in the National Occupational Analysis (NOA). The NOA provides detailed information that will assist you when completing the WEF and is your best source for identifying any training gaps.

If you have difficulty understanding the detailed break-down of the subtasks, go to the Red Seal website at: www.red-seal.ca. Under the Resource Centre drop-down menu, select National Occupational Analyses, then click on Consult a Trade's NOA. Select your trade from the list, then click on the PDF. If more than one NOA is listed for your trade, choose the NOA that the exam is based on and download that version.

Rate your experience for each sub-task based on the scale below. The number of questions in each section of the certification exam is identified next to each Block title. How you assess yourself is an important step to prepare for the certification exam.

- Circle #0 if I have no experience doing this.
Circle #1 if I have a little experience doing this.
Circle #2 if I have some experience doing this with help.
Circle #3 if I have some experience doing this alone and unaided.
Circle #4 if I have frequently done this.
Circle #5 if I have extensive experience doing this.

Sign and date the completed Work Experience Form and return it to Apprenticeship Manitoba with either the Trades Qualification or Designated Trainer application form and related documents. Keep one copy of the Work Experience Form for your records.

Rev. 02/17

Brandon
340-9th St.
R7A 6C2
204-726-6365
Fax 204-726-6912

Thompson
118-3 Station Rd.
R8N 0N3
204-677-6346
Fax 204-677-6689

Winnipeg
100 -111 Lombard Ave.
R3B 0T4
204-945-3337
Fax 204-948-2346

Block A Common Occupational Skills (7 Questions)

Task	Sub-Tasks	Rating
1. Performs safety-related functions.	1.01 Uses personal protective equipment (PPE) and safety equipment.	0 1 2 3 4 5
	1.02 Maintains safe work environment.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
2. Maintains and uses tools and equipment.	2.01 Maintains hand, power and powder-actuated tools.	0 1 2 3 4 5
	2.02 Uses technical instruments and testers.	0 1 2 3 4 5
	2.03 Uses access equipment.	0 1 2 3 4 5
	2.04 Operates lifting, rigging and hoisting equipment.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
3. Plans and prepares for installation, service and maintenance.	3.01 Interprets drawings and codes.	0 1 2 3 4 5
	3.02 Selects systems, equipment and components.	0 1 2 3 4 5
	3.03 Organizes work.	0 1 2 3 4 5

Block B Piping Preparation and Assembly (13 Questions)

Task	Sub-Tasks	Rating
4. Fits tube and tubing for gas piping systems.	4.01 Prepares tube and tubing for fitting.	0 1 2 3 4 5
	4.02 Bends tube and tubing for gas piping systems.	0 1 2 3 4 5
	4.03 Connects tube and tubing for gas piping systems.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
5. Fits plastic pipe for gas piping systems.	5.01 Prepares plastic pipe for fitting.	0 1 2 3 4 5
	5.02 Connects plastic pipe for gas piping systems.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
6. Fits steel pipe for gas piping systems.	6.01 Prepares steel pipe for fitting.	0 1 2 3 4 5
	6.02 Connects steel pipe for gas piping systems.	0 1 2 3 4 5

Block C Venting and Air Supply Systems (13 Questions)

Task	Sub-Tasks	Rating
7. Installs venting.	7.01 Lays out venting.	0 1 2 3 4 5
	7.02 Prepares venting material for assembly.	0 1 2 3 4 5
	7.03 Connects material for venting.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
8. Installs air supply system.	8.01 Lays out air supply system.	0 1 2 3 4 5
	8.02 Connects air supply systems.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
9. Installs draft control systems.	9.01 Installs natural draft control systems.	0 1 2 3 4 5
	9.02 Installs mechanical draft control systems.	0 1 2 3 4 5

Block D Controls and Electrical Systems (18 Questions)

Task	Sub-Tasks	Rating
10. Selects and installs electronic components.	10.01 Performs selection and installation of combustion controls.	0 1 2 3 4 5
	10.02 Performs selection and installation of flame safeguards.	0 1 2 3 4 5
	10.03 Performs selection and installation of safety and operating controls.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
11. Selects and installs electrical components.	11.01 Selects electrical components.	0 1 2 3 4 5
	11.02 Performs assembly and connection of electrical components.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
12. Installs automation and instrumentation control systems.	12.01 Performs selection of automation and instrumentation control systems.	0 1 2 3 4 5
	12.02 Performs assembly and connection of automation and instrumentation control systems.	0 1 2 3 4 5

Block E Installation of Systems and Equipment (19 Questions)

Task	Sub-Tasks	Rating
13. Installs gas-fired system piping and equipment.	13.01 Installs gas-fired equipment.	0 1 2 3 4 5
	13.02 Installs gas piping systems.	0 1 2 3 4 5
	13.03 Connects gas supply to equipment.	0 1 2 3 4 5
	13.04 Connects equipment to energy distribution systems.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
14. Installs gas-fired system components.	14.01 Installs valve trains.	0 1 2 3 4 5
	14.02 Installs accessories.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
15. Installs propane storage and handling systems.	15.01 Installs propane storage systems.	0 1 2 3 4 5
	15.02 Installs propane handling systems.	0 1 2 3 4 5

Block F Testing and Commissioning of Gas-Fired Systems (14 Questions)

Task	Sub-Tasks	Rating
16. Tests gas-fired systems.	16.01 Tests gas piping systems.	0 1 2 3 4 5
	16.02 Performs start-up procedures.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
17. Commissions gas-fired systems.	17.01 Performs testing, adjusting and balancing procedures.	0 1 2 3 4 5
	17.02 Completes commissioning report and handover.	0 1 2 3 4 5

Block G Servicing Gas-Fired Systems (16 Questions)

Task	Sub-Tasks	Rating
18. Maintains gas-fired systems.	18.01 Inspects system components and operation.	0 1 2 3 4 5
	18.02 Performs maintenance activities.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
19. Repairs gas-fired systems.	19.01 Diagnoses gas-fired equipment and components.	0 1 2 3 4 5
	19.02 Selects replacement components.	0 1 2 3 4 5
	19.03 Replaces components.	0 1 2 3 4 5
	19.04 Verifies operation.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
20. Decommissions gas-fired systems.	20.01 Disconnects appliances and accessories.	0 1 2 3 4 5
	20.02 Removes gas-fired systems and components.	0 1 2 3 4 5

Name (please print) _____

Signature _____ Date: _____

Apprenticeship Manitoba
 100 -111 Lombard Ave.
 Winnipeg, MB, R3B 0T4

(204) 945-3337 (Phone) 1-877-978-7233 (Toll Free in Manitoba) (204) 948-2346 (Fax)