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 6 years and accumulated 9,600 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.

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Manitoba

Block A   Common Occupational Skills (7 Questions)

Task	Sub-Tasks	Rating
1. Performs safety-related functions.	1.01 Maintains safe work environment.	0 1 2 3 4 5
	1.02 Uses personal protective equipment (PPE) and safety equipment.	0 1 2 3 4 5
	1.03 Performs de-energizing, lock-out and tag-out procedures.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
2. Organizes work.	2.01 Uses diagrams, drawings and schematics.	0 1 2 3 4 5
	2.02 Plans tasks.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
3. Performs routine trade activities.	3.01 Maintains calibration, configuration and test equipment.	0 1 2 3 4 5
	3.02 Maintains tools.	0 1 2 3 4 5
	3.03 Maintains documentation.	0 1 2 3 4 5
	3.04 Operates material handling equipment.	0 1 2 3 4 5

Block B   Process Measuring and Indicating Devices (35 Questions)

Task	Sub-Tasks	Rating
4. Installs and services pressure, temperature, level and flow devices.	4.01 Installs pressure, temperature, level and flow devices.	0 1 2 3 4 5
	4.02 Maintains pressure, temperature, level and flow devices.	0 1 2 3 4 5
	4.03 Diagnoses pressure, temperature, level and flow devices.	0 1 2 3 4 5
	4.04 Repairs pressure, temperature, level and flow devices.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
5. Installs and services motion, speed, position and vibration devices.	5.01 Installs motion, speed, position and vibration devices.	0 1 2 3 4 5
	5.02 Maintains motion, speed, position and vibration devices.	0 1 2 3 4 5
	5.03 Diagnoses motion, speed, position and vibration devices.	0 1 2 3 4 5
	5.04 Repairs motion, speed, position and vibration devices.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
6. Installs and services mass, density and consistency devices.	6.01 Installs mass, density and consistency devices.	0 1 2 3 4 5
	6.02 Maintains mass, density and consistency devices.	0 1 2 3 4 5
	6.03 Diagnoses mass, density and consistency devices.	0 1 2 3 4 5
	6.04 Repairs mass, density and consistency devices.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
7. Installs and services process analyzers.	7.01 Installs process analyzers.	0 1 2 3 4 5
	7.02 Maintains process analyzers.	0 1 2 3 4 5
	7.03 Diagnoses process analyzers.	0 1 2 3 4 5
	7.04 Repairs process analyzers.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
8. Installs and services multiple variable computing devices.	8.01 Installs multiple variable computing devices.	0 1 2 3 4 5
	8.02 Maintains multiple variable computing devices.	0 1 2 3 4 5

| | 8.03 Diagnoses multiple variable computing devices. | 0 1 2 3 4 5 |
| | 8.04 Repairs multiple variable computing devices. | 0 1 2 3 4 5 |

Block C   Safety and Security Systems and Devices (9 Questions)

Task	Sub-Tasks	Rating
9. Installs and services safety systems and devices.	9.01 Installs safety systems and devices.	0 1 2 3 4 5
	9.02 Maintains safety systems and devices.	0 1 2 3 4 5
	9.03 Diagnoses safety systems and devices.	0 1 2 3 4 5
	9.04 Repairs safety systems and devices.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
10. Installs and services facility security systems. (NOT COMMON CORE)	10.01 Installs facility security systems. (NOT COMMON CORE)	0 1 2 3 4 5
	10.02 Maintains facility security systems. (NOT COMMON CORE)	0 1 2 3 4 5
	10.03 Diagnoses facility security systems. (NOT COMMON CORE)	0 1 2 3 4 5
	10.04 Repairs facility security systems. (NOT COMMON CORE)	0 1 2 3 4 5

Task	Sub-Tasks	Rating
11. Installs and services safety instrumented systems (SISs).	11.01 Installs SISs	0 1 2 3 4 5
	11.02 Configures SISs.	0 1 2 3 4 5
	11.03 Maintains SISs.	0 1 2 3 4 5
	11.04 Diagnoses SISs.	0 1 2 3 4 5
	11.04 Repairs SISs.	0 1 2 3 4 5

Block D   Hydraulic, Pneumatic and Electrical Systems (10 Questions)

Task	Sub-Tasks	Rating
12. Installs and services control devices for hydraulic systems.	12.01 Installs control devices for hydraulic systems.	0 1 2 3 4 5
	12.02 Maintains control devices for hydraulic systems.	0 1 2 3 4 5
	12.03 Diagnoses control devices for hydraulic systems.	0 1 2 3 4 5
	12.04 Repairs control devices for hydraulic systems.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
13. Installs and services pneumatic equipment.	13.01 Installs pneumatic equipment.	0 1 2 3 4 5
	13.02 Maintains pneumatic equipment.	0 1 2 3 4 5
	13.03 Diagnoses pneumatic equipment.	0 1 2 3 4 5
	13.04 Repairs pneumatic equipment.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
14. Installs and services electrical and electronic equipment.	14.01 Installs electrical and electronic equipment.	0 1 2 3 4 5
	14.02 Maintains electrical and electronic equipment.	0 1 2 3 4 5
	14.03 Diagnoses electrical and electronic equipment.	0 1 2 3 4 5
	14.04 Repairs electrical and electronic equipment.	0 1 2 3 4 5

Block E   Final Control Devices (24 Questions)

Task	Sub-Tasks	Rating
15. Installs and services valves.	15.01 Installs valves.	0 1 2 3 4 5
	15.02 Maintains valves.	0 1 2 3 4 5
	15.03 Diagnoses valves.	0 1 2 3 4 5

	15.04 Repairs valves.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
16.Installs and services actuators.	16.01 Installs actuators.	0 1 2 3 4 5
	16.02 Maintains actuators.	0 1 2 3 4 5
	16.03 Diagnoses actuators.	0 1 2 3 4 5
	16.04 Repairs actuators.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
17. Installs and services positioners.	17.01 Installs positioners.	0 1 2 3 4 5
	17.02 Maintains positioners.	0 1 2 3 4 5
	17.03 Diagnoses positioners.	0 1 2 3 4 5
	17.04 Repairs positioners.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
18. Configures and services variable speed drives (VSDs).	18.01 Configures VSDs.	0 1 2 3 4 5
	18.02 Maintains VSDs.	0 1 2 3 4 5
	18.03 Diagnoses VSDs.	0 1 2 3 4 5
	18.04 Repairs VSDs.	0 1 2 3 4 5

Block F   Communication Systems and Devices (14 Questions)

Task	Sub-Tasks	Rating
19. Installs and services control network systems.	19.01 Performs installation and configuration on control network systems.	0 1 2 3 4 5
	19.02 Diagnoses control network systems.	0 1 2 3 4 5
	19.03 Performs maintenance and repairs on control network systems.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
20. Installs and services signal converters.	20.01 Performs installation and configuration of signal converters.	0 1 2 3 4 5
	20.02 Diagnoses signal converters.	0 1 2 3 4 5
	20.03 Performs maintenance and repairs on signal converters.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
21. Installs and services gateways, bridges and media converters.	21.01 Performs installation and configuration of gateways, bridges and media converters.	0 1 2 3 4 5
	21.02 Diagnoses gateways, bridges and media converters.	0 1 2 3 4 5
	21.03 Performs maintenance and repairs on gateways, bridges and media converters.	0 1 2 3 4 5

Block G   Control Systems and Process Control (26 Questions)

Task	Sub-Tasks	Rating
22. Establishes and optimizes process control strategies.	22.01 Determines process control strategy.	0 1 2 3 4 5
	22.02 Optimizes process control.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
23. Installs and services stand-alone controllers (SACs).	23.01 Installs SACs.	0 1 2 3 4 5
	23.02 Configures SACs.	0 1 2 3 4 5
	23.03 Performs maintenance, diagnostics and repairs on SACs.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
24. Installs and services program-mable logic controllers (PLCs).	24.01 Installs PLCs.	0 1 2 3 4 5
	24.02 Configures PLCs.	0 1 2 3 4 5
	24.03 Performs maintenance, diagnosis and repairs on PLCs.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
25. Installs and services distributed control systems (DCSs).	25.01 Installs DCSs.	0 1 2 3 4 5
	25.02 Configures DCSs.	0 1 2 3 4 5
	25.03 Performs maintenance, diagnosis and repairs on DCSs.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
26. Installs and services human machine interface (HMIs).	26.01 Installs HMIs.	0 1 2 3 4 5
	26.02 Configures HMIs.	0 1 2 3 4 5
	26.03 Performs maintenance, diagnosis and repairs on HMIs.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
27. Installs and services supervisory control and data acquisition (SCADA) systems.	27.01 Installs SCADA systems.	0 1 2 3 4 5
	27.02 Configures SCADA systems.	0 1 2 3 4 5
	27.03 Performs maintenance, diagnosis and repairs on SCADA systems.	0 1 2 3 4 5

Name (please print) _____

Signature _____   Date: _____

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