

## 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 10,800 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 Provincial Occupational Analysis (POA). The POA provides detailed information that will assist you when completing the WEF and is your best source for identifying any training gaps. To access the POA, go to the Trade Profile page at <http://www.gov.mb.ca/wdis/apprenticeship/discover/mbtrades/index.html>. Follow the link to your trade, and click on the Provincial Occupational Analysis (POA).

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.

**Block A Common Occupational Skills (14 Questions)**

Task	Sub-Tasks	Rating
1. Uses and maintains tools and equipment.	1.01 Maintains hand, power and pneumatic tools.	0 1 2 3 4 5
	1.02 Maintains stationary tools.	0 1 2 3 4 5
	1.03 Uses powder-actuated tools.	0 1 2 3 4 5
	1.04 Uses lifting, rigging and hoisting equipment.	0 1 2 3 4 5
	1.05 Uses layout equipment.	0 1 2 3 4 5
	1.06 Uses tack welding equipment. (NOT COMMON CORE)	0 1 2 3 4 5
	1.07 Uses torch cutting equipment. (NOT COMMON CORE)	0 1 2 3 4 5

Task	Sub-Tasks	Rating
2. Performs safety related activities.	2.01 Uses personal protective equipment (PPE) and safety equipment.	0 1 2 3 4 5
	2.02 Maintains safe work environment.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
3. Uses building materials.	3.01 Installs fasteners, adhesives and connectors.	0 1 2 3 4 5
	3.02 Installs membranes and sealants.	0 1 2 3 4 5
	3.03 Installs foundation protection.	0 1 2 3 4 5
	3.04 Installs insulating materials.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
4. Builds and uses temporary access structures.	4.01 Uses stationary access equipment.	0 1 2 3 4 5
	4.02 Uses mobile access equipment.	0 1 2 3 4 5
	4.03 Erects/dismantles scaffolding.	0 1 2 3 4 5
	4.04 Modifies specialized scaffolding.	0 1 2 3 4 5

**Block B Planning and Layout (18 Questions)**

Task	Sub-Tasks	Rating
5. Interprets documentation.	5.01 Interprets project drawings.	0 1 2 3 4 5
	5.02 Interprets specifications.	0 1 2 3 4 5
	5.03 Interprets safety documentation.	0 1 2 3 4 5
	5.04 Interprets workplace documentation.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
6. Organizes work.	6.01 Schedules work sequence.	0 1 2 3 4 5
	6.02 Performs site preparation.	0 1 2 3 4 5
	6.03 Performs quantity take off.	0 1 2 3 4 5
	6.04 Organizes materials.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
7. Performs layout.	7.01 Performs site layout.	0 1 2 3 4 5
	7.02 Lays out concrete formwork.	0 1 2 3 4 5

	7.03 Lays out floor systems.	0 1 2 3 4 5
	7.04 Lays out deck systems.	0 1 2 3 4 5
	7.05 Lays out wall systems.	0 1 2 3 4 5
	7.06 Lays out ceiling systems.	0 1 2 3 4 5
	7.07 Lays out roof systems.	0 1 2 3 4 5
	7.08 Lays out stairs.	0 1 2 3 4 5

**Block C Concrete (15 Questions)**

Task	Sub-Tasks	Rating
8. Constructs formwork.	8.01 Erects excavation shoring and underpinning.	0 1 2 3 4 5
	8.02 Erects concrete falsework.	0 1 2 3 4 5
	8.03 Constructs footing forms.	0 1 2 3 4 5
	8.04 Constructs wall and grade beam formwork.	0 1 2 3 4 5
	8.05 Constructs slab-on-grade formwork.	0 1 2 3 4 5
	8.06 Constructs column formwork.	0 1 2 3 4 5
	8.07 Constructs stair formwork.	0 1 2 3 4 5
	8.08 Installs embedded steel.	0 1 2 3 4 5
	8.09 Dismantles formwork.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
9. Installs concrete, cement-based and epoxy products.	9.01 Places concrete.	0 1 2 3 4 5
	9.02 Facilitates curing of concrete.	0 1 2 3 4 5
	9.03 Performs basic concrete finishing.	0 1 2 3 4 5
	9.04 Installs pre-cast components.	0 1 2 3 4 5
	9.05 Installs grout.	0 1 2 3 4 5

**Block D Framing (17 Questions)**

Task	Sub-Tasks	Rating
10. Constructs floor systems.	10.01 Installs engineered floor systems.	0 1 2 3 4 5
	10.02 Constructs dimensional lumber floor framing.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
11. Constructs deck systems.	11.01 Constructs decks.	0 1 2 3 4 5
	11.02 Installs deck components.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
12. Constructs wall systems.	12.01 Installs engineered wall systems.	0 1 2 3 4 5
	12.02 Constructs dimensional lumber wall framing.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
13. Constructs roof and ceiling systems.	13.01 Installs engineered trusses.	0 1 2 3 4 5
	13.02 Constructs roof and ceiling framing.	0 1 2 3 4 5

**Block E Exterior Finish (13 Questions)**

Task	Sub-Tasks	Rating
14. Installs exterior doors and windows.	14.01 Installs exterior jambs/frames.	0 1 2 3 4 5
	14.02 Installs exterior doors.	0 1 2 3 4 5

	14.03 Installs specialty exterior doors.	0 1 2 3 4 5
	14.04 Installs exterior windows.	0 1 2 3 4 5
	14.05 Installs exterior door and window hardware.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
15. Installs roofing.	15.01 Installs roofing components.	0 1 2 3 4 5
	15.02 Installs roof coverings.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
16. Installs exterior finishes.	16.01 Installs exterior wall components.	0 1 2 3 4 5
	16.02 Installs exterior wall coverings.	0 1 2 3 4 5

**Block F Interior Finish (13 Questions)**

Task	Sub-Tasks	Rating
17. Applies wall and ceiling finishes.	17.01 Installs wallboard.	0 1 2 3 4 5
	17.02 Applies wall compound.	0 1 2 3 4 5
	17.03 Installs panels, tiles and solid wood finishes.	0 1 2 3 4 5
	17.04 Installs suspended ceilings.	0 1 2 3 4 5
	17.05 Installs demountable wall systems.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
18. Installs flooring.	18.01 Installs underlayment.	0 1 2 3 4 5
	18.02 Installs floor coverings.	0 1 2 3 4 5
	18.03 Installs access flooring.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
19. Installs interior doors and windows.	19.01 Installs interior jambs/frames.	0 1 2 3 4 5
	19.02 Installs interior doors.	0 1 2 3 4 5
	19.03 Installs interior windows.	0 1 2 3 4 5
	19.04 Installs interior door and window hardware.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
20. Constructs and installs finish components and stairs.	20.01 Fabricates finish components.	0 1 2 3 4 5
	20.02 Installs finish components and accessories.	0 1 2 3 4 5
	20.03 Constructs stairs.	0 1 2 3 4 5

**Block G Renovations (10 Questions)**

Task	Sub-Tasks	Rating
21. Performs renovation-specific support activities.	21.01 Removes existing material.	0 1 2 3 4 5
	21.02 Protects structure during renovations.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
22. Performs renovation-specific construction activities.	22.01 Joins new to existing construction.	0 1 2 3 4 5
	22.02 Changes existing structure during renovations.	0 1 2 3 4 5

Name (please print) \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

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