

What is Trades Qualification?

If you are experienced in a designated trade, but do not hold a Certificate of Qualification, you may become a fully qualified and certified journeyman through a Trades Qualification examination.

What do I need to do to apply for Trades Qualification?

There are a minimum number of years and hours required in order to qualify for Trades Qualification (TQ). Eligible candidates are required to submit a Trades Qualification Application, Work Experience Form, Employer Letter(s) on company letterhead and copies of any trade related certificates. Employer Letter(s) must include the exact dates of employment, total hours worked, a brief description of duties performed and the employer signature. If an Employer Letter(s) cannot be attained due to self-employment, unknown address or a business closure, a letter from the applicant outlining the employment details listed above is required.

What fees am I required to pay for Trades Qualification?

The Trades Qualification Application Fee is \$200.00 for Prior Learning Assessment services. When the TQ application is approved, you are required to submit an **Examination Application and a fee of \$400.00** in order to challenge the Certification exam for Trades Qualification

What if I do not meet the required number of years and hours?

If you do not meet the mandatory requirements for Trades Qualification, but have experience in a designated trade, you may apply for apprenticeship training. Your work experience and relevant technical training will be assessed by an Apprenticeship Training Coordinator and you will be credited accordingly. This may reduce the overall length of your apprenticeship program.

What is scope of the trade?

Scope of the trade is defined by the Blocks, Tasks and Sub-tasks contained in the Occupational Analysis. The numbers of questions on the exam are based on the block percentages obtained in the Occupational Analysis.

What happens when my application is approved?

When your application is approved and payment is received, you will be notified of your exam eligibility and sent an exam application to register the date, time and location of your choice. A letter will be sent to you advising of the date, time and location. You will have three hours to complete a multiple-choice theory examination (special accommodation may be provided upon request). You must score 70 percent or higher on your examination and successfully complete the practical exam (where applicable) to receive a Certificate of Qualification. Applicants have one year from the approval date to challenge the Trades Qualification Exam(s).

What happens if I do not score 70 per cent or higher on the examination?

If you do not pass the exam, Apprenticeship Manitoba will provide you with a summary of your results to show which areas require improvement and you may apply to re-write the exam. If you are not successful after the second attempt, you must take Apprenticeship Manitoba approved upgrading before attempting the exam again.

IMPORTANT NOTE: Applicants must re-apply and pay the appropriate fees as a trades qualifier if the exam is not challenged within one year. If your re-examination has not been scheduled within 12 months of your last examination, the entire application review process, including fees, will be required.

What is the AccessManitoba Privacy Notice and Client Consent?

Each Trades Qualification applicant must sign this consent to create a profile in AccessManitoba.ca when submitting a Trades Qualification Application. Read the last section of this application carefully, date and sign where indicated.

Trade: _____

Completing the Trades Qualification Application - Complete applications includes the following:

- Trades Qualification Application including the required fee and *AccessManitoba* Privacy Notice and Client Consent. Please sign pages 2 and 4
- Work Experience Form.
- Employer Letter(s) on company letterhead including exact dates of employment, total hours worked, a description of duties performed and the employer signature.
- Copies of trade related certificates.

If the application is not complete within 30 days, the incomplete application will be returned to the applicant.

Personal Information (please print)

Have you ever been a registered apprentice in Manitoba? Yes No If yes, include apprenticeship ID # _____

Legal First Name	Middle Initial	Legal Last Name
Address	City/Town	Postal Code
Home or Cell Phone	Business Phone	Fax #
E-mail address	Birth Date (year/month/day)	
Current Trade Employer Name	Current Trade Employer Address	Current Trade Employer Phone

Payment Information - Trade Qualification Application Fee \$200.00

Fees are subject to change and are non-refundable.

- Complete this section with the required credit card information if paying by Visa or MasterCard.
- Payment may be made by cheque or money order payable to the "Minister of Finance" or by cash or Interac in person.
- Post dated cheques are not accepted and a \$20.00 service fee will be applied to all returned cheques.
- In accordance with the Payment Card Industry Standard, Apprenticeship Manitoba cannot accept transmission of credit card information by e-mail. Please **DO NOT** send cash in the mail.

Cash **Cheque** **Money Order** **Debit** **VISA** **MasterCard**

Credit Card Number _____

Expiry Date _____ (mm/yy) Name as it appears on card _____

Office use only					
	Yes	No	Date	Signature	Comments
Fee Attached					
Documents Attached					
TQ Application Approved					
Foreign Recognition					
Pre-entry into Canada					

Education Information

What is the highest level of education you have completed?

Have you written an interprovincial Red Seal exam for this trade in any Canadian Jurisdiction? Yes No if yes give details.

Do you hold a Manitoba Certificate of Qualification in any trade? Yes No if yes give details.

Certificate #	Trade Name	Certificate Issue Date
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Do you hold a Manitoba Certificate of Qualification issued by and other Canadian jurisdiction? Yes No if yes give details.

Certificate #	Trade Name	Certificate Issue Date
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Please provide the following information

University/College/Technical Institute	Course/Program Name	Location	Dates From/To	Degree/Diploma/Level/ Certificate Achieved

Consent to Obtain and Disclose Personal Information

I understand that to administer, monitor and evaluate my application for Trades Qualification, Apprenticeship Manitoba may need to obtain personal information about me from, and provide personal information about me to; my current employer, former employers, a trade union and other recognized groups, organizations or associations to verify hours and dates worked by me in the trade; the Inspection and Technical Services Branch of Manitoba Labour and Immigration, training providers and other organizations to arrange for delivery of any required examination and learning support services; other government officials to verify certification obtained in other Canadian provinces and territories Canadian Council of Directors of Apprenticeship and Human Resources and Skills Development officials to administer Interprovincial (Red Seal) trade certification programs and/or to confirm my status as a Red Seal program client listed in the Interprovincial Computerized Examination System database (ICEMS). I authorize Apprenticeship Manitoba and these other persons and entities to share personal information about me as may be necessary for these purposes.

Application Declaration

I, _____ do solemnly declare that all of the information provided in support of my certificate of application is true and accurate. If any of the above information changes, I will immediately notify Apprenticeship Manitoba in writing. Based upon the legal authority granted under the *Apprenticeship and Certification Act*, if the Director of Apprenticeship Manitoba is of the opinion that the holder of a Certificate of Qualification provided false or misleading information, he/she may cancel or suspend the certificate of qualification. I understand that a person who knowingly contravenes a provision of the above Act is guilty of an offence and upon summary conviction is liable to pay a fine of not more than \$10,000. I understand that, under the authority of Statistics Act (Canada), Apprenticeship Manitoba shares identifying personal information with Statistics Canada to conduct statistical surveys with individuals, Reports and information produced by Statistics Canada from these surveys do not identify any individual or individuals. I understand that Apprenticeship Manitoba may share non-identifying bulk information with Statistics Canada and other Canadian Provinces and Territories to maintain national statistics and records. Personal information is protected by *The Freedom of Information and Protection of Privacy Act* of Manitoba. Any other use and disclosure of personal information by Apprenticeship Manitoba must be authorized by the apprentice or authorized under this Act. Please direct any questions or concerns to Apprenticeship Manitoba at (204) 945-3337 or 1-877-978-7233 toll-free in Manitoba.

Signature of Applicant _____ Date _____

AccessManitoba Privacy Notice and Client Consent

Why should I join AccessManitoba?

Apprenticeship Manitoba participates in *AccessManitoba*, a service designed to improve and coordinate access to business and employment programs and services. To facilitate its participation, Apprenticeship Manitoba requires each applicant apprentice to consent to create a profile in *AccessManitoba* using information from the Trades Qualification Application. If you do not consent, you may not participate in Apprenticeship Manitoba's programs.

What is AccessManitoba?

AccessManitoba is a secure service that individuals and companies can use to access, apply and pay for business and employment programs and services in-person or online. *AccessManitoba's* services are in addition to, and are integrated with, the other ways that the Government of Manitoba may communicate with its clients. The purpose of *AccessManitoba* is to deliver a single, collaborative and co-ordinated service for individuals and companies.

Why is AccessManitoba collecting your information?

The Government of Manitoba ("Manitoba"), through Manitoba Innovation, Energy and Mines, needs to collect and use your personal information to create a profile for you in *AccessManitoba*. Your profile will then be accessible by the Manitoba departments that participate in *AccessManitoba* to deliver programs and services you may wish to access. These are listed below as Government of Manitoba Participating Programs.

You may also use *AccessManitoba* to issue a Contact Me request to certain outside organizations, listed below as External Participating Programs. This is a request submitted on-line for that organization to answer any questions you may have regarding the services they offer. If you do this, certain personal information will be shared with the organization, as set out below.

Manitoba's legal authority to collect your information

The collection of your personal information to create your profile is necessary for *AccessManitoba's* Participating Programs to provide services and programs to you and to collaborate and co-ordinate when providing services and programs to you. Your personal information is being collected under the authority of clause 36(1)(b) of The Freedom of Information and Protection of Privacy Act (Manitoba), ("FIPPA") as it is necessary for and directly related to services and programs delivered by the Participating Programs. Manitoba limits the personal information it collects about you to the minimum amount required by such Participating Programs.

Your personal information is protected under FIPPA and, in the case of any personal health information collected for your profile, The Personal Health Information Act (Manitoba) (PHIA). Manitoba cannot use or disclose your information for other purposes unless you consent or Manitoba is authorized to do so by FIPPA or PHIA.

Who do I contact if I have questions about the use of my information?

If you have questions about the collection, use or disclosure of your personal information or personal health information that you have provided to *AccessManitoba*, please contact the *AccessManitoba* Help Desk at 204-948-2377 or toll-free at 1-877-M-ACCESS (1-877-622-2377).

Client Consent – Information Sharing

Manitoba is requesting your consent for *AccessManitoba* to disclose to the Participating Programs the information you submit to *AccessManitoba* for the purpose of updating records and information required by or permitted to be filed with those Participating Programs specified below.

If you provide consent when you are creating your *AccessManitoba* profile, you are consenting to the collection, use and disclosure of your information by the Participating Programs based upon the services you require and to the *AccessManitoba* Terms of Use at <https://web6.gov.mb.ca/Mbeso/shared/TermsOfUse>. Please ensure you carefully review the Terms of Use before agreeing to same.

Users of *AccessManitoba* have an obligation to provide accurate and complete information and may be subject to penalties or fines for providing false or inaccurate information.

You may quit a session at any time before you complete your profile and if you do so, any information you have provided for your profile will not be stored on any Manitoba servers; however, your Government of Manitoba login will still exist.

Required Information

In order to participate in *AccessManitoba*, you must consent to the sharing of the following information with the *AccessManitoba* Participating Programs, i.e. title (Dr., Miss., Mrs., Ms. and Mr.), first name, last name, middle name, suffix designation (Sr. or Jr.), preferred name.

If you use *AccessManitoba* to ask an External Participating Program to answer any questions you may have regarding the services they offer through a Contact Me request, you will be required to consent to sharing the following information from your profile with the organization, i.e. first name, last name, phone number, e-mail address.

Self-Declared Information.

If you choose to do so, you may also provide *AccessManitoba* with the following self-declared information which may be used to determine your eligibility to receive certain business or employment services offered by the Participating Programs, as well as for the purposes of research and planning, evaluation and accountability. These include visible minority status, disability, Aboriginal (Native) ancestry, gender, social insurance number and date of birth.

Providing this information is optional but it may be of benefit to you to include this information in your profile. If you wish to provide this self-declared information, then please select all categories that apply to you when completing your profile.

Certain Participating Programs may require you to provide this information in order to receive services from them. If you provide this information when you create your profile in *AccessManitoba*, then it will be stored in a secured field within *AccessManitoba* and will only be accessible by those Participating Programs who need this information in order to provide services to you.

Alternatively, you may choose to provide this self-declared information directly to program areas that require it at the time you apply for the program or service. You can provide this information to such program areas at the time of applying for the program or service, without it being stored in your *AccessManitoba* profile.

Participating Programs.

Government of Manitoba Participating Programs

The specific Manitoba departments who may access the information contained in your *AccessManitoba* profile are identified below.

- Manitoba Department of Agriculture, Food and Rural Initiatives
- Manitoba Department of Entrepreneurship, Training and Trade (including the Canada/Manitoba Business Service Centre*)
- Manitoba Department of Family Services and Consumer Affairs
- Manitoba Department of Finance
- Manitoba Department of Innovation, Energy and Mines

* The Canada/Manitoba Business Service Centre is jointly operated with Western Economic Diversification Canada

External Participating Programs

The outside organizations to which you may submit a Contact Me request, but which do not otherwise have access to your profile include the City of Winnipeg and the Workers Compensation Board of Manitoba.

Manitoba reserves the right to add additional departments and organizations to *AccessManitoba* from time to time, in which case a written notice will appear on the *AccessManitoba* website and the above lists will be updated.

Withdrawing your Consent.

If you wish to withdraw your consent to the further sharing of the information contained in your profile with the Participating Programs, you may do so by contacting the *AccessManitoba* Help Desk at 204-948-2377 or toll-free at 1-877-M-ACCESS (1-877-622-2377); however, you may no longer be eligible to receive services from those government departments participating in *AccessManitoba*.

I authorize Manitoba to collect and use my personal information for these purposes and to disclose it to the *AccessManitoba* Participating Programs.

Signature of Applicant _____ Date _____

Submit form to one of
the following offices:

Brandon
128, 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

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