

# Designated Trainer Application Form

This application must accompany the Work Experience Form (WEF) for the specified trade. Incomplete applications will be returned. With the exceptions of compulsory trades, the Apprenticeship and Trades Qualifications - General Regulation allows a provision to use a designated trainer (an experienced trades person without journeyman certification) to supervise the work of and train an apprentice. The provision allowing for designated trainers will be repealed by March 1st, 2013.

Trade \_\_\_\_\_

## Designated Trainer Personal Information (please print)

_____	_____	_____
Legal First Name	Middle Initial	Legal Last Name
_____	_____	_____
Address	City/Town	Postal Code
_____	_____	_____
Home or Cell Phone	Business Phone	Fax #

## Apprentice Personal Information (please print)

_____	_____	_____
Legal First Name	Middle Initial	Legal Last Name
_____	_____	_____
Address	City/Town	Postal Code
_____	_____	_____
Home or Cell Phone	Business Phone	Fax #

To apply as a designated trainer, you must have experience in 70% of the scope of the trade and you must have worked 1.5 times the term of apprenticeship within the last ten years. (Review the Work Experience Form for your trade to confirm the minimum hours and years required)

In the last 10 years indicate: The number of hours you have worked in the trade: \_\_\_\_\_

The number of years have you worked in this trade: \_\_\_\_\_

Would you consider becoming certified by taking a Trades Qualifications examination?  Yes  No

Would you like information on qualifying for interprovincial certification through Trades Qualification?  Yes  No

Would you be interested in participating in certification upgrading courses?  Yes  No

**The following information must be provided by the Designated Trainer Applicant.**

Employer (Include Address)	Dates of Employment	Total # Hours
	From:  To:	
	From:  To:	
	From:  To:	
	From:  To:	

**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 Mechanical and Engineering Branch of Manitoba Labour and Immigration, training providers and other organizations to arrange for delivery of any required examination 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 Trades Qualifications 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 \_\_\_\_\_

**Office use only**

	Yes	No	Date	Signature	Comments
Documents Attached					
DT Application Approved					

Director, Client Services and Operations Approval Signature \_\_\_\_\_ Date \_\_\_\_\_