

(Office use only - DT #: _____)

A. Application checklist	Complete applications include the following:
<input type="checkbox"/> Trades Qualification (TQ) Application - To challenge the Certification Exam - Fee Required - \$200.00 – see Section F	and / or
<input type="checkbox"/> Employer declaration of on the job experience form. These forms are located on the trade specific profile page. www.gov.mb.ca/wd/apprenticeship/discover/mbtrades/index.html	<input type="checkbox"/> Designated Trainer (DT) Application - To supervise an apprentice in a voluntary trade Apprentice name: _____ - Trade experience must be within the last 10 years
<input type="checkbox"/> Statutory declaration of on the job experience form. These forms are located on the trade specific profile page. www.gov.mb.ca/wd/apprenticeship/discover/mbtrades/index.html	
<input type="checkbox"/> Copies of trade related certificates. This includes Certificate of Qualification in any other trade(s).	
Incomplete applications will not be accepted.	

B. Personal Information		
_____	_____	_____
Legal First Name	Middle Initial	Legal Last Name
_____	_____	_____
Address	City/Town	Postal Code
_____	_____	_____
Home or Cell	Business Phone	Fax #
_____	_____	_____
E-mail address	Birth Date (year/month/day)	
_____	_____	

C. Name of Employer(s)	Date(s) of Employment		Worked		Hours Worked
			years	months	
	Start: _____	Finish: _____			
	Start: _____	Finish: _____			
	Start: _____	Finish: _____			
	Start: _____	Finish: _____			
	Start: _____	Finish: _____			
	Start: _____	Finish: _____			
	Start: _____	Finish: _____			
	Total:		years	months	hours

D. 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.

Signature of Applicant _____

Date _____

E. 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 _____

F. Payment Information

Trade Qualification Application Fee - \$200.00. (No fee for Designated Trainer Applications).

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 _____

**Submit form to one of
the following offices**

Brandon
128, 340-9th Street
R7A 6C2
PH: 204-726-6365
FAX: 204-726-6912

Thompson
118-3 Station Road
R8N 0N3
PH: 204-677-6346
FAX: 204-677-6689

Winnipeg
100-111 Lombard
Avenue R3B 0T4
PH: 204-945-3337
FAX: 204-948-2346