

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 5 years and accumulated 9,000 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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Brandon
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

Block A Occupational Skills (19 Questions)

Task	Sub-Tasks	Rating
1. Uses and maintains tools and equipment.	1.01 Maintains hand tools.	0 1 2 3 4 5
	1.02 Maintains portable power tools.	0 1 2 3 4 5
	1.03 Maintains stationary power tools.	0 1 2 3 4 5
	1.04 Maintains layout and measuring equipment.	0 1 2 3 4 5
	1.05 Uses scaffolding and access equipment.	0 1 2 3 4 5
	1.06 Uses rigging, hoisting and lifting equipment.	0 1 2 3 4 5
	1.07 Uses personal protective equipment (PPE) and safety equipment.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
2. Organizes work.	2.01 Interprets plans, drawings and specifications.	0 1 2 3 4 5
	2.02 Uses documentation and reference material.	0 1 2 3 4 5
	2.03 Communicates with others.	0 1 2 3 4 5
	2.04 Prepares list of materials and supplies.	0 1 2 3 4 5
	2.05 Plans project tasks.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
3. Performs routine activities.	3.01 Inspects work area.	0 1 2 3 4 5
	3.02 Prepares worksite.	0 1 2 3 4 5
	3.03 Handles glass and other materials.	0 1 2 3 4 5
	3.04 Prepares materials for installation.	0 1 2 3 4 5
	3.05 Stores glass and other materials.	0 1 2 3 4 5
	3.06 Performs glass cutting and edge treatment.	0 1 2 3 4 5
	3.07 Installs building envelope membranes.	0 1 2 3 4 5

	3.08 Installs flashing.	0 1 2 3 4 5
	3.09 Applies sealants.	0 1 2 3 4 5
	3.10 Maintains safe work environment.	0 1 2 3 4 5

Block B Commercial Window and Door Systems (55 Questions)

Task	Sub-Tasks	Rating
4. Fabricates commercial window and door systems.	4.01 Fabricates curtain walls.	0 1 2 3 4 5
	4.02 Fabricates storefronts.	0 1 2 3 4 5
	4.03 Fabricates window systems.	0 1 2 3 4 5
	4.04 Fabricates skylights and sloped glazing systems.	0 1 2 3 4 5
	4.05 Fabricates entrance systems.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
5. Installs commercial window and door systems.	5.01 Lays out commercial window and door systems.	0 1 2 3 4 5
	5.02 Installs curtain wall systems.	0 1 2 3 4 5
	5.03 Installs storefront systems.	0 1 2 3 4 5
	5.04 Installs window systems.	0 1 2 3 4 5
	5.05 Installs skylights and sloped glazing systems.	0 1 2 3 4 5
	5.06 Installs entrance systems.	0 1 2 3 4 5

Block C Residential Window And Door Systems (22 Questions)

Task	Sub-Tasks	Rating
6. Installs residential window systems.	6.01 Lays out residential window systems.	0 1 2 3 4 5
	6.02 Sets windows in openings.	0 1 2 3 4 5
	6.03 Glazes windows.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
7. Installs residential door systems.	7.01 Lays out residential door systems.	0 1 2 3 4 5
	7.02 Assembles residential door frames.	0 1 2 3 4 5
	7.03 Sets residential doors and frames.	0 1 2 3 4 5
	7.04 Installs residential door hardware.	0 1 2 3 4 5
	7.05 Glazes residential doors.	0 1 2 3 4 5

Block D Specialty Glass and Products (22 Questions)

Task	Sub-Tasks	Rating
8. Fabricates and installs specialty glass and products.	8.01 Lays out specialty glass and products.	0 1 2 3 4 5
	8.02 Assembles specialty glass, products and hardware.	0 1 2 3 4 5
	8.03 Installs specialty glass and products.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
9. Installs glass systems on vehicles.	9.01 Replaces glass on vehicles.	0 1 2 3 4 5
	9.02 Repairs laminated glass.	0 1 2 3 4 5

Block E Servicing (32 Questions)

Task	Sub-Tasks	Rating
10. Services commercial window and door systems.	10.01 Assesses service requirements for commercial window and door systems.	0 1 2 3 4 5
	10.02 Assembles parts and materials for commercial window and door systems.	0 1 2 3 4 5
	10.03 Repairs commercial window and door systems.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
11. Services residential window and door systems.	11.01 Assesses service requirements for residential window and door systems.	0 1 2 3 4 5
	11.02 Assembles parts and materials for residential window and door systems.	0 1 2 3 4 5
	11.03 Repairs residential window and door systems.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
12. Services specialty glass and products.	12.01 Assesses service requirements for specialty glass and products.	0 1 2 3 4 5
	12.02 Assembles specialty glass and products.	0 1 2 3 4 5
	12.03 Repairs specialty glass and products.	0 1 2 3 4 5

Name (please print) _____

Signature _____ Date: _____

Apprenticeship Manitoba
 100 -111 Lombard Ave.
 Winnipeg, MB, R3B 0T4

(204) 945-3337 (Phone) 1-877-978-7233 (Toll Free in Manitoba) (204) 948-2346 (Fax)