

**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 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](http://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.

Rev. 08/16

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

Task	Sub-Tasks	Rating
1. Uses and maintains tools and equipment.	1.01 Maintains tools and equipment.	0 1 2 3 4 5
	1.02 Uses access equipment.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
2. Performs safety-related functions.	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. Organizes work.	3.01 Performs task scheduling.	0 1 2 3 4 5
	3.02 Organizes materials on site.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
4. Performs routine trade practices.	4.01 Performs measurements and calculations.	0 1 2 3 4 5
	4.02 Interprets specifications and drawings.	0 1 2 3 4 5
	4.03 Prepares substrates.	0 1 2 3 4 5
	4.04 Applies sealants.	0 1 2 3 4 5

**Block B Industrial Applications (50 Questions)**

Task	Sub-Tasks	Rating
5. Prepares for installation of insulation in industrial applications.	5.01 Selects materials for industrial applications.	0 1 2 3 4 5
	5.02 Performs layout for industrial applications.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
6. Insulates piping and fittings.	6.01 Installs insulation on piping, fittings and hangers.	0 1 2 3 4 5
	6.02 Applies vapour barrier on piping and fittings.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
7. Insulates tanks, vessels and equipment.	7.01 Installs insulation on tanks, vessels and equipment.	0 1 2 3 4 5
	7.02 Applies vapour barrier on tanks, vessels and equipment.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
8. Installs protective cladding.	8.01 Fabricates cladding components.	0 1 2 3 4 5
	8.02 Assembles cladding components.	0 1 2 3 4 5
	8.03 Fastens cladding components.	0 1 2 3 4 5

**Block C Commercial Applications (32 Questions)**

Task	Sub-Tasks	Rating
9. Prepares for installation of insulation in commercial applications.	9.01 Selects materials for commercial applications.	0 1 2 3 4 5
	9.02 Performs layout for commercial applications.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
10. Insulates plumbing systems and mechanical piping.	10.01 Installs insulation on plumbing systems and mechanical piping.	0 1 2 3 4 5
	10.02 Applies vapour barrier on insulated plumbing systems and mechanical piping.	0 1 2 3 4 5
	10.03 Installs protective finishes on insulated plumbing systems and mechanical piping.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
11. Insulates mechanical ducting.	11.01 Installs insulation on mechanical ducting.	0 1 2 3 4 5
	11.02 Applies vapour barrier on insulated mechanical ducting.	0 1 2 3 4 5
	11.03 Installs protective finishes on insulated mechanical ducting.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
12. Insulates mechanical equipment.	12.01 Installs insulation on mechanical equipment.	0 1 2 3 4 5
	12.02 Applies vapour barrier on insulated mechanical equipment.	0 1 2 3 4 5
	12.03 Installs protective finishes on insulated mechanical equipment.	0 1 2 3 4 5

**Block D Common Applications (16 Questions)**

Task	Sub-Tasks	Rating
13. Installs insulation systems for refractory and cryogenic applications.	13.01 Applies insulation to refractory systems.	0 1 2 3 4 5
	13.02 Applies insulation to cryogenic systems.	0 1 2 3 4 5
	13.03 Applies vapour barrier to insulated components of cryogenic systems.	0 1 2 3 4 5
	13.04 Installs reflective and protective jacketing.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
14. Installs underground insulating systems.	14.01 Installs pipe insulation to underground systems.	0 1 2 3 4 5
	14.02 Installs pour-in-place insulation to underground systems.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
15. Insulates for soundproofing.	15.01 Insulates piping for soundproofing.	0 1 2 3 4 5
	15.02 Insulates turbines and equipment for soundproofing.	0 1 2 3 4 5
	15.03 Insulates mechanical systems for soundproofing.	0 1 2 3 4 5
	15.04 Fabricates acoustic panels.	0 1 2 3 4 5
	15.05 Installs acoustic panels to ceilings and walls.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
16. Installs removable covers.	16.01 Fabricates removable covers.	0 1 2 3 4 5
	16.02 Fastens removable covers.	0 1 2 3 4 5

**Block E Distinctive Applications (10 Questions)**

Task	Sub-Tasks	Rating
17. Sprays sealers, coatings and spray-on insulation.	17.01 Protects surrounding work area for spraying.	0 1 2 3 4 5
	17.02 Prepares material, equipment and substrate for spraying.	0 1 2 3 4 5
	17.03 Installs reinforcing material for spraying.	0 1 2 3 4 5
	17.04 Applies spray insulation, coatings and sealers.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
18. Installs fire stop systems.	18.01 Applies fire stop materials to structural, electrical and mechanical components.	0 1 2 3 4 5
	18.02 Protects fire stop materials.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
19. Installs fireproofing.	19.01 Applies fireproofing to structural, electrical and mechanical components.	0 1 2 3 4 5
	19.02 Protects fireproofing materials.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
20. Insulates for marine applications. (NOT COMMON CORE)	20.01 Insulates bulkheads, deckheads and hulls. (NOT COMMON CORE)	0 1 2 3 4 5
	20.02 Installs finish material for marine applications. (NOT COMMON CORE)	0 1 2 3 4 5

**Block F Asbestos Abatement (8 Questions)**

Task	Sub-Tasks	Rating
21. Prepares for asbestos abatement.	21.01 Determines required personal protective equipment (PPE) for asbestos abatement.	0 1 2 3 4 5
	21.02 Retrieves sample of asbestos for testing.	0 1 2 3 4 5
	21.03 Determines scope of work.	0 1 2 3 4 5
	21.04 Prepares site for removal and containment of asbestos.	0 1 2 3 4 5
	21.05 Builds temporary enclosure.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
22. Performs asbestos removal procedures.	22.01 Removes asbestos.	0 1 2 3 4 5
	22.02 Disposes of asbestos materials.	0 1 2 3 4 5
	22.03 Performs decontamination of area and equipment.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
23. Performs maintenance repair.	23.01 Encapsulates asbestos.	0 1 2 3 4 5
	23.02 Encloses asbestos.	0 1 2 3 4 5

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

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

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