

**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 4.5 years and accumulated 8,100 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

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 Common Occupational Skills (29 Questions)**

Task	Sub-Tasks	Rating
1. Performs safety-related functions.	1.01 Uses personal protective equipment (PPE) and safety equipment.	0 1 2 3 4 5
	1.02 Maintains safe work environment.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
2. Uses and maintains tools and equipment.	2.01 Maintains tools and equipment.	0 1 2 3 4 5
	2.02 Uses rigging, hoisting and lifting equipment.	0 1 2 3 4 5
	2.03 Uses access equipment.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
3. Performs routine trade practices.	3.01 Uses documentation.	0 1 2 3 4 5
	3.02 Determines project requirements.	0 1 2 3 4 5
	3.03 Plans job.	0 1 2 3 4 5
	3.04 Protects surroundings.	0 1 2 3 4 5
	3.05 Handles materials.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
4. Performs quality control assessments.	4.01 Assesses substrate conditions and deficiencies.	0 1 2 3 4 5
	4.02 Assesses product conditions and deficiencies.	0 1 2 3 4 5
	4.03 Assesses quality of painted or coated surfaces and wall coverings.	0 1 2 3 4 5

**Block B Surface Preparation (36 Questions)**

Task	Sub-Tasks	Rating
5. Performs general surface preparation.	5.01 Removes existing paints and coatings.	0 1 2 3 4 5
	5.02 Removes existing wall coverings and adhesives.	0 1 2 3 4 5
	5.03 Cleans surfaces.	0 1 2 3 4 5
	5.04 Primes surfaces.	0 1 2 3 4 5
	5.05 Sands surfaces.	0 1 2 3 4 5
	5.06 Applies caulking.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
6. Prepares wood surfaces for paints, coatings and wall coverings.	6.01 Treats wood surfaces.	0 1 2 3 4 5
	6.02 Repairs imperfections in wood.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
7. Prepares concrete and masonry surfaces.	7.01 Mechanically treats concrete and masonry surfaces.	0 1 2 3 4 5
	7.02 Chemically treats concrete and masonry surfaces.	0 1 2 3 4 5
	7.03 Repairs concrete and masonry surfaces.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
8. Prepares metal surfaces.	8.01 Treats metal surfaces.	0 1 2 3 4 5
	8.02 Repairs metal surfaces.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
9. Prepares plaster surfaces and drywall.	9.01 Repairs existing plaster surfaces and drywall.	0 1 2 3 4 5
	9.02 Finishes new drywall.	0 1 2 3 4 5

**Block C Residential, Institutional and Commercial Paints and Coatings (26 Questions)**

Task	Sub-Tasks	Rating
10. Prepares for application of residential, institutional and commercial paints and coatings.	10.01 Prepares residential, institutional and commercial paints and coatings.	0 1 2 3 4 5
	10.02 Installs residential, institutional and commercial reinforcing mesh.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
11. Applies residential, institutional and commercial paints and coatings.	11.01 Applies residential, institutional and commercial paints and coatings with brushes.	0 1 2 3 4 5
	11.02 Applies residential, institutional and commercial paints and coatings with rollers.	0 1 2 3 4 5
	11.03 Applies residential, institutional and commercial paints and coatings with applicators. (NOT COMMON CORE)	
	1.04 Applies residential, institutional and commercial paints and coatings with spray equipment.	

Task	Sub-Tasks	Rating
12. Applies decorative/specialty finishes.	12.01 Applies paints and coatings using decorative techniques.	0 1 2 3 4 5
	12.02 Creates faux finishes.	0 1 2 3 4 5
	12.03 Applies gilding.	0 1 2 3 4 5
	12.04 Applies stencils and graphics.	0 1 2 3 4 5

	12.05 Creates textured finishes.	0 1 2 3 4 5
	12.06 Applies multi-spec coatings.	0 1 2 3 4 5

**Block D Wall Coverings (10 Questions)**

Task	Sub-Tasks	Rating
13. Prepares for application of wall coverings.	13.01 Treats surfaces for wall coverings.	0 1 2 3 4 5
	13.02 Lays out surface.	0 1 2 3 4 5
	13.03 Prepares wall coverings.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
14. Applies wall coverings.	14.01 Applies adhesives.	0 1 2 3 4 5
	14.02 Installs vinyl wall coverings.	0 1 2 3 4 5
	14.03 Installs fabric and natural material wall coverings.	0 1 2 3 4 5
	14.04 Installs rigid wall coverings.	0 1 2 3 4 5
	14.05 Repairs existing wall coverings.	0 1 2 3 4 5

**Block E Wood Finishes (13 Questions)**

Task	Sub-Tasks	Rating
15. Prepares for wood finishing applications.	15.01 Conditions wood surfaces.	0 1 2 3 4 5
	15.02 Applies wood fillers.	0 1 2 3 4 5
	15.03 Seals wood surfaces.	0 1 2 3 4 5
	15.04 Prepares wood finishing products.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
16. Finishes wood surfaces.	16.01 Brushes on wood finishes.	0 1 2 3 4 5
	16.02 Wipes on wood finishes.	0 1 2 3 4 5
	16.03 Sprays on wood finishes.	0 1 2 3 4 5

**Block F Industrial Paints and Coatings (16 Questions)**

Task	Sub-Tasks	Rating
17. Prepares for application of industrial paints and coatings.	17.01 Prepares industrial paints and coatings.	0 1 2 3 4 5
	17.02 Installs fibre reinforced plastics (FRP).	0 1 2 3 4 5

Task	Sub-Tasks	Rating
18. Applies industrial paints and coatings.	18.01 Applies industrial paints and coatings with hand tools.	0 1 2 3 4 5
	18.02 Applies industrial paints and coatings with power tools.	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)