

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 within the last 10 and accumulated 9,600 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 Provincial Occupational Analysis (POA). The POA provides detailed information that will assist you when completing the WEF and is your best source for identifying any training gaps. To access the POA, go to the Trade Profile page at <http://www.gov.mb.ca/wdis/apprenticeship/discover/mbrtrades/index.html>. Follow the link to your trade, and click on the Provincial Occupational Analysis (POA).

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.

Block A Performing Basic Work Practices, Activities, and Procedures (38 Questions)

Task	Sub-Tasks	Rating
1. Participates in workplace health and safety practices.	1.01 Demonstrates basic safety awareness.	0 1 2 3 4 5
	1.02 Uses safety gear and personal protective equipment.	0 1 2 3 4 5
	1.03 Maintains a safe workplace environment.	0 1 2 3 4 5
	1.04 Installs and maintains LP storage and handling facilities.	0 1 2 3 4 5
	1.05 Follows Safety/Health Acts and regulations.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
2. Uses equipment, hand/power tools, instruments, and wiring methods.	2.01 Uses hand tools.	0 1 2 3 4 5
	2.02 Uses power tools.	0 1 2 3 4 5
	2.03 Uses powder-actuated tools.	0 1 2 3 4 5
	2.04 Uses technical instruments, and testers.	0 1 2 3 4 5
	2.05 Operates bucket-truck and other lift-trucks.	0 1 2 3 4 5
	2.06 Follows approved wiring methods.	0 1 2 3 4 5
	2.07 Solders.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
3. Reads/interprets prints and manuals.	3.01 Reads/interprets codes, company policies, company maintenance manuals, and manufacturer manuals.	0 1 2 3 4 5
	3.02 Reads/interprets drawings (for example, electrical, hydraulic, and pneumatic, mechanical and civil, block diagrams, and PLC logic drawings).	0 1 2 3 4 5
	3.03 Reads/interprets Canadian Electrical Code and the Manitoba Regulation.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
4. Communicates on the job.	4.01 Establishes and maintains effective communications with co-workers and others.	0 1 2 3 4 5

	4.02 Uses computers.	0 1 2 3 4 5
	4.03 Uses telephone and fax.	0 1 2 3 4 5
	4.04 Uses hand-signals and two-way radios.	0 1 2 3 4 5
	4.05 Uses diagrams, schedules, and charts to communicate.	0 1 2 3 4 5
	4.06 Completes documentation/reports.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
5. Trains personnel.	5.01 Conducts orientation.	0 1 2 3 4 5
	5.02 Assesses capabilities.	0 1 2 3 4 5
	5.03 Provides direction, guidance.	0 1 2 3 4 5
	5.04 Supervises, monitors.	0 1 2 3 4 5
	5.05 Evaluates performance.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
6. Uses mathematical and scientific methods fundamental to the power electrician's trade.	6.01 Performs mathematical operations required to solve technical problems.	0 1 2 3 4 5
	6.02 Applies scientific principles to the solution of technical problems.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
7. Uses basic electrical, electronic, and digital devices and circuits.	7.01 Applies electrical concepts to job-related tasks.	0 1 2 3 4 5
	7.02 Applies electronic concepts to job-related tasks.	0 1 2 3 4 5
	7.03 Applies digital logic concepts to job-related tasks.	0 1 2 3 4 5
	7.04 Analyzes three-phase systems.	0 1 2 3 4 5

Block B Operating Power Distribution, Generation, and Transmission Systems (4 Questions)

Task	Sub-Tasks	Rating
8. Analyzes system requirements.	8.01 Calculates loading, ensures alternate feed, and coordinates with customers.	0 1 2 3 4 5
	8.02 Performs switching.	0 1 2 3 4 5

Block C Installing/Removing and Maintaining High-Voltage (750V-750kV) Systems (18 Questions)

Task	Sub-Tasks	Rating
9. Installs/removes and maintains high-voltage equipment.	9.01 Installs/removes and maintains transformers and reactors.	0 1 2 3 4 5
	9.02 Installs/removes and maintains oil-circuit reclosers (OCRs).	0 1 2 3 4 5
	9.03 Installs/removes and maintains breakers.	0 1 2 3 4 5
	9.04 Installs/removes and maintains disconnects.	0 1 2 3 4 5
	9.05 Installs/removes and maintains regulating equipment.	0 1 2 3 4 5
	9.06 Installs/removes and maintains grounding, bonding, and temporary grounding systems.	0 1 2 3 4 5
	9.07 Installs/removes and maintains bus-work.	0 1 2 3 4 5
	9.08 Installs/removes and maintains lightning/surge arrestors.	0 1 2 3 4 5
	9.09 Installs/removes and maintains high-voltage direct current (HVDC) equipment.	0 1 2 3 4 5

Block D Installing/Removing and Maintaining Low-Voltage (<750V) Systems (4 Questions)

Task	Sub-Tasks	Rating
10. Installs/removes and maintains low-voltage equipment.	10.01 Installs/removes and maintains lighting equipment.	0 1 2 3 4 5
	10.02 Installs/removes and maintains heating ventilation, and air-conditioning (HVAC) equipment.	0 1 2 3 4 5
	10.03 Installs/removes and maintains equipment-cooling systems.	0 1 2 3 4 5
	10.04 Installs/removes and maintains AC/DC distribution equipment.	0 1 2 3 4 5

Block E Installing/Removing and Maintaining Rotating Machines (7 Questions)

Task	Sub-Tasks	Rating
11. Installs/removes and maintains rotating machines.	11.01 Installs/removes and maintains motors.	0 1 2 3 4 5
	11.02 Installs/removes and maintains generators.	0 1 2 3 4 5
	11.03 Installs/removes and maintains excitation equipment.	0 1 2 3 4 5
	11.04 Installs/removes and maintains governor equipment.	0 1 2 3 4 5

Block F Installing/Removing & Maintaining Control, Protection, & Monitoring Systems (23 Questions)

Task	Sub-Tasks	Rating
12. Installs/removes and maintains control, protection, and monitoring systems.	12.01 Installs/removes and maintains control systems.	0 1 2 3 4 5
	12.02 Installs/removes and maintains microprocessor-based control and monitoring systems (PLCs).	0 1 2 3 4 5
	12.03 Installs/removes and maintains battery banks/chargers and power supplies.	0 1 2 3 4 5
	12.04 Installs/removes and maintains AC and DC motor-controls.	0 1 2 3 4 5
	12.05 Installs/removes and maintains metering systems.	0 1 2 3 4 5
	12.06 Installs/removes and maintains fire-detection/suppression equipment.	0 1 2 3 4 5
	12.07 Installs/removes and maintains building-security systems.	0 1 2 3 4 5
	12.08 Installs/removes and maintains instrumentation and devices.	0 1 2 3 4 5
	12.09 Installs/removes and maintains relay and protection systems.	0 1 2 3 4 5
	12.10 Installs/removes and maintains annunciation (monitoring) systems.	0 1 2 3 4 5

Block G Troubleshooting (5 Questions)

Task	Sub-Tasks	Rating
13. Troubleshoots.	13.01 Recognizes and analyzes problem.	0 1 2 3 4 5
	13.02 Selects tools, equipment, and personnel to address problem.	0 1 2 3 4 5
	13.03 Resolves problem.	0 1 2 3 4 5
	13.04 Verifies problem has been resolved.	0 1 2 3 4 5

Block H Managing Projects (1 Questions)

Task	Sub-Tasks	Rating
14. Plans and organizes project requirements.	14.01 Participates in project requirements.	0 1 2 3 4 5
	14.02 Estimates budget and cost-control.	0 1 2 3 4 5
	14.03 Schedules activities.	0 1 2 3 4 5
	14.04 Organizes materials and tools.	0 1 2 3 4 5
	14.05 Coordinates labour and other trades' requirements.	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)

