

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 6,300 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.

Rev. 08/16

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Block A Common Occupational Skills (17 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. Maintains and uses tools and equipment	2.01 Maintains tools and equipment.	0 1 2 3 4 5
	2.02 Uses hoisting, lifting and rigging equipment.	0 1 2 3 4 5
	2.03 Uses motorized equipment.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
3. Performs common work practices and procedures.	3.01 Interprets blueprints and drawings.	0 1 2 3 4 5
	3.02 Estimates material.	0 1 2 3 4 5
	3.03 Assesses worksite conditions.	0 1 2 3 4 5
	3.04 Communicates with others.	0 1 2 3 4 5
	3.05 Accesses work area.	0 1 2 3 4 5
	3.06 Positions equipment and material on the ground and on the roof.	0 1 2 3 4 5
	3.07 Prepares material disposal systems.	0 1 2 3 4 5

Block B Roof Preparation (21 Questions)

Task	Sub-Tasks	Rating
4. Prepares roof for replacement.	4.01 Protects surrounding area.	0 1 2 3 4 5
	4.02 Removes loose debris.	0 1 2 3 4 5

	4.03 Removes roofing and flashings.	0 1 2 3 4 5
	4.04 Prepares roof substrate.	0 1 2 3 4 5
	4.05 Performs minor adjustments to penetrations, curbs and parapets.	0 1 2 3 4 5
	4.06 Installs water cut-offs, temporary seals and temporary drains.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
5. Prepares deck for roof installation.	5.01 Inspects deck.	0 1 2 3 4 5
	5.02 Cleans deck.	0 1 2 3 4 5
	5.03 Verifies placement of roof penetrations, curbs and parapets.	0 1 2 3 4 5
	5.04 Dries deck.	0 1 2 3 4 5

Block C Low Slope and Flat Roofing (39 Questions)

Task	Sub-Tasks	Rating
6. Applies roofing components.	6.01 Installs levelling surface.	0 1 2 3 4 5
	6.02 Primes substrate.	0 1 2 3 4 5
	6.03 Applies vapour retarder, vapour barrier and air barrier.	0 1 2 3 4 5
	6.04 Installs insulation.	0 1 2 3 4 5
	6.05 Installs cover board.	0 1 2 3 4 5
	6.06 Installs drains, vents, curbs and penetrations	0 1 2 3 4 5
	6.07 Applies ballast, walkways and protective surfaces.	0 1 2 3 4 5
	6.08 Installs metal flashings.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
7. Applies membranes.	7.01 Relaxes membrane.	0 1 2 3 4 5
	7.02 Sets membranes.	0 1 2 3 4 5
	7.03 Applies membranes using hot-liquid process.	0 1 2 3 4 5
	7.04 Applies membranes using torched-on method.	0 1 2 3 4 5
	7.05 Applies membranes using hot-air welding.	0 1 2 3 4 5
	7.06 Applies membranes using cold process.	0 1 2 3 4 5
	7.07 Applies membranes using mechanical fasteners.	0 1 2 3 4 5
	7.08 Applies loose-laid membranes.	0 1 2 3 4 5
	7.09 Installs membrane flashings.	0 1 2 3 4 5

Block D Shingles, Tiles and Pre-formed Metal Roofing (19 Questions)

Task	Sub-Tasks	Rating
8. Performs common steep slope practices.	8.01 Installs steep slope underlayment.	0 1 2 3 4 5
	8.02 Installs attic vent flashings.	0 1 2 3 4 5
	8.03 Installs valley treatments.	0 1 2 3 4 5
	8.04 Installs saddles/crickets.	0 1 2 3 4 5
	8.05 Installs metal flashings for steep slope roofs.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
9. Applies shingles.	9.01 Determines layout of shingles.	0 1 2 3 4 5
	9.02 Installs starter strips.	0 1 2 3 4 5
	9.03 Fastens shingles.	0 1 2 3 4 5
	9.04 Cuts shingles.	0 1 2 3 4 5
	9.05 Tabs shingles.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
10. Applies roof tiles.	10.01 Installs strapping.	0 1 2 3 4 5
	10.02 Fastens roof tiles.	0 1 2 3 4 5
	10.03 Cuts roof tiles.	0 1 2 3 4 5
	10.04 Installs closure strips.	0 1 2 3 4 5
	10.05 Seals ridge and hip caps.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
11. Applies pre-formed metal roofing.	11.01 Installs strapping for pre-formed metal roofing.	0 1 2 3 4 5
	11.02 Fastens pre-formed metal roofing.	0 1 2 3 4 5
	11.03 Cuts sheet metal.	0 1 2 3 4 5
	11.04 Installs closure strips for pre-formed metal roofing.	0 1 2 3 4 5
	11.05 Installs snow guards.	0 1 2 3 4 5

Block E Waterproofing and Damp-proofing (11 Questions)

Task	Sub-Tasks	Rating
12. Waterproofs surfaces.	12.01 Prepares waterproofing substrates.	0 1 2 3 4 5
	12.02 Applies waterproofing membrane.	0 1 2 3 4 5
	12.03 Installs green, sustainable, vegetative and protected membrane components.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
13. Damp-proofs surfaces.	13.01 Applies coatings.	0 1 2 3 4 5
	13.02 Applies protection layer.	0 1 2 3 4 5

Block F Roof Maintenance and Repair (18 Questions)

Task	Sub-Tasks	Rating
14. Assesses roof condition.	14.01 Performs roof inspections.	0 1 2 3 4 5
	14.02 Performs cut test.	0 1 2 3 4 5
	14.03 Determines maintenance or repair required.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
15. Maintains and repairs roof.	15.01 Maintains drains and scuppers.	0 1 2 3 4 5
	15.02 Refills penetration pockets.	0 1 2 3 4 5
	15.03 Replaces deteriorated caulking.	0 1 2 3 4 5
	15.04 Repairs membrane defects.	0 1 2 3 4 5
	15.05 Reapplies surfacing and ballast to bare areas.	0 1 2 3 4 5
	15.06 Repairs steep roofing defects.	0 1 2 3 4 5
	15.07 Re-secures loose metal flashings.	0 1 2 3 4 5

Name (please print) _____

Signature _____ Date: _____

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