

Record of Work Experiences

Trade Qualifier or Pre-Apprenticeship Credits

Ironworker (Structural/Ornamental)

Applicant Information

Name: _____
Surname First Initial

Address: _____/_____/_____/_____
P. O. Box/Street City/Town Province Postal Code

Telephone: (____) _____ **Cell:** (____) _____ **Email address:** _____

Employer Information & Verification

Note to Employer

By completing the section below you are confirming that the hours indicated for the applicant are specific to employment in the **Ironworker (Structural/Ornamental)**.

Verified By: _____ CRA* Business #: _____
Company Name 9 digits

Address: _____/_____/_____/_____
P. O. Box/Street City/Town Province Postal Code

Telephone: (_____)_____ Email Address: _____
Employer or Representative

Employer or Representative Signature Employer or Representative (Print)

Date of applicant's employment from: ____/____/____ to: ____/____/____
Month Day Year Month Day Year

Total Hours of Employment the applicant worked in **Ironworker (Structural/Ornamental)**: _____ Hours

* CRA - Canada Revenue Agency

Trade Qualifiers ☐	The signature of the Journeyperson following each of the required skills acknowledges the applicant has met the competencies in each of the skill areas according to the Industry Standard associated with this trade.
Pre- Apprenticeship Credits ☐	The signature of the Journeyperson following each of the required skills acknowledges the applicant has performed in each of the skill areas appropriate for this trade.

- The Advisory Committee in the **Ironworker (Structural/Ornamental)** trade has identified the work experiences or skills listed below as those required for the trade.
- Journeypersons must be certified in the trade stated by this document. A Journeyperson in another trade may sign certain sections if the skills are common to both trades.

Skills Required for Certification	Performed to Journeyperson Standard			Verified by Applicant
	Journeyperson Signature	Date	Certificate Number	
COMMON OCCUPATIONAL SKILLS				
Maintain safe work environment				
Use PPE and safety equipment				
Participate in healthy and respectful work				
Use hand tools				
Use measuring and alignment tools				
Use power tools				
Use mobile elevating work platforms				
Use ladders				
Use material handling equipment				
Use scaffolding				
Use welding equipment				
Use mechanical cutting equipment				
Use thermal cutting equipment				
Organize materials and supplies				
Perform layout				
Use drawings and documentation				

Skills Required for Certification	Performed to Journey person Standard			Verified by Applicant
	Journey person Signature	Date	Certificate Number	
Plan tasks				
RIGGING, HOISTING AND POSITIONING				
Assess load				
Perform pre-lift analysis				
Select rigging, hoisting and positioning equipment				
Secure lift area				
Inspect rigging, hoisting and positioning equipment				
Assemble rigging, hoisting and positioning equipment				
Attache rigging equipment to load				
Perform hoisting and positioning operations				
Secure load before rigging removal				
Use hand and voice signals				
CRANE AND EQUIPMENT MOBILIZATION AND DEMOBILIZATION				
Conduct post-lift inspection				
Disassemble rigging, hoisting and positioning equipment				
Maintain rigging, hoisting and positioning equipment				
Participate in mobilization of cranes and equipment				
Demobilize cranes and equipment				
ERECTION, ASSEMBLY AND INSTALLATION				
Use falsework				
Attach structural members				
Level, plumb and align structural members				
Install structural members				
Install curtain walls and window walls				
Install miscellaneous components				

Skills Required for Certification	Performed to Journeyperson Standard			Verified by Applicant
	Journeyperson Signature	Date	Certificate Number	
PRE-STRESSING / POST TENSIONING				
Disassemble structural, ornamental and miscellaneous components				
Perform repairs and revisions of components				
Replace components				

Note to Journeypersons

- Journeypersons who have applied their signatures to the skills required for the certification section of this document must complete the following sections.
- The Apprenticeship and Trades Certification Division, for the purpose of verification, may contact Journeypersons who have applied their signatures to skills for applicants.

Journeyperson Supervisor Verification

Name: _____
Surname First Initial

Address: _____ / _____ / _____ / _____
P. O. Box/Street City/Town Province Postal Code

Telephone: (____) _____ **Cell phone:** (____) _____ **Email:** _____

Certificate Number: _____ **and/or** **I.P. Number:** _____

Issuing Jurisdiction: _____

Name (signature): _____

Journeyperson Supervisor Verification

Name: _____
Surname First Initial

Address: _____ / _____ / _____ / _____
P. O. Box/Street City/Town Province Postal Code

Telephone: (____) _____ **Cell phone:** (____) _____ **Email:** _____

Certificate Number: _____ **and/or** **I.P. Number:** _____

Issuing Jurisdiction: _____

Name (signature): _____

For Office Use Only

Credit: _____

Approved by: _____ Date: _____

month / day / year

Note To Trade Qualifier Applicants

If employer verification is not possible please contact the nearest Apprenticeship and Trades Certification Office to discuss available options.

Contact Information

Apprenticeship and Trades Certification Division Industrial Training Section	Mount Pearl	1170 Topsail Road, P.O. Box 8700, St. John's, NL A1B 4J6 Phone: 1-709-729-2729 or Toll Free 1-877-771-3737
	Clareville	45 Tilley's Road, Clareville, NL A5A 1Z4 Phone: 1-709-466-3982 or Toll Free: 1-877-771-3737
	Grand Falls-Windsor	42 Hardy Avenue, Grand Falls-Windsor, NL A2A 2J9 Phone: 1-709-292-4215 or Toll Free 1-877-771-3737
	Corner Brook	1-3 Union Street, 2 nd Floor, P.O. Box 2006, Corner Brook, NL A2H 6J8 Phone: 1-709-637-2366 or Toll Free 1-877-771-3737
	Happy Valley-Goose Bay	163 Hamilton River Road, P.O. Box 3014, Station B, Happy Valley-Goose Bay, NL A0P 1E0 Phone: 1-709-896-6348 or Toll Free 1-877-771-3737
	Wabush	1D Grenfell Drive, P.O.Box 160, Wabush, NL A0R 1B0 Phone: 1-879-382-1920 or Toll Free 1-877-771-3737

The personal information in this form is being collected under the authority of section 61(c) of the **Access to Information and Protection of Privacy Act, 2015** for the purpose of verifying work experience for apprenticeship credit. If you have any questions about the collection, use and disclosure of your personal information, please contact an Apprenticeship Program Officer at one of ATCD's regional offices, or email app@gov.nl.ca.