

**Record of Work Experiences
Trade Qualifier or Pre-Apprenticeship Credits**

AUTO BODY AND COLLISION TECHNICIAN

Note to Apprenticeship Applicants

The work experiences on this form are for credit only and must have been performed prior to your registration as an apprentice.

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 Auto Body and Collision Technician Trade .			
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 the Auto Body and Collision Technician Trade:			
_____ Hours			

* CRA - Canada Revenue Agency

Please check the appropriate box:

Trade Qualifiers <input type="checkbox"/>	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 <input type="checkbox"/>	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 Atlantic Trade Advisory Committee in the **Auto Body and Collision Technician 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			Apprentice's Verification
	Journeyperson Signature	Date	Certificate Number	
Maintains safe work environment.				
Uses personal protective equipment (PPE) and safety equipment.				
Maintains hand and power tools.				
Uses lifting equipment.				
Organizes parts, materials and work area.				
Uses communication techniques.				
Removes trim and hardware.				
Installs trim and hardware.				
Prepares metal panels and components for repair.				
Removes metal panels and components.				
Installs metal panels and components.				
Performs initial preparation.				
Masks surface.				
Strips surface.				
Sands surface.				
Mixes repair materials.				

Skills Required For Certification	Performed to Journeyman Standard			Apprentice's Verification
	Journeyman Signature	Date	Certificate Number	
Applies repair materials.				
Performs spray gun setup.				
Removes masking materials.				
Removes minor surface imperfections.				
Touches up stone chips.				
Cleans exterior.				
Cleans interior.				
Maintains refinishing tools and equipment.				
Prepares repair plan.				
Uses documentation.				
Applies corrosion inhibitors and undercoats.				
Applies seam sealers and sound deadeners.				
Repairs metal panels and components.				
Prepares plastic and composite panels and components for repair.				
Removes plastic and composite panels and components.				
Repairs plastic and composite panels and components.				
Installs plastic and composite panels and components.				
Removes non-structural glass.				
Installs non-structural glass.				
Replaces interior components.				
Mixes refinishing materials.				
Maintains frame and unibody repair and measuring equipment.				
Uses diagnostic equipment.				
Uses welding equipment.				
Maintains welding equipment.				
Performs final operational check.				

Skills Required For Certification	Performed to Journeyperson Standard			Apprentice's Verification
	Journeyperson Signature	Date	Certificate Number	
Identifies extent of damage (structural components).				
Removes components for access to inspect structural components.				
Performs vehicle set-up for structural repair.				
Removes mechanical components.				
Installs mechanical components.				
Removes electrical components.				
Repairs damaged wires and protective coverings.				
Installs electrical components.				
Services seat belt restraint systems.				
Services air bags and related components.				
Performs final quality control inspection.				
Removes structural components.				
Installs structural components.				
Services advanced electronic components.				

Skills based upon the **2019 Red Seal Occupational Standard** for the **Auto Body and Collision Technician** trade.

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 Address: _____			
Certificate Number: _____ and/or I.P. Number: _____			
Name (signature): _____			

Journeyperson Supervisor Verification			
Name: _____			
Surname	First	Initial	
Address: _____ / _____ / _____ / _____			
P. O. Box/Street	City/Town	Province	Postal Code
Telephone: (____) _____		Cell phone: (____) _____	
Email Address:: _____			
Certificate Number: _____ and/or I.P. Number: _____			
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

Avalon	Clarenville	Central	Western	Labrador
Department of Immigration, Population Growth and Skills Industrial Training Section 1170 Topsail Road P.O. Box 8700 St. John's, NL A1B 4J6 Phone: (709) 729-2729 Fax: (709) 729-5878 Toll Free: 1-877-771-3737	Department of Immigration, Population Growth and Skills Industrial Training Section 45 Tilley's Road Clarenville, NL A5A 1Z4 Phone: (709) 466-3982 Fax: (709) 466-3987 Toll Free: 1-877-771-3737	Department of Immigration, Population Growth and Skills Industrial Training Section 42 Harding Avenue Grand Falls-Windsor, NL A2A 2J9 Phone: (709) 292-4215 Fax: (709) 292-4502 Toll Free 1-877-771-3737	Department of Immigration, Population Growth and Skills Industrial Training Section 1-3 Union Street Aylward Building, 2 nd Floor P.O. Box 2006 Corner Brook, NL A2H 6J8 Phone: (709) 637-2366 Fax: (709) 637-2519 Toll Free 1-877-771-3737	Department of Immigration, Population Growth and Skills Industrial Training Section 163 Hamilton River Road Bursey Building P.O. Box 3014, Station "B" Happy Valley-Goose Bay, NL A0P 1E0 Phone: (709) 896-6348 Fax: (709) 896-6703 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.