

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

CARPENTER

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 Carpenter 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 Carpenter 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 Advisory Committee in the **Carpenter 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	Journeyperson Signature	Verified By Applicant
Uses and maintains hand, power and pneumatic tools.		
Uses lifting, rigging and hoisting equipment.		
Uses personal protective equipment (PPE) and safety equipment.		
Maintains safe work environment.		
Installs fasteners, adhesives and connectors.		
Uses stationary access equipment.		
Erects/dismantles scaffolding.		
Uses safety documentation to employ safe work procedures.		
Organizes materials.		
Lays out floor systems.		
Lays out deck systems.		
Constructs footing forms.		
Dismantles formwork.		
Places and protects concrete.		
Performs basic concrete finishing.		

Skills Required For Certification	Journeyperson Signature	Verified By Applicant
Installs engineered floor systems.		
Constructs dimensional lumber floor framing.		
Constructs decks and installs components.		
Uses layout instruments.		
Installs membranes and sealants.		
Performs site layout.		
Lays out concrete formwork.		
Lays out wall systems.		
Lays out ceiling systems.		
Lays out roof systems.		
Lays out stairs.		
Installs engineered wall systems.		
Constructs dimensional lumber wall framing.		
Installs engineered trusses.		
Constructs roof and ceiling framing.		
Installs exterior jambs/frames.		
Installs exterior doors.		
Installs exterior windows.		
Installs exterior door and window hardware.		
Installs roofing components.		
Installs roofing coverings.		
Installs exterior wall components.		
Installs exterior wall coverings.		
Constructs straight stairs.		
Installs insulating materials.		

Skills Required For Certification	Journeyperson Signature	Verified By Applicant
Constructs slab-on-grade formwork.		
Installs embedded steel.		
Installs wallboard.		
Installs suspended ceilings.		
Installs interior jambs/frames.		
Installs interior doors.		
Installs interior door hardware.		
Fabricates finish components.		
Installs finish components and accessories.		
Interprets project drawings and specifications.		
Performs site preparation.		
Performs quantity take off.		
Installs panels, tiles and solid wood finishes.		
Installs underlayment.		
Installs floor coverings.		
Removes existing material and protects structure during renovations.		
Performs renovations.		

Skills based upon 2013 National Occupational Analysis for the Carpenter 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): _____			

<u>Journeyperson Supervisor Verification</u>			
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.