

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

CONSTRUCTION ELECTRICIAN

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 Construction Electrician 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 Construction Electrician trade: _____ Hours.					
* CRA - Canada Revenue Agency					

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 **Construction Electrician** 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	
Uses personal protective equipment (PPE) and safety equipment				
Maintains safe work environment				
Performs lock-out and tag-out procedures				
Uses tools and equipment				
Uses access equipment				
Uses hoisting and lifting equipment				
Organizes materials and supplies				
Plans project tasks and procedures				
Prepares worksite				
Fabricates support structures				
Installs brackets, hangers and fasteners				
Uses communication techniques				
Installs single-phase consumer/supply services and metering equipment				

Skills Required For Certification	Performed to Journeyman Standard			Apprentice's Verification
	Journeyman Signature	Date	Certificate Number	
Installs grounding and bonding systems				
Installs conductors and cables				
Installs conduit, tubing and fittings				
Installs raceways				
Installs boxes and enclosures				
Performs servicing and maintenance of raceways, cables and enclosures				
Installs luminaires				
Installs wiring devices				
Installs lighting controls				
Performs servicing of branch circuitry				
Interprets plans, drawings and specifications				
Installs overcurrent protection devices				
Installs ground fault, arc fault and surge protection devices				
Performs servicing and maintenance of protection devices				
Installs extra-low voltage transformers				
Installs low-voltage single-phase transformers				
Connects HVAC systems				
Installs HVAC controls				
Installs electric heating systems				
Installs electric heating system controls				
Performs servicing and maintenance of electric heating systems and controls				
Installs exit and emergency lighting				
Performs servicing and maintenance of exit and emergency lighting systems				
Installs motor starters				
Performs basic servicing and maintenance of motor starters				
Installs three-phase consumer/supply services and metering equipment				

Skills Required For Certification	Performed to Journeyman Standard			Apprentice's Verification
	Journeyman Signature	Date	Certificate Number	
Performs servicing and maintenance of single-phase services				
Performs servicing and maintenance of three-phase services				
Installs power distribution equipment				
Performs servicing and maintenance of power distribution equipment				
Installs low-voltage three-phase transformers				
Installs motor controls				
Performs basic servicing and maintenance of motor controls				
Installs single-phase motors				
Installs three-phase motors				
Performs startup and shutdown procedures				
Performs servicing and maintenance of bonding and grounding systems				
Performs basic servicing and maintenance of single-phase motors				
Performs basic servicing and maintenance of three-phase motors				
Installs fire alarm systems				

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 Burse Building P.O. Box 3014, Station "B" Happy Valley-Goose Bay, NL AOP 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.