

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

FLOOR COVERING INSTALLER

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 Floor Covering Installer 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 Floor Covering Installer 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 **Floor Covering Installer 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
Safety and Safe Work Practices		
Identify and comply with Occupational Health and Safety Act (OHSA)/Workers' Compensation Board (WCB) regulations		
Identify, handle, store and use hazardous materials		
Comply with company safety policies and procedures		
Use personal protective equipment		
Interpret and apply manufacturers' procedures		
Interpret and apply industry standards.		
Lift and handle materials		
Operate hand tools		
Operate power tools		
Practice good housekeeping		
Ensure proper ventilation		
Inform site authorities of fire occurrences		
Assist in applying first aid		
Trade Practices		
Comply with construction site procedures		
Ensure liability coverage		

Skills Required For Certification	Journeyperson Signature	Verified By Applicant
Ensure WCB/ personal insurance coverage		
Practice personal financial management		
Communicate with employers		
Communicate with clients		
Communicate with co-workers and sub-trades		
Instruct apprentices		
Product Knowledge		
Identify carpet, yarn and fibers		
Identify carpet styles		
Identify carpet construction		
Identify maintenance product application		
Select tools		
Select adhesives/ tackless strips		
Select accessories		
Identify under cushion		
Identify maintenance products		
Identify floor tiles		
Identify sheet goods		
Identify specialty resilient products		
Identify underlayments		
Identify maintenance products		
Select tools		
Select adhesives		
Select seaming methods		
Select accessories		
Job Planning and Scheduling		
Conduct site visit		
Assess environmental conditions		
Determine site and equipment access		
Identify site obstructions		
Read and interpret drawings/ specifications		
Determine related work		
Consult with technical experts		

Skills Required For Certification	Journeyperson Signature	Verified By Applicant
Verify work order material specified quantity and quality		
Verify adhesive requirements		
Verify accessory requirements		
Verify tool requirements		
Estimate time and labor requirements		
Transport and store materials		
Identify and arrange for special equipment		
Consult with site supervisor		
Floor Preparation		
Identify floor type		
Determine floor stability		
Determine floor smoothness		
Determine floor levelness		
Determine grade level		
Identify floor underlayment requirements		
Determine floor contamination and/or residual adhesive		
Determine adhesive compatibility		
Perform and interpret moisture tests		
Perform and interpret pH analysis		
Perform and interpret bond test		
Perform and interpret concrete temperature readings		
Document findings		
Communicate findings with project authority/dealers		
Obtain confirmation to proceed		
Remove carpet and underlay		
Remove resilient flooring		
Remove asbestos contaminated flooring		
Scrape and clean floor		
Patch floor		
Sand floor		

Skills Required For Certification	Journeyperson Signature	Verified By Applicant
Clean and evaluate floor		
Seal floors		
Scrape and clean floor		
Ensure floor structural soundness		
Sand joints and floor		
Patch and levels floor		
Clean and evaluates floor		
Install rigid panels		
Install mastic underlayments		
Prepare lightweight concrete		
Prepare radiant-heated floors		
Prepare metal floors		
Carpet Installation		
Measure area		
Ensure floor preparation		
Inspect carpet		
Determine seam location		
Install tackless strip		
Install protective edgings		
Install carpet underlay		
Cut carpet		
Position carpet		
Prepare for seaming		
Seam using heat bond method		
Seam using latex bond method		
Seam using cold tape method		
Hand -sew carpet		
Stretch carpet		
Trim and finish carpet		
Inspect and clean finished installation		
Install border work		
Install carpet insets		
Match patterns		

Skills Required For Certification	Journeyperson Signature	Verified By Applicant
Bind carpet		
Upholster carpet		
Perform carpet carving		
Install fiber optic special effects		
Install conventional carpet on stairs		
Install direct glue-down carpet on stairs		
Install double bond on stairs		
Install modular carpet tiles on stairs		
Install stair runners		
Install stair stringers		
Cut carpet		
Install protective edgings		
Position carpet		
Prepare for seaming		
Apply adhesive		
Position under pad		
Apply adhesive for under pad		
Cut carpet		
Position carpet		
Prepare for seaming		
Apply adhesives		
Establish layout grid lines		
Apply adhesives		
Install materials		
Cut and trim carpet tiles		
Position carpet		
Prepare seams		
Apply adhesive when required		
Install outdoor carpets		
Install area rugs and runners		
Install carpet base		
Install raised floors		
Install release carpets		

Skills Required For Certification	Journeyperson Signature	Verified By Applicant
Resilient Flooring Installation		
Establish layout grid lines		
Apply adhesives		
Position materials		
Cut and trims resilient tiles		
Roll tiles		
Install protective edgings		
Inspect job site		
Apply floor finish		
Protect finished floor		
Cut materials		
Position and fit material		
Prepare seams		
Apply adhesives		
Complete seams		
Roll materials		
Trim materials		
Install protective edgings		
Clean floors		
Seal and protect seams		
Inspect sheet goods installation		
Protect finished floor		
Install resilient tiles on stairs		
Install sheet goods on stairs		
Install treads and risers		
Install nosings		
Install stringers		
Install specialty components		
Install cove strips		
Install cap strips		
Inspect and cut materials		
Position materials		
Apply adhesives		

Skills Required For Certification	Journeyperson Signature	Verified By Applicant
Embed materials		
Fit and finish corners		
Seam and weld seams and corners		
Inspect and clean finished coving		
Perform heat welding		
Mix and apply two-part adhesives		
Install insets, borders and feature strips		
Perform pattern and direct scribing		
Install perimeter-fastened sheet goods		
Install safety floors		
Install PVC floors		
Install rubber floors		
Install linoleum		
Install resilient wall covering		
Install cork flooring		
Install pre-finished hardwood and laminate flooring		
Install conductive flooring.		
Install top set base		
Line counter tops and raised platforms with sheet products		
Install pre-finished integrated base		
Install vinyl-decking materials.		
Service:		
Verify service requirements.		
Repair holes in carpets.		
Reapply laminated secondary backing carpets		
Repair open, peaked or rough seams		
Repair burns		
Restretch and refit carpets		
Re-adhere carpets		
Perform specialty repairs		
Repair or replace carpet accessories		
Verify service requirements		

Skills Required For Certification	Journeyperson Signature	Verified By Applicant
Discuss requirements with clients		
Repair holes, rips and tears		
Repair burns		
Re-glue flooring		
Repair seams		
Perform specialty repairs		
Repair or replace accessories		

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: (____) _____	
e-mail: _____			
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	Clareville	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 Clareville, 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.