

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

**GLAZIER**

**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**

<b>Name:</b>			
_____ Surname	_____ First	_____ Initial	
<b>Address:</b> _____ / _____ / _____ / _____			
P. O. Box/Street	City/Town	Province	Postal Code
<b>Telephone:</b> (____) _____ <b>Cell:</b> (____) _____ <b>Email Address:</b> _____			

**Employer Information & Verification**

<b>Note to Employer</b>					
By completing the section below you are confirming that the hours indicated for the applicant are specific to employment in the <b>Glazier Trade</b> .					
<b>Verified By:</b> _____	<b>CRA* Business#</b> _____				
Company Name	9 digits				
<b>Address:</b> _____ / _____ / _____ / _____					
P. O. Box/Street	City/Town	Province	Postal Code		
<b>Telephone:</b> (____) _____ <b>Email Address:</b> _____					
Employer or Representative					
_____ Employer or Representative Signature	_____ Employer or Representative (Print)				
<b>Date of applicant's employment from:</b> _____ / _____ / _____ <b>to:</b> _____ / _____ / _____					
Month	Day	Year	Month	Day	Year
Total hours of employment the applicant worked in the <b>Glazier Trade:</b> _____ Hours					
*CRA- Canada Revenue Agency					

**Please check the appropriate box:**

Trade Qualifiers <input type="checkbox"/>	The <b>signature of the journeyperson</b> that follows each of the required skills acknowledges that the applicant has met the competencies in each of the skill areas according to the Industry Standard associated with this trade.
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Pre- Apprenticeship Credits <input type="checkbox"/>	The <b>signature of the journeyperson</b> that follows each of the required skills acknowledges that the applicant has performed in each of the skill areas appropriate for this trade.
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- The Advisory Committee in the **Glazier 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 Journeypersons in another trade may sign certain sections if the skills are common to both trades.

Skills Required For Certification	Journeyperson Signature	Verified By Applicant
<b>Common Occupational Skills:</b>		
Interpret drawings and specifications.		
Conduct site assessment.		
Prepare list of materials.		
Schedule equipment and materials.		
Plan work process.		
Make provisions for the storage of materials, tools, and equipment.		
Install scaffolding equipment.		
Install rigging equipment.		
Install hoisting equipment.		
Install mechanical lifts and work platforms.		
Transport glass and other materials.		
Receive glass and other materials.		
Rig and hoist glass and other materials.		

Skills Required For Certification	Journeyperson Signature	Verified By Applicant
Store glass and other materials.		
Install glass and other materials.		
Lay out materials.		
Shape glass.		
Treat glass surfaces.		
Prepare support structures for vertical glazing.		
Use equipment.		
Maintain equipment.		
Use hand tools.		
Maintain hand tools.		
Use power tools.		
Maintain power tools.		
<b>Commercial Door and Window Systems:</b>		
Fabricate curtain walls.		
Fabricate storefronts.		
Fabricate window systems.		
Fabricate entrances.		
Fabricate structures for sloped-glazing.		
Lay out structural systems.		
Install curtain wall system.		
Install storefront system.		
Install window systems.		
Install window systems.		
Install entrance system.		
Install structures for sloped-glazing systems.		
<b>Residential Door and Window Systems:</b>		
Lay out door location.		
Assemble frames.		
Install hardware.		
Assemble doors.		
Set doors and frames.		
Lay out window walls.		

Skills Required For Certification	Journeyperson Signature	Verified By Applicant
Set windows in openings.		
Install hardware.		
Glaze windows.		
<b>Service:</b>		
Assess service requirements.		
Assemble parts and materials.		
Repair.		
<b>Specialty Products:</b>		
Install specialty glass.		
Install glass enclosures.		
Install specialty components and systems.		
Install windshields.		
Install backlights.		
Install sidelights.		
Install custom lights.		
Repair windshields.		

## 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: (\_\_\_\_) \_\_\_\_\_

e-mail: \_\_\_\_\_

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: \_\_\_\_\_  
m / d / y

**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**

<b>Avalon</b>	<b>Clarenville</b>	<b>Central</b>	<b>Western</b>	<b>Labrador</b>
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 <sup>nd</sup> 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](mailto:app@gov.nl.ca).