

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

HEAVY DUTY EQUIPMENT 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 Heavy Duty Equipment 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 Heavy Duty Equipment 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 **Heavy Duty Equipment 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 tools and equipment.				
Uses hoisting and lifting equipment.				
Uses PPE and safety equipment.				
Maintains fluids.				
Services fasteners, sealing devices, adhesives, and gaskets.				
Services hoses, tubing, piping, and fittings.				
Services bearings and seals.				
Performs scheduled maintenance procedures.				
Performs pre-operational check.				
Communicates with others.				
Maintains safe work environment.				
Heats, cools and cuts material.				
Repairs components related to undercarriage systems.				
**Identifies operational faults.				
Prepares job action plan.				
Welds material.				

Skills Required For Certification	Performed to Journeyperson Standard			Apprentice's Verification
	Journeyperson Signature	Date	Certificate Number	
Diagnoses brake systems.				
Diagnoses wheel assemblies.				
Repairs wheel assemblies.				
Reads diagnostic trouble codes.				
Installs attachments and accessories. **				
Uses and completes documentation and reference materials.				
Diagnoses lubrication systems.				
Diagnoses cooling systems.				
Repairs lubrication systems.				
Repairs cooling systems.				
Diagnoses hydraulic systems.				
Diagnoses hydrostatic systems.				
Repairs hydraulic systems.				
Repairs hydrostatic systems.				
Diagnoses clutch systems.				
Diagnoses driveline systems.				
Diagnoses axle and differential systems.				
Diagnoses final drive systems.				
Repairs clutch systems.				
Repairs driveline systems.				
Repairs components related to transmission and transfer case.				
Repairs axle and differential systems.				
Repairs final drive systems.				
Diagnoses steering systems.				
Diagnoses suspension systems.				
Diagnoses undercarriage systems.				

Skills Required For Certification	Performed to Journeyperson Standard			Apprentice's Verification
	Journeyperson Signature	Date	Certificate Number	
Repairs suspension systems.				
Repairs brake systems.				
Diagnoses starting/charging systems and batteries.				
Diagnoses electrical components, motors, and accessories.				
Repairs starting/charging systems and batteries.				
Monitors electrical / starting / charging parameters.				
Tests system circuitry and components.				
Diagnoses operator station components.				
Diagnoses attachments and accessories.				
Repairs operator station components.				
Repairs attachments and accessories.				
Repairs attachments and accessories.				
Diagnoses intake and exhaust systems.				
Diagnoses fuel systems.				
Diagnoses engine control systems.				
Diagnoses emission control systems.				
Repairs base engines components.				
Repairs intake and exhaust systems.				
Repairs fuel systems.				
Repairs engine control systems.				
Repairs emission control systems.				
Diagnoses torque converters, and retarders.				
Diagnoses transmission and transfer case systems.				
Repairs steering systems.				
Interprets test results.				
Diagnoses heating systems.				
Diagnoses ventilation and filtration systems.				
Diagnoses air conditioning systems.				

Skills Required For Certification	Performed to Journeyman Standard			Apprentice's Verification
	Journeyman Signature	Date	Certificate Number	
Repairs heating systems.				
Repairs ventilation and filtration systems.				
Repairs air conditioning systems.				
Diagnoses structural components.				

Skills based upon the **2014 National Occupational Analysis** for the **Heavy Duty Equipment 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 Burse 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.