

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

**INDUSTRIAL 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**

|   |           |   |             |
|---|-----------|---|-------------|
| <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>Industrial Electrician 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                  |             |
| _____<br>Employer or Representative Signature   |                               | _____<br>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>Industrial Electrician</b> trade: _____ Hours.   |                               |   |             |
| * CRA - Canada Revenue Agency   |                               |   |             |

|   |   |
|---|---|
| Trade Qualifiers<br><input type="checkbox"/>            | The <b>signature of the Journeyperson</b> 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<br><input type="checkbox"/> | The <b>signature of the Journeyperson</b> 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 **Industrial 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 |                           |
| Maintains safe work environment  |                                     |      |                    |                           |
| Uses personal protective equipment (PPE) and safety equipment            |                                     |      |                    |                           |
| Performs lock-out and tag-out procedures                                 |                                     |      |                    |                           |
| Identifies environmental conditions                                      |                                     |      |                    |                           |
| Uses common and specialty tools and equipment                            |                                     |      |                    |                           |
| Uses access equipment  |                                     |      |                    |                           |
| Uses rigging, hoisting and lifting equipment                             |                                     |      |                    |                           |
| Organizes materials and supplies   |                                     |      |                    |                           |
| Fabricates support structures  |                                     |      |                    |                           |
| Installs brackets, hangers and fasteners                                 |                                     |      |                    |                           |
| Installs seismic restraint systems such as: chains, cables, shock mounts |                                     |      |                    |                           |
| Uses communication techniques  |                                     |      |                    |                           |

| Skills Required For Certification                                   | Performed to Journeyperson Standard |      |                    | Apprentice's Verification |
|---|-------------------------------------|------|--------------------|---------------------------|
|   | Journeyperson Signature             | Date | Certificate Number |                           |
| Installs bonding systems  |                                     |      |                    |                           |
| Maintains bonding systems   |                                     |      |                    |                           |
| Installs conductors and cables                                      |                                     |      |                    |                           |
| Maintains conductors and cables                                     |                                     |      |                    |                           |
| Installs conduit, tubing and fittings                               |                                     |      |                    |                           |
| Installs raceways   |                                     |      |                    |                           |
| Installs boxes and enclosures                                       |                                     |      |                    |                           |
| Maintains conduit, tubing, fittings, raceways, boxes and enclosures |                                     |      |                    |                           |
| Installs luminaires   |                                     |      |                    |                           |
| Maintains luminaires  |                                     |      |                    |                           |
| Installs wiring devices   |                                     |      |                    |                           |
| Maintains wiring devices  |                                     |      |                    |                           |
| Identifies hazardous locations                                      |                                     |      |                    |                           |
| Plans project tasks and procedures                                  |                                     |      |                    |                           |
| Prepares worksite   |                                     |      |                    |                           |
| Installs overcurrent protection devices                             |                                     |      |                    |                           |
| Maintains overcurrent protection devices                            |                                     |      |                    |                           |
| Installs ground fault, arc fault and surge protection devices       |                                     |      |                    |                           |
| Maintains ground fault, arc fault and surge protection devices      |                                     |      |                    |                           |
| Installs under and over voltage protection devices                  |                                     |      |                    |                           |
| Maintains under and over voltage protection devices                 |                                     |      |                    |                           |
| Installs extra-low voltage transformers                             |                                     |      |                    |                           |
| Maintains extra-low voltage transformers                            |                                     |      |                    |                           |

| Skills Required For Certification   | Performed to Journeyman Standard |      |                    | Apprentice's Verification |
|---|----------------------------------|------|--------------------|---------------------------|
|   | Journeyman Signature             | Date | Certificate Number |                           |
| Installs low voltage single-phase transformers                                      |                                  |      |                    |                           |
| Maintains low voltage single-phase transformers                                     |                                  |      |                    |                           |
| Connects power to HVAC systems and associated equipment                             |                                  |      |                    |                           |
| Installs HVAC controls such as: thermostat, timers, relays                          |                                  |      |                    |                           |
| Maintains HVAC electrical components  |                                  |      |                    |                           |
| Installs electric heating systems and controls                                      |                                  |      |                    |                           |
| Maintains electric heating systems and controls                                     |                                  |      |                    |                           |
| Installs exit and emergency lighting systems  |                                  |      |                    |                           |
| Maintains exit and emergency lighting systems                                       |                                  |      |                    |                           |
| Interprets plans, drawings and specifications                                       |                                  |      |                    |                           |
| Installs low voltage distribution equipment   |                                  |      |                    |                           |
| Maintains low voltage distribution equipment  |                                  |      |                    |                           |
| Installs grounding systems  |                                  |      |                    |                           |
| Maintains grounding systems   |                                  |      |                    |                           |
| Installs alternating current (AC) generating systems such as: portable and/or fixed |                                  |      |                    |                           |
| Maintains AC generating systems such as: portable and/or fixed                      |                                  |      |                    |                           |
| Installs low voltage three-phase transformers                                       |                                  |      |                    |                           |
| Maintains low voltage three-phase transformers                                      |                                  |      |                    |                           |
| Installs motor starters   |                                  |      |                    |                           |
| Maintains motor starters  |                                  |      |                    |                           |
| Installs motor control devices  |                                  |      |                    |                           |

| Skills Required For Certification   | Performed to Journeyperson Standard |      |                    | Apprentice's Verification |
|---|-------------------------------------|------|--------------------|---------------------------|
|   | Journeyperson Signature             | Date | Certificate Number |                           |
| Maintains motor control devices   |                                     |      |                    |                           |
| Installs AC drives  |                                     |      |                    |                           |
| Maintains AC drives   |                                     |      |                    |                           |
| Installs single-phase motors  |                                     |      |                    |                           |
| Installs three-phase motors   |                                     |      |                    |                           |
| Finalizes required documentation  |                                     |      |                    |                           |
| Commissions systems   |                                     |      |                    |                           |
| Performs startup and shutdown procedures  |                                     |      |                    |                           |
| Decommissions systems   |                                     |      |                    |                           |
| Uses mentoring techniques   |                                     |      |                    |                           |
| Maintains single-phase consumer/supply services and metering equipment  |                                     |      |                    |                           |
| Maintains three-phase consumer/supply services and metering equipment   |                                     |      |                    |                           |
| Installs power conditioning systems   |                                     |      |                    |                           |
| Maintains power conditioning systems  |                                     |      |                    |                           |
| Maintains ground fault detection systems  |                                     |      |                    |                           |
| Installs non-rotating equipment and associated controls such as: welding equipment, electromagnets and electrostatic precipitators  |                                     |      |                    |                           |
| Maintains non-rotating equipment and associated controls such as: welding equipment, electromagnets and electrostatic precipitators |                                     |      |                    |                           |
| Maintains single-phase motors   |                                     |      |                    |                           |
| Maintains three-phase motors  |                                     |      |                    |                           |
| Maintains fire alarm systems and/or components  |                                     |      |                    |                           |

| Skills Required For Certification  | Performed to Journeyman Standard |      |                    | Apprentice's Verification |
|--|----------------------------------|------|--------------------|---------------------------|
|  | Journeyman Signature             | Date | Certificate Number |                           |
| Installs building automation systems such as: sensors, damper motors, controllers    |                                  |      |                    |                           |
| Maintains building automation systems such as: sensors, damper motors, controllers   |                                  |      |                    |                           |
| Installs discrete input/output devices   |                                  |      |                    |                           |
| Maintains discrete input/output devices  |                                  |      |                    |                           |
| Installs analog input/output devices   |                                  |      |                    |                           |
| Maintains analog input/output devices  |                                  |      |                    |                           |
| Installs basic automated control systems   |                                  |      |                    |                           |
| Maintains basic automated control systems  |                                  |      |                    |                           |
| Optimizes system performance, such as update firmware, modify existing program, etc. |                                  |      |                    |                           |

## 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

| <b>Avalon</b>   | <b>Clarenville</b>  | <b>Central</b>   | <b>Western</b>  | <b>Labrador</b>  |
|---|---|--|---|--|
| Department of Immigration,<br>Population Growth and<br>Skills<br>Industrial Training Section<br>1170 Topsail Road<br>P.O. Box 8700<br>St. John's, NL A1B 4J6<br>Phone: (709) 729-2729<br>Fax: (709) 729-5878<br>Toll Free: 1-877-771-3737 | Department of Immigration,<br>Population Growth and Skills<br>Industrial Training Section<br>45 Tilley's Road<br>Clarenville, NL A5A 1Z4<br>Phone: (709) 466-3982<br>Fax: (709) 466-3987<br>Toll Free: 1-877-771-3737 | Department of Immigration,<br>Population Growth and Skills<br>Industrial Training Section<br>42 Harding Avenue<br>Grand Falls-Windsor, NL<br>A2A 2J9<br>Phone: (709) 292-4215<br>Fax: (709) 292-4502<br>Toll Free 1-877-771-3737 | Department of Immigration,<br>Population Growth and Skills<br>Industrial Training Section<br>1-3 Union Street<br>Aylward Building, 2 <sup>nd</sup> Floor<br>P.O. Box 2006<br>Corner Brook, NL A2H 6J8<br>Phone: (709) 637-2366<br>Fax: (709) 637-2519<br>Toll Free 1-877-771-3737 | Department of Immigration,<br>Population Growth and<br>Skills<br>Industrial Training Section<br>163 Hamilton River Road<br>Burse Building<br>P.O. Box 3014, Station "B"<br>Happy Valley-Goose Bay, NL<br>AOP 1E0<br>Phone: (709) 896-6348<br>Fax: (709) 896-6703<br>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).