



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

**MOTORCYCLE TECHNICIAN**

**Note to Apprenticeship Applicants**

The work experiences on this form are for credit only and must have been performed prior to 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> _____			

**Note to Employer**

By completing the section below you are confirming that the hours indicated for the applicant are specific to employment in the **Motorcycle Technician** trade.

<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>Motorcycle Technician</b> trade: _____ Hours			
* <b>CRA - Canada Revenue Agency</b>			

Trade Qualifiers <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 occupation.
Pre- Apprenticeship Credits <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 occupation.

- **The Advisory Committee in the Motorcycle Technician trade has identified the work experiences or skills listed below as those required for the occupation.**
- **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
<b>Common Occupational Skills</b>		
Maintains safe work environment		
Uses personal protective equipment (PPE) and safety equipment		
Performs periodic maintenance		
Performs storage procedures		
Prepares new units		
Verifies repair		
Conducts safety inspection		
Uses diagnostic tools and equipment		
Uses precision measuring instruments		
Uses hand tools		
Uses heating/cutting tools and equipment		
Uses pneumatic and electric power tools and equipment		
Uses shop equipment		
<b>Chassis and Suspension</b>		
Diagnoses and services frame		
Diagnoses and services steering head		
Diagnoses and services steering systems for three-wheel motorcycles		

Skills Required For Certification	Journeyperson Signature	Verified By Applicant
Diagnoses and services handle bars, foot rests and controls.		
Diagnoses and services chassis ancillary and accessory components		
Diagnoses and services front suspension components.		
Diagnoses and service front suspension components for three-wheel motorcycles		
Diagnoses and services rear suspension components		
Diagnoses and services swing arm		
<b>Wheels and Tires</b>		
1 Diagnoses and services tires		
Diagnoses and services spoked wheels		
Diagnoses and services one piece wheels		
Diagnoses and services multi-piece wheels.		
<b>Brakes</b>		
Diagnoses and services hydraulic braking systems		
Diagnoses and services mechanical braking systems		
Diagnoses and services braking control systems		
<b>Engines (two stroke and four stroke)</b>		
Diagnoses and services cylinder heads		
Diagnoses and services valve systems on two-stroke engine.		
Diagnoses and services valve train on four-stroke engine		
Diagnoses and services cylinders and pistons		
Diagnoses and services crankshaft assembly		
Diagnoses and services counterbalance assemblies		
Diagnoses and services engine cases		
Diagnoses and services lubrication system		
Diagnoses and services cooling system		

Skills Required For Certification	Journeyperson Signature	Verified By Applicant
<b>Power Transfer</b>		
Diagnoses and services primary drive and driven gears		
Diagnoses and services primary drive chains and sprockets		
Diagnoses and services primary drive belts and pulleys		
Diagnoses and services manual clutches		
Diagnoses and services automatic clutches		
Diagnoses and services kick start		
Diagnoses and services constant mesh transmissions		
Diagnoses and services continuously variable transmission (CVT)		
Diagnoses and services final drive chains and sprockets		
Diagnoses and services final drive shaft and gears		
Diagnoses and services final drive belts and pulleys		
<b>Electrical Systems</b>		
Diagnoses and services battery and charging systems		
Diagnoses and services ancillary and accessory components		
Diagnoses and services wiring harness systems		
Diagnoses and services ignition systems		
Diagnoses and services electric starting systems		
<b>Vehicle Management Systems</b>		
Reads fault codes		
Interprets test results		
Tests and services system circuitry and components		
Updates software		
<b>Fuel and Exhaust Systems</b>		
Diagnoses and services fuel tanks and components		

<b>Skills Required For Certification</b>	<b>Journeyperson Signature</b>	<b>Verified By Applicant</b>
Diagnoses and services air delivery systems		
Diagnoses and services carburetor systems		
Diagnoses and services fuel injection systems		
Diagnoses and services exhaust 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: \_\_\_\_\_

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>Clareville</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 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 <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 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](mailto:app@gov.nl.ca).