

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

OIL HEAT SYSTEM 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 Oil Heat System 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 Oil Heat System 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 **Oil Heat System 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	
Uses hand tools				
Uses power tools				
Uses measuring and testing equipment				
Uses ladders and platforms				
Uses soldering, flaring and threading tools				
Uses personal protective equipment (PPE) and safety equipment				
Communicates with others				
Maintains clean and safe work environment				
Interprets codes and documentation				
Completes documentation				
Interprets drawings				
Organizes material and components				
Selects fuel storage tanks				
Determines storage tank location				
Prepares location for fuel storage tanks				
Positions fuel storage tanks				

Skills Required For Certification	Performed to Journeyperson Standard			Apprentice's Verification
	Journeyperson Signature	Date	Certificate Number	
Installs fuel storage tanks components				
Installs fill and vent pipes				
Secures equipment and components to structure				
Selects fuel supply components				
Installs fuel supply components				
Selects appliance				
Positions appliance				
Installs components on appliance				
Connects fuel supply to appliance				
Connects electrical supply to appliance				
Connects vent/exhaust piping to appliance				
Connects drain to appliance				
Assembles boilers				
Installs oil-fired water heater				
Installs hydronic heating system components				
Selects venting systems				
Prepares location for termination				
Installs venting components				
Secures venting systems to structure				
Selects equipment and components for combustion and make-up air				
Prepares location of equipment and components for combustion and make-up air				
Assembles equipment and components for combustion and make-up air				
Secures equipment and components to structure for combustion and make-up air				
Selects controls and components for electrical and electronic systems				
Selects location of controls and components for				

Skills Required For Certification	Performed to Journeyperson Standard			Apprentice's Verification
	Journeyperson Signature	Date	Certificate Number	
electrical and electronic systems				
Installs controls and components for electrical and electronic systems				
Cycles appliance controls				
Checks operating and safety controls				
Checks electrical and electronic accessories and components				
Sets up operating parameters for electrical and electronic systems				
Cleans components				
Changes preventative maintenance components				
Lubricates moving components				
Performs basic distribution layout				
Commissions appliances and components				
Checks oil-fired heating system and components				
Checks for electrical problems				
Checks for burner problems				
Checks for distribution problems				
Checks for problems with combustion and make-up air				
Corrects electrical problems				
Corrects burner problems				
Corrects distribution problems				
Decommissions appliance and components				
Disposes of waste products				

Skills based upon the **2015 National Occupational Analysis (NOA)** for the **Oil Heat System 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 Burseley 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.