

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

**REFRIGERATION AND AIR CONDITIONING MECHANIC**

**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>Refrigeration and Air Conditioning Mechanic 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			
<b>Total Hours of Employment the applicant worked in the Refrigeration and Air Conditioning Mechanic Trade:</b> _____ Hours			
* CRA - Canada Revenue Agency			

**Please check the appropriate box:**

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 trade.
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 trade.

- The Atlantic Trade Advisory Committee in the **Refrigeration and Air Conditioning Mechanic 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.				
Performs lock-out, tag-out and isolation procedures.				
Uses personal protective equipment (PPE) and safety equipment.				
Uses hand tools.				
Uses portable and stationary power tools.				
Uses brazing and soldering equipment.				
Uses evacuation tools and equipment.				
Uses charging tools and equipment.				
Uses diagnostic and measuring tools and equipment.				
Uses access equipment.				
Uses rigging, hoisting and lifting equipment.				
Uses documentation and reference material.				
Uses communication techniques.				
Prepares work site.				
Handles materials and supplies.				
Performs brazing and soldering.				

Skills Required For Certification	Performed to Journeyman Standard			Apprentice's Verification
	Journeyman Signature	Date	Certificate Number	
Performs leak and pressure tests on system.				
Evacuates system.				
Uses refrigerants, gases and oils.				
Applies sealants and adhesives.				
Installs fasteners, brackets and hangers.				
Installs HVAC/R piping and tubing.				
Applies HVAC/R holding charge.				
Uses recovery and recycling equipment.				
Interprets blueprints, drawings and specifications.				
Performs field wiring of systems.				
Inspects HVAC/R systems.				
Performs predictive and scheduled maintenance on HVAC/R systems.				
Tests HVAC/R system components and accessories.				
Repairs HVAC/R systems.				
Performs maintenance and inspection on control systems.				
Calibrates operating and safety controls.				
Repairs control systems.				
Uses digital technology.				
Verifies HVAC/R system parameters and requirements.				
Selects HVAC/R equipment, components and accessories.				
Determines placement of HVAC/R equipment, components and accessories.				
Performs HVAC/R material take-off.				
Verifies control system parameters and requirements.				
Selects control system components and accessories.				
Determines placement of control system components and accessories.				

Skills Required For Certification	Performed to Journeyperson Standard			Apprentice's Verification
	Journeyperson Signature	Date	Certificate Number	
Performs control system material take-off.				
Confirms system layout.				
Assembles HVAC/R equipment, components and accessories.				
Places HVAC/R equipment, components and accessories.				
Places control system components.				
Connects control systems.				
Plans job tasks and procedures.				
Uses mentoring techniques.				
Performs pre-start-up checks for HVAC/R systems.				
Performs start-up of HVAC/R systems.				
Completes HVAC/R system change.				
Sets up primary and secondary HVAC/R system components.				
Performs start-up checks for control systems.				
Verifies/sets operating parameters.				
Troubleshoots HVAC/R systems.				
Troubleshoots control systems.				

Skills based upon the **2019 Red Seal Occupational Standard** for the **Refrigeration and Air Conditioning Mechanic** 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**

<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 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).