

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

SMALL EQUIPMENT SERVICE 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

<u>Note to Employer</u>			
By completing the section below you are confirming that the hours indicated for the applicant are specific to employment in the <u>Small Equipment Service Technician</u> trade.			
Verified By: _____	CRA Business #: _____		
<i>Company Name</i>	<i>9 digits</i>		
Address: _____ / _____ / _____ / _____			
<i>P. O. Box/Street</i>	<i>City/Town</i>	<i>Province</i>	<i>Postal Code</i>
Telephone: (____) _____		Email Address: _____	
		<i>Employer or Representative</i>	
_____ <i>Employer or Representative Signature</i>		_____ <i>Employer or Representative (Print)</i>	
Date of applicant's employment from: ____/____/____		to: ____/____/____	
<i>Month Day Year</i>		<i>Month Day Year</i>	
Total hours of employment the applicant worked in the Small Equipment Service 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 Advisory Committee in the **Small Equipment Service 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	Journeyperson Signature	Verified By Applicant
PRECISION MEASURING TOOLS		
Use dial indicators		
Use bore gauges		
Use metric micrometers		
Use standard micrometers		
Use Vernier calipers		
HEATING AND CUTTING		
Set up oxy-fuel equipment		
Prepare metal		
Cut metal		
Shut down equipment		
Store equipment		
TROUBLESHOOTING AC/DC CIRCUIT COMPONENTS		
Identify electrical malfunctions in starting systems		
Identify electrical malfunctions in charging systems		
Identify electrical malfunctions in electrical accessories		
ENGINE SERVICE		
Service engines using basic tools, and shop & test		

Skills Required For Certification	Journeyperson Signature	Verified By Applicant
equipment		
Troubleshoot engines using basic tools, and shop & test equipment		
Carry out electrical tests on engines using basic tools, and shop & test equipment		
Carry out compression tests on engines using basic tools, and shop & test equipment		
LIGHT DUTY ENGINES		
Inspect light duty engines		
Test light duty engines		
Adjust light duty engines		
Replace components on light duty engines		
LUBRICATION SYSTEMS		
Inspect component parts		
Replace component parts		
Adjustment component parts		
GASOLINE AIR AND FUEL DELIVERY		
Inspect component parts		
Replace component parts		
Adjustment component parts		
CARBURETOR FUEL SYSTEMS		
Inspect component parts and make adjustments		
Rebuild carburetors		
FUEL INJECTION SYSTEMS		
Inspect component parts and make adjustments		
Rebuild injection systems		
LIGHT AND MEDIUM DUTY COOLING SYSTEMS		
Inspect component parts such as heat exchangers and thermostatically controlled fans		
Test component parts such as heat exchangers and thermostatically controlled fans		
Repair component parts such as heat exchangers and thermostatically controlled fans		

Skills Required For Certification	Journeyperson Signature	Verified By Applicant
Replace component parts such as heat exchangers and thermostatically controlled parts		
IGNITION SYSTEMS		
Inspect component parts such as timing chains, timing belts, and timing gears		
Set up component parts such as timing chains, timing belts, and timing gears		
CHARGING SYSTEMS		
Disassemble charging systems		
assemble charging systems		
Service charging systems		
Troubleshoot charging systems		
Test and service batteries		
LAWN AND GARDEN EQUIPMENT		
Perform routine maintenance and tune-ups		
Service, troubleshoot, and repair brakes and steering		
Service, troubleshoot, and repair mower decks and attachments		
Service, troubleshoot, and repair valve trains		
Service various hydrostatic drives		
Service various transmissions including chainsaws		
Service lawn & garden transmissions and differentials		
Service, troubleshoot, and repair hydraulics		
SNOWMOBILES		
Service, troubleshoot, and repair recoil operations		
Service, troubleshoot, and repair brakes		
Service, troubleshoot, and repair steering		
Service, troubleshoot, and repair suspensions		
Service, troubleshoot, and replace frames		
Service, troubleshoot, and repair carburettors		
Service, troubleshoot, and repair ignition systems		
Service, troubleshoot, and repair lighting & charging		

Skills Required For Certification	Journeyperson Signature	Verified By Applicant
systems		
Service, troubleshoot, and repair clutches		
Service transmissions and chain cases		
Service, troubleshoot, and repair exhaust systems		
MOTORCYCLES AND ATVS		
Service, troubleshoot, and repair air cleaners		
Service, troubleshoot, and repair wheels and tires		
Service, troubleshoot, and repair brakes		
Service various motorcycle transmissions		
Service, troubleshoot, and repair final drives		
Service, troubleshoot, and repair ignition systems		
Service, troubleshoot, and repair electrical malfunctions		
MARINE EQUIPMENT		
Service, troubleshoot, & repair outboard powerheads		
Service various transmissions, including outboard motor lower units		
Service, troubleshoot, & repair stern drive engines		
Service, troubleshoot, & repair outboard controls & accessories		
Service, troubleshoot, & repair bilge pumps & blowers		
Service, troubleshoot, & repair tilt & trim systems		
Service, troubleshoot, & repair propellers and lower units		

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: (____) _____	
e-mail: _____			
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 AOP 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.