

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

TILESETTER

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 Tilesetter 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 Tilesetter Trade: _____ Hours			
*CRA- Canada Revenue Agency			

Please check the appropriate box:

Trade Qualifiers <input type="checkbox"/>	The signature of the journeyperson that follows each of the required skills acknowledges that the applicant has met the competencies in each of the skill areas according to the Industry Standard associated with this trade.
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Pre- Apprenticeship Credits <input type="checkbox"/>	The signature of the journeyperson that follows each of the required skills acknowledges that the applicant has performed in each of the skill areas appropriate for this trade.
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- The Advisory Committee in the **Tilesetter 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 Journeypersons in another trade may sign certain sections if the skills are common to both trades.

Skills Required For Certification	Journeyperson Signature	Verified By Applicant
Occupational Skills:		
Interprets occupational documentation.		
Organizes work.		
Communicates in the workplace.		
Uses and maintains tools and equipment.		
Substrate Preparation:		
Removes existing finishes.		
Determines suitability of substrate.		
Prepares surface.		
Layouts:		
Squares area.		
Lays out grid lines.		
Installs divider strips.		
Material Preparation:		
Inspects materials.		
Cuts and pre-finishes material.		
Mixes setting materials.		

Skills Required For Certification	Journeyperson Signature	Verified By Applicant
Mixes terrazzo.		
Material setting:		
Installs tiles.		
Installs stone slabs.		
Pours Terrazzo.		
Finishing:		
Finishes installed product.		
Finishes terrazzo.		

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

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 Bursey 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.