

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

TRUCK AND TRANSPORT 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

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 Truck and Transport Mechanic 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 Truck and Transport Mechanic 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 **Truck and Transport 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	
Uses hoisting and lifting equipment.				
Uses PPE and safety equipment.				
Maintains hand, power, measuring, testing, and diagnostic tools.				
Maintains shop equipment.				
Uses cutting and heating equipment.				
Uses documentation and reference materials.				
Maintains fluids, lubricants, and coolants.				
Services hoses, tubing, and fittings.				
Services filters.				
Services bearings, bushings, and seals.				
Uses fasteners, sealing devices, adhesives, and gaskets.				
Services base engine.				
Services lubrication systems.				
Services cooling system.				
Performs servicing and repair of batteries.				
Diagnoses batteries.				

Skills Required For Certification	Performed to Journeyperson Standard			Apprentice's Verification
	Journeyperson Signature	Date	Certificate Number	
Services charging systems.				
Services tires, wheels, and hubs.				
Diagnoses tires, wheels, and hubs.				
Repairs tires, wheels, and hubs.				
Services air systems.				
Diagnoses air systems.				
Repairs air systems.				
Services brake systems.				
Diagnoses brake systems.				
Repairs brake systems.				
Services steering system.				
Diagnoses steering system.				
Repairs steering system.				
Services chassis/frame components.				
Diagnoses chassis/frame components.				
Repairs chassis/frame components.				
Services suspension.				
Diagnoses suspension.				
Repairs suspension.				
Services hitches/couplers.				
Diagnoses hitches/couplers.				
Repairs hitches/couplers.				
Services interior cab components.				
Diagnoses interior cab components.				
Repairs interior cab components.				
Services exterior cab components.				
Diagnoses exterior cab components.				
Repairs exterior cab components.				

Skills Required For Certification	Performed to Journeyman Standard			Apprentice's Verification
	Journeyman Signature	Date	Certificate Number	
Services trailer components and accessories				
Diagnoses trailer components and accessories				
Repairs trailer components and accessories				
Services hydraulic components.				
Diagnoses hydraulic components.				
Repairs hydraulic components.				
Services fuel delivery systems.				
Diagnoses fuel delivery systems.				
Repairs fuel delivery systems.				
Diagnoses lubrication systems.				
Diagnoses cooling systems.				
Repairs lubrication systems.				
Repairs cooling systems.				
Diagnoses charging systems.				
Repairs charging systems.				
Performs servicing and repairs of starting systems.				
Diagnoses starting systems.				
Services clutches.				
Diagnoses clutches.				
Repairs clutches.				
Services manual transmission and transfer cases.				
Diagnoses manual transmission and transfer cases.				
Replaces manual transmission and transfer cases.				
Services automatic transmissions.				
Replaces automatic transmissions.				
Services automated transmissions.				
Replaces automated transmissions.				
Services driveline systems.				

Skills Required For Certification	Performed to Journeyperson Standard			Apprentice's Verification
	Journeyperson Signature	Date	Certificate Number	
Diagnoses driveline systems.				
Repairs driveline systems.				
Services differentials.				
Diagnoses differentials.				
Replaces differentials.				
Diagnoses base engine.				
Replaces base engine components.				
Services intake and exhaust systems.				
Diagnoses intake and exhaust systems.				
Repairs intake and exhaust systems.				
Services engine management systems.				
Diagnoses engine management systems.				
Repairs engine management systems.				
Services emission systems for diesel engines.				
Diagnoses emission systems for diesel engines.				
Repairs emission systems for diesel engines.				
Diagnose engine retarder systems.				
Services and repairs engine retarder systems.				
Diagnoses electrical and electronic components and accessories.				
Performs servicing and repair of electrical and electronic components and accessories.				
Services vehicle management systems and electronic components.				
Diagnoses vehicle management systems and electronic components.				
Repairs vehicle management systems and electronic components.				
Services engine brakes and retarders.				
Diagnoses engine brakes and retarders.				

Skills Required For Certification	Performed to Journeyman Standard			Apprentice's Verification
	Journeyman Signature	Date	Certificate Number	
Repairs engine brakes and retarders.				
Services heating and ventilation systems.				
Diagnoses heating and ventilation systems.				
Repairs heating and ventilation systems.				

Skills based upon the **2015 National Occupational Analysis** for the **Truck and Transport 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

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

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