

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

**APPLIANCE 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**

**Note to Employer**

By completing the section below you are confirming that the hours indicated for the applicant are specific to employment in the **Appliance Service 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 Appliance Service Technician Trade:**  
\_\_\_\_\_ 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 Advisory Committee in the **Appliance 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
<b>Safety</b>		
Identify potential health and safety hazards		
Recognize and handle hazardous materials		
Comply with all appropriate safety codes		
Wear protective materials		
Maintain an organized work area		
Report injury to the proper authority		
<b>Business Practices</b>		
Greet customers in a friendly and cordial manner		
Listen to customer complaints		
Explain the condition of the appliance		
Complete invoice		
Order parts		
Complete all forms for refrigerant recovery		
Maintain proper records		
<b>Tools and Equipment</b>		
Use hand tools		
Use power tools		

Skills Required For Certification	Journeyperson Signature	Verified By Applicant
Use test equipment		
Inspect power tools		
Repair or replace power tools		
Inspect hand tools		
Repair and replace hand tools		
Inspect test equipment		
Repair and replace test equipment		
Upgrade tools and equipment as required by industry		
<b>Installation</b>		
Assure sales orders and verifies product		
Utilize appropriate moving devices		
Perform uncrating procedures (check appliance)		
Prepare appliance for transportation.		
Remove old appliance leaving the area safe and secure		
Determine installation location according to codes and practicality of appliance		
Install appliance		
Test appliance		
Inform customer of operation and warranty		
<b>Electrical System</b>		
Confirm power supply to appliance		
Identify fault		
Interpret information on wiring diagram/schematic		
Isolate area of concern		
Select suspected non-load or load components to be tested		
Test wiring and non-load devices		
Identify circuit fault		
Determine repair or replacement procedure		
Correct fault as allowed by code and manufacturers' specifications		

Skills Required For Certification	Journeyperson Signature	Verified By Applicant
Determine which load components should be tested		
Select correct test meter for component for diagnoses		
Determine repair or replacement procedure		
Correct fault as allowed by code and manufacturers' specifications		
<b>Mechanical System</b>		
Identify problem by listening to customer's complaints		
Perform visual inspection		
Evaluate according to customer and warranties		
Check appliance operation		
Identify problem by listening to customer's complaints		
Perform visual inspection		
Repair or replace drive system		
Check appliance operation		
<b>Water System</b>		
Verify water supply		
Verify water quality		
Attach filling devices appropriately		
Check for leakage		
Inspect system		
Clean system		
Repair or replace system		
Analyze water performance movement		
Inspect drain system to meet codes and manufacturers' specifications		
Clean system		
Repair or replace system		
Inspect anti-siphoning devices		
Add anti-siphoning devices		
<b>Air System</b>		

Skills Required For Certification	Journeyperson Signature	Verified By Applicant
Inspect for air circulation		
Advise for proper flow		
Adjust static air baffles		
Determine air circulation problem		
Clean system		
Repair or replace system		
Adjust and replace air control devices		
<b>Sealed System</b>		
Assess sealed system		
Access the cooling system		
Use compound gauges and observation to diagnose problem		
Recover refrigerant		
Repair or replace components		
Evaluate system		
Perform leak test		
Purge system		
Recover purged refrigerant		
Recharge system with correct refrigerant charge		
Test running of appliance		
Prepare joints or tubing		
Seal joints or tubing with proper solder		
Clean and inspect work		
<b>Gas System</b>		
Verify gas type		
Identify working pressure		
Check for gas leakage		
Check pipe-supporting structure		
Adjust or replace valves		
Repair or replace ignition system		
Adjust or replace thermal safety valves		
Analyze secondary air		

Skills Required For Certification	Journeyperson Signature	Verified By Applicant
Analyze and adjust primary air		
Adjust flame dynamics and type		
Install vents according to codes		

## 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

<b>Avalon</b>	<b>Clareville</b>	<b>Central</b>	<b>Western</b>	<b>Labrador</b>
Apprenticeship and Trades Certification Division 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	Apprenticeship and Trades Certification Division Industrial Training Section 45 Tilley's Road Clareville, NL A5A 1Z4 Phone: (709) 466-3982 Fax: (709) 466-3987 Toll Free: 1-877-771-3737	Apprenticeship and Trades Certification Division Industrial Training Section 42 Hardy Avenue Grand Falls-Windsor, NL A2A 2J9 Phone: (709) 292-4215 Fax: (709) 292-4502 Toll Free 1-877-771-3737	Apprenticeship and Trades Certification Division 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	Apprenticeship and Trades Certification Division 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).