

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

AUTO BODY AND COLLISION TECHNICIAN

Note to Apprenticeship Applicants

The work experiences on this form are for credit only and must have been performed prior to registration as an apprentice.

Applicant Information

Name: _____	Surname	First	Initial	
Address: _____	P.O. Box/Street	City/Town	Province	Postal Code
Telephone: (____) _____	Cell: (____) _____	Email address: _____		

Note to Employer

By completing the section below you are confirming that the hours indicated for the applicant are specific to employment in the **Auto Body and Collision 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 **Auto Body and Collision 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 occupation.
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 occupation.

- The Advisory Committee in the Auto Body and Collision Technician trade has identified the work experiences or skills listed below as those required for the occupation.
- 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
OXY-FUEL CUTTING AND HEATING		
Set up oxy-fuel cutting equipment (to be obtained at the training institution or in the workplace)		
Prepare metal (to be obtained at the training institution or in the workplace)		
Cut and heat metal (to be obtained at the training institution or in the workplace)		
Shut down equipment (to be obtained at the training institution or in the workplace)		
Store equipment (to be obtained at the training institution or in the workplace)		
G.M.A.W. WELDING		
Set up gas metal arc welding equipment		
Prepare metal		
Weld metal		
Shut down equipment		
Test weld (to be obtained at the training institution or in the workplace)		
REFINISH METAL		
Clean metal surfaces		
Sand metal surfaces		

Skills Required For Certification	Journeyperson Signature	Verified By Applicant
Mask metal surfaces		
Condition metal surfaces		
Undercoat metal surfaces		
Finish metal surfaces		
Paint metal surfaces		
Paint metal surfaces by preparing, cleaning, and tacking		
Paint metal surfaces by applying sealer, undercoat, and topcoat		
NON-INTEGRAL COMPONENTS		
Remove non-integral components to eliminate leaks, wind noises, rattles, and squeaks		
Replace non-integral components to eliminate leaks, wind noises, rattles, and squeaks		
Adjust non-integral components to eliminate leaks, wind noises, rattles, and squeaks		
Align non-integral components		
METAL PANELS		
Analyze damage in metal panels		
Remove obstructions in metal panels		
Repair damage in metal panels		
HARDWARE AND TRIM		
Remove hardware and trim components		
Replace hardware and trim components		
Adjust hardware and trim components		
STRUCTURAL COMPONENTS		
Analyze damage		
Measure		
Remove damaged panel areas		
Make repairs to structural components		
GLASS		
Remove glass		
Replace glass		
Adjust glass		

Skills Required For Certification	Journeyperson Signature	Verified By Applicant
NON-METAL PANELS		
Analyze damage		
Clean non-metal panels		
Prepare non-metal panels		
Repair non-metal panels		
ESTIMATING		
Estimate cost of repair parts (to be obtained at the training institution or in the workplace)		
Estimate labour costs (to be obtained at the training institution or in the workplace)		
LIGHT AND MEDIUM DUTY COOLING SYSTEMS		
Disassemble components, light and medium duty cooling systems		
Reassemble components, light and medium duty cooling systems		
Inspect components, light and medium duty cooling systems		
Test components, light and medium duty cooling systems		
BODY ELECTRICAL CIRCUITS		
Disassemble components		
Reassemble components		
Inspect components		
Test components		
Repair components		
Replace components		
Repair body electrical circuits		
SUSPENSION AND BRAKES		
Remove and replace struts in order to carry out structural and panel repairs		
Remove and replace shocks in order to carry out structural and panel repairs		
Remove and replace brake components in order to carry out structural and panel repairs		
DETAILING AND FINESSING		
Carry out detailing and finessing on metal surfaces according to customers' wishes		
Carry out detailing and finessing on non-metal surfaces according to customers' wishes		

Skills Required For Certification	Journeyperson Signature	Verified By Applicant
AIR CONDITIONING		
Troubleshooting air conditioning system (to be obtained at the training institution or in the workplace)		
Repair air conditioning system (to be obtained at the training institution or in the workplace)		

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
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 Clarenville, 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 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	Apprenticeship and Trades Certification Division Industrial Training Section 163 Hamilton River Road Bursey 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.