

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

**Automotive 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 **Automotive 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 **Automotive 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 **Automotive 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	Performed to Journeyperson Standard			Apprentice's Verification
	Journeyperson Signature	Date	Certificate Number	
Maintains safe work environment.				
Uses personal protective equipment (PPE) and safety equipment.				
Uses tools and equipment.				
Uses fasteners, tubing, hoses and fittings.				
Uses hoisting and lifting equipment.				
Uses technical information.				
Uses communication techniques.				
Diagnoses drive shafts and axles.				
Repairs drive shafts and axles.				
Diagnoses basic wiring and electrical systems.				
Repairs basic wiring and electrical systems.				
Diagnoses batteries.				
Removes and replaces batteries.				
Diagnoses conventional steering systems.				

Skills Required For Certification	Performed to Journeyperson Standard			Apprentice's Verification
	Journeyperson Signature	Date	Certificate Number	
Repairs conventional steering systems.				
Diagnoses conventional suspension systems.				
Repairs conventional suspension systems.				
Diagnoses non-ABS braking systems.				
Repairs non-ABS braking systems.				
Diagnoses tires, wheels, hubs and wheel bearings.				
Repairs tires, wheels, hubs, and wheel bearings.				
Diagnoses wind noises, rattles and water leaks.				
Repairs wind noises, rattles, and water leaks.				
Diagnoses interior and exterior components, accessories and trim.				
Repairs interior and exterior components, accessories and trim.				
Diagnoses latches, locks and movable glass.				
Repairs latches, locks and movable glass.				
Diagnoses cooling systems.				
Repairs cooling systems.				
Diagnoses lubricating systems.				
Repairs lubricating systems.				
Diagnoses engine assembly.				
Repairs engine assembly.				
Diagnoses accessory drive systems.				
Repairs accessory drive systems.				
Diagnoses manual transmissions/transaxles.				
Removes and replaces manual transmissions/transaxles.				
Diagnoses clutches.				
Repairs clutches.				

Skills Required For Certification	Performed to Journeyperson Standard			Apprentice's Verification
	Journeyperson Signature	Date	Certificate Number	
Diagnoses final drive assemblies.				
Repairs final drive assemblies.				
Diagnoses starting/charging systems.				
Repairs starting/charging systems.				
Diagnoses lighting and wiper systems.				
Repairs lighting and wiper systems.				
Diagnoses electronically-controlled steering systems.				
Repairs electronically-controlled steering systems.				
Diagnoses electronically-controlled suspension systems.				
Repairs electronically-controlled suspension systems.				
Diagnoses ABS braking systems.				
Repairs ABS braking systems.				
Diagnoses gasoline fuel delivery and injection systems.				
Repairs gasoline fuel delivery and injection systems.				
Diagnoses gasoline ignition systems.				
Repairs gasoline ignition systems.				
Diagnoses gasoline intake/exhaust systems.				
Repairs gasoline intake/exhaust systems.				
Diagnoses gasoline emission control systems.				
Repairs gasoline emission control systems.				
Reads diagnostic trouble codes (DTCs).				
Monitors diagnostic data.				
Interprets diagnostic test results.				
Tests system circuitry and components.				

Skills Required For Certification	Performed to Journeyperson Standard			Apprentice's Verification
	Journeyperson Signature	Date	Certificate Number	
Repairs or replaces system circuitry or components.				
Diagnoses transfer cases.				
Repairs or replaces transfer cases.				
Diagnoses electrical options.				
Repairs electrical options.				
Installs electrical accessories.				
Diagnoses electrical accessories.				
Repairs electrical accessories.				
Uses mentoring techniques.				
Diagnoses automatic transmissions/transaxles.				
Repairs or replaces automatic transmissions/transaxles.				
Diagnoses entertainment systems.				
Repairs entertainment systems.				
Diagnoses instrumentation and information displays.				
Repairs or replaces instrumentation and information displays.				
Diagnoses ventilation control systems.				
Repairs ventilation control systems.				
Diagnoses heating systems.				
Repairs heating systems.				
Diagnoses restraint systems.				
Repairs restraint systems.				
Recognizes specific safety protocols for hybrid and electric vehicles (EV).				

## 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).