

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

### CARPENTER

#### 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

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

#### Employer Information & Verification

<b>Note to Employer</b>	
By completing the section below you are confirming that the hours indicated for the applicant are specific to employment in the <b>Carpenter Trade</b> .	
<b>Verified By:</b> _____	<b>CRA* Business #:</b> _____
Company Name	9 digits
<b>Address:</b> _____ / _____ / _____ / _____	
P. O. Box/Street	City/Town Province Postal Code
<b>Telephone:</b> (____) _____	<b>Email Address:</b> _____
Employer or Representative	
_____ Employer or Representative Signature	_____ Employer or Representative (Print)
<b>Date of applicant's employment from:</b> ____ / ____ / ____ <b>to:</b> ____ / ____ / ____	
Month Day Year Month Day Year	
<b>Total hours of employment the applicant worked in the Carpenter Trade:</b> _____ 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 **Carpenter 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			Verified by Applicant
	Journeyperson Signature	Date	Certificate Number	
Uses and maintains hand, power and pneumatic tools.				
Uses lifting, rigging and hoisting equipment.				
Uses personal protective equipment (PPE) and safety equipment.				
Maintains safe work environment.				
Installs fasteners, adhesives and connectors.				
Uses stationary access equipment.				
Erects/dismantles scaffolding.				
Uses safety documentation to employ safe work procedures.				
Organizes materials.				
Lays out floor systems.				

Skills Required for Certification	Performed to Journeyperson Standard			Verified by Applicant
	Journeyperson Signature	Date	Certificate Number	
Uses and maintains hand, power and pneumatic tools.				
Lays out deck systems.				
Constructs footing forms.				
Dismantles formwork.				
Places and protects concrete.				
Performs basic concrete finishing.				
Installs engineered floor systems.				
Constructs dimensional lumber floor framing.				
Constructs decks and installs components.				
Uses layout instruments.				
Installs membranes and sealants.				
Performs site layout.				
Lays out concrete formwork.				
Lays out wall systems.				
Lays out ceiling systems.				
Lays out roof systems.				
Lays out stairs.				
Installs engineered wall systems.				
Constructs dimensional lumber wall framing.				

Skills Required for Certification	Performed to Journeyperson Standard			Verified by Applicant
	Journeyperson Signature	Date	Certificate Number	
Uses and maintains hand, power and pneumatic tools.				
Installs engineered trusses.				
Constructs roof and ceiling framing.				
Installs exterior jambs/frames.				
Installs exterior doors.				
Installs exterior windows.				
Installs exterior door and window hardware.				
Installs roofing components.				
Installs roofing coverings.				
Installs exterior wall components.				
Installs exterior wall coverings.				
Constructs straight stairs.				
Installs insulating materials.				
Constructs slab-on-grade formwork.				
Installs embedded steel.				
Installs wallboard.				
Installs suspended ceilings.				
Installs interior jambs/frames.				
Installs interior doors.				
Installs interior door hardware.				

Skills Required for Certification	Performed to Journeyperson Standard			Verified by Applicant
	Journeyperson Signature	Date	Certificate Number	
Uses and maintains hand, power and pneumatic tools.				
Fabricates finish components.				
Installs finish components and accessories.				
Interprets project drawings and specifications.				
Performs site preparation.				
Performs quantity take off.				
Installs panels, tiles and solid wood finishes.				
Installs underlayment.				
Installs floor coverings.				
Removes existing material and protects structure during renovations.				
Performs renovations.				

Skills based upon **2013 National Occupational Analysis** for the **Carpenter** 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**

<b>Avalon</b>	<b>Clarenville</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 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 <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 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

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