



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

**CONCRETE FINISHER**

**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>Concrete Finisher 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			
Total hours of employment the applicant worked in the <b>Concrete Finisher 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 **Concrete Finisher 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>COMMON TRADE SKILLS</b>		
Use personal protective equipment (PPE) and safety equipment		
Maintain safe work environment		
Use hand tools		
Use power tools		
Use measuring equipment		
Use documentation		
Determine material requirements and quantities		
Sequence work procedures		
Use communicate techniques		
Use mentoring techniques		
<b>SITE PREPARATION</b>		
Inspect site		
Prepare sub-grade and elevations		
Construct concrete formwork		
Installs reinforcements		
Inspect formwork and reinforcements		

Skills Required For Certification	Journeyperson Signature	Verified By Applicant
Install construction, isolation and expansion joints		
Remove forms		
<b>CONCRETE PLACEMENT AND LEVELING</b>		
Transport concrete on site		
Spread concrete		
Consolidate concrete		
Establish elevation		
Screed concrete		
Bull float concrete		
<b>PLASTIC CONCRETE FINISHING</b>		
Float concrete by hand		
Float concrete by machine		
Edge perimeter of slab		
Finish extruded concrete surfaces		
Tool construction joints		
Trowel concrete by hand		
Trowel concrete by machine		
Apply dry-shake aggregate surface hardeners		
Texture concrete surface		
<b>CONCRETE CURING AND PROTECTION</b>		
Wet-cure concrete		
Chemical cure concrete		
Saw cut contraction joints		
Fill joints		
Protect plastic concrete		
Protect hardened concrete		
<b>CONCRETE MODIFICATION AND REPAIR</b>		
Inspect concrete		
Remove materials		
Prepare surface for repair or restoration		

Skills Required For Certification	Journey person Signature	Verified By Applicant
Install repair materials		
Prepare surface for surface treatments		
Abrade surface to achieve architectural finish		
Apply seamless systems		
Apply bonded and non-bonded toppings to concrete		
Parge vertical surfaces		
Apply chemical surface treatment		
Perform cutting		
Perform coring		
GROUT		
Prepare surface for grouting		
Mix grout		
Install grout		
Finish exposed grout surfaces		

## 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>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

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).