

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

**CONSTRUCTION CRAFT WORKER**

**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 **Construction Craft Worker 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 **Construction Craft Worker Trade:**  
\_\_\_\_\_ Hours

\* CRA - Canada Revenue Agency

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 trade.

- The Apprenticeship and Trades Certification Division has identified the work experience or skills listed below as those required for the **Construction Craft Worker 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	
<b>TRADE SKILLS</b>				
Maintains hand tools				
Maintains power tools				
Maintains powder-actuated tools				
Uses rigging and hoisting equipment				
Uses stationary equipment				
Uses personal protective equipment (PPE) and safety equipment				
Uses documentation				
Communicates with others				
Maintains safe work environment				
Organizes individual's work tasks				
Handles construction materials				
Performs housekeeping duties				
Erects hoarding / enclosures				
Installs membranes				
Installs insulating materials				
Establishes grades and elevations				

Skills Required For Certification	Performed to Journeyperson Standard			Apprentice's Verification
	Journeyperson Signature	Date	Certificate Number	
Performs traffic control				
Installs permanent and temporary fencing				
<b>SITE WORK</b>				
Clears site				
Sets up site facilities				
Assists in installation of pilings				
Locates underground utilities				
Performs excavation				
Installs excavation shoring				
Performs backfill and compaction				
Cleans site				
Cleans jobsite facilities				
Removes hazardous materials				
Controls water runoff				
Sets up temporary lighting				
Sets up generators and compressors				
Performs site restoration				
Works in tool crib				
Cuts materials				

Skills Required For Certification	Performed to Journeyperson Standard			Apprentice's Verification
	Journeyperson Signature	Date	Certificate Number	
Dismantles existing structures and components				
Monitors hazardous gases				
Performs spark watch				
Perform bottle watch				
Performs confined space watch				
Monitors heaters				
<b>SCAFFOLDING AND ACCESS EQUIPMENT</b>				
Erects scaffolding				
Inspects scaffolding				
Maintains scaffolding				
Tends to scaffold erectors				
Dismantles scaffolding				
Uses ladders				
Uses power-elevated work platforms				
Inspects access equipment				
Maintains access equipment				
<b>CONCRETE WORK</b>				
Installs shoring for formwork				
Sets up formwork				
Checks assembled formwork				
Dismantles formwork				
Maintains formwork				
Mixes concrete				

Skills Required For Certification	Performed to Journeyperson Standard			Apprentice's Verification
	Journeyperson Signature	Date	Certificate Number	
Transports concrete on site				
Installs components in concrete				
Places concrete				
Assists with finishing concrete				
Controls concrete curing process				
Drills / cores concrete				
Prepares concrete surface for add-ons				
Repairs concrete				
Installs concrete joints				
Refinishes concrete surfaces				
Installs grout				
Installs epoxies				
Installs caulking				
<b>MASONRY WORK</b>				
Sets up masonry materials				
Mixes mortars and grouts				
Cuts masonry units				
Installs lintels and rough bucks				
Washes masonry units				
Assists with the installation of refractory materials				
Uses fireproofing materials				

Skills Required For Certification	Performed to Journeyperson Standard			Apprentice's Verification
	Journeyperson Signature	Date	Certificate Number	
UTILITIES AND PIPELINE				
Installs pipe for water systems				
Installs pipe for sewer systems				
Installs utility components				
Modifies existing pipe				
Assists with testing water and sewer lines				
Constructs right of ways				
Performs pipeline installation				
ROAD WORK				
Places paving materials				
Modifies existing paving materials				
Installs barriers				
Installs road markings and signs				
Installs culverts				

## 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, 2nd 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).