

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

**CONSTRUCTION ELECTRICIAN**

**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>Construction Electrician</b> trade.	
<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>Construction Electrician</b> trade: _____ Hours.	
* CRA - Canada Revenue Agency	

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 **Construction Electrician** 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 personal protective equipment (PPE) and safety equipment				
Maintains safe work environment				
Performs lock-out and tag-out procedures				
Uses tools and equipment				
Uses access equipment				
Uses hoisting and lifting equipment				
Organizes materials and supplies				
Plans project tasks and procedures				
Prepares worksite				
Fabricates support structures				
Installs brackets, hangers and fasteners				
Uses communication techniques				
Installs single-phase consumer/supply services				

Skills Required for Certification	Performed to Journeyperson Standard			Verified by Applicant
	Journeyperson Signature	Date	Certificate Number	
and metering equipment				
Installs grounding and bonding systems				
Installs conductors and cables				
Installs conduit, tubing and fittings				
Installs raceways				
Installs boxes and enclosures				
Performs servicing and maintenance of raceways, cables and enclosures				
Installs luminaires				
Installs wiring devices				
Installs lighting controls				
Performs servicing of branch circuitry				
Interprets plans, drawings and specifications				
Installs overcurrent protection devices				
Installs ground fault, arc fault and surge protection devices				
Performs servicing and maintenance of protection devices				
Installs extra-low voltage transformers				
Installs low-voltage single-phase transformers				
Connects HVAC systems				
Installs HVAC controls				
Installs electric heating systems				
Installs electric heating system controls				
Performs servicing and maintenance of electric heating systems and controls				
Installs exit and emergency lighting				
Performs servicing and maintenance of exit and emergency lighting systems				

Skills Required for Certification	Performed to Journey person Standard			Verified by Applicant
	Journey person Signature	Date	Certificate Number	
Installs motor starters				
Performs basic servicing and maintenance of motor starters				
Installs three-phase consumer/supply services and metering equipment				
Performs servicing and maintenance of single-phase services				
Performs servicing and maintenance of three-phase services				
Installs power distribution equipment				
Performs servicing and maintenance of power distribution equipment				
Installs low-voltage three-phase transformers				
Installs motor controls				
Performs basic servicing and maintenance of motor controls				
Installs single-phase motors				
Installs three-phase motors				
Performs startup and shutdown procedures				
Performs servicing and maintenance of bonding and grounding systems				
Performs basic servicing and maintenance of single-phase motors				
Performs basic servicing and maintenance of three-phase motors				
Installs fire alarm systems				

## 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 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 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 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 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 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).