

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

### Cook

#### 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 **Cook** 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 **Cook** 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 **Cook** 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	
Maintains safe work environment				
Uses personal protective equipment (PPE) and safety equipment				
Maintains personal hygiene				
Maintains safe condition and temperature of raw and finished product				
Cools food rapidly				
Re-thermalizes foods				
Prevents cross-contamination				
Cleans tools and equipment				
Sanitizes tools and equipment				
Uses knives				
Uses pots, pans and utensils				
Uses equipment and appliances				
Organizes kitchen workplace				
Receives products				
Stores products				

Skills Required for Certification	Performed to Journeyperson Standard			Verified by Applicant
	Journeyperson Signature	Date	Certificate Number	
Uses recipes				
Performs portion control				
Selects herbs and spices				
Cleans herbs				
Processes herbs and spices				
Selects vegetables				
Cleans vegetables				
Processes vegetables				
Cooks vegetables				
Finishes vegetables				
Selects fruit				
Cleans fruit				
Processes fruit				
Cooks fruit				
Finishes fruit				
Selects stock and broth ingredients				
Selects ingredients for eggs and egg-based dishes				
Processes ingredients for eggs and egg-based dishes				
Cooks eggs and egg-based dishes				
Finishes eggs and egg-based dishes				
Selects grains and pulses				
Selects seeds and nuts				
Selects fin fish				
Selects sandwich ingredients				
Processes sandwich ingredients				
Assembles sandwiches				
Cooks sandwiches				

Skills Required for Certification	Performed to Journeyperson Standard			Verified by Applicant
	Journeyperson Signature	Date	Certificate Number	
Selects salad ingredients				
Processes salad ingredients				
Finishes salad				
Selects ingredients for dough				
Selects ingredients for batters				
Processes stock and broth ingredients				
Cooks stocks and broths				
Selects soup ingredients				
Processes soup ingredients				
Cooks soups				
Finishes soups				
Selects thickening and binding ingredients				
Processes thickening and binding ingredients				
Selects pasta and noodle dish ingredients				
Cooks pastas and noodles				
Finishes pastas and noodles				
Processes grains and pulses				
Cooks grains and pulses				
Processes seeds and nuts				
Cooks seeds and nuts				
Selects meats				
Selects poultry				
Processes fin fish				
Cooks fin fish				
Finishes fin fish				
Selects seafood				
Selects ingredients for hors d'oeuvres and other finger foods				

Skills Required for Certification	Performed to Journeyperson Standard			Verified by Applicant
	Journeyperson Signature	Date	Certificate Number	
Selects ingredients for savory and sweet pastries and pies				
Schedules production				
Plans menu and mise en place				
Uses documentation				
Orders products				
Maintains inventory				
Presents finished product				
Adapts kitchen practices to meet dietary requirements				
Selects ingredients to meet dietary requirements				
Prepares food to meet dietary requirements				
Selects sauce ingredients				
Processes sauce ingredients				
Cooks sauces				
Finishes sauces				
Selects cheese, dairy and plant-based dairy alternative ingredients				
Processes cheese, dairy and plant-based dairy alternative ingredients				
Finishes cheese, dairy and plant-based dairy alternative ingredients				
Processes pastas and noodles				
Selects stuffed pasta and dumpling ingredients				
Processes stuffed pasta and dumplings				
Cooks stuffed pasta and dumplings				
Finishes stuffed pasta and dumplings				
Selects alternative proteins				
Processes alternative proteins				
Cooks alternative proteins				

Skills Required for Certification	Performed to Journeyperson Standard			Verified by Applicant
	Journeyperson Signature	Date	Certificate Number	
Processes meats				
Cooks meats				
Finishes meats				
Processes poultry				
Cooks poultry				
Finishes poultry				
Selects variety meats				
Processes seafood				
Cooks seafood				
Finishes seafood				
Selects ingredients for condiments, preserves and dressings				
Processes ingredients for condiments, preserves and dressings				
Processes ingredients for hors d'oeuvre and other finger food				
Assembles hors d'oeuvres and other finger foods				
Cooks hors d'oeuvres and finger foods				
Finishes hors d'oeuvres and other finger foods				
Selects ingredients for charcuterie and cured products				
Finishes charcuterie and cured products				
Selects ingredients for gels and glazes				
Processes ingredients for gels and glazes				
Finishes gels and glazes				
Selects marinade, rub and brine ingredients				
Processes marinade, rub and brine ingredients				
Processes ingredients for dough				
Cooks dough-based products				

Skills Required for Certification	Performed to Journeyperson Standard			Verified by Applicant
	Journeyperson Signature	Date	Certificate Number	
Finishes dough-based products				
Processes ingredients for batters				
Cooks batter-based products				
Finishes batter-based products				
Selects ingredients for creams, mousses, frozen desserts, fillings, icings, toppings and sugar works				
Selects cake components for assembly				
Selects chocolate and ingredients				

Skills based upon **2020 Red Seal Occupational Standard** for the **Cook** 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.

<b>Journeyperson Supervisor Verification</b>			
<b>Name:</b> _____			
Surname	First	Initial	
<b>Address:</b> _____ / _____ / _____ / _____			
P. O. Box/Street	City/Town	Province	Postal Code
<b>Telephone:</b> (____) _____ <b>Cell phone:</b> (____) _____ <b>Email:</b> _____			
<b>Certificate Number:</b> _____		and/or	<b>I.P. Number:</b> _____
<b>Issuing Jurisdiction:</b> _____			
<b>Name (signature):</b> _____			

<b>Journeyperson Supervisor Verification</b>			
<b>Name:</b> _____			
Surname	First	Initial	
<b>Address:</b> _____ / _____ / _____ / _____			
P. O. Box/Street	City/Town	Province	Postal Code
<b>Telephone:</b> (____) _____ <b>Cell phone:</b> (____) _____ <b>Email:</b> _____			
<b>Certificate Number:</b> _____		and/or	<b>I.P. Number:</b> _____
<b>Issuing Jurisdiction:</b> _____			
<b>Name (signature):</b> _____			

## 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

Avalon	Clarenville	Central	Western	Labrador
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).