



Record of Work Experiences
Trade Qualifier or Pre-Apprenticeship Credits

INDUSTRIAL 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

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 Industrial Electrician 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 Industrial Electrician trade : _____ Hours.	
* CRA - Canada Revenue Agency	

Trade Qualifiers <input type="checkbox"/>	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.
Pre- Apprenticeship Credits <input type="checkbox"/>	The signature of the Journeyperson 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 **Industrial 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	
Maintains safe work environment				
Uses personal protective equipment (PPE) and safety equipment				
Performs lock-out and tag-out procedures				
Identifies environmental conditions				
Uses common and specialty tools and equipment				
Uses access equipment				
Uses rigging, hoisting and lifting equipment				
Organizes materials and supplies				
Fabricates support structures				
Installs brackets, hangers and fasteners				
Installs seismic restraint systems such as: chains, cables, shock mounts				
Uses communication techniques				
Installs bonding systems				

Skills Required for Certification	Performed to Journeyperson Standard			Verified by Applicant
	Journeyperson Signature	Date	Certificate Number	
Maintains bonding systems				
Installs conductors and cables				
Maintains conductors and cables				
Installs conduit, tubing and fittings				
Installs raceways				
Installs boxes and enclosures				
Maintains conduit, tubing, fittings, raceways, boxes and enclosures				
Installs luminaires				
Maintains luminaires				
Installs wiring devices				
Maintains wiring devices				
Identifies hazardous locations				
Plans project tasks and procedures				
Prepares worksite				
Installs overcurrent protection devices				
Maintains overcurrent protection devices				
Installs ground fault, arc fault and surge protection devices				
Maintains ground fault, arc fault and surge protection devices				
Installs under and over voltage protection devices				
Maintains under and over voltage protection devices				
Installs extra-low voltage transformers				
Maintains extra-low voltage transformers				

Skills Required for Certification	Performed to Journey person Standard			Verified by Applicant
	Journey person Signature	Date	Certificate Number	
Installs low voltage single-phase transformers				
Maintains low voltage single-phase transformers				
Connects power to HVAC systems and associated equipment				
Installs HVAC controls such as: thermostat, timers, relays				
Maintains HVAC electrical components				
Installs electric heating systems and controls				
Maintains electric heating systems and controls				
Installs exit and emergency lighting systems				
Maintains exit and emergency lighting systems				
Interprets plans, drawings and specifications				
Installs low voltage distribution equipment				
Maintains low voltage distribution equipment				
Installs grounding systems				
Maintains grounding systems				
Installs alternating current (AC) generating systems such as: portable and/or fixed				
Maintains AC generating systems such as: portable and/or fixed				
Installs low voltage three-phase transformers				
Maintains low voltage three-phase transformers				
Installs motor starters				
Maintains motor starters				

Skills Required for Certification	Performed to Journey person Standard			Verified by Applicant
	Journey person Signature	Date	Certificate Number	
Installs motor control devices				
Maintains motor control devices				
Installs AC drives				
Maintains AC drives				
Installs single-phase motors				
Installs three-phase motors				
Finalizes required documentation				
Commissions systems				
Performs startup and shutdown procedures				
Decommissions systems				
Uses mentoring techniques				
Maintains single-phase consumer/supply services and metering equipment				
Maintains three-phase consumer/supply services and metering equipment				
Installs power conditioning systems				
Maintains power conditioning systems				
Maintains ground fault detection systems				
Installs non-rotating equipment and associated controls such as: welding equipment, electromagnets and electrostatic precipitators				
Maintains non-rotating equipment and associated controls such as: welding equipment, electromagnets and electrostatic precipitators				
Maintains single-phase motors				
Maintains three-phase motors				

Skills Required for Certification	Performed to Journeyperson Standard			Verified by Applicant
	Journeyperson Signature	Date	Certificate Number	
Maintains fire alarm systems and/or components				
Installs building automation systems such as: sensors, damper motors, controllers				
Maintains building automation systems such as: sensors, damper motors, controllers				
Installs discrete input/output devices				
Maintains discrete input/output devices				
Installs analog input/output devices				
Maintains analog input/output devices				
Installs basic automated control systems				
Maintains basic automated control systems				
Optimizes system performance, such as update firmware, modify existing program, etc.				

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

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 nd 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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