



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

INSTRUMENTATION AND CONTROL TECHNICIAN

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 **Instrumentation and Control Technician 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 **Instrumentation and Control Technician Trade**:
_____ Hours

* CRA - Canada Revenue Agency

Please check the appropriate box:

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 Atlantic Trade Advisory Committee in the **Instrumentation and Control Technician 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 de-energizing, lock-out and tag-out procedures				
Uses diagrams, drawings and schematics				
Maintains calibration, configuration and test equipment				
Maintains tools				
Maintains documentation				
Operates material handling equipment				
Installs pressure devices				
Maintains pressure devices				
Installs electrical equipment (cabling, conduit, on/off control devices, fuses, batteries etc.)				
Maintains electrical equipment (cabling, conduit, on/off control devices, fuses, batteries etc.)				

Skills Required for Certification	Performed to Journeyperson Standard			Verified by Applicant
	Journeyperson Signature	Date	Certificate Number	
Diagnoses electrical equipment (cabling, conduit, on/off control devices, fuses, batteries etc.)				
Repairs electrical equipment (cabling, conduit, on/off control devices, fuses, batteries etc.)				
Installs temperature, level and flow devices				
Maintains temperature, level and flow devices				
Diagnoses pressure, temperature, level and flow devices				
Repairs pressure, temperature, level and flow devices				
Installs control devices for hydraulic systems				
Maintains control devices for hydraulic systems				
Diagnoses control devices and hydraulic systems				
Repairs control devices for hydraulic systems				
Installs pneumatic equipment				
Maintains pneumatic equipment				
Diagnoses pneumatic equipment				
Repairs pneumatic equipment				
Installs electronic equipment (power supplies, control boards etc.)				
Maintains electronic equipment (power supplies, control boards etc.)				
Diagnoses electronic equipment (power supplies, control boards etc.)				
Repairs electronic equipment (power supplies, control boards etc.)				
Installs valves				

Skills Required for Certification	Performed to Journeyperson Standard			Verified by Applicant
	Journeyperson Signature	Date	Certificate Number	
Maintains valves				
Diagnoses valves				
Installs actuators				
Maintains actuators				
Diagnoses actuators				
Repairs actuators				
Installs positioners				
Maintains positioners				
Diagnoses positioners				
Repairs positioners				
Plans tasks				
Installs motion, speed, position and vibration devices				
Maintains motion, speed, position and vibration devices				
Diagnoses motion, speed, position and vibration devices				
Repairs motion, speed, position and vibration devices				
Installs mass and density devices				
Maintains mass and density devices				
Diagnoses mass and density devices				
Repairs mass and density devices				
Installs process analyzers				
Maintains process analyzers				
Diagnoses process analyzers				
Repairs process analyzers				
Maintains VSDs				
Diagnoses VSDs				

Skills Required for Certification	Performed to Journeyperson Standard			Verified by Applicant
	Journeyperson Signature	Date	Certificate Number	
Repairs VSDs				
Performs installation and configuration of signal converters				
Diagnoses signal converters				
Performs maintenance and repairs on signal converters				
Tuning process control loops				
Maintains multiple variable computing devices				
Diagnoses multiple variable computing devices				
Repairs multiple variable computing devices				
Installs safety systems and devices				
Maintains safety systems and devices				
Diagnoses safety systems and devices				
Repairs safety systems and devices				
Installs Safety Instrumented Systems (SISs) or components				
Configures SISs				
Maintains SISs				
Diagnoses SISs				
Repairs SISs				
Tuning process control loops				
Installs Stand Alone Controllers (SACs)				
Configures SACs				
Performs maintenance, diagnostics and repairs on SACs				
Installs Programmable Logic Controllers (PLCs) or components				

Skills Required for Certification	Performed to Journeyperson Standard			Verified by Applicant
	Journeyperson Signature	Date	Certificate Number	
Configures Programmable Logic Controllers (PLCs)				
Performs maintenance, diagnosis and repairs on PLCs				
Configures Distributed Control System (DCSs)				
Performs maintenance, diagnosis and repairs on DCSs				
Configures Human Machine Interface (HMIs)				
Performs maintenance, diagnosis and repairs on HMIs				
Configures Supervisory Control and Data Acquisition (SCADA) systems				
Performs maintenance, diagnosis and repairs on SCADA 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

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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