



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

**METAL FABRICATOR (FITTER)**

**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>Metal Fabricator (Fitter) Trade</b> .	
<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>Metal Fabricator (Fitter) Trade:</b> _____ 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 Atlantic Trade Advisory Committee in the **Metal Fabricator (Fitter) 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 hand, power, layout and measuring tools and equipment.				
Maintains stationary machinery including: (remove debris, check fluids, check guards).				
Maintains cutting and welding equipment.				
Uses access equipment.				
Communicates with others.				
Applies rigging practices.				
Operates material handling equipment.				
Performs pattern development.				

Skills Required for Certification	Performed to Journeyperson Standard			Verified by Applicant
	Journeyperson Signature	Date	Certificate Number	
Determines weights.				
Cuts material using manual plasma cutting equipment.				
Cuts material using manual oxy-fuel cutting equipment.				
Cuts material using shears.				
Cuts material using saws.				
Cuts material using ironworkers.				
Drills holes.				
Minimizes welding distortions.				
Follows and performs welding processes.				
Corrects welding distortions.				
Determines dimensions.				
Transfers dimensions.				
Makes templates.				
Cuts threads.				
Prepares joints.				
Forms material using plate rollers.				
Calculates material allowances for various processes.				
Forms materials using conventional or computerized numerical controlled (CNC) press brakes.				
Forms material using benders.				
Applies heat for forming.				

Skills Required for Certification	Performed to Journeyperson Standard			Verified by Applicant
	Journeyperson Signature	Date	Certificate Number	
Assembles jigs.				
Determines proper sequence for assembly.				
Assembles sub-components and components.				
Sets fabricated component in place.				
Fastens components.				
Applies heat prior to tack welding.				
Performs tack welding.				
Organizes project tasks.				
Performs visual inspections.				
Verifies measurements, welds and layout.				
Tracks material and parts for traceability.				
Organizes material.				
Determines finishing processes.				
Prepares material for finishing.				

Skills based upon **2011 National Occupational Analysis** for the **Metal Fabricator 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.

### 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 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).