

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

OIL HEAT SYSTEM 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 **Oil Heat System 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 **Oil Heat System 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 Advisory Committee in the **Oil Heat System 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	Journeyperson Signature	Verified By Applicant
USES TOOLS AND EQUIPMENT		
Uses hand tools.		
Uses power tools.		
Uses measuring and testing equipment.		
Uses hoisting, lifting and rigging equipment.		
Uses ladders and platforms.		
Uses soldering, flaring and threading tools.		
Uses personal protective equipment (PPE) and safety equipment.		
ORGANIZES WORK		
Communicates with others.		
Maintains clean and safe work environment.		
Interprets codes and documentation.		
Completes required documentation.		
Interprets drawings.		
Performs basic distribution layout.		
Organizes material and components.		
Commissions appliances and components.		
INSTALLS FUEL STORAGE TANKS		

Skills Required For Certification	Journeyperson Signature	Verified By Applicant
Selects fuel storage tanks.		
Determines fuel storage tank location.		
Prepares location for fuel storage tanks.		
Positions fuel storage tanks.		
Installs fuel storage tank components.		
Installs fill and vent pipes.		
INSTALLS FUEL SUPPLY SYSTEM		
Selects fuel supply components.		
Installs fuel supply components.		
INSTALLS AND RETROFITS OIL-FIRED AND WOOD/OIL APPLIANCES AND COMPONENTS		
Selects appliances.		
Positions appliances.		
Installs components on appliance.		
Connects fuel supply to appliance.		
Connects electrical supply to appliance.		
Connects vent/exhaust piping to appliance.		
Installs dump zones for wood and or oil systems.		
Connects drain to appliance.		
INSTALLS FORCED-AIR HEATING SYSTEMS		
Assembles ductwork.		
Installs ductwork.		
INSTALLS HYDRONIC HEATING SYSTEMS		
Assembles boilers.		
Installs hydronic distribution system.		
Installs indirect fired water.		
Installs oil-fired water heater.		
Installs hydronic heating system components.		

Skills Required For Certification	Journeyperson Signature	Verified By Applicant
SELECTS VENTING SYSTEM		
Selects venting system.		
Prepares locations for termination.		
Installs venting components.		
Secures venting system to structure.		
INSTALLS EQUIPMENT AND COMPONENTS FOR COMBUSTION AIR AND MAKE UP AIR		
Selects equipment and components.		
Prepares location for equipment and components for combustion air and make-up air.		
Assembles equipment and components.		
Secures equipment and components to structure.		
INSTALLS ELECTRICAL AND ELECTRONIC SYSTEMS		
Selects controls and components.		
Selects location of controls and components.		
Installs controls and components.		
TESTS ELECTRICAL AND ELECTRONIC SYSTEMS		
Cycles appliance controls.		
Checks operating and safety controls.		
Checks accessories and components.		
Sets up operating parameters.		
MAINTAINS OIL-FIRED HEATING SYSTEMS AND COMPONENTS		
Checks oil-fired heating system and components.		
Cleans components.		
Changes preventative maintenance components.		
Lubricates moving components.		
DIAGNOSES OIL-FIRED HEATING SYSTEMS AND COMPONENTS		
Checks for electrical problems.		
Checks for burner problems.		
Checks for distribution problems.		
Checks for problems with combustion air and make-up air.		

Skills Required For Certification	Journeyperson Signature	Verified By Applicant
REPAIRS OIL-FIRED HEATING SYSTEMS AND COMPONENTS		
Corrects electrical problems.		
Corrects burner problems.		
Corrects distribution problems.		
REMOVES APPLIANCES AND COMPONENTS		
Decommissions appliances and components.		
Disposes of waste products.		

Skills based upon **2015 National Occupational Analysis** for the **Oil Heat System Technician** 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:** (____) _____

e-mail: _____

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

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.