

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

PARTS 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: _____			

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 Parts 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 Parts Technician trade: _____ Hours			
* CRA - Canadian 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.
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- The Apprenticeship and Trades Certification Division 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			TQ's Verification
	Journeyperson Signature	Date	Certificate Number	
PERFORMS SAFETY-RELATED FUNCTIONS				
Maintains safe work environment				
Uses personal protective equipment (PPE) and safety equipment				
USES TOOLS AND EQUIPMENT				
Uses catalogs and price lists				
Uses hand and power tools				
Operates warehouse tools and equipment				
Uses measuring and testing tools and equipment				
Operates business machines				
Uses computers and digital devices				
ORGANIZES WORK				
Uses work-related documents				
Prioritizes tasks				
COMMUNICATES WITH OTHERS				
Uses communication techniques				

Skills Required For Certification	Performed to Journeyperson Standard			TQ's Verification
	Journeyperson Signature	Date	Certificate Number	
PROVIDES SERVICES TO WHOLESALE CUSTOMERS				
Identifies wholesale customers' needs				
Provides training opportunities and technical information to wholesale customers				
PROVIDES SERVICES TO INTERNAL CUSTOMERS				
Identifies internal customers' needs				
Maintains inventory and records for internal customers				
PROVIDES GENERAL CUSTOMER SERVICE AND SUPPORT				
Prepares customer quotes				
Provides no-fee value-added services and information				
Records customer information				
IDENTIFIES AND SOURCES PARTS				
Identifies parts function and application				
Identifies parts number & searches inventory				
Identifies suppliers and purchases parts				
Arranges shipment of special orders				
HANDLES PARTS AND MATERIALS				
Maintains storage design layout				
Handles sensitive products				
Rotates inventory				
Places inventory in designated location				
PERFORMS INVENTORY CONTROL				
Manages core and warranty inventory				
Handles parts inventory recalls				
Maintains inventory levels				

Skills Required For Certification	Performed to Journeyperson Standard			TQ's Verification
	Journeyperson Signature	Date	Certificate Number	
Participates in periodic physical inventory count				
PERFORMS SHIPPING AND RECEIVING DUTIES				
Verifies estimated time of arrival (ETA)				
Prepares for and receives shipments				
Resolves order discrepancies				
PROMOTES PRODUCTS AND SERVICES				
Displays products and literature				
Uses digital marketing				
Recommends parts, products and services to customer				
IMPLEMENTS PRICING FORMULA				
Calculates additional costs				
Overrides price				
PROCESSES FINANCIAL TRANSACTIONS				
Generates invoices				
Accepts payments				
Processes customer returns				
Processes day-end reports				

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: (____) _____ Email: _____

Certificate Number: _____ and/or I.P. Number: _____

Issuing Jurisdiction: _____

Name (signature): _____

Journeyperson Supervisor Verification

Name: _____
Surname First Initial

Address: _____ / _____ / _____ / _____
P.O. Box/Street City/Town Province Postal Code

Telephone: (____) _____ Cell: (____) _____ Email: _____

Certificate Number: _____ and/or I.P. Number: _____

Issuing Jurisdiction: _____

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.