

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

REFRIGERATION AND AIR CONDITIONING MECHANIC

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 **Refrigeration and Air Conditioning Mechanic 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 **Refrigeration and Air Conditioning Mechanic 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 **Refrigeration and Air Conditioning Mechanic 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			Apprentice's Verification
	Journeyperson Signature	Date	Certificate Number	
SAFETY RELATED FUNCTIONS				
Maintains safe work environment.				
Performs lock-out, tag-out and isolation procedures.				
Uses personal protective equipment (PPE) and safety equipment.				
TOOLS AND EQUIPMENT				
Uses hand tools.				
Uses portable and stationary power tools.				
Uses brazing and soldering equipment.				
Uses recovery and recycling equipment.				
Uses evacuation tools and equipment.				
Uses charging tools and equipment.				
Uses diagnostic and measuring tools and equipment.				
Uses access equipment.				
Uses rigging, hoisting and lifting equipment.				
Uses digital technology.				

Skills Required For Certification	Performed to Journeyperson Standard			Apprentice's Verification
	Journeyperson Signature	Date	Certificate Number	
ORGANIZES WORK				
Interprets blueprints and specifications.				
Interprets codes, regulations and procedures.				
Uses documentation and reference material.				
Plans job tasks and procedures.				
COMMUNICATION				
Uses communication techniques.				
WORK SITE PREPARATION				
Prepares work site.				
Handles materials and supplies.				
ROUTINE TRADE ACTIVITIES				
Performs brazing and soldering.				
Performs leak and pressure tests on system.				
Evacuates systems.				
Uses refrigerants, gases and oils.				
Performs field wiring of systems.				
Applies sealants and adhesives.				
PLANS INSTALLATION OF HVAC/R SYSTEMS				
Verifies HVAC/R system parameters and requirements.				
Selects HVAC/R equipment, components and accessories.				
Determines placement of HVAC/R equipment, components and accessories.				
Performs HVAC/R material take-off.				
PLANS INSTALLATION OF CONTROL SYSTEMS				
Verifies control system parameters and requirements.				
Selects control system components and accessories.				
Skills Required For Certification	Performed to Journeyperson Standard			Apprentice's

	Journeyperson Signature	Date	Certificate Number	Verification
Performs control system take-off.				
INSTALLS HVAC/R SYSTEMS				
Confirms system layout.				
Assembles HVAC/R equipment, components and accessories.				
Places HVAC/R equipment, components and accessories.				
Installs fasteners, brackets and hangers.				
Installs HVAC/R piping and tubing.				
Applies HVAC/R holding charge.				
INSTALLS CONTROL SYSTEMS				
Places control system components.				
Connects control systems.				
COMMISSIONS HVAC/R SYSTEMS				
Performs pre-start-up checks for HVAC/R systems.				
Performs start-up of HVAC/R systems.				
Completes HVAC/R system charge.				
Sets up primary and secondary HVAC/R components.				
COMMISSIONS CONTROL SYSTEMS				
Performs start-up checks for control systems.				
Verifies/sets operating parameters.				
MAINTAINS HVAC/R SYSTEMS				
Inspects HVAC/R systems.				
Performs predictive and scheduled maintenance on HVAC/R systems.				
Tests HVAC/R system components and accessories.				
SERVICES HVAC/R SYSTEMS				
Troubleshoots HVAC/R systems.				
Repairs HVAC/R systems.				

Skills Required For Certification	Performed to Journeyperson Standard			Apprentice's Verification
	Journeyperson Signature	Date	Certificate Number	
Performs maintenance and inspection on control systems.				
Troubleshoots control systems.				
Calibrates operating and safety controls.				
Repairs control systems.				

Skills based upon **2018 Red Seal Occupational Standard** for the **Refrigeration and Air Conditioning Mechanic** 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

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.