

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

ROOFER

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 **Roofer 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 **Roofer Trade**: _____ Hours

- CRA- Canada Revenue Agency

Please check the appropriate box:

Trade Qualifiers <input type="checkbox"/>	The signature of the journeyperson that follows each of the required skills acknowledges that 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 that follows each of the required skills acknowledges that the applicant has performed in each of the skill areas appropriate for this trade.

- The Advisory Committee in the **Roofer Trade** 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
Safety:		
Advise clients and other workers of presence and location of roofing activities.		
Identify and handle hazardous materials.		
Install warning/ caution barriers.		
Install barriers/ railings on perimeters of buildings.		
Cover openings on roof.		
Wear protective clothing.		
Wear personal protective equipment.		
Practice fire safety.		
Practice good housekeeping.		
Inspect roofing equipment.		
Maintain roofing equipment.		
Practice safe equipment operation techniques.		
Communicate using universal hand signals.		
Maintain physical and mental fitness.		

Skills Required For Certification	Journeyperson Signature	Verified By Applicant
Practice safe lifting procedures.		
Drain kettle and tankers.		
Clean kettle and tankers.		
Report accidents to proper authority.		
Apply first aid.		
Update safety knowledge.		
Increase awareness of drug and alcohol abuse.		
Participate in toolbox meetings.		
Inspect roof surface and structure.		
Cordon off and signs work area.		
Raise ladders.		
Locate and position disposal bin/truck.		
Spot kettle or tanker.		
Locate and position fire-fighting equipment.		
Hook up asphalt delivery pipe and pump line.		
Inspect kettle/ tanker for condensation.		
Replenish/ fill kettle.		
Replenish/ fill tankers.		
Fire up kettles and tankers.		
Set up compressors, pumps and spray equipment for cold processing.		
Spot the crane.		
Set up and secure hoists.		
Locate, position, and secure conveyer to buildings.		
Locate and secure chute for re-roofing.		
Install safety and warning barriers.		
Protect exterior of building in work area.		
Check and secure hoist load and equipment.		
Raise material and equipment to roof.		
Locate material on roof.		
Tarp/ cover materials and equipment.		
Practices and Procedures in Preparation for		

Skills Required For Certification	Journeyperson Signature	Verified By Applicant
Roofing:		
Inspect underside of roof deck.		
Install interior protection.		
Identify and report potentially hazardous conditions.		
Remove existing roof flashing.		
Plug drains and vents.		
Cover skylights and windows.		
Remove loose gravel, debris and snow from roof.		
Remove ponded water from roof.		
Test cut roof membrane and/ or insulation.		
Verify that electrical, plumbing and gas services have been disconnected.		
Cut roof into sections.		
Remove/ tear off roof membrane, insulation and/or vapor barrier.		
Remove non-functional roof accessories.		
Dispose of debris.		
Prepare existing roof for tie-in.		
Remove debris and clean deck.		
Clean and dry surfaces.		
Inspect roof decking for damaged, deteriorated wooden, steel, precast concrete and tectum.		
Refasten roof decking.		
Remove and replace wooden, steel, precast concrete and tectum sections.		
Apply protective coating to corroded metal deck.		
Repair spalled or damaged concrete decks.		
Apply sealant to concrete deck.		
Fill unnecessary holes in deck.		
Cut openings for and reinforces projections.		
Replace/ repair or install parapets, blocking,		

Skills Required For Certification	Journeyperson Signature	Verified By Applicant
nailers, cant strips, fascia and soffits.		
Install nailers/ strapping for wooden shingles, tile, slate and metal sheeting.		
Install roof projections and upstands.		
Install expansion and control joints.		
Install air seals.		
Apply acoustic steel deck insulation.		
Install gypsum board/ drywall/ cementitious board to deck.		
Custom builds slopes or back slopes.		
Prime concrete, drywall, or wood decks.		
Mop down vapor barrier to concrete, wood, steel, or gypsum board.		
Glue down vapor barrier to concrete, wood, steel or gypsum board.		
Fasten vapor barriers to wood deck mechanically.		
Apply self-adhered or heat applied vapor barriers to deck.		
Loose lay vapor barriers to deck.		
Perimeter seal vapor barrier.		
Interpret manufacturer's insulation layout for tapered insulation.		
Mop down insulation.		
Glue insulation.		
Fasten insulation mechanically.		
Loose lay insulation.		
Install water cut-off grids.		
Basic Job Skills:		
Prepare deck.		
Fill mop buggy or mechanical applicator with hot asphalt.		
Transport hot asphalt or cold processing material to work site.		
Mop down roofing piles.		

Skills Required For Certification	Journeyperson Signature	Verified By Applicant
Install vents, drains, roof jacks and roof fixtures.		
Strip in perimeter edges and upstands.		
Install roof control joints.		
Apply glaze of flood coats.		
Install walkways.		
Install separation sheets for inverted roofs.		
Install insulation for inverted roofs.		
Install rafting and filter blankets for inverted roofs.		
Install drainage bed and levelers for inverted roofs.		
Provide temporary water seal.		
Install ballast or protective surface.		
Install sheet metal flashing.		
Perform flood test.		
Prepare deck.		
Fill mop buggy or mechanical applicator with hot asphalt.		
Transport hot asphalt or cold processing material to work site.		
Install base sheet.		
Install vents, drains, roof jacks and roof fixtures.		
Strip in perimeter edges and upstands.		
Apply membrane and stripping to control joints.		
Apply glaze coat.		
Install cap sheet.		
Install cap sheet stripping to upstands.		
Install separation sheets for inverted roofs.		
Install insulation for inverted roofs.		
Install rafting and filter blankets for inverted roofs.		
Installs drainage bed and levelers for inverted		

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roofs.		
Provide temporary water seal.		
Install ballast or protective surface.		
Install sheet metal flashing.		
Perform flood test.		
Prepare roofing surface for single-ply membrane.		
Cut and fit single-ply membrane.		
Glue/ adhere membrane to roof substrate.		
Mechanically fasten membrane to roof substrate.		
Loose lay membrane over specified underlayment material and insulation.		
Seal side laps and end joints of sheeting.		
Seal roof perimeter, upstand, projections and counter flashing.		
Install walkway.		
Install separation sheets for inverted roofs.		
Install insulation for inverted roof.		
Install rafting and filter blankets for inverted roofs.		
Install drainage and levelers for inverted roofs.		
Provide temporary water seal.		
Install ballast or protective surface.		
Install sheet metal flashing.		
Perform flood test.		
Rigid Pre-formed Sheet Roofing Systems:		
Install starter and drip edges.		
Install eaves and gable protection.		
Install valleys, saddles, and back pan underlayment.		
Fasten slate and interlocking shingles.		
Fasten shingles, including wood, metal, fiberglass, asphalt and SBS modified.		
Offset, overlap and fasten courses of shingles.		

Skills Required For Certification	Journeyperson Signature	Verified By Applicant
Trim and fit shingles to roof projections, hips, ridges, valleys and projection flashings.		
Install ridge caps and/or hip caps or ridge vents.		
Install sheet metal flashing.		
Install snow rails and snow guards.		
Install starter strips and end closures.		
Install eaves and gable protection.		
Install underlays.		
Install strapping and fastening strips.		
Install valley, saddle and back pan underlays.		
Loose lay/ hang tile from fastening strips.		
Fasten tiles mechanically.		
Offset and overlay tiles.		
Cut and fit tiles.		
Install ridge caps, hip caps, and/ or ridge vents.		
Install snow rails and snow guards.		
Interpret shop drawings.		
Install starter strip and pre-formed closures.		
Install eaves and gable protection.		
Install underlays.		
Install strapping/ fastening strips and wooden/ metal battens.		
Install valleys, saddles, and back pan underlays.		
Fasten roofing sheets mechanically.		
Overlap/ interlock sheets.		
Seal seams.		
Cut and fit sheets for roof projections.		
Install ridge caps, hip caps and ridge vents.		
Install sheet metal fastening.		
Install snow rails and snow guards.		
Interpret shop drawings.		

Skills Required For Certification	Journeyperson Signature	Verified By Applicant
Install starter strip and pre-formed closures.		
Install eaves and gable protection		
Install underlays.		
Install strapping/fastening strips and wooden/metal battens.		
Install valleys/saddles and back pan and underlays.		
Fasten roofing sheets mechanically.		
Overlap interlock sheets.		
Seal seams.		
Cut and fit sheets for roof projections.		
Install ridge caps, hip caps, or ridge vents.		
Install sheet metal flashing.		
Install snow rails and snow guards.		
Waterproofing and Damp-Proofing:		
Clean and dry surface.		
Inspect shoring.		
Prime surfaces.		
Apply membranes.		
Apply protection board.		
Install ballast for horizontal surfaces.		
Apply hot liquid waterproofing.		
Clean and dry surfaces.		
Prime surfaces.		
Apply damp-proofing emulsion to surface.		
Apply solvent damp-proofing material.		
Roof Troubleshooting:		
Identify different types of defects on roofs.		
Identify defect source or cause.		
Repair defects.		
Replace materials to repair defects.		

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 _____

Month _____ Day _____ Year _____

Telephone: (_____) _____ Cell phone: (_____) _____

e-mail: _____

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: _____
m / d / y

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.