

Office Use Only:

Trade Qualifier Registration Number

Apprenticeship Program Officer

Trade Qualifier Application to be Examined

Consent and Privacy Notice

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 registering you as an apprentice and administering your participation in the apprenticeship and certification system.

By submitting this form, you are also providing your consent for your name, apprenticeship status and number, and, once achieved, your certification status and certificate number to be included in a public online registry. If you have any questions about the collection, use, or disclosure of your personal information, please contact an Apprenticeship Program Officer at one of ATCD's regional offices, or email app@gov.nl.ca.

Applicant Information

***Indicates required fields and must be completed or application will be returned**

*Trade:

*Have you written this exam before?

Yes

No

If yes:

When?

Where?

Are you certified in another trade?

Yes

No

If yes:

Trade

Certificate/Interprovincial Number(s)

*First Name:

*Middle Name:

*Last Name:

*Social Insurance Number:

*Date of Birth (D/M/Y):

*Gender:

Male

Other

Female

*PO Box Number (if applicable):

*Street Address (if applicable):

*City/Town:

*Province:

*Postal Code:

*Country:

*Email:

*Phone Number(s)

Home:

Cell:

Examination Accommodations

Where available, the Apprenticeship and Trades Certification Division will provide reasonable accommodations to candidates having physical, emotional or learning barriers. To be eligible for examination accommodations, candidates must provide supportive medical or other professional documentation to the Division.

The documentation must:

- Be prepared and signed by a qualified professional; and
- Provide information that assists in determining what accommodations may be required.

Will you require assistance or accommodations?

Yes

No

If Yes, have you included the specified documentation?

Yes

No

Record of Work Experiences

A Record of Work Experiences document (<https://www.gov.nl.ca/atcd/apprentices-youth/logbook/record-of-work-experiences/>) must be completed for each employer and **must** accompany this application. In order to qualify for the Certificate of Qualification exam, the hours worked and tasks performed in the trade must have occurred within the last 10 years. Approved applicants must attempt the examination within six (6) months of the approval date.

Upon approval of this application and accompanying work experiences, contact the Apprenticeship and Trades Certification Division nearest you to set a date to write the examination. Trade Qualifiers must abide by ATCD's [Exam Misconduct Policy](#).

SELECT ONE TRADE ONLY

Trade	Select (X)	Required Work Experience Hours	Trade	Select (X)	Required Work Experience Hours	Trade	Select (X)	Required Work Experience Hours
Agricultural Equipment Technician		10800	Industrial Electrician		10800	Residential Electrician		7200
Appliance Service Technician		8100	Industrial Mechanic (Millwright)		10800	Roofer		8100
Auto Body & Collision Technician		10800	Instrumentation & Control Technician		10800	Sheet Metal Worker		10800
Automotive Refinishing Technician		5400	Insulator (Heat & Frost)		10800	Sprinkler Fitter		10800
Automotive Service Technician		10800	Ironworker (Generalist)		8100	Steamfitter/Pipefitter		10800
Baker		8100	Ironworker (Reinforcing)		5400	Stonemason		10800
Boilermaker		8100	Ironworker (Structural/Ornamental)		8100	Tilessetter		8100
Boom Truck Operator		3600	Landscape Horticulturalist		9000	Tool & Die Maker		10800
Bricklayer		8100	Lather (Interior Systems Mechanic)		8100	Tower Crane Operator		4500
Cabinetmaker		10800	Machinist		10800	Transport Trailer Technician		5400
Carpenter		10800	Metal Fabricator (Fitter)		8100	Truck & Transport Mechanic		10800
Concrete Finisher		5400	Mobile Crane Operator		8100	Welder		8100
Construction Craft Worker		5400	Motorcycle Technician		9600			
Construction Electrician		10800	Oil Heat System Technician		8100	Heavy Equipment Operator (HEO)*		
Cook		8100	Painter & Decorator		8100			
Drywall Finisher & Plasterer		8100	Parts Technician		8100	Tractor-Loader-Backhoe (Red Seal)		7200
Floorcovering Installer		8100	Plumber		10800	Dozer (Red Seal)		7200
Gasfitter – Class A		8100	Power Sport Technician		8100	Excavator (Red Seal)		7200
Gasfitter – Class B		5400	Power Systems Operator		5400	Front-End Loader		7200
Glazier		10800	Powerline Technician		10800	Grader		7200
Hairstylist		5400	Recreation Vehicle Service Technician		8100	Off-Highway Dump Truck		7200
Heavy Duty Equipment Technician		10800	Refrigeration & Air Conditioning Mechanic		10800	Tandem Dump Truck		7200

* To challenge an exam for the **first piece of equipment**, 7200 work experience hours are required. To challenge exams for **subsequent pieces of equipment**, an additional 2400 work experience hours are required for **each piece in addition to** the initial 7200 for the first piece.

Applicant Signature

Date

Submitting Your Application

- Complete and save or print this form and complete.
- Attach the completed Record of Work Experiences document and either drop off, mail or email all documents to an Apprenticeship and Trades Certification Division Office nearest you.

E-mail: ApprenticeshipOnline@gov.nl.ca

Toll Free: 1-877-771-3737

Mount Pearl 1170 Topsail Road PO Box 8700 St. John's, NL A1B 4J6 P: 709-729-2729	Clarenville 45 Tilley's Road Clarenville, NL A5A 1Z4 P: 709-466-3982	Grand Falls-Windsor 42 Hardy Avenue Grand Falls-Windsor, NL A2A 2J9 P: 709-292-4215	Corner Brook 1-3 Union Street PO Box 2006 Corner Brook, NL A2H 6J8 P: 709-637-2366	Happy Valley-Goose Bay 163 Hamilton River Road PO Box 3014, Station B, Happy Valley-Goose Bay, NL A0P 1E0 P: 709-896-6348	Wabush 1D Grenfell Drive PO Box 160 Wabush, NL A0R 1B0 P: 879-382-1920
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