

Personal Information (please print)

Legal First Name	Middle Initial	Legal Last Name	Birth Date (yy/mm/dd)
Address		City/Town	Postal Code
Home or Cell Phone	Business Phone	E-mail address	Fax #

Eligibility Requirements

In order for Trades Qualifiers (TQ) to be approved to challenge the certification exam or for Designated Trainers (DT) to be approved to register apprentices, you must have worked both a minimum of 3 years within the last 10 and accumulated 4,800 hours, as well as acquired at least 70% scope of the trade.

Check the box you are applying for

- Trades Qualifier (Experienced tradesperson being assessed to challenge the certification exam)
 Designated Trainer (Experienced tradesperson being assessed to register apprentices)

* We encourage all Designated Trainers interested in receiving a Certificate of Qualification (trade ticket) to apply to challenge the exam through the Trades Qualification process. The application can be found at:
<http://www.gov.mb.ca/wdis/apprenticeship/generalinfo/forms.html>.

* Trades Qualifier's must submit a photocopy of all eight (8) conservation certificates with this application. If the photocopies are not attached, the application will be returned.

Instructions

You are about to complete the Work Experience Form (WEF) which is based on the sub-tasks outlined in the Provincial Occupational Analysis (POA). The POA provides detailed information that will assist you when completing the WEF and is your best source for identifying any training gaps. To access the POA, go to the Trade Profile page at <http://www.gov.mb.ca/wdis/apprenticeship/discover/mbtrades/index.html>. Follow the link to your trade, and click on the Provincial Occupational Analysis (POA).

Rate your experience for each sub-task based on the scale below. The number of questions in each section of the certification exam is identified next to each Block title. How you assess yourself is an important step to prepare for the certification exam.

- Circle #0 if I have no experience doing this.
Circle #1 if I have a little experience doing this.
Circle #2 if I have some experience doing this with help.
Circle #3 if I have some experience doing this alone and unaided.
Circle #4 if I have frequently done this.
Circle #5 if I have extensive experience doing this.

Sign and date the completed Work Experience Form and return it to Apprenticeship Manitoba with either the Trades Qualification or Designated Trainer application form and related documents. Keep one copy of the Work Experience Form for your records.

Rev. 01/15

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100 -111 Lombard Ave.
R3B 0T4
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Fax 204-948-2346

Block A Occupational Skills And Procedures

Task	Sub-Tasks	Rating
1. Monitors control systems.	1.01 Monitors electrical systems.	0 1 2 3 4 5
	1.02 Utilizes systems such as supervisory control and data acquisition (scada), program logic controller (plc), distributed control system (dcs).	0 1 2 3 4 5
	1.03 Applies computer knowledge and skills.	0 1 2 3 4 5
	1.04 Monitors generators and back-up systems.	0 1 2 3 4 5
	1.05 Ability to perform tests on water and wastewater.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
2. Applies, follows and conforms with legislation, regulation and by-laws.	2.01 Complies with water and wastewater legislation, by-laws and codes.	0 1 2 3 4 5
	2.02 Complies with operation license and environment license.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
3. Performs record keeping.	3.01 Records data (e.g., daily, monthly, yearly).	0 1 2 3 4 5
	3.02 Generates reports.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
4. Communicates with internal and external personnel.	4.01 Accesses computerized management maintenance system.	0 1 2 3 4 5
	4.02 Communicates in accordance with policies and procedures.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
5. Maintains safe workplace.	5.01 Follows provincial safety regulations.	0 1 2 3 4 5

	5.02 Follows workplace safety policies and procedures.	0 1 2 3 4 5
	5.03 Follows standard operating procedures.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
6. Participates in security protocols.	6.01 Follows emergency response plan.	0 1 2 3 4 5
	6.02 Performs inspections.	0 1 2 3 4 5
	6.03 Performs record keeping.	0 1 2 3 4 5
	6.04 Maintains security systems.	0 1 2 3 4 5
	6.05 Operates security systems.	0 1 2 3 4 5
	6.06 Troubleshoots security systems.	0 1 2 3 4 5

Block B Water Treatment

Task	Sub-Tasks	Rating
7. Monitors intake facility.	7.01 Operates intake facility.	0 1 2 3 4 5
	7.02 Maintains intake facility.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
8. Receives raw water.	8.01 Checks influent flow.	0 1 2 3 4 5
	8.02 Checks reservoir level.	0 1 2 3 4 5
	8.03 Adjusts influent flow.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
9. Sampling and testing of water.	9.01 Collects water samples.	0 1 2 3 4 5
	9.02 Performs laboratory tests.	0 1 2 3 4 5

	9.03 Adjusts water treatment process.	0 1 2 3 4 5
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Task	Sub-Tasks	Rating
10. Maintains pumps.	10.01 Operates pumps.	0 1 2 3 4 5
	10.02 Maintains pumps.	0 1 2 3 4 5
	10.03 Troubleshoots pumps.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
11. Operates treatment systems.	11.01 Operates chemical handling system.	0 1 2 3 4 5
	11.02 Maintains chemical handling system.	0 1 2 3 4 5
	11.03 Troubleshoots chemical handling system.	0 1 2 3 4 5
	11.04 Operates clarification system.	0 1 2 3 4 5
	11.05 Maintains clarification system.	0 1 2 3 4 5
	11.06 Troubleshoots clarification system.	0 1 2 3 4 5
	11.07 Operates sedimentation system.	0 1 2 3 4 5
	11.08 Maintains sedimentation system.	0 1 2 3 4 5
	11.09 Troubleshoots sedimentation system.	0 1 2 3 4 5
	11.10 Monitors coagulation process.	0 1 2 3 4 5
	11.11 Maintains coagulation process.	0 1 2 3 4 5
	11.12 Troubleshoots coagulation process.	0 1 2 3 4 5
	11.13 Operates softening system.	0 1 2 3 4 5
	11.14 Maintains softening system.	0 1 2 3 4 5
	11.15 Troubleshoots softening system.	0 1 2 3 4 5
	11.16 Operates a filtration system.	0 1 2 3 4 5
	11.17 Maintains filtration system.	0 1 2 3 4 5
	11.18 Troubleshoots filtration system.	0 1 2 3 4 5

	11.19 Operates disinfection system.	0 1 2 3 4 5
	11.20 Maintains disinfection system.	0 1 2 3 4 5
	11.21 Troubleshoots disinfection system.	0 1 2 3 4 5
	11.22 Operates recarbonation system.	0 1 2 3 4 5
	11.23 Maintains recarbonation system.	0 1 2 3 4 5
	11.24 Troubleshoots recarbonation system.	0 1 2 3 4 5
	11.25 Operates solid handling system.	0 1 2 3 4 5
	11.26 Maintains solid handling system.	0 1 2 3 4 5
	11.27 Troubleshoots solid handling system.	0 1 2 3 4 5

Block C Water Distribution

Task	Sub-Tasks	Rating
12. Receives treated water.	12.01 Performs point sampling.	0 1 2 3 4 5
	12.02 Collects samples for bacteriological analysis.	0 1 2 3 4 5
	12.03 Performs chlorines residual tests.	0 1 2 3 4 5
	12.04 Performs turbidity tests.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
13. Stores treated water.	13.01 Operates storage facilities.	0 1 2 3 4 5
	13.02 Maintains storage facilities.	0 1 2 3 4 5
	13.03 Troubleshoots storage facilities.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
14. Distributes treated water.	14.01 Operates distribution pumps and/or water tower.	0 1 2 3 4 5
	14.02 Maintains distribution pumps and/or water tower.	0 1 2 3 4 5

	14.03 Troubleshoots distribution pumps and/or water tower.	0 1 2 3 4 5
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Task	Sub-Tasks	Rating
15. Reads distribution flow meters.	15.01 Reads meter.	0 1 2 3 4 5
	15.02 Interprets results.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
16. Operates pipeline system.	16.01 Operates valves.	0 1 2 3 4 5
	16.02 Maintains valves.	0 1 2 3 4 5
	16.03 Maintains fire protection flows.	0 1 2 3 4 5
	16.04 Operates hydrants.	0 1 2 3 4 5
	16.05 Maintains hydrants.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
17. Maintains pipeline system.	17.01 Swabbing pipeline (a.k.a. Pigging).	0 1 2 3 4 5
	17.02 Flushing pipeline.	0 1 2 3 4 5
	17.03 Maintains meters.	0 1 2 3 4 5
	17.04 Installs cathodic protection system.	0 1 2 3 4 5
	17.05 Performs leak protection.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
18. Repairs pipeline system.	18.01 Repairs leaks.	0 1 2 3 4 5
	18.02 Thaws frozen line.	0 1 2 3 4 5
	18.03 Replaces pipe.	0 1 2 3 4 5

	18.04 Replaces curbstops.	0 1 2 3 4 5
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Task	Sub-Tasks	Rating
19. installs new distribution systems.	19.01 Installs new distribution piping and valves.	0 1 2 3 4 5
	19.02 Installs service lines.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
20. installs distribution meters.	20.01 Maintains meters.	0 1 2 3 4 5
	20.02 Troubleshoots meters.	0 1 2 3 4 5
	20.03 Repairs meters.	0 1 2 3 4 5
	20.04 Flushing service line connections.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
21. Prevents cross connections.	21.01 Inspects pipeline systems.	0 1 2 3 4 5
	21.02 Installs backflow prevention devices.	0 1 2 3 4 5
	21.03 Maintains backflow prevention devices.	0 1 2 3 4 5

Block D Wastewater Collection

Task	Sub-Tasks	Rating
22. Operates wastewater collection system.	22.01 Collects wastewater with gravity system.	0 1 2 3 4 5
	22.02 Operates lift stations.	0 1 2 3 4 5
	22.03 Maintains lift stations.	0 1 2 3 4 5
	22.04 Troubleshoots lift stations.	0 1 2 3 4 5

	22.05 Operates force main systems.	0 1 2 3 4 5
	22.06 Maintains force main systems.	0 1 2 3 4 5
	22.07 Troubleshoots force main systems.	0 1 2 3 4 5
	22.08 Collects wastewater in low pressure system.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
23. Maintains wastewater collection systems.	23.01 Inspects manholes.	0 1 2 3 4 5
	23.02 Performs flushing and/or sewer jetting.	0 1 2 3 4 5
	23.03 Performs camera inspections.	0 1 2 3 4 5
	23.04 Performs root control.	0 1 2 3 4 5
	23.05 Cleans bar screens.	0 1 2 3 4 5
	23.06 Performs smoke testing.	0 1 2 3 4 5
	23.07 Performs mandrel testing.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
24. Installs new wastewater collection systems.	24.01 Installs new collection piping.	0 1 2 3 4 5
	24.02 Installs service lines.	0 1 2 3 4 5

Block E Wastewater Treatment

Task	Sub-Tasks	Rating
25. Receives wastewater.	25.01 Monitors wet well levels.	0 1 2 3 4 5
	25.02 Maintains wet well levels.	0 1 2 3 4 5
	25.03 Troubleshoots wet wells.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
26. Sampling and testing of wastewater.	26.01 Collects wastewater samples.	0 1 2 3 4 5
	26.02 Performs laboratory tests.	0 1 2 3 4 5
	26.03 Adjusts wastewater treatment process.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
27. Services pumps.	27.01 Operates pumps.	0 1 2 3 4 5
	27.02 Maintains pumps.	0 1 2 3 4 5
	27.03 Troubleshoots pumps.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
28. Services headworks.	28.01 Operates headworks.	0 1 2 3 4 5
	28.02 Adjusts for conditions.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
29. Services primary treatment systems.	29.01 Operates primary treatment systems.	0 1 2 3 4 5
	29.02 Operates sludge removal systems.	0 1 2 3 4 5
	29.03 Maintains primary treatment systems.	0 1 2 3 4 5
	29.04 Troubleshoots primary treatment systems.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
30. Services secondary treatment systems.	30.01 Operates secondary treatment systems.	0 1 2 3 4 5
	30.02 Maintains secondary treatment systems.	0 1 2 3 4 5
	30.03 Troubleshoots secondary treatment systems.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
31. Services tertiary treatment systems.	31.01 Operates tertiary treatment systems.	0 1 2 3 4 5
	31.02 Maintains tertiary treatment systems.	0 1 2 3 4 5
	31.03 Maintains tertiary treatment systems.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
32. Services residuals handling systems.	32.01 Operates residuals handling systems.	0 1 2 3 4 5
	32.02 Maintains residuals handling systems.	0 1 2 3 4 5
	32.03 Troubleshoots residuals handling systems.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
33. Services disinfection systems.	33.01 Operates disinfection systems.	0 1 2 3 4 5
	33.02 Maintains disinfection systems.	0 1 2 3 4 5
	33.03 Troubleshoots disinfection systems.	0 1 2 3 4 5

Name (please print) _____

Signature _____ Date: _____

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