

Apprenticeship

Trades Qualification Application

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A partnership for industry training

Forward the following completed documentation to the Apprenticeship Branch:

- Trades Qualification Application;
- Work Experience Form;
- Employer letter(s);
- Statutory Declaration when employers' verifying letters are not available;
- Appropriate fee and any additional support documents.

This information is protected by the Protection of Privacy provisions of *The Freedom of Information and Protection of Privacy Act*.

Direct all inquiries or correspondence to:
 Apprenticeship Branch
 Manitoba Advanced Education and Training
 1010-401 York Avenue
 Winnipeg MB R3C 0P8
 Phone: 945-3337
 Fax: 948-2346
 Toll Free: 1-877-978-7233

Ce document est également offert en français.

PLEASE PRINT

Trade Name _____ S.I.N. _____
Trade for which you are requesting certification Social Insurance Number

Name _____ Date of Birth _____
Print Full Legal Name on line above Year/Month/Day

Address _____
Home Address City/Town Province Postal Code

_____ Home Phone Business or Cell Phone

Have you written an Interprovincial Red Seal exam for this trade in any Canadian jurisdiction?
 Yes No If yes, give details _____

Do you hold a Manitoba Certificate of Qualification in any trade? Yes No
 If yes, give details _____
Certificate Number Trade Name Certificate Issue Date

Do you hold a Certificate of Qualification issued by any other Canadian jurisdiction?
 Yes No
 If yes, give details _____
Certificate Number Trade Name Certificate Issue Date

Examination Fees Indicate examination(s) you are requesting

- Trades Qualifications exam – \$250.00
- Practical exam – \$75.00 Re-examination – \$75.00
- Review/validation of credentials from outside Manitoba – \$75.00
- Trades Qualification without exam ("Grandparenting") – \$50.00
- Prior Learning Assessment and Recognition (PLAR) – \$100.00

Non-refundable fees can be paid in person by cash, by debit card, by credit card, or as a cheque or money order payable to the *Minister of Finance*. There is a \$20.00 service fee for an NSF cheque.

If you are paying by credit card indicate: VISA Mastercard

Cardholder Name _____

Credit Card Number

Expiry Date /

Complete the reverse side of this application.



CONSENT TO OBTAIN AND DISCLOSE PERSONAL INFORMATION

I understand that to administer, monitor and evaluate my application for Trades Qualification, the Apprenticeship Branch may need to obtain personal information about me from, and provide personal information about me to:

- my current employer, former employers, a trade union and other recognized groups, organizations or associations to verify hours and dates worked by me in the trade;
- the Mechanical and Engineering Branch of Manitoba Labour and Immigration, training providers and other organizations to arrange for delivery of any required examination services;
- other government officials to verify certification obtained in other Canadian provinces and territories;
- Canadian Council of Directors of Apprenticeship and Human Resources and Skills Development officials to administer interprovincial (Red Seal) trade certification programs and/or to confirm my status as a Red Seal program client listed in the Interprovincial Computerized Examination System database (ICEMS).

I authorize the Apprenticeship Branch and these other persons and entities to share such personal information about me as may be necessary for these purposes.

Signature of Applicant _____ Date _____

I understand that, under the authority of Statistics Act (Canada), the Apprenticeship Branch shares identifying personal information with Statistics Canada to conduct statistical surveys with individuals. Reports and information produced by Statistics Canada from these surveys do not identify any individual or individuals. I also understand that the Apprenticeship Branch may share non-identifying bulk information with Statistics Canada and other Canadian provinces and territories to maintain national statistics and records.

Statutory Declaration Declaration of employment/self-employment

I, _____ do solemnly declare that
Print Full Legal Name on line above

I have been employed/self-employed as a _____
Print Trade Name on line above

I make this declaration believing it to be true, and knowing that it is of the same force and effect as if made under oath and by virtue of the Manitoba Evidence Act.

Signature in writing Date _____
Date

Witness of Declaration

A Statutory Declaration must be witnessed and signed. (Individuals whose signatures are recognized as having signing authority include, but are not limited to, a justice of the peace, magistrate, judge, lawyer, postmaster, member of the Royal Canadian Mounted Police, surveyor and notary public. (Consult the Yellow Pages of Manitoba Telephone Directories for a listing of Notaries Public.)

Declaration before me at _____ this _____ day of _____, 20 _____.

Signature

OFFICE USE ONLY

Fee Attached Yes No

Documents Attached Yes No

Examination Approved Yes No

Signature _____
Date

Certification P IP

Signature _____
Completion Date

Comments _____