

## Work Experience Form - Trades Qualification *Esthetician*

*This completed Work Experience Form, Employer letter(s), Statutory Declaration, where applicable and appropriate fee must accompany a **Trades Qualification With Examination** application.*

*A statement of work experience is a letter on company letterhead from your employer(s) covering your work experience during the last ten years and must include:*

- *exact dates of employment and total hours worked;*
- *a description of all tasks completed with approximate percentage of time spent in each task area.*

*Where it is not possible to obtain employer letters due to:*

- *self employment,*
- *employer address is unknown, or*
- *cessation of employer's business*

*Complete this Work Experience Form and A Statutory Declaration signed by a Notary Public. If you are self-employed, include your full company name, location and registration number.*

- *All documents must be submitted in one of the two official languages.*

### **Fee Schedule**

- To apply for a Provincial Certificate of Qualification "With Examination".....**\$250.00**

*Non-refundable fees are payable as a cheque or money order to the **Minister of Finance**. A \$20.00 service fee will be applied to all NSF cheques. You can also pay by credit card or in person by debit card.*

The following information is required in order to qualify for a Provincial Certificate of Qualification as an Esthetician through the process of **Trades Qualification With Examination**. Please use additional paper if required.

Employer (Include Address)	Dates of Employment	Experience (Indicate # months)	Total # Hours

**Note:** *Additional information required on reverse side of page.*

Fees are collected under *The Apprenticeship and Trades Qualification Act* and its Regulations, and information is used to verify hours and place of employment. The information is protected by the provisions of the *Freedom of Information and Protection of Privacy Act*.

This personal information is being collected under the authority of the *Apprenticeship and Trades Qualifications – General Regulation* for the purposes of verifying the number of hours worked in the trade and place of employment. It will not be used or disclosed for other purposes, unless permitted by *The Freedom of Information and Protection of Privacy Act*.

Your personal information is protected by *The Freedom of Information and Protection of Privacy Act*. If you have any questions about the collection of personal information on this form, contact:

**Apprenticeship Branch**  
 1010-401 York Avenue  
 Winnipeg MB, R3C 0P8,  
 (204) 945-3337 (Phone)  
 1-877-978-7233 (Toll Free in Manitoba)  
 (204) 948-2346 (Fax)

# Work Experience Form

To qualify for a Certificate of Qualification with examination, in the **last ten years**, you must have worked a minimum of **5 years (a total of 6000 hours)** performing the following job tasks:

<h2>Esthetician</h2> <p><i>During the last five years, what percentage of time have you spent performing the following tasks? Percentages must total 100%.</i></p>	<p><b>Percentage of time spent performing this task</b></p>
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<ul style="list-style-type: none"> <li>• <b>Safety and Sanitation</b></li> </ul> <p><i>Includes: maintaining a safe workplace and sanitizes/disinfects and sterilizes tools and equipment.</i></p>	%
<ul style="list-style-type: none"> <li>• <b>Records Management</b></li> </ul> <p><i>Includes: completing client information cards and maintaining an organized filing system.</i></p>	%
<ul style="list-style-type: none"> <li>• <b>Retail and Salon Management Functions</b></li> </ul> <p><i>Includes: performing reception duties, salon management functions and retail sales.</i></p>	%
<ul style="list-style-type: none"> <li>• <b>Basic Job Skills</b></li> </ul> <p><i>Includes: consultations, preparing client for service, completing service and demonstrating professionalism.</i></p>	%
<ul style="list-style-type: none"> <li>• <b>Nail Care</b></li> </ul> <p><i>Includes: performing manicures/pedicures and artificial nail applications.</i></p>	%
<ul style="list-style-type: none"> <li>• <b>Skin Care Treatments</b></li> </ul> <p><i>Includes: performing body treatments, specialized facial treatments, basic face/back treatments, make-up artistry, tweezing, depilatory hair removal and lash/brow tints.</i></p>	%
<b>Total</b>	<b>100%</b>

*I verify that, to the best of my knowledge, the information I am submitting is true and accurate.*

**Name (please print):** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## ***Apprenticeship***

1010-401 York Avenue  
Winnipeg MB R3C 0P8  
Phone (204) 945-3337  
1-877-978-7233 in Manitoba  
Fax (204) 948-2346



# **ESTHETICIAN PROVINCIAL CERTIFICATION THEORETICAL EXAMINATION TABLE OF CONTENTS**

<b>SECTION</b>	<b>TITLE</b>	<b>QUESTIONS</b>	<b>TOTAL</b>
1	Safety and Sanitation	1 – 25	25
2	Records Management	26 – 30	5
3	Retail and Salon Management Functions	31 – 35	5
4	Basic Job Skills	36 – 55	20
5	Skin Care Treatments	56 – 100	45
6	Nail Care	101 – 145	45
<b>Total Questions</b>			<b>145</b>

- ◆ This is a multiple-choice examination.
- ◆ Maximum time allowed for this examination is 3 hours.
- ◆ Passing standard is 70%.
- ◆ Table of Contents is subject to change without notice.