

Work Experience Form - Trades Qualification *Motor Vehicle Mechanic (Automotive Service Technician)*

*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 an Interprovincial 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 in person by debit card or by credit card.*

The following information is required in order to qualify for an Interprovincial Certificate of Qualification as a Motor Vehicle Mechanic through the process of **Trades Qualification With Examination**, and/or to challenge the Interprovincial Automotive Service Technician 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 9000 hours)** performing the following job tasks:

<h2>Motor Vehicle Mechanic (Automotive Service Technician)</h2> <p><i>During the last ten years, what percentage of time have you spent performing the following tasks? Percentages must total 100%.</i></p>	<p><i>Percentage of time spent performing this task</i></p>
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<ul style="list-style-type: none"> • Engine Management Systems <i>Includes:</i> diagnosis, inspection, repair, replacement and servicing of engine electronics, emission control, ignition, fuel delivery and air induction components and systems. 	%
<ul style="list-style-type: none"> • Electrical, Electronic and Vacuum Control Systems <i>Includes:</i> diagnosis, inspection, repair, replacement and servicing of batteries, charging, starting, body electrical, ventilation and air conditioning and occupant restraint components and systems. 	%
<ul style="list-style-type: none"> • Steering, Suspension and Brake Systems <i>Includes:</i> diagnosis, inspection, repair, replacement and servicing of braking systems, tires, wheels, steering linkage and alignments. Also includes suspension systems, manual and power steering components and systems. 	%
<ul style="list-style-type: none"> • Internal Combustion Engines <i>Includes:</i> diagnosis, inspection, repair, replacement and servicing of engine components and systems including cooling. Also includes removing and installing engines. 	%
<ul style="list-style-type: none"> • Drive Line System <i>Includes:</i> diagnosis, inspection, repairs, replacement and servicing of all types of transmissions, transaxles, clutches, transfer cases drive lines, differentials component and systems. 	%
<ul style="list-style-type: none"> • Body Hardware and Trim <i>Includes:</i> repairing of trim and body hardware as well as installing and servicing accessories. 	%
<ul style="list-style-type: none"> • Work Practices <i>Includes:</i> interpretation of manufacturer manuals and data. operating all common shop tools and equipment including basic welding. installing, fastening and sealing devices. 	%
Other Tasks <ul style="list-style-type: none"> • <i>Includes:</i> any other tasks that you may have been assigned. If applicable, please identify these tasks and give a percentage of time spent working on them. 	%
Total	100%

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

Name (please print): _____

Signature: _____ **Date:** _____

Apprenticeship

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Winnipeg MB R3C 0P8
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AUTOMOTIVE SERVICE TECHNICIAN INTERPROVINCIAL THEORETICAL EXAMINATION TABLE OF CONTENTS

SECTION	TITLE	QUESTIONS	TOTAL
1	Work Practices, Procedures and Safety in the Workplace	1 - 9	9
2	Internal Combustion Engine	10 - 27	18
3	Engine Management System	28 - 54	27
4	Drive Line System	55 - 72	18
5	Electrical, Electronic and Vacuum Control Systems	73 - 97	25
6	Steering, Suspension and Brake Systems	98 - 119	22
7	Body Hardware Trim and Accessories	120 - 125	6
Total Questions			125

- ◆ 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.