

Work Experience Form - Trades Qualification *Motor Vehicle Body Repairer*

*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**
- To apply to take the practical examination for this trade..... **\$75.00**

*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 a Provincial Certificate of Qualification as a Motor Vehicle Body Repairer through the process of **Trades Qualification With Examination**, and/or to challenge the Interprovincial Motor Vehicle Body Repairer 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 **6 years (a total of 10,800 hours)** performing the following job tasks:

<h2>Motor Vehicle Body Repairer</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"> • Outer Body Panels <i>Includes: assessing damage; and -repairing and replacing panels.</i> 	%
<ul style="list-style-type: none"> • Refinishing <i>Includes: preparing surfaces, blending and applying paint including base and clear coats.</i> 	%
<ul style="list-style-type: none"> • Frame and Structural Components <i>Includes: assessing damage; and -repairing and replacing structural components.</i> 	%
<ul style="list-style-type: none"> • Work Practices and Procedures <i>Includes: preparing repair estimates; -using and maintaining all shop hand/power tools and shop equipment including frame and measuring, welding and refinishing equipment.</i> 	%
<ul style="list-style-type: none"> • Mechanical Components <i>Includes: diagnosing mechanical problems; -repairing and replacing mechanical systems and component parts such as air conditioning, radiators, etc.</i> 	%
<ul style="list-style-type: none"> • Electrical Systems <i>Includes: diagnosing electrical problems; and -preairing and replacing electrical systems and component parts such as control computers, etc.</i> 	%
<ul style="list-style-type: none"> • Interior Trim and Upholstery <i>Includes: assessing damage; and -repairing and replacing interior component parts.</i> 	%
<ul style="list-style-type: none"> • Detailing <i>Includes: assessing detailing requirements; and -performing and inspecting detailing procedures.</i> 	%
<ul style="list-style-type: none"> • Glass <i>Includes: repairing and replacing movable and fixed glass.</i> 	%
<ul style="list-style-type: none"> • Restraint Systems <i>Includes: inspecting, troubleshooting, repairing and replacing restraint systems and their component parts.</i> 	%
<ul style="list-style-type: none"> • Other Tasks <i>Includes: 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.</i> 	%
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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MOTOR VEHICLE BODY REPAIRER (METAL AND PAINT) INTERPROVINCIAL THEORETICAL EXAMINATION TABLE OF CONTENTS

SECTION	TITLE	QUESTIONS	TOTAL
1	Work Practices and Procedures	1 - 12	12
2	Frame and Structural Components	13 - 32	20
3	Outer Body Panels	33 - 60	28
4	Glass	61 - 66	6
5	Mechanical Components	67 - 73	7
6	Electrical System	74 - 79	6
7	Restraint Systems	80 - 85	6
8	Interior Trim and Upholstery	86 - 91	6
9	Refinishing	92 - 114	23
10	Detailing	115 - 120	6
Total Questions			120

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