

## Work Experience Form - Trades Qualification Refrigeration and Air Conditioning Mechanic

*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 Commercial or Residential Refrigeration and Air Conditioning Mechanic through the process of **Trades Qualification With Examination** and/or to challenge the Interprovincial Commercial Refrigeration and Air Conditioning Mechanic 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 as a Residential Refrigeration and Air Conditioning Mechanic, 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. To qualify for an Interprovincial Certificate of Qualification with examination as a Commercial Refrigeration and Air Conditioning Mechanic, in the **last ten years**, you must have worked a minimum of **7 years (a total of 12,600 hours)** performing the following job tasks:

<p align="center"><b>Refrigeration and Air Conditioning Mechanic (Residential and Commercial)</b></p> <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 align="center"><i>Percentage of time spent performing this task</i></p>
<ul style="list-style-type: none"> <li>• <b>Service/Repair of Refrigeration &amp; Air Conditioning Systems</b> <i>Includes:</i> -servicing, repairing, diagnosing, decommissioning, overhauling, installing, preventive and predictive maintenance of leaks, refrigerant conversions, compressors, evaporators and defrost assemblies, condensers, cooling tower assemblies, system accessories, circulating pumps.</li> </ul>	<p align="center">%</p>
<ul style="list-style-type: none"> <li>• <b>Refrigeration Systems</b> <i>Includes:</i> diagnosing, overhauling, installing and commissioning refrigeration, mobile and remote systems.</li> </ul>	<p align="center">%</p>
<ul style="list-style-type: none"> <li>• <b>Air Conditioning Systems</b> <i>Includes:</i> diagnosing, overhauling, installing and commissioning air conditioning, air handling and heating systems; -humidifiers, ventilation and air exchange systems; and -air cleaning assemblies and heat pump systems.</li> </ul>	<p align="center">%</p>
<ul style="list-style-type: none"> <li>• <b>Control Systems</b> <i>Includes:</i> diagnosing, overhauling and installing metering devices and control systems.</li> </ul>	<p align="center">%</p>
<ul style="list-style-type: none"> <li>• <b>Basic Work Practices</b> <i>Includes:</i> management of job; and -rigging and use of basic tools and materials and the installation of refrigerant piping and tubing.</li> </ul>	<p align="center">%</p>
<ul style="list-style-type: none"> <li>• <b>Packaged &amp; Split Systems</b> <i>Includes:</i> installation of packaged and split systems.</li> </ul>	<p align="center">%</p>
<ul style="list-style-type: none"> <li>• <b>Preparation of Construction for Refrigeration and Air Conditioning Space</b> <i>Includes:</i> construction of walk-in boxes and installation of display cases.</li> </ul>	<p align="center">%</p>
<ul style="list-style-type: none"> <li>• <b>Other Tasks</b> <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.</li> </ul>	<p align="center">%</p>
<p align="right"><b>Total</b></p>	<p align="center"><b>100%</b></p>

*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



# **REFRIGERATION AND AIR CONDITIONING MECHANIC INTERPROVINCIAL THEORETICAL EXAMINATION TABLE OF CONTENTS**

<b>SECTION</b>	<b>TITLE</b>	<b>QUESTIONS</b>	<b>TOTAL</b>
1	BASIC WORK PRACTICES	1 - 10	10
2	REFRIGERATION SYSTEMS	11 - 30	20
3	AIR CONDITIONING SYSTEMS	31 - 50	20
4	SERVICE AND REPAIR OF REFRIGERATION AND AIR CONDITIONING SYSTEMS	51 - 97	47
5	CONTROL SYSTEMS	98 - 109	12
6	PACKAGED AND SPLIT SYSTEMS	110 - 117	8
7	PREPARATION OF CONSTRUCTION FOR REFRIGERATION AND AIR CONDITIONING SPACE	118 - 125	8

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