

Work Experience Form - Trades Qualification Skin Care 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 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 a Skin Care Technician through the process of **Trades Qualification With Examination**. Also list professional development activities taken in the last five years and attach copies of verification of course attendance. 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

<h2 style="margin: 0;">Skin Care Technician</h2> <p style="font-size: small; margin: 5px 0;">During the last ten years, what percentage of time have you spent performing the following tasks? Percentages must total 100%.</p>	<p style="font-size: small; margin: 0;">Percentage of time spent performing this task</p>
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<ul style="list-style-type: none"> ● Safety and Sanitation Procedures* <i>Includes:</i> maintaining a safe workplace and sanitizing/disinfecting; and -sterilizing tools and equipment. 	%
<ul style="list-style-type: none"> ● Records Management* <i>Includes:</i> completing client information cards; and -maintaining an organized filing system. 	%
<ul style="list-style-type: none"> ● Retail and Salon Management Functions <i>Includes:</i> performing reception duties; and -salon management functions and retail sales. 	%
<ul style="list-style-type: none"> ● Skin Care Treatment-Body Treatments* <i>Includes:</i> determining specific product lines to be used; and -following product's recommendations for use. 	%
<ul style="list-style-type: none"> ● Skin Care Treatment-Facial Treatments (Basic/Specialized)* <i>Includes:</i> exfoliating skin; -performing extractions; -applying anti-bacterial treatment; -applying massage product, massaging and removing excess massage product; -applying facial masque product, determining treatment time and removing masque product; -applying toner and protective product. 	%
<ul style="list-style-type: none"> ● Skin Care Treatment-Make-up Artistry* <i>Includes:</i> applying toner, moisturizer and make-up. 	%
<ul style="list-style-type: none"> ● Skin Care Treatment-Tweezing, Depilatory Hair Removal* <i>Includes:</i> applying unscented talcum powder, tweezing unwanted hair and applying after-treatment product; and -applying unscented talcum powder, applying depilatory product and removing depilatory product. 	%
<ul style="list-style-type: none"> ● Skin Care Treatment-Lash/Brow Tints* <i>Includes:</i> applying protective product; -under-eye pad; -mixing tinting products; and -applying tinting product, determining process time and testing tinting results. 	%
<ul style="list-style-type: none"> ● Other Tasks <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%

**Mandatory tasks.*

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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SKIN CARE TECHNICIAN PROVINCIAL CERTIFICATION THEORETICAL EXAMINATION TABLE OF CONTENTS

SECTION	TITLE	QUESTIONS	TOTAL
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
Total Questions			100

- ◆ 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.