

**Record of Work Experiences  
Trade Qualifier or Pre-Apprenticeship Credits**

**APPLIANCE SERVICE TECHNICIAN**

**Note to Apprenticeship Applicants**

The work experiences on this form are for credit only and must have been performed prior to your registration as an apprentice.

**Applicant Information**

Name: _____			
<i>Surname</i>	<i>First</i>	<i>Initial</i>	
Address: _____ / _____ / _____ / _____			
<i>P. O. Box/Street</i>	<i>City/Town</i>	<i>Province</i>	<i>Postal Code</i>
Telephone: (____) _____	Cell: (____) _____	Email address: _____	

**Employer Information & Verification**

<b><u>Note to Employer</u></b>			
By completing the section below you are confirming that the hours indicated for the applicant are specific to employment in the <u>Appliance Service Technician Occupation</u> .			
Verified By: _____			
<i>Company Name</i>			
Address: _____ / _____ / _____ / _____			
<i>P. O. Box/Street</i>	<i>City/Town</i>	<i>Province</i>	<i>Postal Code</i>
Telephone: (____) _____	* CRA Business #: _____		
	<i>9 Digits</i>		
_____ <i>Employer or Representative Signature</i>	_____ <i>Employer or Representative (Print)</i>		
Date of applicant's employment from: _____ / _____ / _____ to: _____ / _____ / _____			
	<i>Month Day Year</i>		
<b>Total Hours of Employment the applicant worked in the <u>Appliance Service Technician Occupation</u>: _____ Hours</b>			
* CRA - Canadian Revenue Agency			

Please check the appropriate box:

<b>Trade Qualifiers</b>  <input type="checkbox"/>	The <u>signature of the Journeyperson</u> following each of the required skills acknowledges the applicant has met the competencies in each of the skill areas according to the Industry Standard associated with this occupation.
<b>Pre- Apprenticeship Credits</b>  <input type="checkbox"/>	The <u>signature of the Journeyperson</u> following each of the required skills acknowledges the applicant has performed in each of the skill areas appropriate for this occupation.

- The Occupational Advisory Committee in the Appliance Service Technician Occupation has identified the work experiences or skills listed below as those required for the occupation.
- Journeypersons must be certified in the occupation stated by this document. A Journeyperson in another occupation may sign certain sections if the skills are common to both occupations.

Skills Required For Certification	Journeyperson Signature	Verified By Applicant
<b>Safety</b>		
Identify potential health and safety hazards		
Recognize and handle hazardous materials		
Comply with all appropriate safety codes		
Wear protective materials		
Maintain an organized work area		
Report injury to the proper authority		
<b>Business Practices</b>		
Greet customers in a friendly and cordial manner		
Listen to customer complaints		
Explain the condition of the appliance		
Complete invoice		
Order parts		
Complete all forms for refrigerant recovery		
Maintain proper records		

Skills Required For Certification	Journeyperson Signature	Verified By Applicant
<b>Tools and Equipment</b>		
Use hand tools		
Use power tools		
Use test equipment		
Inspect power tools		
Repair or replace power tools		
Inspect hand tools		
Repair and replace hand tools		
Inspect test equipment		
Repair and replace test equipment		
Upgrade tools and equipment as required by industry		
<b>Installation</b>		
Assure sales orders and verifies product		
Utilize appropriate moving devices		
Perform uncrating procedures (check appliance)		
Prepare appliance for transportation.		
Remove old appliance leaving the area safe and secure		
Determine installation location according to codes and practicality of appliance		
Install appliance		
Test appliance		
Inform customer of operation and warranty		
<b>Electrical System</b>		
Confirm power supply to appliance		
Identify fault		
Interpret information on wiring diagram/schematic		
Isolate area of concern		
Select suspected non-load or load components to be tested		
Test wiring and non-load devices		
Identify circuit fault		
Determine repair or replacement		

Skills Required For Certification	Journeyperson Signature	Verified By Applicant
procedure		
Correct fault as allowed by code and manufacturers' specifications		
Determine which load components should be tested		
Select correct test meter for component for diagnoses		
Determine repair or replacement procedure		
Correct fault as allowed by code and manufacturers' specifications		
<b>Mechanical System</b>		
Identify problem by listening to customer's complaints		
Perform visual inspection		
Evaluate according to customer and warranties		
Check appliance operation		
Identify problem by listening to customer's complaints		
Perform visual inspection		
Repair or replace drive system		
Check appliance operation		
<b>Water System</b>		
Verify water supply		
Verify water quality		
Attach filling devices appropriately		
Check for leakage		
Inspect system		
Clean system		
Repair or replace system		
Analyze water performance movement		
Inspect drain system to meet codes and manufacturers' specifications		
Clean system		
Repair or replace system		
Inspect anti-siphoning devices		
Add anti-siphoning devices		

Skills Required For Certification	Journeyperson Signature	Verified By Applicant
<b>Air System</b>		
Inspect for air circulation		
Advise for proper flow		
Adjust static air baffles		
Determine air circulation problem		
Clean system		
Repair or replace system		
Adjust and replace air control devices		
<b>Sealed System</b>		
Assess sealed system		
Access the cooling system		
Use compound gauges and observation to diagnose problem		
Recover refrigerant		
Repair or replace components		
Evaluate system		
Perform leak test		
Purge system		
Recover purged refrigerant		
Recharge system with correct refrigerant charge		
Test running of appliance		
Prepare joints or tubing		
Seal joints or tubing with proper solder		
Clean and inspect work		
<b>Gas System</b>		
Verify gas type		
Identify working pressure		
Check for gas leakage		
Check pipe-supporting structure		
Adjust or replace valves		
Repair or replace ignition system		
Adjust or replace thermal safety valves		
Analyze secondary air		
Analyze and adjust primary air		

Skills Required For Certification	Journeyman Signature	Verified By Applicant
Adjust flame dynamics and type		
Install vents according to codes		



**For Office Use Only**

Credit: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
month / day / year

**Note To Trade Qualifier Applicants**

If employer verification is not possible please contact the nearest Institutional and Industrial Education Office to discuss available options.

**Contact Information**

email: [app@gov.nl.ca](mailto:app@gov.nl.ca)

Toll-Free Telephone: 1-877-771-3737