Apprenticeship and Trades Certification Division

Apprenticeship Handbook
ABOUT THIS HANDBOOK

This Apprenticeship Handbook provides important information to individuals interested in a career in the skilled trades. It outlines the required steps a person has to take to become a registered apprentice in Newfoundland and Labrador.

OUR WEBSITE

To register as an apprentice or to obtain additional information on Newfoundland and Labrador’s apprenticeship system, please visit www.gov.nl.ca/aes/app/index.html.

Individuals may also call or visit the following apprenticeship offices:

<table>
<thead>
<tr>
<th>Clarenville</th>
<th>Corner Brook</th>
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<tr>
<td>45 Tilley’s Road, Clarenville, NL  A5A 1Z4</td>
<td>1-3 Union Street, Aylward Building, 2nd Floor, P.O. Box 2006, Corner Brook, NL  A2H 6J8</td>
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<tr>
<td>Phone: (709) 466-3982, Fax: (709) 466-3987</td>
<td>Phone: (709) 637-2366, Fax: (709) 637-2519</td>
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<td>Phone: (709) 729-2729, Fax: (709) 729-5878</td>
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The information contained in this handbook is for general information purposes only. Detailed information on any of the policies, processes or procedures can be found at www.gov.nl.ca/aes/app or by contacting the Apprenticeship and Trades Certification Division at (709) 729-2729 or 1-877-771-3737.
What is Apprenticeship?

Apprenticeship is an industry-based training system involving an agreement between a person who wants to learn a set of occupational skills, an employer who requires a skilled worker and the Apprenticeship and Trades Certification Division. It is a proven formal training system that combines on-the-job and technical in-school training to produce qualified and certified journeypersons.

An apprenticeship begins after a person signs a Memorandum of Understanding (MOU) with an employer who has a certified journeyperson on staff and the Apprenticeship and Trades Certification Division. An apprenticeship ends after a person completes all the in-school technical training, masters all the occupational skills outlined in his/her logbook, accumulates all required hours for the trade and passes a certification examination.

On average, approximately 80 per cent of an apprentice’s skills are acquired at the workplace while 20 per cent are acquired at a training institution. Work-based hours must be completed under the supervision of a journeyperson.

Apprenticeship training can range from one to five years, depending on the trade, with the average apprenticeship lasting approximately four years (7,200 hours). Specific information on the number of hours required for each trade can be found at www.gov.nl.ca/aes/app/plans.html.

Benefits of Apprenticeship

Earn While You Learn on the Job
Apprentices are given a salary by the employers who hire them. The salary is equitable within the industry and in accordance with the provincial wage guidelines for each apprenticeship level while they are learning on the job.

An apprentice’s salary may increase each year based on the work progress and block training required to advance to the next level, reaching salary rates of a certified journeyperson as they approach certification.

Lower Student Debt
Another benefit of apprenticeship training is reduced debt loads as an apprentice continues to earn an income while they learn on the job. Apprentices may also receive Employment Insurance (if they are eligible) during their in-school training.
Who is Involved?

There are a number of participants who play an important role in delivering apprenticeship training. Some of the key participants include:

**Apprenticeship and Trades Certification Division**
The Apprenticeship and Trades Certification Division (ATCD) is part of the Department of Advanced Education and Skills and is responsible for overseeing Newfoundland and Labrador’s apprenticeship system. Some of the division’s responsibilities include:
1. Providing information;
2. Registering and monitoring apprentices through a Memorandum of Understanding (MOU);
3. Maintaining apprentice records;
4. Scheduling training;
5. Administering examinations; and,
6. Issuing certificates of qualifications.

**An Apprentice**
An apprentice is an individual who works in a trade under an agreement with an employer and is registered with ATCD. An apprentice learns the knowledge, skills, tools and materials of the trade through on-the-job training under the supervision of a certified journeyperson and through in-school technical training.

**A Certified Journeyperson**
A certified journeyperson is a formally-certified worker whose combined work experience and training has allowed them to master all the required skills as set by industry. A journeyperson’s certification must be recognized by ATCD before they are allowed to mentor an apprentice or verify skills.
An Employer
An employer has the responsibility to provide high quality work experiences, document work experiences, release apprentices to attend training and ensure a certified journeyperson is on staff. An employer agrees to this by signing a MOU with the apprentice and ATCD. This agreement ensures the apprentice will obtain the required skills, hours and in-school training.

A Training Provider
All apprenticeship training offered by training providers must be approved by ATCD before training can be delivered. An approved training provider is responsible for:
• Delivering training in a high quality learning environment;
• Providing student support services; and,
• Assisting with curriculum updates.

A list of approved training providers is available at www.gov.nl.ca/aes/app/index.html.

Steps to Become a Registered Apprentice
1. **Find an Employer:** Obtain employment with an employer who has a certified journeyperson in the same trade occupation. The journeyperson will become a mentor and instructor on the job as she/he will directly supervise work-based training. To receive credit for hours worked and skills obtained, an apprentice must be assigned to a journeyperson. The current ratio is one journeyperson for two apprentices.
2. **Register:** Once employment is secured, individuals MUST complete an application for apprenticeship. After you complete the application, submit it to ATCD. An application for apprenticeship is available at www.gov.nl.ca/aes/app/forms or the apprenticeship regional office listed in this document.
3. **Sign a Memorandum of Understanding:** Once your application is received, a Program Development Officer from ATCD will review your application to ensure it is ready for registration. After the application is reviewed, a completed MOU is required before a registration card and logbook can be issued. To obtain an MOU, visit www.gov.nl.ca/aes/app/registration/mou.html.
4. **Receive a Registration Card and an Apprenticeship Logbook:** After the application for apprenticeship and MOU are approved, you will become a registered apprentice. This includes a notification of acceptance to apprenticeship, receipt of an apprenticeship registration card and an official logbook.
The following is an example of a 7,200 hour program. Additional information on apprenticeship progression, including a complete list of forms, conditions and steps to get registered, please visit [www.gov.nl.ca/aes/app/registration/index.html](http://www.gov.nl.ca/aes/app/registration/index.html).

**Apprenticeship Progression**

<table>
<thead>
<tr>
<th>Pre-Apprentice</th>
<th>1st Year Apprentice</th>
<th>2nd Year Apprentice</th>
<th>3rd Year Apprentice</th>
<th>4th Year Apprentice</th>
<th>Journeyperson Certification</th>
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<tbody>
<tr>
<td>Complete Entry Level Training Program</td>
<td>Work Experience (690 hours)</td>
<td>Work Experience (1,560 hours)</td>
<td>Work Experience (1,560 hours)</td>
<td>Work Experience (1,560 hours)</td>
<td>Apprenticeship Training Complete (7,200 hours and sign off of mandatory workplace skills)</td>
</tr>
<tr>
<td>Complete Registration Process</td>
<td>2nd Year Status at 1,800 hours</td>
<td>Eligible for Block II Advanced Training</td>
<td>Eligible for Block III Advanced Training</td>
<td>Eligible for Block IV Advanced Training</td>
<td>Successfully complete Journeyperson Exam</td>
</tr>
<tr>
<td>1,110 course credit hours granted</td>
<td></td>
<td>Complete Block II Advanced Training (240 course credit hours)</td>
<td>Complete Block III Advanced Training (240 course credit hours)</td>
<td>Complete Block IV Advanced Training (240 course credit hours)</td>
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Completing an Apprenticeship

To complete an apprenticeship and become certified in your trade the following requirements must be met:
1. Obtain and record all workplace skills in your logbook;
2. Complete all in-school training;
3. Pass all block examinations (if applicable);
4. Accumulate all hours for your trade; and,
5. Pass the certification examination for your trade.

To be successful in meeting the five above requirements, it is important that registered apprentices:
• Consider apprenticeship as a meaningful career choice;
• Commit to completing apprenticeship and become a certified journeyperson;
• Attend training when available;
• Update the logbook and ensure it remains in good condition;
• Maintain contact with ATCD once every three months; and,
• Contact ATCD immediately if there is a change in employers.
Provincial Certification and Red Seal Endorsement

Upon successful completion of a certification examination, all apprentices will receive a Certificate of Apprenticeship from ATCD and a Certificate of Qualification. If the trade is designated as a Red Seal, the Certificate of Qualification will have Red Seal Endorsement stamp.

Exam Accommodations

If an apprentice requires special accommodations to complete an examination, ATCD can help. The apprentice must request and be approved for exam accommodations prior to the scheduled exam date. An academic accommodation is a modification or extension of resources designed to accommodate the particular needs of a client having physical, emotional, or learning barriers to completing an examination under standard conditions.

To be eligible, an apprentice must provide supportive medical or other professional documentation to ATCD no later than three weeks before writing the exam. To determine what accommodations are required the documentation shall be:

• Signed by a qualified professional; and,
• Clearly identify a diagnosis or special need requiring exam accommodations.

For additional information on examinations and certification, visit www.gov.nl.ca/aes/app/exams/index.html.
Pre-Apprenticeship Credits

Once an individual has completed an entry level trades program and decides to register as an apprentice, he/she will be eligible to receive pre-apprenticeship credits. Pre-apprenticeship credits are hours and workplace skills obtained while working for an employer with a certified journeyperson on staff before registration. The apprentice must submit pre-apprenticeship credits within a 90-day period which begins at his/her registration start date. The apprentice’s employer must agree to allow the apprentice to be awarded the prior work experience. A Record of Work Experience form can be obtained by visiting www.gov.nl.ca/aes/app/forms/recordofwork.html.

Credits towards the apprenticeship program may also be awarded to an apprentice for previous in-school training as validated through a Recognition of Prior Learning (RPL) process in accordance with Conditions Governing Apprenticeship Training. This credit may be awarded to an apprentice who is enrolled in an apprenticeship training program and who formally requests an assessment of his/her previous training.

For more information, please visit www.aes.gov.nl.ca/app/prior_learning.html.

Out-of-Provence Apprenticeship

A Letter of Understanding (LOU) for apprenticeship is a written agreement allowing an employer in another province to provide the required workplace skills and hours as outlined in the Newfoundland and Labrador Provincial Plan of Training. For a detailed list of Provincial Plans of Training, please visit www.gov.nl.ca/aes/app/plans.html.

An apprentice must have an entry level trades program completed before
being registered under this agreement. For more information on the Out-of-Province Apprenticeship policy, please visit www.gov.nl.ca/aes/app/outofprovince.html.

**Financial Assistance**

A number of financial assistance options are available for individuals interested in pursuing apprenticeship training.

**Funding Available for Training**

**Employment Insurance Benefits**

Employment and Social Development Canada (ESDC) may provide temporary financial assistance to individuals attending apprenticeship training. Employment Insurance (EI) benefits are available for individuals while attending apprenticeship training if they have worked sufficient hours and meet other specific criteria. For more information on EI benefits, visit the ESDC website at www.esdc.gc.ca/eng/home.shtml or contact the nearest ESDC office.

**Canada Apprenticeship Loan**

The Canada Student Loan is an interest free loan of up to $4,000 per period of technical training. The money will be available to help pay for tuition, books, equipment and living expenses to cover wages or to help support the families of apprentices. Additional information can be obtained at www.esdc.gc.ca/en/support_apprentices/loans.page

**Government Sponsored Student Loans and Grants**

Obtaining a government sponsored student loan/grant is another option for students that are not EI eligible. For further information on student aid visit the Student Financial Services website at www.gov.nl.ca/studentaid or contact Student Aid at:

- Telephone: 1-709-729-5849
- Toll Free: 1-888-657-0800
- Email: studentaid@gov.nl.ca

**Other Financial Benefits**

**Apprenticeship Incentive Grant**

The Apprenticeship Incentive Grant (AIG) is a taxable cash grant of $1,000 per year. It is available to registered apprentices upon successful completion of the first and second year of an apprenticeship program in one of the Red
Designated Trades in Newfoundland and Labrador

Designated Provincial Trades - Both Training and Certification Available
- Boom Truck Operator
- Heavy Equipment Operator
- Power Systems Operator
- Process Operator
- Residential Electrician
- Small Equipment Service Technician
- Stonemason

Designated Inter-provincial (Red Seal) Trades - Both Training and Certification Available
- Automotive Service Technician
- Boilermaker
- Bricklayer
- Cabinetmaker
- Carpenter
- Concrete Finisher
- Construction Electrician
- Cook
- Hairstylist
- Heavy Duty Equipment Technician
- Industrial Electrician
- Industrial Mechanic (Millwright)
- Instrumentation and Control Technician
- Insulator (Heat and Frost)
• Ironworker (Generalist)
• Landscape Horticulturist
• Lather (Interior Systems Mechanic)
• Machinist
• Metal Fabricator (Fitter)
• Mobile Crane Operator
• Motor Vehicle Body Repairer (Metal and Paint)
• Oil Heat System Technician
• Painter and Decorator

Designated Interprovincial (Red Seal) Trades - No Training Available, Certification Only
• Agricultural Equipment Technician
• Appliance Service Technician
• Automotive Painter
• Baker
• Construction Craft Worker
• Drywall Finisher and Plasterer
• Electric Motor System Technician
• Floorcovering Installer
• Gasfitter—Class A
• Gasfitter—Class B
• Glazier

For a complete list of designated trades in Newfoundland and Labrador, please visit www.aes.gov.nl.ca/app/trades.html.
CONTACT INFORMATION

For further information on apprenticeship services, visit www.aes.gov.nl.ca/app or contact the office nearest you.

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A Record of Work Experience form will be included in this handbook for individuals who complete a Pre-employment Program. The form can be used to record hours and skills while waiting for an official logbook from the Apprenticeship and Trades Certification Division (ATCD).