



**Skilled
Trades**
Ontario

**Métiers
spécialisés**
Ontario

Apprenticeship
Training Standard
Logbook

**Drywall, Acoustic and
Lathing Applicator**

451A

2006

Apprenticeship Training Standard

The Apprenticeship Training Standard or herein after referred to as “Logbook” is a document issued to Apprentices who sign a Registered Training Agreement in the Province of Ontario as an official record of training. It is to be used by the Apprentice and Sponsor/trainer to guide the process of skills development in a particular trade.

Training As An Apprentice

- ✓ Ensure you, your sponsor, and your witness sign a Training Agreement with the Ministry of Labour, Immigration, Training and Skills Development. Once it is registered, you will receive a copy of the registered Training Agreement for your records.
- ✓ Notify the local Service Delivery Office **immediately** if any changes to contact information or training agreement, especially if you change sponsors.
- ✓ Review the Logbook regularly with your trainer and sponsor to discuss your progress, ask questions, seek feedback and have the trainer **sign-off on competencies**
- ✓ Keep an accurate record of the hours you work.
- ✓ Attend classroom training when it is offered.
- ✓ Apply for the financial incentives for which you are eligible.



Completing Your Logbook

- ✓ **Complete the Sponsor Record Form** – A form must be completed for each Sponsor/Trainer used during your apprenticeship.
- ✓ **Confirm Skill Sign-off is Complete**
 - **You and your trainer** sign-off each required skill to confirm that you have demonstrated competency in that skill.
 - Shaded boxes in your Logbook mean the skills are optional and do not have to be confirmed by your trainer or sponsor. However, you are encouraged to complete them as part of your training.
- ✓ **Confirm Skill Set Sign-off is Complete**
 - After you and your trainer have signed-off all the required skills in a skill set, your sponsor signs the signature box on the form in **Appendix C – “Skill Set Completion for Sponsors”** to confirm your completion of all competencies within each skill set.

This document is the property of the apprentice named inside and represents the official record of your training. For information about completing your apprenticeship, see inside of back cover.



Apprentice Name: _____

Address: _____

Phone Number: _____

Email Address: _____

Trade: _____

Training Agreement # (for Compulsory and Non-Compulsory trades):

STO Account No. (for Compulsory trades only):

This document is the property of the Apprentice named herein and represents the official record of their training.

If you have questions about the use of this Logbook or about your Apprenticeship program, contact your local Service Delivery Office (see Appendix D in this book) or the Employment Ontario hotline at: 1-800-387-5656.

Apprenticeship Pathway to a Certificate of Qualification

Phase 1: Registration

Submit Application for Apprenticeship Training through the on-line portal or to local Service Delivery Office

For on-line portal, please follow instructions for registration. You will need to create a *My Ontario* account to access online services.

Training agreement signed and registered by both apprentice and sponsor

Access your Apprenticeship Training Standard Logbook**
skilledtradesontario.ca/about-trades/trades-information

** This is the official record of your training progress. You are responsible for keeping it up-to-date.

Complete on-the-job training

Demonstrate and receive sign-off on the competencies/skills in your Apprenticeship Training Standard Logbook

Complete in-school training

Attend and complete the in-class training set out in the Curriculum Training Standard

Apprentices eligible to apply for apprenticeship incentive grants (Red Seal trades) and loans.

Review and finalize your logbook with your sponsor

Submit proof of apprenticeship completion via email, in-person or digital portal

Your Apprenticeship Training Standard Logbook details completion requirements. Submit the following:

- completed Apprenticeship Training Standard Logbook with signatures
- proof of hours

Certificate of Apprenticeship is issued

Trades without examination

CofA is the final step of the program

Trades with examination (compulsory and non-compulsory trades)*

Provisional Certificate of Qualification issued for a 12 month term

To prepare for the CofQ examination download the Provincial and/or Red Seal Exam preparation guides.

Make payment for your Certificate of Qualification examination

Call to make a payment (647-847-3000 or 1-855-299-0028)

Schedule a date to write your Examination

To schedule your examination, contact your local Service Delivery Office.

Pass Certificate of Qualification examination

Apprentices eligible to apply for Apprenticeship Completion Grant (Red Seal trades) or Apprentice Completion Bonus (non-Red Seal)

Certificate of Qualification is issued

Upon completion, Sponsors may be eligible for Apprenticeship grants, incentives, bonuses or tax credits

Phase 2: Apprenticeship

Phase 3: Certification

* For a list of trades subject to a certification examination, visit: skilledtradesontario.ca

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Please Note: This Standard has been revised to reflect the visual identity of Skilled Trades Ontario (STO) which replaced the Ontario College of Trades on January 1, 2022. The content of this Standard may refer to the former organization; however, all trade specific information or content remains relevant and accurate based on the original date of publishing.

Please refer to STO's website: skilledtradesontario.ca for the most accurate and up to date information. For information about BOSTA and its regulations, please visit [Building Opportunities in the Skilled Trades Act, 2021 \(BOSTA\)](#).

Any updates to this publication are available on-line; to download this document in PDF format, please follow the link: [Skilled Trades Ontario.ca](https://skilledtradesontario.ca).

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Maintained with transfer to Skilled Trades Ontario 2006 (V100)

Foreword: Purpose, Terms and Conditions of the registered Training Agreement

Purpose:

- Prior to starting official apprenticeship activities, the apprentice, sponsor and a witness are required to sign a Training Agreement.
- The Training Agreement that you have signed is an important legal document that outlines your responsibilities as an apprentice and the responsibilities of your sponsor.
- Once registered, this training agreement (or contract) marks the start of your formal agreement between the apprentice, the sponsor and the Ministry.
- For compulsory trades, the apprenticeship registration document must be accessible when working.

The Apprentice agrees:

- **To inform the local Service Delivery Office of any change to your contact information or change in sponsor within 7 days;**
- To follow the Sponsor's and Trainer's lawful instructions and make every effort to acquire the skills identified in the Logbook for the Trade which is part of the apprenticeship program established by Skilled Trades Ontario for the trade;
- To obtain written verification from the Sponsor and the Trainer(s) that the requirements in the Logbook for the trade have been met.
- When you receive an "Offer of Classroom Training", confirm your attendance by following the instructions in the offer. Failure to do so may result in losing your opportunity to attend school which delays the completion of your apprenticeship.

The Sponsor agrees:

- To ensure that the Apprentice is provided with the training required as part of the apprenticeship program established by Skilled Trades Ontario for this trade;
- To review the progress of training with the Apprentice, and with the Trainer(s) where the Sponsor and the Trainer are not the same party.
- Release your apprentice from work to attend in-school training without penalty to the apprentice.
- To maintain the journeyperson/apprentice ratio for your trade, if applicable.
- To monitor their apprentice(s) progress
- To ensure that the Trainer(s) verifies, in writing, when each skill identified in the Logbook for the trade has been successfully completed by the Apprentice;
- To contact the Ministry should any changes in your capacity to train, your contact information, or your apprentice's status in the program change.

Trade Specific Resources and Links

Trade Specific Resource	Link
Red Seal Program	red-seal.ca
Apprenticeship in Ontario	ontario.ca/page/apprenticeship-ontario
Employment Ontario	employmentontario.ca
Service Canada	servicecanada.gc.ca
<i>Building Opportunities in the Skilled Trades Act, 2021</i>	Building Opportunities in the Skilled Trades Act, 2021, S.O. 2021, c. 28 - Bill 288 (ontario.ca)
Ministry of Labour, Immigration, Training and Skills Development	Ministry of Labour, Immigration, Training and Skills Development ontario.ca
Exam Preparation Guide	Exam Resources – Skilled Trades Ontario
Skills Zone (Ontario Skills Passport)	http://www.skillszone.ca/

**Please note, all website addresses are current at time of printing*

Methodology-Standard Development

A standard is developed with a broad group of trade representatives who form the initial working group. This includes subject matter experts/ tradespeople/ instructors and employers from a cross section of the sector/industry, with varying years of work experience in the field. The working group reviews, develops and recommends revision to the content of the standard. Their role also involves harmonizing and updating other supporting content for the product.

An essential part of the standard development is the validation process. This is the opportunity to have a broader representation of the sector provide feedback on the content of draft standard. This process is conducted in various ways and may include sending out a survey or the draft document (or both) directly to the sector. The comments received are reviewed by the working group and revisions are made as required based on a consensus model.

Introduction to the Logbook

This “on-the job” Logbook is the training standard for Drywall, Acoustic and Lathing Applicator 451A and was developed by Skilled Trades Ontario in consultation with representatives from industry. It identifies all the skills associated with and required to learn the trade.

The Logbook is divided into skill sets, which are further divided into skills. These skill sets and skills are written in statements that describe what the Apprentice must perform and to what standard, in order to be considered competent in that skill.

The successful performance of these skills is tracked in the Logbook. Once achieved, this skills’ sign-off, along with the completion of in-school program requirements or equivalent, is how the apprenticeship program is completed and apprentices receive a Certificate of Apprenticeship.

The Sponsor/trainer and Apprentice are required to sign-off and date each skill after the Apprentice has demonstrated proficiency in these skills. However, if a skill is shaded, it is optional and does not need to be signed-off, though it has been defined as a part of the scope of practice for the trade.

All practices described in this standard must be performed by the apprentice according to the specific criteria identified. In general, the standard of performance for this trade is to be performed according to all applicable jurisdictional codes and standards and all health and safety standards must be respected and observed.

All skills within the Apprenticeship Training Standard are to be performed, as applicable, according to and in compliance with the following:

- Occupational Health and Safety Legislation and Regulations;
- Other applicable legislation, regulation, codes and standards;
- Industry best practices;
- Company policies and procedures.

The information presented in this standard is, to the best of our knowledge, current at time of printing and is intended for general application. Please refer to the Skilled Trades Ontario website for the most accurate and up-to-date information: skilledtradesontario.ca

Roles and Responsibilities

Under the [Building Opportunities in the Skilled Trades Act, 2021 \(BOSTA\)](#)

Skilled Trades Ontario (STO) is responsible for:

- Establishing and maintaining qualifications;
- Establishing Apprenticeship Programs and other training programs including training Standards, curriculum standards and certifying examinations;
- Issuing certificates for the purposes of this Act such as Certificates of Qualification;
- Maintaining a Public Registry for compulsory trades skilledtradesontario.ca/public-register/;
- Determining whether the experience and qualifications obtained by applicants for a certificate of qualification who do not complete an apprenticeship are equivalent to those received through completing an apprenticeship (Trade Equivalency Assessments)
- Promoting the skilled trades and conducting research.
- Conducting research and evaluate whether a trade should be prescribed as a trade for the purposes of this Act and to make recommendations on these matters to the Minister.

Ministry of Labour, Immigration, Training and Skills Development (MLITSD)

is responsible for:

- Classifying trades as compulsory trades;
- Prescribing scopes of practice for trades;
- Approving which persons may provide in-class training for apprenticeship programs (TDAs);
- Registering Training Agreements;
- Providing those who successfully complete an apprenticeship program with a certificate of apprenticeship (CofA);
- Administering examinations, including certifying examinations;
- Promoting the skilled trades and conducting research;
- Exercising such other powers and perform such other duties and functions as are provided for in this Act or the regulations.

For any matter related to your registered Training Agreement or completing your apprenticeship, you must contact your local Service Delivery Office.

Roles and Responsibilities of the Apprentice

An Apprentice is an individual who has entered into a registered Training Agreement (refer to Foreword: *“Purpose, Terms and Conditions of TA” page 1*) with a Sponsor to receive training in a trade as part of an apprenticeship program established by Skilled Trades Ontario. As an Apprentice, you have certain roles and responsibilities to follow throughout your apprenticeship training:

1. As an Apprentice, you signed the Training Agreement and have entered into a contract with the Ministry of Labour, Immigration, Training and Skills Development and your Sponsor.
2. If you are registered as an Apprentice in a compulsory trade, your name will automatically appear in the Skilled Trades Ontario Public Register.
3. You are responsible for informing the staff at your local Service Delivery Office regarding changes to the following:
 - Your Sponsor’s address;
 - Your name and address; and/or,
 - Your Sponsor, including starting employment with a new Sponsor
4. As an Apprentice, you are responsible for completing skills or skill sets in this Logbook (as detailed in the *“Eligibility for Apprenticeship Program Completion”* section of this document) and ensuring that they are dated and signed by both you and your Trainer.
5. Once you have demonstrated competency in all the mandatory skills and received a sign off on each skill by your sponsor/trainer, you must have the Skill Set Completion Form completed and signed by your current Sponsor.
6. Submit your Logbook to your local Service Delivery Office.
7. Present your Apprentice Completion Form (Please refer to Appendix B), along with your authorized Logbook to your local Service Delivery Office.

Roles and Responsibilities of Sponsors and Trainers

Sponsors are responsible for ensuring all terms are met as per the registered Training Agreement. They are named on the registered Training Agreement as the entity responsible for ensuring Apprentices receive the training required as part of an apprenticeship program. As a signatory to this agreement, they are designated as the 'Signing Authority' for the Apprentice's Skill Set Completion Form and are required to attest to successful achievement by signing the appropriate box at the completion of each skill set. Some sponsors may also act as the Trainer.

A **Trainer** is an individual who oversees the performance of a task and sets the workplace expectations and practices for the Apprentice.

In compulsory trades, a Trainer must hold a valid Certificate of Qualification and be registered with Skilled Trades Ontario.

In non-compulsory trades, a Trainer is an individual who holds one of the following:

- A Certificate of Qualification;
- A Certificate of Apprenticeship in the trade; or,
- Has completed both the workplace-based training (competencies and/or hours as applicable) and classroom training components of the trade's apprenticeship program; or,
- Has workplace experience equivalent to the apprenticeship program) and has the skills outlined in the Logbook.

Competency means being able to perform to the required standard (please refer to *"Introduction to the Logbook"*). Trainers/Sponsors and Apprentices are required to sign-off and date the skills in the Logbook following each successful acquisition. The Logbook forms a record of this achievement.

The Trainer must provide their signature based on their assessment and professional judgment that the apprentice is competent in the skills described above. The Trainer's signature is not a general warranty or guarantee of the apprentice's future conduct.

Sponsors participating in this training program will be designated as the Signing Authority and are required to attest to successful achievement by signing the appropriate box included at the end of each skill set.

Health and Safety

Safe working procedures and conditions, accident prevention and the preservation of health are of primary importance for apprenticeship programs in Ontario. These responsibilities are shared and require the joint efforts of government, sponsors, employers, supervisors, workers, apprentices and the public to achieve the goal of making Ontario's workplaces safe and healthy.

The [Occupational Health and Safety Act](#) (OHSA) provides us with the legal framework and the tools to do this. It sets out the rights and duties of all parties in the workplace, placing ultimate responsibility on the employer for the health and safety of workers (in this case apprentices) by ensuring procedures, controls, and training are established for dealing with workplace hazards. Therefore, it is imperative that all parties become aware of circumstances that may lead to injury, illness or harm. Safe learning experiences and environments can be created by controlling the variables and behaviours that may contribute to or cause an accident injury or illness.

A sponsor who is not the employer is reminded that the employer has legal responsibilities respecting health and safety over the apprentice who is their worker. The sponsor should encourage safe work habits and adherence to the employer's occupational health and safety requirements for the workplace.

It is generally recognized that a positive attitude about safety in partnership with health and safety competency contributes to an accident-free environment. Everyone will benefit as a result of a healthy attitude towards the prevention of accidents.

Workers and apprentices can be exposed to a multitude of hazards and, therefore, should be familiar with the Occupational Health and Safety Act and regulations.

The Internal Responsibility System:

One of the primary purposes of the Occupational Health and Safety Act (OHSA) is to facilitate a strong Internal Responsibility System (IRS) in the workplace. To this end, the OHSA lays out the duties of employers, supervisors, workers, apprentices, constructors and workplace owners.

Workplace parties' compliance with their respective statutory duties is essential to the establishment of a strong IRS in the workplace.

Simply put, the IRS means that everyone in the workplace has a role to play in keeping workplaces safe and healthy. Workers and apprentices in the workplace who see a health and safety problem such as a hazard or contravention of the OHSA in the workplace have a statutory duty to report the situation to the employer or a supervisor. Employers and supervisors are, in turn, required to address those situations and acquaint workers with any hazard in the work that they do.

The IRS helps support a safe and healthy workplace. In addition to the workplace parties' compliance with their legal duties, the IRS is further supported by well-defined health and safety policies and programs, including the design, control, monitoring and supervision of the work being performed.

Roles and Responsibilities under the Occupational Health and Safety Act

Employer's Responsibilities include but are not limited to the following:

- Instruct, inform and supervise workers and apprentices to protect their health and safety.
- Appoint competent persons as supervisors.
- Inform a worker, apprentice, or a person in authority, about any hazard in the workplace and train them in the handling, storage, use, disposal and transport of any equipment, substances, tools, material, etc.
- Take every precaution reasonable in the circumstances for the protection of a worker/apprentice.
- In workplaces in which more than five workers are regularly employed, prepare and post a written occupational health and safety policy and set up and maintain a program to implement it.
- Prepare and post policies with respect to workplace violence and workplace harassment and develop programs supporting workplace harassment and workplace violence policies.
- Ensure knowledge of applicable legislative, regulatory, codes and standards so requirements to be followed are clear to all workers/apprentices.

Trainer/Supervisor Responsibilities include but are not limited to the following:

- Ensure that a worker or apprentice works in compliance with the Act and regulations.
- Ensure that any equipment, protective device or clothing required by the employer is used or worn by the worker or apprentice.
- Advise a worker/apprentice of any potential or actual health or safety dangers known by the supervisor.
- Take every precaution reasonable in the circumstances for the protection of workers.

Worker/Apprentice Responsibilities include but are not limited to the following:

- Work in compliance with the Act and regulations.
- Use or wear any equipment, protective devices or clothing required by the employer.
- Report to the employer or supervisor any known missing or defective equipment or protective device that may endanger the worker or another worker.
- Report any hazard or contravention of the Act or regulations to the employer or supervisor.
- Not remove or make ineffective any protective device required by the employer or by the regulations.
- Not use or operate any equipment or work in a way that may endanger any worker.

The Three Rights of Workers/Apprentices

The OHSA gives workers and apprentices three important rights:

1. The right to know about hazards in their work and get information, supervision and instruction to protect their health and safety on the job.
2. The right to participate in identifying and solving workplace health and safety problems either through a health and safety representative or a worker member of a joint health and safety committee.
3. The right to refuse work that they believe is dangerous to their health and safety or that of any other worker in the workplace.

For construction projects applying to construction trades a Constructor is also identified

On all projects, either the owner or someone hired by the owner is the constructor.

The intent of the Occupational Health and Safety Act is to have one person with overall authority for health and safety matters on a project. This person is the constructor of the project.

The constructor is the party with the greatest degree of control over health and safety at the entire project and is ultimately responsible for the health and safety of all workers and apprentices. The constructor must ensure that all the employers, apprentices and workers on the project comply with the Act and its regulations.

Constructor's duties include the following:

- To ensure that the measures and procedures in the Act and regulations are carried out.
- To ensure that every employer, apprentice and worker on the project complies with the Act and regulations.
- To ensure that the health and safety of workers/apprentices on the project are protected.

Ministry of Labour, Immigration, Training and Skills Development

The Ministry of Labour, Immigration, Training and Skills Development conducts periodic inspections of workplaces to ensure that safety acts and regulations are being followed. Please direct any questions to the Occupational Health and Safety Contact Centre at 1-877-202-0008.

Apprenticeship Program Summary/Guidelines

Scope of Practice

The Scope of Practice for the trade of Drywall, Acoustic and Lathing Applicator is set out in section 40 of Ontario Regulation 875/21 under BOSTA and reads as follows:

40. The scope of practice for the trade of drywall, acoustic and lathing applicator includes the following:

1. Installing exterior metal framing and sheeting.
2. Installing interior framing, wall systems, sheeting, mouldings, lathing products and furring.
3. Installing thermal, fire, sound and vapour barrier insulation and sealants.
4. Installing moulded and cast forms.
5. Installing acoustical wall and ceiling panels and interior window frames, door frames and fixtures.

*While the Logbook draws on the scope of practice regulation (Section 40 of Ontario Regulation 875/21 under BOSTA). The Logbook does not purport to add to or modify the scope of practice as provided in regulation. *

Program Guidelines

On-the-Job Training Duration

Industry has identified 4800 hours as the benchmark necessary for any Apprentice to become competent in the skills required. There may be circumstances in which the duration varies from this guideline.

In-Class Training Duration

Industry has identified 600 hours of in-school training as the duration necessary for an Apprentice to complete the in-school curriculum for this program.

Total Training Hours

5400 hours

Journeyman to Apprentice Ratio

Ratios in Regulation:

If a trade has been prescribed as being subject to an apprentice to journeyman ratio, the number of apprentices who may be sponsored or employed by a person in the trade in relation to the number of journeymen employed or otherwise engaged by the person in the trade **shall not exceed one apprentice for each journeyman**; Further information can be found in the Apprenticeship section of the Government of Ontario website at ontario.ca/page/hire-apprentice

Program Requirements

Compulsory and Non-compulsory Classification

Regulations under the *Building Opportunities in the Skilled Trades Act, 2021*, classify each trade as either “compulsory” or non-compulsory.” This trade is non-compulsory.

It is the responsibility of an Apprentice to maintain a training record in the form of a Logbook. The Sponsor and Trainer are required to sign-off when competencies in the trade are achieved.

Skills for Success Summary

Skills for Success are needed in a quickly changing world for work, learning and life. They are foundational for building other skills and important for effective social interaction.

Everyone benefits from having these skills as they help individuals get a job, progress at their current job and change jobs. They also help individuals become active members of their community and succeed in learning.

Through extensive research and consultations, the Government of Canada launched the new Skills for Success model renewing the previous Essential Skills framework to better reflect the needs of the current and future labour market.

The occupational specific Essential Skills profiles are available online. These will be updated over time to align with the new Skills for Success model found here: [Skills for Success model](#)

Standard of Performance

In general, the standard of performance for the trade of Drywall, Acoustic and Lathing Applicator are to be performed, as applicable, according to and in compliance with the following:

Industry Safety Standards which are based upon:

- Occupational Health and Safety Legislation and Regulations;
- Jurisdictional legislation and regulations, codes and standards (municipal bylaws etc.)
- Company policies and procedures
- All applicable manufacturers specifications and engineering specifications

Training the Apprentice - Tips for Apprentices, Sponsors and Trainers

Tips for Apprentices

Remember, it takes time to learn. The following is a list of additional tips and tools to help make the most of your apprenticeship training:

- Practice safe work procedures early to create good habits;
- Use your Logbook as a journal to keep track of the skills you have achieved;
- Review your training plan with your Training Consultant, Trainer, or Sponsor;
- Discuss your training needs with your Trainer and/or Sponsor;
- Listen to the suggestions of your Trainer;
- Ask your Trainer questions if you are unsure of any skill you need to perform or any tools or equipment you need to use to perform your duties;
- Show enthusiasm and develop good work habits; and,
- Upon demonstration of competency, ensure that you and your Trainer sign-off the individual skills.

To get the most from this mentoring experience, request exposure to the full scope of the trade; meet regularly with your Sponsor/Trainer to discuss your progress, ask questions and seek feedback.

Tips for Sponsors

- Select Trainers with good communication skills and who work well with others;
- Ensure that the Apprentice always works under the direction of or has access to a qualified Trainer;
- Encourage Trainers to take upgrading courses (e.g. Train the Trainer, Mentor, Coach, etc.);
- Set out clear expectations and involve both the Apprentice and Trainer in developing the training plan
- Encourage safe work habits;
- Allow time for the Trainer to train and demonstrate skills to the Apprentice;
- Provide opportunities and time for the Apprentice to learn the trade;
- Ensure that the Apprentice receives the varied on-the-job trade training experience outlined in this document;
- Recognize good performance;
- Observe frequently;
- Provide constructive feedback and conduct regular performance reviews involving the Apprentice and Trainer;
- Use the Logbook as a monitoring tool and a part of regular performance evaluations; and,
- Complete the Skill Set Completion Form once the Apprentice has demonstrated competency in the skills.

- The detailed content listed for each skill is not intended to represent an inclusive list; rather, it is included to illustrate the intended direction for the skill acquisition.

Tips for Trainers

Trainers are responsible for ensuring the Apprentice is developing the skills outlined in this document. Here is a list of tips and tools to help Trainers in their supervision of Apprentices:

- Demonstrate model safe work habits;
- Provide opportunities and time for the Apprentice to learn the trade;
- Treat Apprentices fairly and with respect;
- Review the Logbook with the Apprentice and develop a training plan;
- Set out clear expectations and recognize good performance;
- Expose Apprentices to the full scope of the trade by providing training on the skills outlined in this document;
- Encourage and respond to all questions;
- Be patient;
- Explain, show and demonstrate the skill;
- **Meet regularly with the Apprentice to discuss the apprentice's progress**
- Provide continuous feedback;
- Sign-off skills when your Apprentice demonstrates competency, and,
- Use the Logbook as a guide to evaluate competence in each skill area. By using the Logbook, Trainers will be able to guide the process to and assist Apprentices to develop skills outlined in this document.

The best mentoring experience is when an Apprentice is given as much training/exposure to the full scope of the trade as possible. If this is not possible, help them to determine other ways this may be possible.

Notice of Collection of Personal Information

1. At any time during your apprenticeship training, you may be required to show this Logbook to the local Service Delivery Office. You will be required to submit the signed Apprenticeship Completion form to the Service Delivery Office in order to complete your program. The Service Delivery Office will use your personal information to administer and finance Ontario's apprenticeship training system, including confirming your completion and issuing your Certificate of Apprenticeship.
2. The Service Delivery Office will disclose information about your program completion and your Certificate of Apprenticeship to Skilled Trades Ontario, as it is necessary for Skilled Trades Ontario to carry out its responsibilities.
3. Your personal information is collected, used and disclosed by the Ministry of Labour, Immigration, Training and Skills Development under the authority of the *Building Opportunities in the Skilled Trades Act, 2021 (BOSTA)*.
4. Questions about the collection, use and disclosure of your personal information by the Ministry may be addressed to the:

Manager, Employment Ontario Contact Centre
Ministry of Labour, Immigration, Training and Skills Development
33 Bloor St. E, 2nd floor, Toronto, Ontario M7A 2S3
Toll-free: 1-800-387-5656; Toronto: 416-326-5656
TTY: 1-866-533-6339 or 416-325-4084

4315.0 Protect Self and Others

General Performance Objective

Protect self and others by: complying with safety directives provided in legislation and regulations; reporting hazardous conditions; wearing and maintaining approved personal protective equipment; practicing good housekeeping; working within safe physical limits; using and maintaining power tools and equipment; practising fire safety procedures; applying basic first aid and CPR; erecting swing stages and suspended scaffolding; wearing an approved safety harness; ensuring proper ventilation; and storing welding cylinders.

Performance Objectives

Skills

4315.01 Comply with safety directives provided in legislation and regulations, such as the *Occupational Health and Safety Act (OHSA)*, the *Environmental Protection Act (EPA)*, the *Construction Safety Act (CSA)*, and *Workplace Hazardous Materials Information System (WHMIS)*, on all work sites by identifying appropriate legislation and applying it to work procedures.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

*** A Trainer may be a Supervisor or the competent employee designated by the Apprentice's Sponsor.**

4315.02 Report hazardous conditions promptly to the supervisor or safety representative, and re-check to confirm that the danger has been eliminated, so that individuals are protected from injury and the environment protected from contamination, in accordance with *Workplace Hazardous Materials Information System (WHMIS)*, *Occupational Health and Safety Act (OHSA)*, the *Environmental Protection Act (EPA)*, manufacturers' instructions, company procedures and policies, and all applicable government legislation.

Drywall, Acoustic and Lathing Applicator

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

4315.03 **Wear and maintain approved personal protective equipment**, including a respirator, gloves, clothing, eye protection, boots, hard hat, and fall protection equipment, in order to prevent personal injury and illness, by ensuring that correct fit and optimum protection is provided to the wearer for the specific task, in accordance with manufacturers' specifications, company policy, and all applicable government legislation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

4315.04 **Practice good housekeeping** by efficient organization of tools, equipment and materials, removing waste, keeping travelled areas clear, and cleaning tools, in order to prevent injury and improve efficiency, in accordance work site policy and procedures.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

4315.05 **Work within safe physical limits** by applying correct body mechanics when bending, lifting, transporting, or climbing with heavy loads, in order to minimize physical straining in the back, shoulders, and arms, in accordance with manufactures' instructions and worksite policy and procedures.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

4315.06 **Use and maintain hand and power tools and equipment** including, but not limited to, screw guns, hammers, screwdrivers, pliers, drills, and saws, by determining the correct tool for the job, selecting the tool and required components, testing it, applying it to the job, and repairing or replacing parts or removing the damaged tool, so that tools are used for their intended purpose and are maintained at a standard of repair that is safe and functionally effective.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

4315.07 **Practise fire safety procedures**, including selecting and using appropriate fire extinguishing equipment for specific fire types, ensuring the fire is extinguished and contained, in accordance with manufacturers' specifications, prescribed fire evacuation policies and plans, the *Occupational Health and Safety Act*, and all applicable government legislation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

4315.08 **Apply basic first aid and cardio-pulmonary resuscitation (CPR),** ensuring prescribed procedures are applied effectively, until medical help becomes available, in accordance with work site procedures and policy.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

4315.09 **Erect swing stages and suspended scaffoldings,** including power elevated work platforms, in accordance with manufacturers' specifications, the *Construction Safety Act*, the *Occupational Health and Safety Act*, and all applicable government legislation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

4315.10 **Wear an approved safety harness and attach a life line,** in order to prevent falls and related injury, in accordance with manufacturers' specifications, the *Construction Safety Act*, the *Occupational Health and Safety Act*, and all applicable government legislation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

4315.11 **Ensure proper ventilation during welding and application of adhesives**, in order to prevent hazard to health and environment, in accordance with manufacturers' specifications, the *Construction Safety Act*, the *Occupational Health and Safety Act*, and all applicable government legislation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

4315.12 **Store welding cylinders**, in order to ensure a safe work environment, in accordance with manufacturers' specifications, the *Construction Safety Act*, the *Occupational Health and Safety Act*, and all applicable government legislation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

4316.0 Prepare Job

General Performance Objective

Prepare for a job by: reading, interpreting, and applying blueprints and specifications for job layout; communicating with other trades; verifying and organizing materials; identifying or establishing and working from grid lines and elevations; selecting, using, and maintaining approved tools and equipment; and selecting and operating computers.

Performance Objectives

Skills

4316.01 Read, interpret, and apply blueprints and specifications for job layout, including accurate use of materials, dimensioning, and locating, and establishing proper framing and spacing, checking other trades' blueprints for building services, and scheduling the job, in accordance with job specifications, building codes, and company policies and procedures.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

*** A Trainer may be a Supervisor or the competent employee designated by the Apprentice's Sponsor.**

4316.02 Communicate with other trades by consultation with the appropriate people, including foremen, in order to permit everyone to do their jobs in an efficient manner, ensuring that all information communicated is clear, concise, and accurate, in accordance with company policies and procedures.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

4316.03 **Verify and organize materials**, using a measuring tape or calculator, by checking the labels for types, dimensions, and quantities, stockpiling and placing material where they will be used without overloading the area, and handling and storing materials, such as vinyl, gyproc, and tiles, without interfering in the work process or with other trades, in accordance with job specifications, building codes, and company polices and procedures.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

4316.04 **Identify or establish and work from grid lines and elevations** using a transit, laser level, tape measure, water level, dry line, ladder or scaffold and chalk line, by establishing a grade mark on floor or ceiling, re-checking to verify accuracy and establishing job-specific work lines from grade and grid marks, in accordance with manufacturers' instructions, job specifications, and company policy and procedures.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

4316.05 **Select, use, and maintain approved tools and equipment** such as hand tools, power assisted tools, power elevated work platforms and scaffolds, determining the correct tool for the job, selecting the tool and required components, testing it, applying it to the job, and repairing or replacing parts so that tools are used for their intended purpose and are maintained at a standard of repair that is safe and functionally effective, in accordance with manufacturers' recommendations, the Canadian Standards Association (CSA), *Occupational Health and Safety Act*, and all applicable government legislation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

4316.06 **Select and operate computers** to access blueprints, specifications, reference materials, forms and letters for distribution, in accordance with employer and trade requirements.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

4317.0 Erect Exterior Structural Steel Studs and Sheathing

General Performance Objective

Erect exterior structural steel studs and sheathing by: laying out exterior walls; laying out and installing doors and windows; cutting and installing exterior sheathing; fabricating and installing sections on site; installing off-site pre-fabricated panels; setting-up and using electrical welding equipment; and selecting and applying specific electrodes.

Performance Objectives

Skills

4317.01 Lay out exterior walls using a plumb bob, spirit level, laser level, chalk line, ladder, scaffold or power elevated work platform, by chalking the work line to the floor, measuring from the work line to establish the steel line (bottom track line) on slab, and plumbing up to the deck underside, to ensure accurate construction, in accordance with manufacturers' instructions, architectural specifications, company policies and procedures, and all applicable government legislation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

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4317.02 Lay out and install doors and windows using power tools, heavy duty screw guns, fastening devices and a chalk line, by fastening the bottom and top tracks and providing for thermal and sound insulation and load deflection where required, erecting studs to required spacing, and framing door and window openings, in accordance with manufacturers' recommendations, structural engineering drawings, architectural specifications, and all applicable government legislation.

Drywall, Acoustic and Lathing Applicator

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

4317.03 **Cut and install exterior sheathing** to required size and fasten using appropriate fastening methods, in accordance with manufacturers' recommendations, structural engineering drawings, architectural specifications, and all applicable government legislation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

4317.04 **Fabricate and install sections on site** by fastening top track, assembling the partition on site, including door and window framing, covering the exterior with sheathing, standing the unit in place, sliding it into the top track, plumbing the unit, and fixing to the bottom track, in accordance with manufacturers' recommendations, structural engineering drawings, architectural specifications, and all applicable government legislation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

4317.05 **Install off site pre-fabricated panels and trusses** according to the grid line, welding angle brackets or other fastening devices on the lines, having a panel hoisted in place by crane, bolting it to the angle bracket with a torque wrench, caulking and sealing the joints, and ensuring that the panels are aligned, plumb, and level, using a rubber mallet and shims, in accordance with manufacturers' recommendations, structural engineering drawings, architectural specifications, and all applicable government legislation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

4317.06 **Set-up and use electrical welding equipment** such as shielded metal arch welding (SMAW) and gas metal arc welding (GMAW) to fasten various structural components, in accordance with manufacturers' recommendations, structural engineering drawings, architectural specifications, and all applicable government legislation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

4317.07 **Select and apply specific electrodes** for the production of various welded joint designs and thicknesses, in accordance with manufacturers' recommendations, structural engineering drawings, architectural specifications, and all applicable government legislation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

4318.0 Erect Light Gauge Residential Steel Studs and Sheathing

General Performance Objective

Erect light gauge residential steel studs and sheathing by: installing floor framing; erecting and installing walls; applying energy-efficient construction techniques; constructing and installing equal slope roofs; constructing and installing unequal slope roofs; and installing pre-engineered site-built or manufactured roof trusses.

Performance Objectives

Skills

4318.01 Install floor framing by lying out sills and beams, placing joists with bridging and blocking, accommodating for stair and window openings, attaching sheathing with appropriate fasteners and adhesives, making sure that the floor and openings are square, rigid and level, in accordance with manufacturers' recommendations, structural engineering drawings, architectural specifications, and all applicable government legislation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

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4318.02 Erect and install walls by laying out wall positions on sub floor, laying out top and bottom plates, laying out and installing studs, cutting components for openings, installing bracing of walls, including backing and blocking, ensuring that the walls are square and plumb, in accordance with manufacturers' recommendations, structural engineering drawings, architectural specifications, and all applicable government legislation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

4318.03 **Apply energy-efficient construction techniques** including use of insulation and air barriers, in accordance with manufacturers' recommendations, structural engineering drawings, architectural specifications, and all applicable government legislation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

4318.04 **Construct and install equal slope roofs** by laying out, cutting and installing rafters, ceiling joints, ridges, fascia, cutting and installing collar ties and ribbons, installing roof sheathing and h-clips, and installing framing for gables and soffits, making sure that rafters are cut within tolerances of calculated length, and that all framing has tight joints and is fastened, in accordance with manufacturers' recommendations, structural engineering drawings, architectural specifications, and all applicable government legislation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

4318.05 Construct and install unequal slope roofs by laying out, cutting and installing rafters, ceiling joists, ridges, fascia, cutting and installing collar ties and ribbons, installing roof sheathing and h-clips, and installing framing for gables and soffits, making sure that rafters are cut within tolerances of calculated length, and that all framing has tight joints and is fastened, in accordance with manufacturers' recommendations, structural engineering drawings, architectural specifications, and all applicable government legislation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

4318.06 Install pre-engineered site-built or manufactured roof trusses by laying out locations, hoisting trusses into position, ensuring correct alignment, locating and placing all bracing, installing roof sheathing, and installing framing for soffits and gable ends, making sure all trusses have tight joints and are aligned, designed, and fastened, in accordance with manufacturers' recommendations, structural engineering drawings, architectural specifications, and all applicable government legislation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

4319.0 Install Shaft Wall Systems

General Performance Objective

Install shaft wall systems by: selecting metal components for specific installations; laying out and installing components; sealing the perimeter and joints; and applying exterior finish board.

Performance Objectives

Skills

4319.01 Select metal components for specific installations, such as fire-proofing, noise abatement, air gas venting, or mechanical services, including J-runners, C-runners, E-studs, I-studs, 3/4" or 1" coreboard, and outside cladding material, in accordance with manufacturers' recommendations, architectural specifications, and all applicable government legislation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

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4319.02 Lay out and install components using appropriate tools and fastening methods, by first laying out, cutting and fastening the J-runners at the top and the bottom, and cutting and fastening the E-studs, coreboard and I-studs, in accordance with manufacturers' recommendations, architectural specifications, and all applicable government legislation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

4319.03 Seal the perimeter and joints with fire caulk, gaskets, and tapes, in order to establish fire-rating, dust control, and other conditions requiring a sealed environment, and consulting with other trades and inspectors prior to closure, in accordance with manufacturers' recommendations, worksite procedure and policy, and all applicable government legislation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

4319.04 Apply exterior finish board (outside cladding) using adhesive or screws, in accordance with manufacturers' recommendations, architectural specifications, and all applicable government legislation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

4320.0 Apply Thermal Insulation, Sound Insulation, and Fire Stopping

General Performance Objective

Apply thermal insulation, sound insulation, and fire stopping by: selecting required thermal insulation, sound insulation and fire stopping; selecting fastening methods; installing insulation or sound attenuation blankets; installing vapour barriers; sealing vapour barriers; applying fire stopping systems; and laying out, fabricating, and installing baffles.

Performance Objectives

Skills

4320.01 Select required thermal insulation, sound insulation, and fire stopping by identifying vapour barriers, such as foil plastic, tar paper, kraft paper, paper-backed batts, flexible or rigid fibreglass, insulation blankets, or rigid styrofoam as thermal barriers, and selecting sound barriers, such as cork, sound attenuation blankets, lead, or acoustic sound panels, in accordance with manufacturers' recommendations and job specifications.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

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4320.02 Select fastening methods such as friction-fit, adhesive, stapling, or mechanical (Z-bars, spot welding, insul-clips, or C-channels and T-studs), in accordance with manufacturers' recommendations and job specifications.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

4320.03 **Install insulation or sound attenuation blankets**, using a utility knife and drywall saw, by identifying the specified “R” factor or Sound Transmission Class, calculating the amount of material to satisfy the specified degree of thermal or acoustic control, and correctly filling cavities or attaching the material to walls and ceilings, in accordance with manufacturers’ recommendations, architectural specifications, and all applicable government legislation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

4320.04 **Install vapour barriers** of various thickness of foil or polyethylene by fastening (stapling, gluing, tying, or wrapping) to the appropriate side of the insulation, and overlapping the materials properly, on joints (minimum two inches) making sure they are not torn, or repairing when necessary, and providing an air barrier around electrical outlets, in accordance with manufacturers’ recommendations, architectural specifications, and all applicable government legislation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

4320.05 **Seal vapour barriers**, using a caulking gun or tape, by applying sealant in a neat and continuous bead around the perimeter of walls, partitions, ceilings, and openings such as cut-outs for electrical outlets and heating ducts, in accordance with manufacturers’ recommendations, architectural specifications, and all applicable government legislation.

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mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

4320.06 **Apply fire stop systems**, such as sealants, fire batts, sprays, caulking and mechanical devices, using caulking guns, trowels, forms, and spray guns, ensuring proper fire rating and smoke seal, in accordance with manufacturers' recommendations, architectural specifications, and all applicable government legislation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

4320.07 **Lay out, fabricate and install baffles** such as decorative, sound, and above- ceiling, by employing special prescribed installation methods and fasteners, in accordance with manufacturers' recommendations, architectural and design specifications, and all applicable government legislation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

4321.0 Install Partition Walls and Furring

General Performance Objective

Install partition walls and furring by: laying out the size and location of partitions; fastening the floor and ceiling tracks; selecting the required hollow metal door and window frames; installing studs plumb and level; installing hollow metal frames; installing stiffeners and braces; applying backing; and laying out and installing furring.

Performance Objectives

Skills

4321.01 Lay out the size and location of partitions using a laser level, spirit level, plumb bob, ladder, scaffold or power elevated work platform, by consulting the floor plan, striking chalk lines for bottom tracks, transferring the lines to the deck, and marking out openings, in accordance with manufacturers' recommendations, architectural specifications, and all applicable government legislation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

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4321.02 Fasten the floor and ceiling tracks in proper alignment, using recommended fasteners, in accordance with manufacturers' recommendations, architectural specifications, and all applicable government legislation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

4321.03 **Select the required hollow metal door and window frames** for specific openings to ensure that the throat opening and track are compatible, in accordance with architectural specifications.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

4321.04 **Install studs plumb and level** by measuring the distance between tracks to determine length of required metal studs, cutting studs to length (allowing for deflection), marking the location of studs and center, standing studs in tracks with proper spacing, screwing or crimping them, locating and framing openings, and measuring, cutting, installing and aligning metal headers and sills for door and window openings, in accordance with manufacturers' recommendations, architectural specifications, and all applicable government legislation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

4321.05 **Install hollow metal frames**, using the appropriate levelling and plumbing device, lead-shield anchors, concrete screws, nails, and plugs, by installing, aligning plumb and square, and securing metal frames in door and window openings, and installing extra reinforcing studs at door and window openings, and completing with drywall in header for fire rating, in accordance with manufacturers' recommendations, architectural specifications, and all applicable government legislation.

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mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

4321.06 **Install stiffeners and braces**, using appropriate tools, by inserting metal channels through pre-cut openings in metal studs, to provide horizontal stiffening or bracing, in accordance with in accordance with manufacturers' recommendations, architectural specifications, and all applicable government legislation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

4321.07 **Apply backing**, using a screw gun and various types of screws, by measuring, cutting and installing wooden or metal backing between studs when support is required for hand rails, towel bars and other articles attached to drywall or plaster, in accordance with manufacturers' recommendations, architectural specifications, and all applicable government legislation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

4321.08 Lay out and install furring, by selecting the required materials and installing with fasteners, in accordance with manufacturers' recommendations, architectural specifications, and all applicable government legislation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

4322.0 Install Lath

General Performance Objective

Install lath by: installing various types of channels; installing hangers and ties; erecting furring and carrying channels; selecting, measuring and installing lath; and installing lath accessories.

Performance Objectives

Skills

4322.01 Install various types of channels to receive lath, using nippers and metal shears, by selecting the required channels, laying out and marking centres, fastening top and bottom tracks, cutting and fastening channels at top and bottom, framing openings, fastening lath (wire mesh, rib lath, etc.) on one side, installing insulation, and fastening the other side of the lath, in accordance with manufacturers' recommendations, architectural specifications, and all applicable government legislation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

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4322.02 **Install hangers and ties**, sufficient to carry expected load, using bolt cutters, hanger benders, lasers, water levels, and lines, by establishing a split line, determining the required hanger gauge, determining hanger spacing for the specified load, installing hangers with an appropriate method, and bending the hanger at a specified height, ensuring it is flat and level, in accordance with manufacturers' recommendations, architectural specifications, and all applicable government legislation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

4322.03 **Erect furring and carrying channels** using cross-ties and saddle ties, by installing 1-1/2" steel main carriers, tying carriers to hangers, tying 3/4" cross-channels to carriers at right angles and 12" on centre, and cutting and framing openings with a hacksaw or channel cutters, in accordance with manufacturers' recommendations, architectural specifications, and all applicable government legislation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

4322.04 **Select, measure, and install lath** by tying, clipping or screwing it, overlapping wire lath properly and ensuring a constant direction or pattern and properly staggering gypsum lath, in accordance with manufacturers' recommendations, industry standards, architectural specifications, and all applicable government legislation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

4322.05 **Install lath accessories**, such as corner beads, plaster stops, expansion joints, cornerite, picture rails, and various beads, in accordance with manufacturers' recommendations, industry standards, architectural specifications, and all applicable government legislation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

4323.0 Install Drywall

General Performance Objective

Install drywall by: selecting properly dimensional wallboard; determining the starting point for wallboard application; laying out and installing lead-lined drywall or X-ray shielding; applying wallboard to curved surfaces; applying a second layer of wallboard over the first; applying trims; and caulking studs, seams, joints and tracks.

Performance Objectives

Skills

4323.01 Select properly dimensional wall-board, such as fire-rated, water repellent, lead-backed, standard and foil-backed, in accordance with job specifications and all applicable codes and legislation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

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4322.02 Determine the starting point for wallboard application, starting with a level sheet, and then proceeding with normal wallboard installation, by cutting wallboard to size, cutting out openings and securing in place with specified screw size, and spacing and staggering sheets on the reverse side of the partition, in accordance with manufacturers' recommendations and job specifications.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

4323.03 **Layout and install lead-lined drywall or X-ray shielding**, applying it unbroken by screw heads, switch boxes and openings, in accordance with manufacturers' recommendations, architectural specifications, and all applicable government legislation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

4323.04 **Apply wallboard to curved surfaces** by using flexible drywall or using a forming template, and screwing it in place at specified spacing, in accordance with manufacturers' recommendations, architectural specifications, and all applicable government legislation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

4323.05 **Apply a second layer of wallboard over the first**, by staggering the joints and setting the screws to the proper depth, in order to achieve a specified fire rating or acoustical rating, in accordance with manufacturers' recommendations, architectural specifications, and all applicable government legislation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

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4323.06 **Apply trims** using a stapler, adhesives with applicator, corner bead clincher, screw gun, or drywall hatchet, by measuring, cutting and fastening control joints, corner reinforcements, and trim to wallboard, in accordance with manufacturers' recommendations, architectural and design specifications, and all applicable government legislation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

4323.07 **Caulk studs, seams, joints and tracks** for fire, sound, dust control and smoke, ensuring a tight and complete seal, in accordance with job specifications and fire codes.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

4324.0 Install Moulded Forms, Cast Forms, and Form Glass

General Performance Objective

Install moulded forms, cast forms, and form glass by: selecting a method of fastening and suspending; furring out for the application of cast forms; and applying cast panels, cornices, and mouldings and form glass.

Performance Objectives

Skills

4324.01 Select a method of fastening and suspending moulded forms, cast forms, and form glass, in accordance with job specifications and site conditions.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

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4324.02 Furr out for the application of cast forms, such as fibreglass, using drills, grinders and saws, by laying out the specified locations and dimensioning, and preparing framing to receive the mould or cast forms, including furring, applying brackets, ensuring it is level and aligned, in accordance with job specifications, manufacturers' recommendations and site conditions.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

4324.03 **Apply cast panels, cornices, mouldings, and form glass** with adhesives, screws or bolts, and adjust the panels to achieve plumb, square, and accurate alignment, and install expansion and control joints, allowing for the expansion and contraction of panels, in accordance with manufacturers' recommendations, industry standards, architectural and design specifications, and all applicable government legislation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

4325.0 **Install Ceiling Systems**

General Performance Objective

Install ceiling systems by: identifying and selecting the ceiling type and its components; selecting and installing fasteners and hangers; installing ceiling suspensions; determining and installing suspended bulkheads and soffits; applying drywall, acoustic, and other specified materials; fabricating and installing access panels; and laying out and installing strapping, furring, and ceiling patterns of non-suspended ceilings.

Performance Objectives

Skills

4325.01 **Identify and select the ceiling type and its components**, as determined by ceiling plans, including ceiling elevations, light layout, soffits and bulkheads, in accordance with job specifications and on-site conditions.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

*** A Trainer may be a Supervisor or the competent employee designated by the Apprentice's Sponsor.**

4325.02 **Select and install fasteners and hangers** by establishing the required spacing for a specific ceiling, and fastening the hangers securely, in accordance with job specifications, manufacturers' recommendations, and all applicable government legislation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

4325.03 **Install ceiling suspensions** by levelling perimeter mouldings and 1 ½" carrying channels, bending hangers, installing field components such as main-tees, cross-tees, L-mould, Z-bars, and H & T systems, and cross furring, providing openings for services and squaring the ceiling, in accordance with manufacturers' recommendations, architectural specifications, and all applicable government legislation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

4325.04 **Determine and install suspended bulkheads and soffits** with proper fastening systems and materials, in accordance with manufacturers' recommendations, industry standards, architectural specifications, and all applicable government legislation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

4325.05 Apply drywall, acoustic, and other specified materials with adhesive, mechanical, lay-in or clip-on methods, in accordance with manufacturers' recommendations, industry standards, architectural specifications, and all applicable government legislation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

4325.06 Fabricate and install access panels by establishing panel size, laying out and cutting the required opening, and securing the panels in place, in accordance with manufacturers' recommendations, architectural specifications, and all applicable government legislation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

4325.07 Layout and install strapping, furring and ceiling patterns of non-suspended ceilings, by securing to structure with proper fasteners and adhesives, in accordance with manufacturers' recommendations, architectural specifications, and all applicable government legislation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

4326.0 Install Access Flooring

General Performance Objective

Install access flooring by: laying out access flooring; positioning adjustable metal pedestals in a line; installing and fastening metal grid runners between pedestals; cutting and installing access floor panels into the grid; measuring, cutting, and adhering vinyl baseboard mouldings; and installing and securing pre-fabricated ramps, stairs, and handrails.

Performance Objectives

Skills

4326.01 Lay out access flooring by establishing floor elevation, using a laser level, in accordance with shop drawings or site conditions.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

*** A Trainer may be a Supervisor or the competent employee designated by the Apprentice's Sponsor.**

4326.02 Position adjustable metal pedestals in a line on the slab floor and install flooring components such as perimeter angles, stabilizer bars, and framing spacers, in accordance with shop drawings, site conditions, manufacturers' recommendations, and all applicable government legislation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

4326.03 **Install and fasten metal grid runners between pedestals**, using screws to form a floor grid, and verify grid alignment regularly as the grid is being constructed, adjusting the pedestals up or down to level the grid, in accordance with shop drawings, site conditions, manufacturers' recommendations, and all applicable government legislation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

4326.04 **Cut and install access floor panels into the grid** with a suction lift tool, laying special grill and flow-through panels where specified, in accordance with shop drawings or site conditions, manufacturers' recommendations, and all applicable government legislation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

4326.05 **Measure, cut, and adhere vinyl baseboard mouldings** around the perimeter of the floor, in accordance with manufacturers' recommendations, shop drawings or site conditions.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

4326.06 **Install and secure pre-fabricated ramps, stairs, and handrails** leading to the raised floor, and prepare the floor for service accessories, in accordance with shop drawings or site conditions, manufacturers' recommendations, and all applicable government legislation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

4327.0 **Erect De-Mountable Partitions**

General Performance Objective

Erect de-mountable partitions by: preparing for the job; installing pre-finished tracks; laying out and framing rough openings; applying pre-finished panels; and installing components, trim, and accessories.

Performance Objectives

Skills

4327.01 **Prepare for the job** by establishing the type of partition, materials, location, and installation procedures, including the symmetrical distribution of panels, and laying them out, in accordance with architectural plans and job specifications.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

*** A Trainer may be a Supervisor or the competent employee designated by the Apprentice's Sponsor.**

4327.02 **Install pre-finished tracks** at top and bottom or variations required by specific systems, using proper tools and fasteners, in accordance with manufacturers' recommendations, architectural specifications, and all applicable government legislation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

4327.03 **Lay out and frame rough openings** for windows and doors using installation methods required by specific systems, in accordance with manufacturers' recommendations, architectural specifications, and all applicable government legislation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

4327.04 **Apply pre-finished panels**, using recommended fasteners, ensuring that the panels are aligned plumb, in accordance with manufacturers' recommendations, job specifications, and all applicable government legislation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

4327.05 **Install components, trim, and accessories** such as battens, batten covers, J- mouldings (aluminium, steel, or polyvinyl), baseboards, ceiling and door trim, glazing rails, door frames, and pre-finished door jambs and corners, in accordance with manufacturers' recommendations, job specifications, and all applicable government legislation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

4328.0 **Encase Asbestos**

General Performance Objective

Encase asbestos by: identifying asbestos and notifying the appropriate authorities; protecting self and others from asbestos hazard; removing all loose or flaky asbestos material; encasing beams and areas; cleaning the area; and performing the required personal cleaning procedures.

Performance Objectives

Skills

4328.01 **Identify asbestos and notify the appropriate authorities** and the trades on-site of the encasement activity, in accordance with provincial and federal legislation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

*** A Trainer may be a Supervisor or the competent employee designated by the Apprentice's Sponsor.**

4328.02 **Protect self and others from asbestos hazard** by wearing an approved breathing apparatus and a disposable suit and mask, sealing off the area with plastic sheathing, including air returns, ducts, air handling systems, doorways, windows and floor veins, in accordance with provincial and federal legislation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

4328.03 **Remove all loose or flaky asbestos material** and any overspray, and put it into an appropriate labelled plastic bag securely sealed for transport, in accordance with provincial and federal legislation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

4328.04 **Encase beams and areas** with drywall, making sure the encasement is airtight, in accordance with provincial and federal legislation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

4328.05 **Clean the area** by vacuuming away asbestos dust or fibres, folding up the plastic sheathing and putting it into appropriate garbage bags, and re-vacuuming, wiping down, or washing the entire area, in accordance with provincial and federal legislation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

4328.06 **Perform the required personal cleaning procedures**, in accordance with provincial and federal legislation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

Definitions

Apprentice

- An individual who, pursuant to a registered Training Agreement, is receiving or is to receive training in a trade that is required as part of an apprenticeship program
- Holds a Training Agreement in either a compulsory or non-compulsory trade;
- Are subject to any ratios that have been set out in regulation and or recommended by industry for their trade(s);
- Remain as an Apprentice until they receive their Certificate of Apprenticeship

BOSTA

Building Opportunities in the Skilled Trades Act, 2021 (BOSTA)

Certificate of Apprenticeship (C of A)

A certificate issued to individuals who have demonstrated that they have completed an apprenticeship program in Ontario.

Certificate of Qualification (C of Q)

A certificate issued to an individual who has completed an apprenticeship or equivalent AND passed the Certificate of Qualification examination.

Competence

The ability of an individual to perform a skill, consistently without assistance, in the workplace as set out in the Logbook.

Competency Analysis Profile (CAP Chart)

A chart that identifies the training needs of an individual trade and details the skills/skill sets that must be demonstrated during an apprenticeship program.

Journeyman

Journeyman means an individual who holds a certificate of qualification (in a compulsory or non-compulsory trade) and/or an individual who practices as a journeyman in a non-compulsory trade who does not hold a certificate of qualification and has equivalent experience in that trade.

Mandatory Skill

Status assigned to unshaded individual skills, skill sets or general performance objectives which must be signed-off for the Apprentice to complete their program.

Optional Skill

Status assigned to shaded individual skills, skills sets or general performance objectives for which sign-off is not required for the Apprentice to complete the program.

Provisional Certificates of Qualification

- A Provisional Certificate of Qualification is issued to an individual who has obtained a Certificate of Apprenticeship (in both compulsory and non-compulsory trades) in a program that has a Certificate of Qualification examination, to which the individual has not yet passed the Certificate of Qualification examination.
- A Provisional Certificate of Qualification shall have the prescribed term or, if no term is prescribed, a term of one year.
- In a compulsory trade, the Provisional Certificate of Qualification allows a person to continue working legally in the trade for up to 12 months while they work to pass the certifying exam.
- Individuals with a Provisional Certificate of Qualification are subject to any ratios that have been set out for their trade(s).

Ratios

For the purpose of an Apprenticeship program, a ratio is the maximum number of Journeypersons to Apprentices. The purpose of ratios is to provide consistent supervision, training and continuity of work.

Red Seal Program

The Interprovincial Standards Red Seal Program (also known as the Red Seal Program) was established more than 50 years ago to provide greater mobility across Canada for skilled workers and represents a standard of excellence for industry. Through the program, individuals are able to obtain a Red Seal endorsement on their provincial/territorial certificates by achieving 70% or higher on an interprovincial Red Seal examination.

The Interprovincial Standards Red Seal Program acknowledges their competence and ensures recognition of their certification throughout Canada without further examination. There are currently over 50 Red Seal designated trades. **The Red Seal Program is recognized as the interprovincial *standard of excellence* in the skilled trades.** The Interprovincial Standards Red Seal Program is a partnership between the Government of Canada, the Provinces, the Territories and various stakeholders.

Sign-off

Signature of the Sponsor of record, or an individual to whom that Sponsor has delegated signing authority, (e.g. Trainer) indicating an Apprentice's demonstration of competence.

Skill

Individual competency/task described in the Logbook.

Skill Sets

Group or selection of individual skills found in the Logbook.

Skill Set Completion for Sponsors

Listing for all skill sets and includes space for sign-off by Sponsor of record.

Sponsor

Means a person that has entered into a registered Training Agreement under which the person is required to ensure that an individual is provided with workplace-based training in a trade as part of an apprenticeship program.

Sponsor of Record

Refers to the Sponsor documented as being signatory to the registered Training Agreement or Contract of Apprenticeship. In order for a Sponsor to be considered for the training of Apprentices, they must identify that the workplace has qualified persons or the equivalent on site, and can identify that the workplace has the tools, equipment, materials, and processes which have been identified by the Industry representatives for the trade.

Trainer

An individual who oversees the performance of a task and sets the workplace expectations and practices for the Apprentice. For a compulsory trade, a qualified Trainer is an individual who holds a Certificate of Qualification. In a non-compulsory trade, a Trainer is an individual who either holds a CofQ, CofA, or is considered equivalent.

Ready to Write Your Exam?

Many of the skilled trades in Ontario have a final certification examination that you must pass to become certified in your trade. Passing the examination gives you the right to hold yourself out as a Journeyman and receive a Certificate of Qualification in your trade.

There are two types of trade certification examinations in Ontario:

1. Provincial (Ontario) examinations - which lead to a Certificate of Qualification.
2. Red Seal examinations – which lead to a Certificate of Qualification with an Interprovincial Red Seal endorsement.

If a trade is designated as Red Seal in Ontario, you will be writing the Red Seal examination. To access the Red Seal preparation guide please visit: red-seal.ca

Ontario's Exam Preparation Guide

[Exam Resources – Skilled Trades Ontario](#)

Basic Examination Details for You to Know

- You will have **up to four hours to write your examination.**
- Accommodations must be requested and approved prior to scheduling your examination.
- You can leave the examination centre if you complete the examination in less than four hours.
- Exam questions are multiple choice with four options from which you must choose the correct answer. Your examination may have between 90 and 150 multiple choice questions.
- You need a mark of 70% to pass.

Scheduling Your Examination

The examination scheduling process is currently outlined in detail on the Skilled Trades Ontario website: [Exam Scheduling – Skilled Trades Ontario](#)

Remember these 3 basic steps:

1. Confirm your eligibility to write the examination with Skilled Trades Ontario.
2. Contact Client Services at Skilled Trades Ontario to pay your examination fee.
3. Contact the local Service Delivery Office to schedule your examination in their examination centre: <https://www.ontario.ca/page/employment-ontario-apprenticeship-offices>

Instructions for Recording a Change in Sponsor

1. Record your first sponsor's information in Sponsor Record #1 – this would be the sponsor who has signed your initial apprenticeship Training Agreement for this trade.
2. If you do change sponsors prior to completing this apprenticeship, please contact your local Service Delivery Office immediately to update your sponsor record.
3. Please make sure you record all the information regarding any additional sponsors of record towards your apprenticeship using the Sponsor Records on the following pages (if applicable).

You must fill out a Change of Sponsor Record each time you change your sponsor.

Sponsor Record #1

Sponsor Information		
Apprentice Name		
Training Agreement #		Date (mm/dd/yy)
Sponsor Name		
Address		
Telephone		
E-mail Address		

Summary of Training	
Employment Start Date	
Employment End Date	
Total hours of training & instruction between dates of employment.	
Skill Sets Completed	

As the Sponsor, I hereby confirm that the above information is true and accurate to the best of my knowledge.

Signature: _____ Date: (mm/dd/yy) _____

The Sponsor is required to sign-off and date the skills after the Apprentice has proven competence in those skills. However, if a skill is shaded, it is optional and does not need to be signed-off.

***If you need additional copies of the Sponsor Record, visit SkilledTradesOntario.ca and search Sponsor Record Form.**

Change of Sponsor Record #2

Sponsor Information		
Apprentice Name		
Training Agreement #		Date (mm/dd/yy)
Sponsor Name		
Address		
Telephone		
E-mail Address		

Summary of Training	
Employment Start Date	
Employment End Date	
Total hours of training & instruction between dates of employment.	
Skill Sets Completed	

As the Sponsor, I hereby confirm that the above information is true and accurate to the best of my knowledge.

Signature: _____ Date: (mm/dd/yy) _____

The Sponsor is required to sign-off and date the skills after the Apprentice has proven competence in those skills. However, if a skill is shaded, it is optional and does not need to be signed-off.

***If you need additional copies of the Sponsor Record, visit SkilledTradesOntario.ca and search Sponsor Record Form.**

Change of Sponsor Record #3

Sponsor Information		
Apprentice Name		
Training Agreement #		Date (mm/dd/yy)
Sponsor Name		
Address		
Telephone		
E-mail Address		

Summary of Training	
Employment Start Date	
Employment End Date	
Total hours of training & instruction between dates of employment.	
Skill Sets Completed	

As the Sponsor, I hereby confirm that the above information is true and accurate to the best of my knowledge.

Signature: _____ Date: (mm/dd/yy) _____

The Sponsor is required to sign-off and date the skills after the Apprentice has proven competence in those skills. However, if a skill is shaded, it is optional and does not need to be signed-off.

***If you need additional copies of the Sponsor Record, visit SkilledTradesOntario.ca and search Sponsor Record Form.**

Change of Sponsor Record #4

Sponsor Information		
Apprentice Name		
Training Agreement #		Date (mm/dd/yy)
Sponsor Name		
Address		
Telephone		
E-mail Address		

Summary of Training	
Employment Start Date	
Employment End Date	
Total hours of training & instruction between dates of employment.	
Skill Sets Completed	

As the Sponsor, I hereby confirm that the above information is true and accurate to the best of my knowledge.

Signature: _____ Date: (mm/dd/yy) _____

The Sponsor is required to sign-off and date the skills after the Apprentice has proven competence in those skills. However, if a skill is shaded, it is optional and does not need to be signed-off.

***If you need additional copies of the Sponsor Record, visit SkilledTradesOntario.ca and search Sponsor Record Form.**

Appendix A — Instructions for Apprenticeship Program Completion

Once an Apprentice has completed all the classroom training and benchmark on-the-job hours specified for the trade and has acquired all the mandatory skills included in this Logbook.

The Apprentice and the Sponsor complete the Apprentice Completion Form and the Skill Set Completion for Sponsors Form located on the following pages.

1. They sign the forms and submit them to their local Service Delivery Office. To find the closest office, check the contact information at ontario.ca/page/employment-ontario-apprenticeship-offices or call the Employment Ontario toll free number at (1-800-387-5656).
2. For All Trades: All mandatory skills (or the combination indicated in the completion requirements for the trade) in the Logbook must be signed-off. The recommended hours are a benchmark. If the Sponsor is completing the Apprentice before the industry recommended training hours are done, staff may request further information regarding the Apprentice's on-the-job training. An example of a request would be a letter from the Sponsor confirming the Apprentice worked for some time in the trade before the initial Training Agreement was registered, thereby acquiring some skills beforehand.

If Apprentices are submitting the completion request form and supporting documentation to their local Service Delivery Office by mail, fax, or email (as a scanned document), they should not include their Logbook; if they are presenting this form in person at the local Service Delivery Office, they should bring their Logbook with them.

After staff verifies all the information in the completion request, they may contact either the Apprentice or the Sponsor for further information or documentation. Once the completion has been confirmed, the local Service Delivery Office will issue a Certificate of Apprenticeship to the Apprentice.

Skilled Trades Ontario will receive notification of this completion.

- If the Apprentice has completed a program in a **compulsory trade**, Skilled Trades Ontario will automatically register the Apprentice for a Provisional Certificate of Qualification to continue to work legally for one year while preparing for the certification examination.
- If an Apprentice completes their apprenticeship in a **non-compulsory trade** and there is a Certificate of Qualification exam, they must write and pass the exam to receive a Certificate of Qualification from Skilled Trades Ontario.

For permission to schedule an exam once completion is confirmed, the individual must first contact the Skilled Trades Ontario Client Services Department at 647-847-3000 or toll free at 1-855-299-0028 to pay the certification examination fee. Once you have paid your exam fee with Skilled Trades Ontario, book your exam by contacting your nearest Employment Ontario local Service Delivery Office.

Appendix B — Apprentice Completion Form

Please fill out both sides of this form, including the Skill Set Completion for Sponsors (see back of form). Once both sides are completed, submit the form to your local Service Delivery Office (find contact information at ontario.ca/page/employment-ontario-apprenticeship-offices or by calling Employment Ontario at (1-800-387-5656).

Apprentice Information	
Name (print)	
Client ID # Issued by Ministry	
Telephone Number(s)	

Sponsor Information	
Legal Name	
Address	
Telephone Number(s)	
Sponsor's Signing Authority <i>(print name)</i>	
E-mail Address	

Program Information	
Trade Name	
Number of hours required as per Training Agreement <i>(hours-based trades only)</i>	
Hours completed? <i>(documentation attached)</i>	Yes () No () Not applicable ()
Classroom training completed or exempt?	Yes () No () Not applicable ()

I hereby confirm that the information submitted on both sides of this form is true and accurate.

X _____
Apprentice's Signature Date

X _____
Signature of Sponsor's Signing Authority Date

Appendix D — Local Service Delivery Offices in Ontario

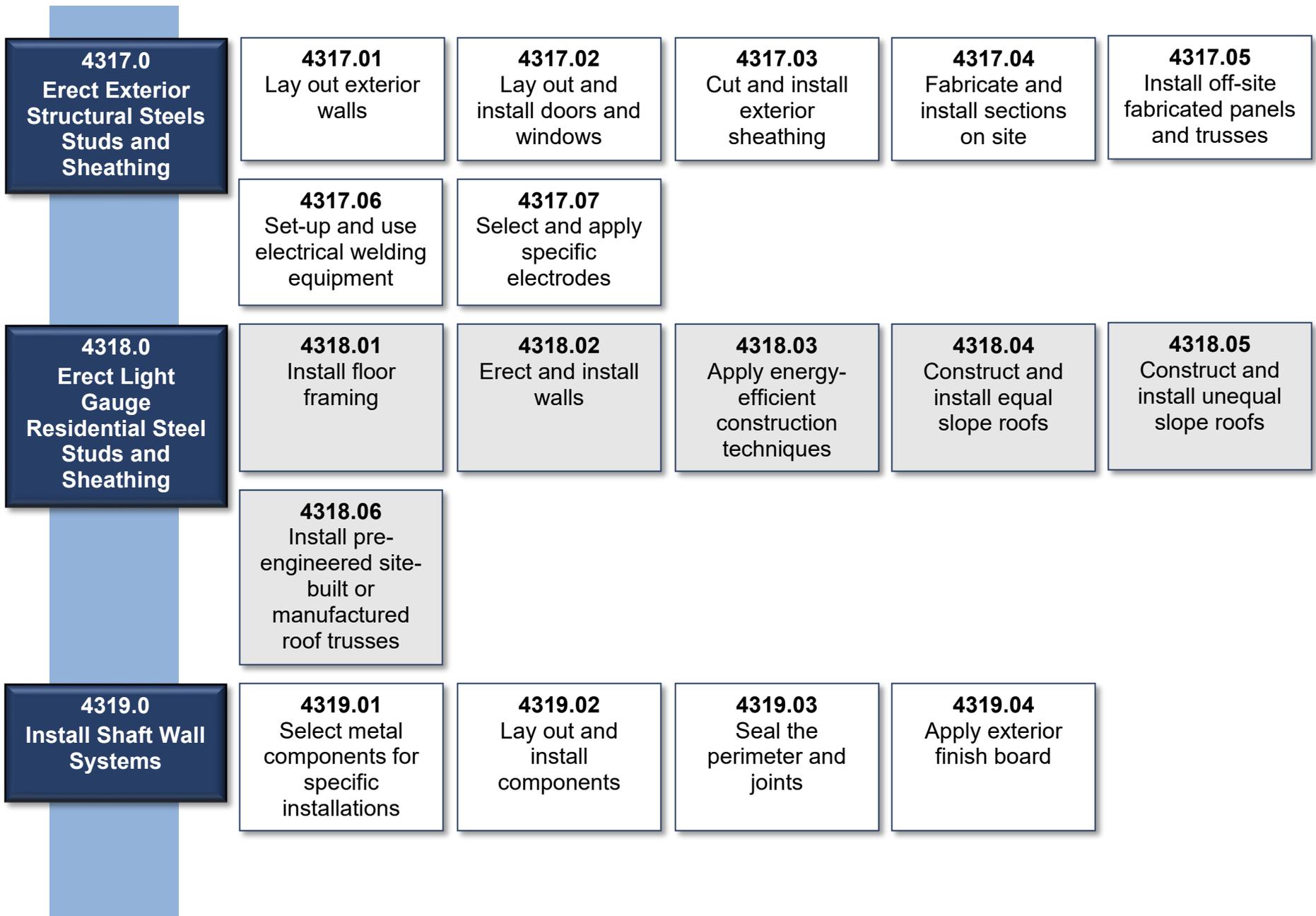
For current office listings visit: ontario.ca/page/employment-Ontario-apprenticeship-offices

Location	Contact	Location	Contact
Barrie 705-737-1431	55 Cedar Pointe Dr Unit 609, Barrie, ON L4N 5R7	Marathon 807-346-1550	52 Peninsula Road, Suite 103 Marathon, Ontario, P0T 2E0
Belleville 613-968-5558 1-800-953-6885	135 North Front St, Belleville, ON K8P 3B5	Markham 905-513-2695	140 Allstate Parkway, Suite 505, Markham, Ontario L3R 5Y8
Brantford 519-756-5197	505 Park Rd North Suite 201, Brantford, ON N3R 7K8	North Bay 705-495-8515 1-800-236-0744	200 First Ave West, North Bay, ON P1B 3B9
Chatham 519-354-2766 1-800-214-8284	870 Richmond St West 1st Floor, Chatham, ON N7M 5J5	Ottawa 613-731-7100 1-877-221-1220	Preston Square, 347 Preston Street, Suite 310, Ottawa, ON K1S 3H8
Cornwall 613-938-9702 1-877-668-6604	132 Second St East Ste 202, Cornwall, ON K6H 1Y4	Owen Sound 519-376-5790 1-800-838-9468	1450 1st Ave West, Suite 100, Owen Sound, ON N4K 6W2
Dryden 807-456-2665 1-800-734-9572	Provincial Government Building, 479 Government St, Dryden, ON P8N 3K9	Peel 905-279-7333 1-800-736-5520	The Emerald Centre, 10 Kingsbridge Garden Circle, Suite 404, Mississauga, ON L5R 3K6
Durham 905-433-0595 1-800-461-4608	78 Richmond Street West, Oshawa, ON L1G 1E1	Pembroke 613-735-3911 1-800-807-0227	615 Pembroke St East, Pembroke, ON K8A 3L7
Elliot Lake 1-800-236-8817	50 Hillside Dr North, Elliot Lake, ON P5A 1X4	Peterborough 705-745-1918 1-877-433-6555	901 Lansdowne St West, Peterborough, ON K9J 1Z5
Fort Frances 807-274-8634	922 Scott St 2nd Flr, Fort Frances, ON P9A 1J4	Sarnia 519-542-7705 1-800-363-8453	162 Lochiel Street, Suite 101, Sarnia, ON N7T 7W5
Geraldton 807-854-1966	208 Beamish Avenue West Geraldton, Ontario P0T 1M0	Sault Ste. Marie 705-945-6815 1-800-236-8817	477 Queen St East 4th Flr, Sault Ste Marie, ON P6A 1Z5
Halton 905-842-5105 1-844-901-5105	700 Dorval Dr., Suite 201, Oakville, ON L6K 3V3	St Catharines 905-704-2991 1-800-263-4475	Garden City Tower, 301 St Paul St East, 10th Flr, St Catharines, ON L2R 7R4
Hamilton 905-521-7764 1-800-668-4479	Ellen Fairclough Bldg, 119 King St West 8th Flr, Hamilton, ON L8P 4Y7	Sudbury 705-564-3030 1-800-603-5999	159 Cedar St Ste 506, Sudbury, ON P3E 6A5
Kapuskasing 705-465-5785 705-235-1950	Ontario Government Complex, 122 Government Rd West, Kapuskasing, ON P5N 2X8	Thunder Bay 807-346-1550 1-800-439-5493	189 Red River Rd Suite 103, Thunder Bay, ON P7B 1A2
Kenora 807-468-2879 1-800-734-9572	227 1/2 Second St South, Kenora, ON P9N 1G4	Timmins 705-235-1950 1-877-275-5139	Ontario Government Complex, 5520 Highway 101 East Wing B, South Porcupine, ON P0N 1H0
Kingston 613-548-1151 1-866-973-4043	Alliance Business Centre, 299 Concession St Ste 201, Kingston, ON K7K 2B9	Toronto Centre 416-927-7366 1-800-387-5656	2 St Clair West, 11 th floor Toronto, ON M4A 1L5
Kitchener 519-653-5758 1-866-877-0099	4275 King St East, Kitchener, ON N2P 2E9	Toronto South 416-326-5800	625 Church St 1st Fl, Toronto, ON M7A 2B5
London 519-675-7788 1-800-265-1050	1200 Commissioners Rd E, Unit 72, London, ON N5Z 4R3	Windsor 519-973-1441	Roundhouse Centre, 3155 Howard Ave 2nd Fl, Suite 200, Windsor, ON N8X 4Y8

Competency Analysis Profile (CAP) Chart

<p>4315.0 Protect Self and Others</p>	<p>4315.01 Comply with safety directives provided in legislation and regulations</p>	<p>4315.02 Report hazardous conditions</p>	<p>4315.03 Wear and maintain approved personal protective equipment</p>	<p>4315.04 Practice good housekeeping</p>	<p>4315.05 Work within safe physical limits</p>	
	<p>4315.06 Use and maintain hand and power tools and equipment</p>	<p>4315.07 Practice fire safety procedures</p>	<p>4315.08 Apply basic first aid and cardio-pulmonary resuscitation</p>	<p>4315.09 Erect swing stages and suspended scaffoldings</p>	<p>4315.10 Wear an approved safety harness and attach a life line</p>	
	<p>4315.11 Ensure proper ventilation during welding and application of adhesives</p>	<p>4315.12 Store welding cylinders</p>				
	<p>4316.0 Prepare Job</p>	<p>4316.01 Read, interpret, and apply blueprints and specifications for job layout</p>	<p>4316.02 Communicate with other trades</p>	<p>4316.03 Verify and organize materials</p>	<p>4316.04 Identify or establish and work from grid lines and elevations</p>	<p>4316.05 Select, use, and maintain approved tools and equipment</p>
		<p>4316.06 Select and operate computers</p>				

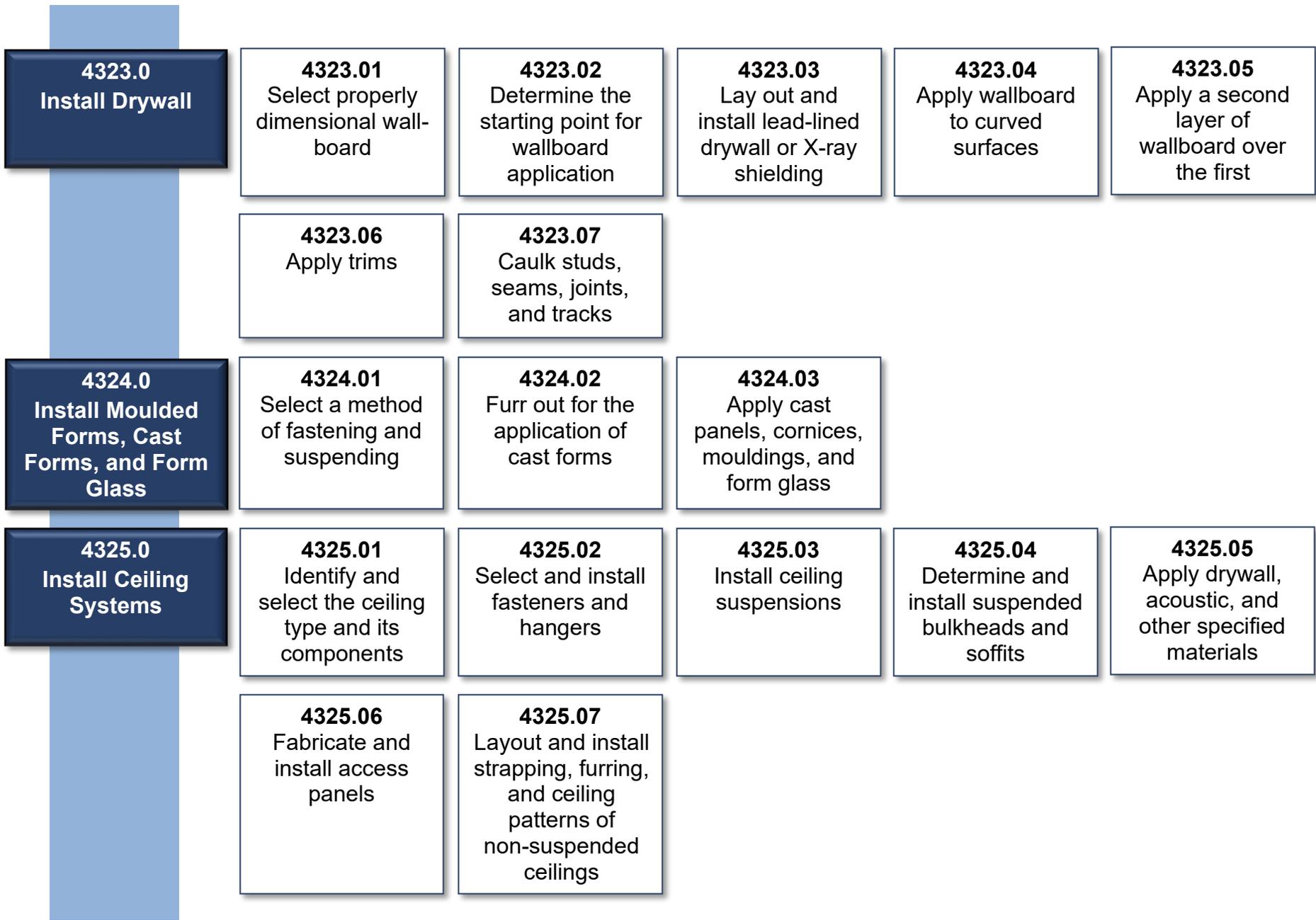
Competency Analysis Profile: Drywall, Acoustic and Lathing Applicator 451A *(all unshaded skill sets must be completed)*



Competency Analysis Profile: Drywall, Acoustic and Lathing Applicator 451A *(all unshaded skill sets must be completed)*

4320.0 Apply Thermal Insulation, Sound Insulation, and Fire Stopping	4320.01 Select required thermal insulation, sound insulation, and fire stopping	4320.02 Select fastening methods	4320.03 Install insulation or sound attenuation blankets	4320.04 Install vapour barriers	4320.05 Seal vapour barriers
	4320.06 Apply fire stop systems	4320.07 Lay out, fabricate, and install baffles of various types			
4321.0 Install Partition Walls and Furring	4321.01 Lay out the size and location of partitions	4321.02 Fasten the floor and ceiling tracks	4321.03 Select the required hollow metal door and window frames	4321.04 Install stud plumb and level	4321.05 Install hollow metal frames
	4321.06 Install stiffeners and braces	4321.07 Apply backing	4321.08 Lay out and install furring		
4322.0 Install Lath	4322.01 Install various type of channels	4322.02 Install hangers and ties	4322.03 Erect furring and carrying channels	4322.04 Select, measure, and install lath	4322.05 Install lath accessories

Competency Analysis Profile: Drywall, Acoustic and Lathing Applicator 451A *(all unshaded skill sets must be completed)*



Competency Analysis Profile: Drywall, Acoustic and Lathing Applicator 451A *(all unshaded skill sets must be completed)*

4326.0 Install Access Flooring	4326.01 Lay out access flooring	4326.02 Position adjustable metal pedestals in a line	4326.03 Install and fasten metal grid runners between pedestals	4326.04 Cut and install access floor panels into the grid	4326.05 Measure, cut, and adhere vinyl baseboard mouldings
	4326.06 Install and secure pre-fabricated ramps, stairs, and handrails				
4327.0 Erect De-Mountable Partitions	4327.01 Prepare for job	4327.02 Install pre-finished tracks	4327.03 Lay out and frame rough openings	4327.04 Apply pre-finished panels	4327.05 Install components, trim, and accessories
4328.0 Encase Asbestos	4328.01 Identify asbestos and notify the appropriate authorities	4328.02 Protect self and others from asbestos hazard	4328.03 Remove all loose or flaky asbestos material	4328.04 Encase beams and areas	4328.05 Clean the area
	4328.06 Perform the required personal cleaning procedures				

Completing Your Apprenticeship Program

Once your sponsor agrees you are competent in the required skills, your hours are complete and you have completed all the levels of classroom training required for your trade:

- ✓ Follow the completion instructions on the Completion Form (Appendix A) in the Logbook.
- ✓ Answer any questions that MLITSD staff may have and provide any additional completion documentation that may be required.
- ✓ Once completion is confirmed, MLITSD will issue you a Certificate of Apprenticeship and notify Skilled Trades Ontario.

After Your Apprenticeship

If you are in a trade with a certification exam, Skilled Trades Ontario will receive notice of your completion.

For compulsory trades, you will be issued a Provisional Certificate of Qualification which will allow you to work legally for up to 12 months until you write and pass your examination.

For a non-compulsory trade, once you pass your examination, you will be issued a Certificate of Qualification for your trade.

Preparing For Your Exam

- **To pay for a Certificate of Qualification examination, contact Skilled Trades Ontario** Client Services Department at: 647-847-3000 or toll free at 1-855-299-0028
- **To schedule your exam:** Once you have paid, contact your local Service Delivery Office to book your exam.
- **Download Skilled Trades Ontario exam preparation guide at:** [Exam Resources – Skilled Trades Ontario](#) and/or view the exam preparation guide for Red Seal trades at: red-seal.ca



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Lather (Interior Systems Mechanic)