



**Skilled
Trades**
Ontario

**Métiers
spécialisés**
Ontario

Apprenticeship
Training Standard
Logbook

**Native Residential
Construction Worker**

296A

1998

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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Anishnaabek Ezhgejik Kinoomaagewin Ezhgaabwimgak

Paneh go Anishnaabek, Ontario enjbaajik g'bi gmaamoozwimi, g'bi mino gnoowaabdimi weweni wii mino wiidookdadying, wii wiingesying ge ezhi nakiiying.

Kendmoowin miinwa nakiiwin naasaap zhigaabwimgad dbishko wiingeswin. Kina maamwi gimaak gii wiidookdaadwad, Anishnaabek ezhgijik gii maajiish-kaachgaadeg maanpii Mnido mnising. Gchi gimaanaang ge wiidookaagewag, naadmaagewag maanda wii mnoo maajiishkaamgag.

Native Residential Construction Worker Dedication

Native people of Ontario have long shared their traditions with the rest of the province: a strong cultural heritage, a sense of community, pride in workmanship.

Learning and doing are as much a part of life as the satisfaction of a job well done. *Native Residential Construction Worker* has been developed in response to training needs identified by the United Council Chiefs of Manitoulin. The Ministry of Skills Development acknowledges its assistance and cooperation in developing the Standard.

Construction Résidentielle Autochtone Dédicace des Normes de Formation

Depuis longtemps, les Autochtones de l'Ontario partagent leurs traditions avec le reste de la population : un solide héritage culturel, un sens de la communauté et la fierté de leur travail.

L'apprentissage et l'exécution font autant partie de la vie que la satisfaction du travail bien fait. Le cahier *Construction résidentielle autochtone* a été créé pour répondre aux besoins en formation qui ont été identifiés par les *United Council Chiefs of Manitoulin*. Le ministère de la Formation professionnelle désire exprimer sa reconnaissance au conseil pour sa contribution à l'élaboration des normes.

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 journeyman/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 Native Residential Construction Worker 296A 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 Native Residential Construction Worker is set out in section 95 of Ontario Regulation 875/21 under BOSTA and reads as follows:

95. The scope of practice for the trade of native residential construction worker includes working in all aspects of the construction of a house in a First Nation reserve.

*While the Logbook draws on the scope of practice regulation (Section 95 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 3520 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 480 hours of in-school training as the duration necessary for an Apprentice to complete the in-school curriculum for this program.

Total Training Hours

4000 hours

Journeyman to Apprentice Ratio

Industry Recommended Ratios:

While some of the trades regulated under BOSTA are subject to Journeyman to Apprentice ratios set out in regulation, this trade is not one of them. Instead, **industry has recommended a Journeyman to Apprentice ratio guideline of 1 Journeyman (or individual who is deemed equivalent to a journeyman) to 1 Apprentice** as the ratio necessary for an Apprentice to be properly trained on the job in this program.

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 Native Residential Construction Worker 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
- Industry best practices (where applicable)

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

List of Trainers

Trainer's Name (Please Print)	Trainer's Signature	Date of start with Trainer (day/month/year)

4180 Demonstrate Safe Working Practices and Techniques

General Performance Objectives

- Identify health and safety hazards in the workplace
- Wear, adjust and maintain personal protective equipment
- Operate emergency safety equipment
- Practice good housekeeping in the workplace
- Operate and maintain tools and equipment
- Assure protection from fire hazards
- Handle and store hazardous materials
- Report injuries
- Complete written safety and injury reports
- Apply basic first aid to treat conditions

Skills

4180.01 Identify health and safety hazards in the workplace so that the potential for personal injury, damage to equipment, tools and the environment are minimized, corrective action as defined in government legislation or company policies is taken and hazards reported.

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.**

4180.02 Wear, adjust and maintain personal protective equipment including:

- eye protection
- ear protection
- hand protection
- foot protection

so that safety clothing is correctly fitted and provides optimum protection to the wearer for the task being performed.

Native Residential Construction Worker

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

4180.03 Operate emergency safety equipment including:

- fire extinguishers
- respirators
- stretchers
- fire blankets

to extinguish fires and administer first aid, so that procedures are carried out in a safe, efficient manner and in accordance with the Occupational Health and Safety Act (OHSA).

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

4180.04 Practice good housekeeping in the workplace by:

- cleaning up spills
- keeping work area clean and clear of obstructions
- storing tools and equipment

so that the potential for accident or injury is minimized and tools and equipment are in place and available for the next job.

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

4180.05 Operate and maintain tools and equipment in a safe manner so that personal injury is prevented and tools and equipment are kept clean and in good working condition.

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

4180.06 Assure protection from fire hazards by:

- keeping work area clear
- identifying and removing potential fire hazards
- careful handling of corrosive, explosive and/or flammable materials

so that hazardous conditions and unsafe work practices are eliminated.

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

4180.07 Handle and store hazardous materials using:

- specialized handling
- storage equipment
- protective clothing

so that the worker is protected from injury, the environment from contamination and procedures followed are in compliance with provincial and federal legislation.

Native Residential Construction Worker

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

4180.08 **Report injuries** to foreman or crew chief promptly and efficiently, ensuring that the injured person is attended to, information is recorded and future recurrences of similar accidents are prevented.

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

4180.09 **Complete written safety and injury reports** following provincial and federal legislation, so that data for Worker's Compensation Board, legal and insurance forms are complete and accurate and deadlines are met.

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

4180.10 Apply basic first aid to treat conditions including:

- sudden illnesses
- burns
- cuts
- abrasions
- sprains
- chemical inhalations
- contaminants in eyes

so that the condition of the victim is stabilized and individual is prepared for transport to more advanced medical care facilities.

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

4181 Perform Site Planning and Excavation

General Performance Objectives

- Develop a plot plan
- Stake out excavation site
- Monitor excavation site
- Obtain a soil sample
- Fill in site

Skills

4181.01 Develop a plot plan by:

- establishing the perimeter of the property
- orienting the house on the lot
- allowing space for the driveway, water supply and sewer connections of field beds

according to OBC, CMHC, IRBC and HW standards.

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.**

4181.02 Stake out excavation site by:

- driving stakes in ground
- using measurements from the plot plan

so that placements are accurate and meet all OBC, CMHC and IRBC requirements.

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

4181.03 Monitor excavation site to ensure grades are accurate and excavation is level, according to elevation plan of the blueprint.

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

4181.04 Obtain a soil sample to ensure soil is of sufficient density to allow for weight displacement of building and house below vegetation level and to ensure structure is above water level tables.

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

4181.05 Fill in site by:

- placing higher compacting soil
- levelling and compacting using mechanical means

including excavation at the depths required in OBC, CMHC and IRBC.

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

4182 Build Foundation

General Performance Objectives

- Construct footing forms
- Level forms
- Calculate volume of concrete
- Place structural reinforcing bars into formwork
- Pour concrete within the formwork
- Inspect concrete
- Remove forms
- Build masonry walls
- Apply parging and damp-proofing to exterior foundation walls
- Install anchor bolts
- Install drainage tile
- Secure sill plates to top of block wall
- Place centre beam
- Install floor joists
- Install floor sheeting
- Backfill site

Skills

4182.01 Construct footing forms by:

- cutting lumber with hand tools including skill saws

according to foundation plan and OBC, CMHC and IRBC requirements, based on soil conditions and lumber conservation principles.

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.**

4182.02 **Level forms** using transit levels to ensure footings are level at all points around building perimeter, ensuring inner and outer layers are precise and according to foundation plan.

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

4182.03 **Calculate volume of concrete** using a mathematical volumetric formula, to ensure minimal wastage and precise placement of piers for supporting interior beams, according to foundation plan.

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

4182.04 **Place structural reinforcing bars into formwork** so that footings remain in place without shifting, according to OBC, CMHC, and IRBC requirements.

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

4182.05 Pour concrete within the formwork ensuring:

- reinforcing bar remains in place
- concrete is levelled to top of formwork with any keyways put in place

and concrete meets OBC, CMHC, IRBC established PSI ratings.

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

4182.06 Inspect concrete visually checking for conditions including:

- heat cracks
- scaling or ice build-up

so that concrete retains a uniform colour and is curing properly, according to cement manufacturer's recommendations.

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

4182.07 Remove forms using hand tools including wrecking bars, hammers, picks and shovels ensuring minimum waste and material and concrete damage.

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

4182.08 Build masonry walls using mortar and concrete blocks to ensure:

- foundation walls are level
- building remains square and plumb
- proper placement of beam pockets and window locations

according to foundation plan, OBC, CMHC, IRBC and customer's requirements.

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

4182.09 Apply parging and damp-proofing to exterior for foundation walls using hand tools including trowels, shovels, rollers and whitewash brushes to prevent moisture from entering block walls, according to building code, CMHC and IRBC requirements.

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

4182.10 Install anchor bolts using a cement mixture, checking for uniform spacing according to foundation plan layout, OBC, CMHC and IRBC requirements.

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

4182.11 **Install drainage tile** using picks and shovels to ensure uniform placement of tile to allow for drainage according to OBC, CMHC and IRBC requirements, covering weeping tile with correct-sized granular stone.

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

4182.12 **Secure sill plates to top of block wall** using construction-grade lumber and proper materials including seal gaskets to ensure all anchor bolts are fastened securely with proper metal washers and nuts, to OBC, CMHC and IRBC requirements.

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

4182.13 **Place centre beam** using correct size and grade of lumber, so that joint splices match placement of piers and by installing telescopic jack posts, using skill saws, hammer and nails to OBC, CMHC and IRBC requirements.

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

4182.14 **Install floor joists** using construction-grade lumber and hand tools including skill saws, hand saws, hammers, nails and sledge hammers; ensuring that layout matches main floor plan, according to OBC, CMHC, JRBC and customer's requirements.

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

4182.15 **Install floor sheeting** using hand tools including skill saws, hand saws, hammers, nails and sledge hammers; ensuring sheets interlock tightly, to floor plan and customer's requirements.

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

4182.16 **Backfill site** ensuring correct placement of materials to prevent damage to foundation walls, communicating with backhoe and bulldozer operators to ensure workplace safety; according to Ontario Occupational Health and Safety Act (OHSA).

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

4183 Rough Frame Structure

General Performance Objectives

- Layout wall plates
 - Square walls with measuring tape
 - Install storm bracing diagonally or using exterior-grade sheeting
 - Raise wall panels and secure to sub-floor
 - Secure second top plate to interior and exterior walls
-

Skills

4183.01 Lay out wall plates using construction-grade materials and hand tools including measuring tapes, framing square, hand and skill saws to ensure correct placement of all doors and window units, to floor plan combined with exterior elevation drawings, to OBC, CMHC and IRBC requirements for interior and exterior walls.

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.**

4183.02 Square walls with measuring tape to ensure diagonal measurements are uniform so that walls become plumb in raised position, to OBC, CMHC and IRBC requirements.

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

4183.03 **Install storm bracing diagonally or using exterior-grade sheeting** using hand tools including saws, skill saw, hammer, nails and chalk line to prevent wind from shifting structure to OBC, CMHC and IRBC requirements.

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

4183.04 **Raise wall panels and secure to sub-floor** by lifting and raising panels to form interior and exterior walls to floor plan specifications and customer's requirements.

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

4183.05 **Secure second top plate to interior and exterior walls** ensuring accurate interconnection of plates and proper weight displacement of roof to OBC, CMHC and IRBC requirements.

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

4184 Construct Roofing

General Performance Objectives

- Fabricate jig
- Match roof shape and pitch
- Cut and fabricate materials
- Layout top wall plates
- Lift roof trusses on top of wall structures
- Apply temporary roof bracing to top of truss units
- Install false fascia boards
- Apply sheathing to exterior side of cable ends
- Apply roof sheathing
- Shingle roof and install vents and flashing
- Establish location of attic access and install framing
- Install attic ventilation systems
- Install exterior doors and windows

Skills

4184.01 Fabricate jig conforming to building width and roof pitch, using construction-grade lumber and hand tools including hammer and skill saw, ensuring jig surface is level, according to building plan.

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.**

4184.02 Match roof shape and pitch corresponding to building width, to formulate material list for lumber sizes, grades and placement of interior webs within truss units, to OBC, CMHC and IRBC requirements.

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

4184.03 Cut and fabricate materials conforming to truss shape using skill saws, nails and hammers, to OBC, CMHC and IRBC requirements, ensuring shape is uniform.

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

4184.04 Lay out top wall plates corresponding to truss spacing, using measuring tape, so that plywood fits correctly on roof, to OBC, CMHC and IRBC requirements and roof layout.

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

4184.05 **Lift roof trusses on top of wall structures** and nail in place, following roof layout, using hammer and nails, ensuring that trusses are exactly plumb, to OBC, CMHC and IRBC requirements.

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

4184.06 **Apply temporary roof bracing to top of truss units** to prevent swaying in wind and allow for uniform spacing of plywood, using installation and construction-grade materials, including hammer and nails, according to OBC, CMHC and IRBC requirements.

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

4184.07 **Install false fascia boards** to allow for future eavestroughing and soffit installation, using construction-grade materials and ensuring boards are level with top of trusses and correctly applied, to customer's requirements.

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

4184.08 Apply sheathing to exterior side of cable ends using hammer, nails, and skill saw, ensuring a tight fit to prevent moisture damage by installing and using construction- grade material, cable end lookouts, according to customer's requirements.

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

4184.09 Apply roof sheathing ensuring accurate alignment to fascia boards and correct spacing on truss units, using hammer, nails and skill saw, to OBC, CMHC and IRBC requirements; removing temporary roof bracing as sheathing is applied.

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

4184.10 Shingle roof and install vents and flashing using hammer, nails and specialized tools, to OBC, CMHC and IRBC requirements, shingle manufacturer's recommendations and exterior profiles.

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

4184.11 **Establish location of attic access and install framing** using construction-grade lumber, hammer and skill saw, to building plan specifications.

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

4184.12 **Install attic ventilation systems** for removal of heat build-up, using hand tools, according to shingle manufacturer's recommendations.

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

4184.13 **Install exterior doors and windows** using hand tools, to ensure proper air-tight fit, according to design requirements.

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

4185 Rough in Electrical Service and Wiring

General Performance Objectives

- Locate and nail on outlet boxes
- Drill holes in stud units
- Pull wire through joists to boxes and connect to boxes
- Ensure outlet boxes meet vapour barrier requirements
- Caulk around wires protruding in attic to prevent air infiltration
- Install wiring for electrical heating system

Skills

4185.01 Locate and nail on outlet boxes for plugs, switches and lights, using hammer, nails, and screws, placing boxes according to electrical layout plan and Ontario Hydro 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.**

4185.02 Drill holes in stud units using an electric drill and wood bits, locating holes according to Ontario Hydro specifications.

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

4185.03 Pull wire through joists to boxes and connect to boxes using connectors, according to electrical layout plan and Ontario Hydro specifications; using correct wire gauge and wire staples, according to Ontario Hydro specifications.

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

4185.04 Ensure outlet boxes meet vapour barrier requirements of house designer and are placed to customer's satisfaction and Ontario Hydro specifications.

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

4185.05 Caulk around wires protruding in attic to prevent air infiltration using caulking gun and correct grade of caulking, to house designer's specifications.

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

4185.06 **Install wiring for electrical heating system** using hand and power tools, according to Ontario Hydro specifications and designer's specifications.

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

4186 **Rough in Plumbing and Drain Work**
(Work to be performed by Certified Plumbers)

General Performance Objectives

- Drill holes in structure
 - Cut and install piping and water supply system
 - Caulk and seal holes
 - Install basement floor drains
-

Skills

4186.01 **Drill holes in structure** using drill bits, allowing for connection of all drain and water supply lines, to plumbing layout plan and customer's requirements.

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.**

4186.02 **Cut and install piping and water supply system** using hand and power tools, following plumbing layout plan; connecting to sewage disposal system, according to OBC, CMHC and IRBC requirements.

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

4186.03 **Caulk and seal holes** using caulking gun and caulking material with pipes protruding into attic, basement or crawlspace unit to stop air infiltration into wall cavities, according to design specifications.

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

4186.04 **Install basement floor drains** using hand tools, according to basement floor plan, ensuring proper drainage. according to OBC, CMHC and IRBC requirements.

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

4187 Pour Basement Floor

General Performance Objectives

- Place gravel
- Install grade stakes
- Place vapour barriers on gravel
- Calculate volume of concrete
- Establish correct strength of concrete
- Cast and place concrete mixture
- Apply trowelled finish to concrete
- Apply pressure cuts in floor

Skills

4187.01 Place gravel using shovel and wheelbarrow, to grade required for floor compacting with mechanical compacting vibrator, according to basement floor plan.

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.**

4187.02 Install grade stakes using construction-grade lumber and transit levels, to support screed pipes as temporary levelling method, according to basement floor plan.

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

4187.03 **Place vapour barriers on gravel**, neatly and overlapped at edges, to OBC, CMHC and IRBC requirements.

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

4187.04 **Calculate volume of concrete** by applying a mathematical volumetric formula, to ensure minimal wastage.

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

4187.05 **Establish correct strength of concrete** by applying PSI calculations according to OBC, CMHC and IRBC requirements.

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

4187.06 **Cast and place concrete mixture** using screed pipes, boards, wheelbarrows and shovels, in correctly levelled concrete, to ensure floor is as level as possible, according to designer specifications.

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

4187.07 **Apply trowelled finish to concrete** to achieve a smooth surface, to customer's requirements, using power and hand trowels.

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

4187.08 **Apply pressure cuts in floor** according to basement floor plan requirements, using gas powered chainsaw and masonry blades, to customer's requirements.

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

4188 Install Exterior Siding and Soffits

General Performance Objectives

- Calculate square foot requirements of exterior siding units
- Calculate corners and trim works for siding
- Calculate soffit metal and fascia board requirements
- Calculate trim works for soffits
- Place building paper over exterior sheathing
- Install corner post trim works
- Install starter strip
- Nail siding in place
- Apply soffit trim, soffits and fascia board

Skills

4188.01 Calculate square foot requirements of exterior siding units minimizing wastage, according to customer's requirements.

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.**

4188.02 Calculate corners and trim works for siding according to number of doors and windows in structure, minimizing wastage, according to customer's requirements.

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

4188.03 Calculate soffit metal and fascia board requirements based on square foot of eavestroughs, minimizing wastage, according to customer's requirements.

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

4188.04 Calculate trim works for soffits minimizing wastage, according to customer's requirements.

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

4188.05 Place building paper over exterior sheathing using hand tools, according to OBC, CMHC and IRBC requirements and siding manufacturer's recommendations.

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

4188.06 **Install corner post trim works** according to manufacturer's recommendations, using hand tools.

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

4188.07 **Install starter strip** according to manufacturer's recommendations, using hand tools.

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

4188.08 **Nail siding in place** according to manufacturer's recommendations and OBC, CMHC and IRBC requirements, using hand tools, including hammer, nails, tin snips and builder's levels.

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

4188.09 Apply soffit trim, soffits and fascia board according to manufacturer's recommendations and customer's requirements, using hand tools, including hammer, nails, tin snips and metal-bladed skill saw.

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

4189 Install Pre-Fabricated Chimneys

General Performance Objectives

- Mark out location of chimney unit on wall or floors
 - Cut holes in floor or walls
 - Erect pre-fabricated base units, to support chimney on either exterior walls or floor units
 - Assemble chimney units through wall or floors support
 - Cut hole for chimney in roof area or exterior eave; installing additional sections of chimney units and applying flashings
 - Assemble chimney cap units
-

Skills

4189.01 Mark out location of chimney unit on wall or floors according to building plan layout, OBC, CMHC, IRBC and fire code requirements.

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.**

4189.02 **Cut holes in floor or walls** using hand tools, including hammer, hand saw, skill saw and measuring tape, according to chimney manufacturer's recommendations, so that size of the hole conforms to OBC, CMHC, IRBC and fire code requirements.

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

4189.03 **Erect pre-fabricated base units, to support chimney on either exterior walls or floor units** according to manufacturer's recommendations and OBC, CMHC and IRBC requirements using hand tools, including hammer, drill, nails, wood screws and screwdrivers.

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

4189.04 **Assemble chimney units through wall or floors support** by base unit, coupling units together, using hand tools, according to manufacturer's recommendations, OBC, CMHC, IRBC and fire code requirements.

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

4189.05 **Cut hole for chimney in roof area or exterior eave; installing additional sections of chimney units and applying flashings** according to manufacturer's recommendations, OBC, CMHC, IRBC and fire code requirements, using hand tools including keyhole saw, crowbar, utility knife, claw hammer and hatchet.

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

4189.06 **Assemble chimney cap units** by checking flashings, tar and chimney connection joints to ensure correct installation of units, according to OBC, CMHC, IRBC and fire code requirements and manufacturer's recommendations.

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

4190 Complete Interior Finishing

General Performance Objectives

- Insulate all exterior wall cavities and attic
- Apply strapping to ceiling walls
- Apply vapour barriers
- Apply gyproc to ceilings
- Apply gyproc to walls
- Apply drywall tape to gyproc
- Apply finish coats of plaster to gyproc
- Sand final coat of drywall compound
- Apply finish coats of paint
- Install interior doors, closet doors and trim work
- Install lock sets, passage sets and door handles in all doors
- Install window trim, including build-ups and window casings
- Apply finish to wood products including doors, windows and trim works
- Install handrails for basement access

Skills

4190.01 Insulate all exterior wall cavities and attic using insulation values specified by OBC, CMHC, IRBC and building plans, with minimum value ratings, according to building design, using basic hand tools, including utility knives, hand saws and staplers.

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.**

4190.02 Apply strapping to ceiling walls according to OBC, CMHC and IRBC requirements, using hand tools including hammer, nails, hand saw and skill saws.

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

4190.03 Apply vapour barriers according to OBC, CMHC, IRBC and fire code requirements, using utility knives and staplers.

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

4190.04 Apply gyproc to ceilings according to building design, OBC, CMHC, IRBC and fire code requirements and manufacturer's recommendations using hand tools, including utility knife, handsaws, drills, drywall screw gun, builder's level and drywall T-square.

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

4190.05 **Apply gyproc to walls** according to building design, OBC, CMHC, IRBC and fire code requirements and manufacturer's recommendations, using hand tools including utility knife, builder's level, drywall gun, drill and drywall T-square.

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

4190.06 **Apply drywall tape to gyproc** following gyproc and drywall compound manufacturer's recommendations applying product to customer's requirements, using drywall tools including hawk, trowel and drywall knife.

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

4190.07 **Apply finish coats of plaster to gyproc** following manufacturer's recommendations by applying to customer's requirements using hand tools, including hawk, trowel, drywall knives; sanding between coats.

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

4190.08 Sand final coat of drywall compound by applying paint sealer, according to OBC, CMHC, IRBC and manufacturer's recommendations, using paint, paint rollers, paint brushes, edging tools and paint trays.

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

4190.09 Apply finish coats of paint according to paint manufacturer's recommendations and customer's requirements, using paint, paint rollers, paint brushes and edging tools.

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

4190.10 Install interior doors, closet doors and trim work according to OBC, CMHC, IRBC, and fire code requirements and manufacturer's recommendations using hand tools, including hammers, drills, screwdrivers, builder's levels, shims, wood chisels; ensuring doors are fit to customer's requirements.

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

4190.11 **Install lock sets, passage sets and door handles in all doors** using hand tools, including drills, wood chisels and screwdrivers, according to manufacturer's recommendations.

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

4190.12 **Install window trim, including build-ups and window casings** using hand tools, including meter saws, hammer squares and nail punches, according to manufacturer's recommendations.

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

4190.13 **Apply finish to wood products including doors, windows and trim works** using brushes, varnish, sand paper and masking tape, according to manufacturer's recommendations.

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

4190.14 **Install handrails for basement access** according to OBC, CMHC, IRBC and building plan specifications, using hand tools, including saws, drills and screwdrivers.

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

4191 **Finish Electrical**
(All Work to be Performed by a Certified Construction and Maintenance Electrician)

General Performance Objectives

- Install plugs, switches, lights and electrical heating systems
 - Test all circuits, receptacles, switches and equipment
-

Skills

4191.01 **Install plugs, switches, lights and electrical heating systems** according to Ontario Hydro specifications using hand tools, including screwdrivers, power drills, wire cutters and wire strippers.

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.**

4191.02 Test all circuits, receptacles, switches and equipment for operation.

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

4192 Install Kitchen Cabinets

General Performance Objectives

- Assemble kitchen cupboard units and bathroom vanities
 - Install counter and vanity tops
 - Cut counter tops and install sinks
 - Connect and test all water lines
 - Connect all drain lines to waste disposal drains
 - Install sump pump or option drainage system, to keep basement area dry and free of standing water
 - Apply tub surroundings
-

Skills

4192.01 Assemble kitchen cupboard units and bathroom vanities using hand tools, including builder's level, shims, drills, screw nails and hand saws, according to building plan and manufacturer's recommendations.

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.**

4192.02 **Install counter and vanity tops** using drills, screwdrivers and wrenches, according to manufacturer's recommendations and customer's requirements.

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

4192.03 **Cut counter tops and install sinks** using tools, including coping saws, drills and jig saws, according to sink manufacturer's recommendations and plumbing layout specifications.
(WORK TO BE COMPLETED BY A CERTIFIED PLUMBER)

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

4192.04 **Connect and test all water lines** according to plumbing layout, plumbing codes and manufacturer's recommendations using basic plumbing tools, including torches, wrenches and solder.
(WORK TO BE PERFORMED BY A CERTIFIED PLUMBER)

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

4192.05 **Connect all drain lines to waste disposal drains** according to plumbing layouts and plumbing codes, using handsaws, wrenches and jig saws.
(WORK TO BE PERFORMED BY A CERTIFIED PLUMBER)

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

4192.06 **Install sump pump or option drainage system, to keep basement area dry and free of standing water** according to building plan design, OBC, CMHC, and IRBC requirements.
(WORK TO BE PERFORMED BY A CERTIFIED PLUMBER)

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

4192.07 **Apply tub surroundings** according to manufacturer's recommendations and customer's requirements, using hand tools, including utility knives, builder's level, square and drills.

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

4193 Install Flooring

General Performance Objectives

- Apply underlay to sub-floor
 - Apply underlay joint compound to floor
 - Sand and level compound to a smooth finish
 - Install vinyl and carpet
 - Apply baseboard trims to wall
-

Skills

4193.01 Apply underlay to sub-floor according to building plan and floor covering manufacturer's recommendations, using hand tools, including skill saw, hammer, tapes, squares and nails.

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.**

4193.02 Apply underlay joint compound to floor according to manufacturer's recommendations, using hand tools, including trowels and putty knives.

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

4193.03 Sand and level compound to a smooth finish using sand paper and sander, according to floor covering manufacturer's recommendations.

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

4193.04 Install vinyl and carpet according to building plan, manufacturer's recommendations and customer's requirements, using hand tools, including utility knives, straight edges and chalk lines.

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

4193.05 Apply baseboard trims to wall according to building and floor plan specifications using mitre boxes, hammers, nail punches and coping saws.

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

4194 Landscape Site

General Performance Objectives

- Construct steps and landings and install pre-made units
 - Apply finish grades, top soils or driveway materials
-

Skills

4194.01 Construct steps and landings and install pre-made units according to plan layout, manufacturer's recommendations, and OBC, CMHC, IRBC and customer's requirements.

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.**

4194.02 Apply finish grades, top soils or driveway materials according to plan elevations and customer's requirements.

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

4195 Construct Stairways

General Performance Objectives

- Calculate unit rise and run to establish stairway shape
- Build stringer pattern for trial fit from unit calculations, selecting the correct size and grade of lumber
- Build additional stringers, from a pattern to build stairways by cutting risers and treads
- Install risers and treads into stringers
- Set stairway in place; level, shim and fasten; levelling in place

Skills

4195.01 Calculate unit rise and run to establish stairway shape by consulting floor plan and sectional drawings, according to OBC, CMHC and IRBC requirements.

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.**

4195.02 Build stringer pattern for trial fit from unit calculations, selecting the correct size and grade of lumber using hand tools, including skill saw, hand saw, chisels and hammers; levelling in place with a levelling device, according to OBC, CMHC and IRBC requirements.

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

4195.03 **Build additional stringers, from a pattern to build stairways by cutting risers and treads** using hand tools, including skill saw, hammer, hand saw and chisel, according to OBC, CMHC, IRBC and customer's requirements.

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

4195.04 **Install risers and treads into stringers** using hammers, nails, glue and wedges, according to OBC, CMHC, IRBC and customer's requirements.

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

4195.05 **Set stairway in place; level, shim and fasten; levelling in place** using hand tools, including a builder's level, nails and hammer, according to OBC, CMHC, IRBC and customer's requirements.

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

4196 Manage a Construction Project

General Performance Objectives

- Inspect building site
 - Prepare and implement project timetable
 - Estimate project materials, supplies and labour requirements from plans, drawings and specifications
 - Verify deliveries of materials and supplies
 - Supervise/monitor, work performed
 - Prepare progress and other reports
 - Sub-contract for construction activities
 - Promote workplace labour relations
 - Consult with customer, suppliers, architects, sub-contractors and workforce
 - Establish/monitor workplace safety programs
-

Skills

4196.01 Inspect building site to establish nature and extent of project and check for hazardous or potentially hazardous conditions in order to plan for any problems that may arise during construction.

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.**

4196.02 Prepare and implement project timetable by charting out construction phases and considering: delivery schedules, available manpower, suppliers, availability of materials and equipment, so that project(s) are completed on time, within budget, according to drawings and specifications.

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

4196.03 Estimate project materials, supplies and labour requirements from plans, drawings and specifications by accessing available data including materials price lists and order books; costing items to maximize available resources and keep within allocated budget, according to standard estimating practices.

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

4196.04 Verify deliveries of materials and supplies by checking off individual items against orders to ensure project is within budget and minimize wastage.

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

4196.05 **Supervise/monitor, work performed** by interpreting drawings and specifications, to ensure schedules are being followed, work is completed and materials comply with specifications and OBC, CMHC, IRBC, HW and fire code, design and customer's requirements.

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

4196.06 **Prepare progress and other reports** for record and/or control purposes, including: start dates, schedule adherence, cost over-runs, changes to plan made during construction and any deficiencies found in the building's structure.

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

4196.07 **Sub-contract for construction activities** by establishing tender requirements, including excavation, cement work, electrical wiring and plumbing, awarding to lowest bidders.

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

4196.08 Promote workplace labour relations by providing a positive work environment and meeting with workers to resolve complaints and grievances, so that project schedules may be followed and milestones achieved with a minimum of work disruption.

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

4196.09 Consult with customer, suppliers, architects, sub-contractors and workforce to discuss or convey information relevant to the project.

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

4196.10 Establish/monitor workplace safety programs by interpreting and complying with government legislation, including OHSA and WHMIS.

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.

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 C — Skill Set Completion for Sponsors

You will find the skill set numbers and titles in the Logbook's Table of Contents. By signing off each skill set in the table below, you are providing final confirmation, as the Apprentice's Sponsor, that the Apprentice has demonstrated competency in all the mandatory skills included in the skill set.

Skill Set #	Skill Set Title	Signing Authority Signature
4180	Demonstrate Safe Working Practices and Techniques	
4181	Perform Site Planning and Excavation	
4182	Build Foundation	
4183	Rough Frame Structure	
4184	Construct Roofing	
4185	Rough In Electrical Service and Wiring	
4186	Rough In Plumbing and Drain Work	
4187	Pour Basement Floor	
4188	Install Exterior Siding and Soffits	
4189	Install Pre-Fabricated Chimneys	
4190	Complete Interior Finishing	
4191	Finish Electrical	
4192	Install Kitchen Cabinets	
4192	Install Flooring	
4194	Landscape Site	
4195	Construct Stairways	
4196	Manage a Construction Project	

Ministry of Labour, Immigration, Training and Skills Development use only:

Sponsor verified as most recent sponsor of record: Yes () No ()
 Documentation to support completion of hours attached: Yes () No ()
 Completion of classroom training verified: Yes () No ()

Staff Name _____ Signature _____

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

4180.0 Demonstrate Safe Working Practices and Techniques	4180.01 Identify health and safety hazards in the workplace	4180.02 Wear, adjust and maintain personal protective equipment	4180.03 Operate emergency safety equipment	4180.04 Practise good housekeeping in the workplace	4180.05 Operate and maintain tools and equipment
	4180.06 Assure protection from fire hazards	4180.07 Handle and store hazardous materials	4180.08 Report injuries	4180.09 Complete written safety and injury reports	4180.10 Apply basic first aid to treat conditions
4181.0 Perform Site Planning and Excavation	4181.01 Develop a plot plan	4181.02 Stake out excavation site	4181.03 Monitor excavation site	4181.04 Obtain a soil sample	4181.05 Fill in site
4182.0 Build Foundation	4182.01 Construct footing forms	4182.02 Level forms	4182.03 Calculate volume of concrete	4182.04 Place structural reinforcing bars into formwork	4182.05 Pour concrete within the formwork
	4182.06 Inspect concrete	4182.07 Remove forms	4182.08 Build masonry walls	4182.09 Apply parging and damp-proofing	4182.10 Install anchor bolts
	4182.11 Install drainage tile	4182.12 Secure sill plates to top of block wall	4182.13 Place centre beam	4182.14 Install floor joists	4182.15 Install floor sheeting
	4182.16 Backfill site				

Competency Analysis Profile: Native Residential Construction Worker 296A *(all unshaded skill sets must be completed)*

<p>4183.0 Rough Frame Structure</p>	<p>4183.01 Layout wall plates</p>	<p>4183.02 Square walls with measuring tape</p>	<p>4183.03 Install storm bracing diagonally or using exterior-grade sheathing</p>	<p>4183.04 Raise wall panels and secure to sub-floor</p>	<p>4183.05 Secure second top plate to interior and exterior walls</p>
<p>4184.0 Construct Roofing</p>	<p>4184.01 Fabricate jig</p>	<p>4184.02 Match roof shape and pitch</p>	<p>4184.03 Cut and fabricate materials</p>	<p>4184.04 Layout top wall plates</p>	<p>4184.05 Lift roof trusses on top of wall structures</p>
	<p>4184.06 Apply temporary roof bracing to top of truss units</p>	<p>4184.07 Install false fascia boards</p>	<p>4184.08 Apply sheathing to exterior side of cable ends</p>	<p>4184.09 Apply roof sheathing</p>	<p>4184.10 Shingle roof and install vents and flashing</p>
	<p>4184.11 Establish location of attic access and install framing</p>	<p>4184.12 Install attic ventilation systems</p>	<p>4184.13 Install exterior doors and windows</p>		
<p>4185.0 Rough In Electrical Service and Wiring</p>	<p>4185.01 Locate and nail on outlet boxes</p>	<p>4185.02 Drill holes in stud units</p>	<p>4185.03 Pull wire through joists to boxes and connect to boxes</p>	<p>4185.04 Ensure outlet boxes meet vapour barrier requirements</p>	<p>4185.05 Caulk around wires protruding in attic to prevent air infiltration</p>
	<p>4185.06 Install wiring for electrical heating system</p>				

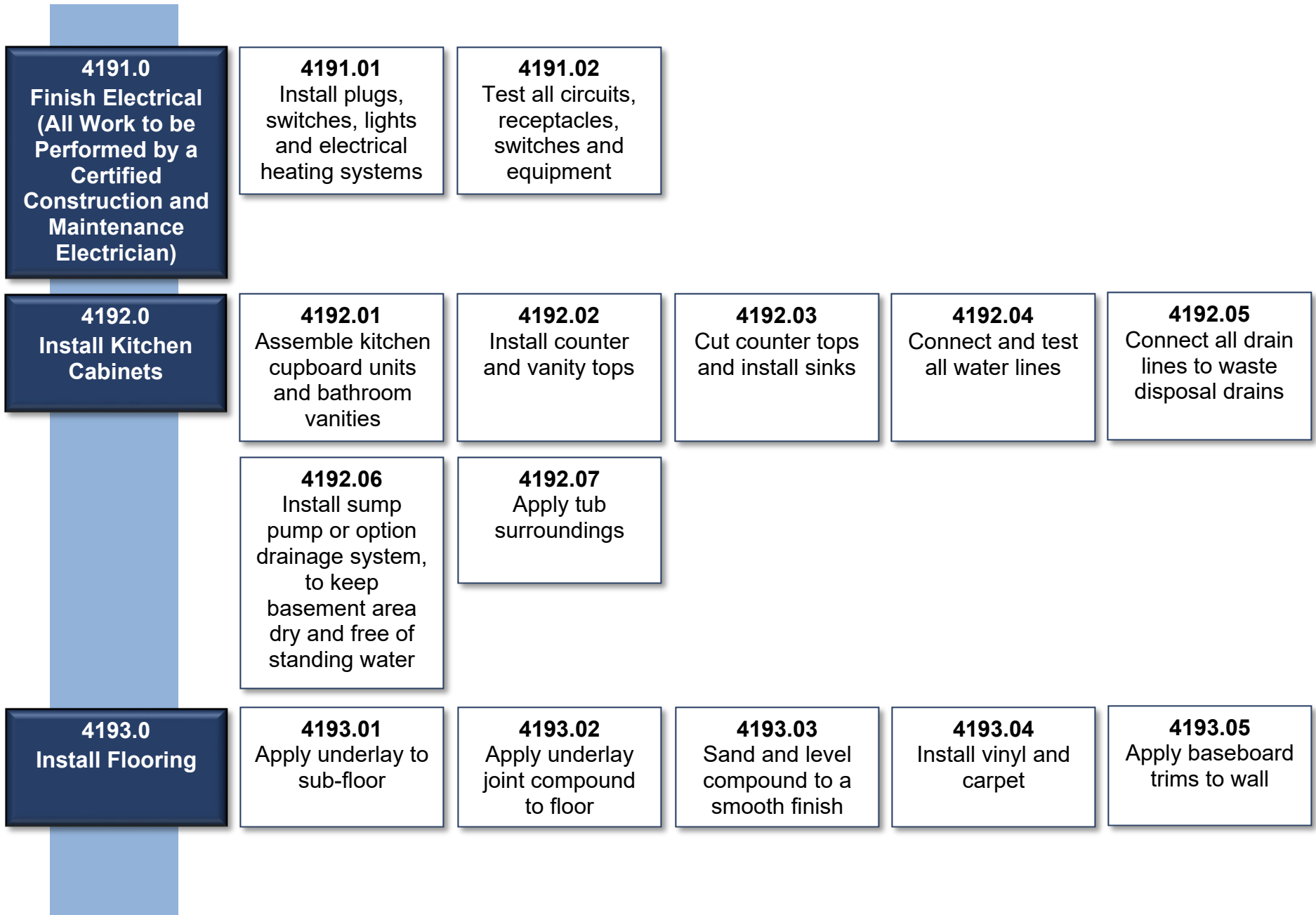
Competency Analysis Profile: Native Residential Construction Worker 296A *(all unshaded skill sets must be completed)*

<p>4186.0 Rough In Plumbing and Drain Work (Work to be performed by Certified Plumbers)</p>	<p>4186.01 Drill holes in structure</p>	<p>4186.02 Cut and install piping and water supply system</p>	<p>4186.03 Caulk and seal holes</p>	<p>4186.04 Install basement floor drains</p>	
<p>4187.0 Pour Basement Floor</p>	<p>4187.01 Place gravel</p>	<p>4187.02 Install grade stakes</p>	<p>4187.03 Place vapour barriers on gravel</p>	<p>4187.04 Calculate volume of concrete</p>	<p>4187.05 Establish correct strength of concrete</p>
	<p>4187.06 Cast and place concrete mixture</p>	<p>4187.07 Apply trowelled finish to concrete</p>	<p>4187.08 Apply pressure cuts in floor</p>		
<p>4188.0 Install Exterior Siding and Soffits</p>	<p>4188.01 Calculate square foot requirements of exterior siding units</p>	<p>4188.02 Calculate corners and trim works for siding</p>	<p>4188.03 Calculate soffit metal & fascia board requirements</p>	<p>4188.04 Calculate trim works for soffits</p>	<p>4188.05 Place building paper over exterior sheathing</p>
	<p>4188.06 Install corner post trim works</p>	<p>4188.07 Install starter strip</p>	<p>4188.08 Nail siding in place</p>	<p>4188.09 Apply soffit trim, soffits, and fascia board</p>	

Competency Analysis Profile: Native Residential Construction Worker 296A (all unshaded skill sets must be completed)

4189.0 Install Pre-fabricated Chimneys	4189.01 Mark out location of chimney unit on wall or floors	4189.02 Cut holes in floor or walls	4189.03 Erect pre-fabricated base units, to support chimney on either exterior walls or floor units	4189.04 Assemble chimney units through wall or floors support	4189.05 Pour concrete within the formwork
	4189.06 Cut hole for chimney in roof area or exterior eave; installing additional sections of chimney units and applying flashings		4189.07 Assemble chimney cap units		
	4190.0 Complete Interior Finishing	4190.01 Insulate all exterior wall cavities and attic	4190.02 Apply strapping to ceiling walls	4190.03 Apply vapour barriers	4190.04 Apply gyproc to ceilings
4190.06 Apply drywall tape to gyproc		4190.07 Apply finish coats of plaster to gyproc	4190.08 Sand final coat of drywall compound	4190.09 Apply finish coats of paint	4190.10 Install interior doors, closet doors and trim work
4190.11 Install lock sets, passage sets and door handles		4190.12 Install window trim (build-ups and window casings)	4190.13 Apply finish to wood products (doors, windows and trim works)	4190.14 Install handrails for basement access	

Competency Analysis Profile: Native Residential Construction Worker 296A *(all unshaded skill sets must be completed)*



Competency Analysis Profile: Native Residential Construction Worker 296A *(all unshaded skill sets must be completed)*

<p>4194.0 Landscape Site</p>	<p>4194.01 Construct steps and landings and install pre-made units</p>	<p>4194.02 Apply finish grades, top soils or driveway materials</p>			
<p>4195.0 Construct Stairways</p>	<p>4195.01 Calculate unit rise and run to establish stairway shape</p>	<p>4195.02 Build stringer pattern for trial fit from unit calculations, selecting the correct size and grade of lumber</p>	<p>4195.03 Build additional stringers, from a pattern to build stairways by cutting risers and treads</p>	<p>4195.04 Install risers and treads into stringers</p>	<p>4195.05 Set stairway in place; level, shim and fasten; levelling in place</p>
<p>4196.0 Manage a Construction Project</p>	<p>4196.01 Inspect building site</p>	<p>4196.02 Prepare and implement project timetable</p>	<p>4196.03 Estimate project materials, supplies and labour requirements from plans, drawings and specifications</p>	<p>4196.04 Verify deliveries of materials and supplies</p>	<p>4196.05 Supervise/monitor, work performed</p>
	<p>4196.06 Prepare progress and other reports</p>	<p>4196.07 Sub-contract for construction activities</p>	<p>4196.08 Promote workplace labour relations</p>	<p>4196.09 Consult with customer, suppliers, architects, sub-contractors and workforce</p>	<p>4196.10 Establish/monitor workplace safety programs</p>

Notes

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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