



**Skilled  
Trades**  
Ontario

**Métiers  
spécialisés**  
Ontario

Apprenticeship  
Training Standard  
Logbook

**Roofer**

449A

1996

# 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](http://skilledtradesontario.ca)

## Table of Contents

---

|   |    |
|---|----|
| Foreword: Purpose, Terms and Conditions of the registered Training Agreement..... | 1  |
| Trade Specific Resources and Links .....  | 2  |
| Methodology-Standard Development .....  | 2  |
| Introduction to the Logbook.....  | 3  |
| Roles and Responsibilities .....  | 4  |
| Roles and Responsibilities of the Apprentice .....                                | 5  |
| Roles and Responsibilities of Sponsors and Trainers .....                         | 6  |
| Health and Safety.....  | 7  |
| Apprenticeship Program Summary/Guidelines.....                                    | 10 |
| Scope of Practice .....   | 10 |
| Program Guidelines .....  | 10 |
| Program Requirements .....  | 12 |
| Compulsory and Non-compulsory Classification .....                                | 12 |
| Skills for Success Summary .....  | 12 |
| Standard of Performance .....   | 13 |
| Other Suggested or Required Certification(s) and Training .....                   | 13 |
| Training the Apprentice - Tips for Apprentices, Sponsors and Trainers .....       | 14 |
| Notice of Collection of Personal Information .....                                | 16 |
| List of Trainers .....  | 17 |
| Skill Sets.....   |    |
| 5216.0    Protect Self and Others .....   | 18 |
| 5217.0    Plan for Installations .....  | 24 |
| 5218.0    Prepare for Installations.....  | 27 |
| 5219.0    Rig and Hoist.....  | 35 |
| 5220.0    Use Hand/Power Tools and Equipment.....                                 | 37 |
| 5221.0    Apply Water/Damp Proofing .....   | 40 |
| 5222.0    Retrofit, Repair and Resurface Roofs.....                               | 42 |
| 5223.0    Install Conventional and Inverted Built-Up Roofing Systems.....         | 45 |
| 5224.0    Install Single-Ply Roofing System.....                                  | 51 |
| 5225.0    Install Shingles, Tiles and Preformed Rigid Sheeting Materials.....     | 54 |
| 5226.0    Install Two-Ply Modified Roofing System.....                            | 58 |

|   |    |
|---|----|
| Definitions   | 60 |
| Apprentice  | 60 |
| Ready to Write Your Exam? .....                                       | 63 |
| Instructions for Recording a Change in Sponsor .....                  | 64 |
| Appendix A — Instructions for Apprenticeship Program Completion ..... | 69 |
| Appendix B — Apprentice Completion Form .....                         | 70 |
| Appendix C — Skill Set Completion for Sponsors .....                  | 71 |
| Appendix D — Local Service Delivery Offices in Ontario .....          | 72 |
| Competency Analysis Profile (CAP) Chart .....                         | i  |

**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](http://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](http://Skilled Trades Ontario.ca).

© 2022, Skilled Trades Ontario. All rights reserved. No part of this publication may be reproduced in any form whatsoever without the prior permission from Skilled Trades Ontario.

*Maintained with transfer to Skilled Trades Ontario 1996 (V100)*

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

### **Purpose:**

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

### **The Apprentice agrees:**

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

### **The Sponsor agrees:**

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

## Trade Specific Resources and Links

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

*\*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 and 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 **Roofer & 449A** 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. These include the following:

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](http://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/](https://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 Roofer is set out in section 123 of Ontario Regulation 875/21 under BOSTA and reads as follows:

(1) The scope of practice for the trade of roofer includes the following:

1. Installing, removing, altering and repairing roof insulation, air barriers and above deck roof vapour barriers.
2. Installing, removing, altering and repairing systems that are composition roof, built-up roofing, elastomeric, plastomeric and modified bituminous systems and that may include aggregates, coating, traffic planks, decorative finishes on roofing and the common drip edge installed to make a roof watertight.
3. Installing, removing, altering and repairing materials used for damp proofing, waterproofing or weatherproofing, regardless of where in the building system the materials are located or how they are applied.
4. Laying decks or floors that are tile, brick, wood block, mastic or composition decks or floors.
5. Installing, removing, altering and repairing slabs of precast concrete, composition, mineral or other panels over roofing or waterproofing.
6. Installing, removing, altering and repairing slate, tile, asbestos and asphalt shingles or any other kind of roofing shingles.

(2) In this section,

“installing, removing, altering and repairing”, when referring to roofing shingles, includes,

(a) cementing and laying of felt, paper, insulation or other underlaying, and

(b) dressing, punching and cutting, either by hand or by machinery, in connection with roofing shingles.

\*While the Logbook draws on the scope of practice regulation (Section 123 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

**Ratios in Regulation:**

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

### Program Requirements

#### Compulsory and Non-compulsory Classification

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

### **Other Suggested or Required Certification(s) and Training**

While an apprentice receives health, safety and occupational specific training and/or certification in a variety of fields during their apprenticeship, it is important to be aware that other occupational health and safety training and certification renewal or updating may also be required during their career before performing new types of work.

---

## 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**

| <b>Trainer's Name<br/>(Please Print)</b> | <b>Trainer's Signature</b> | <b>Date of start with<br/>Trainer<br/>(day/month/year)</b> |
|--|----------------------------|--|
|  |                            |  |
|  |                            |  |
|  |                            |  |
|  |                            |  |
|  |                            |  |
|  |                            |  |
|  |                            |  |
|  |                            |  |
|  |                            |  |
|  |                            |  |
|  |                            |  |
|  |                            |  |
|  |                            |  |
|  |                            |  |
|  |                            |  |
|  |                            |  |
|  |                            |  |
|  |                            |  |
|  |                            |  |
|  |                            |  |

**5216.0      Protect Self and Others**

**General Performance Objective**

Select, wear and adjust safety clothing and equipment including hard hat, safety goggles, face shields, gloves, safety boots, long sleeved shirts, respirators, ear plugs, fall arrest systems and harnesses to provide maximum protection from hazardous materials, burns and falls in compliance with the Occupational Health and Safety Act (OHSA) and regulations.

**Skills**

**5216.01      Perform work in accordance** to safety standards including OHSA the Workplace Hazardous Materials Information System (WHMIS) and company and client rules and procedures to protect self and others.

|          |                       |                      |
|----------|-----------------------|----------------------|
| 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.**

**5216.02      Identify, isolate and remove potential fire hazards** using permits, where required, and providing fire-fighting equipment to prevent fires.

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



**5216.03 Identify and correct potential work hazards** by taking corrective action to remove or isolate hazards and reporting unsafe conditions to supervisory and safety personnel to prevent injuries in the work area.

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

**5216.04 Inspect and maintain roofing equipment** including ladders, scaffolding, hoists, gasoline powered equipment, cables, ropes and attachments to ensure safe use and operation in accordance with manufacturers' specifications and OHSA.

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

**5216.05 Respond to emergency situations and co-worker's injuries** by applying basic first aid to treat cuts, bruises, minor burns and contaminants in the eye, arranging medical attention, when required, correcting cause of accident or injury in accordance with company and client rules and procedures and OHSA.

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

**5216.06 Report accidents and complete and submit incident reports** in accordance with company or client rules and procedures, the Worker's Compensation Board and OHSa to company supervisory personnel.

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

**5216.07 Install warning or caution barriers** using ropes, plastic tape, caution signs, snow fences and stands using hammers, nails and staple guns to clearly identify and restrict access to hazardous areas where equipment including tankers, kettles, propane tanks, hoists, and disposal containers is located in accordance with OHSa and WHMIS.

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

**5216.08 Drain bitumen from kettles and tankers** while still liquid by monitoring bitumen cooling period to prevent spontaneous combustion to other containers in accordance with the regulations effecting work in confined spaces under OHSa, WHMIS and company procedures.

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

**5216.09      Clean kettles and tankers after draining bitumen**, using tools and equipment including axes, hammers, chisels, gloves, goggles, respirators and masks by removing kettle tubes and debris while ventilating with a forced air supply in accordance with the regulations effecting work in confined spaces under OHSA, WHMIS and company procedures.

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

**5216.10      Inspect for and remove moisture** from kettles and tankers using mops, rags and mop cottons to ensure the safe ignition and operation of burners.

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

**5216.11      Lift manual load** by keeping back straight, bending knees with load close to body and lifting with leg power to prevent injury to self and others.

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

**5216.12**     **Communicate with co-workers, clients and employers** to convey or to receive work information or instructions to ensure co-operation among co-workers and safe and hazard-free working areas.

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

**5216.13**     **Practice safe working procedures and apply good housekeeping rules** using tools and equipment including brooms, sweepers, shovels, magnetic bars and water to clear work area of hazards and obstructions.

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

**5216.14**     **Handle, transport, store and use hazardous** materials including hot bitumen, glues, cleaners, caulking, man-made mineral fibres, propane, solvents and fuels in accordance with WHMIS and OHSA.

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

**5216.15 Operate fire extinguishing equipment** including dry chemicals and CO2 types following manufacturers' specifications and guidelines to protect self, others and property.

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

**5216.16 Set-up and operate liquid and vapour propane tanks and burners** ensuring that cylinders are upright and secured, bulk containers and cylinders are kept the required distance from open flames, and hoses and regulators are in safe operating condition for effective heating and drying operations in compliance with OHSA.

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

**5216.17 Install guard rails on perimeter and/or warning barriers** using wooden and metal fences, chains, ropes, caution tape and cable to protect self and others in accordance with OHSA.

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

**5217.0 Plan for Installations**

**General Performance Objective**

Plan for installations by: reading and interpreting drawings, specifications and manuals; examining/inspecting roofs and roof surfaces; performing cut tests; and, documenting and informing employer and co-workers of roof condition using sketches and diagrams.

**Skills**

**5217.01 Read and interpret architectural drawings and specifications** by determining job details, methods of application, required materials, tools, equipment, dimensions, elevations and location of walkways to plan and prepare for installations.

|          |                       |                      |
|----------|-----------------------|----------------------|
| 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.**

**5217.02 Prepare sketches** to convey information to co-workers and illustrate roofing components, job requirements and dimensions of materials ordered from the roofing shop to prepare for installation.

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

**5217.03**      **Read and interpret manufacturers' manuals** to determine the specific use, potential material hazards, recommended material application methods and required tools to ensure the integrity of roofing installations and manufacturers' warranty.

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

**5217.04**      **Conduct visual inspection of roof** to identify potential problem areas including blisters, bridging, wind-swept areas, skylights, loose or deteriorated flashing, splits, racks, walkways, piping support, pitch pockets and units and drainage systems to plan roof maintenance/installation.

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

**5217.05**      **Document worn or damaged roof areas** using sketches to illustrate potential and actual problem areas listing symbols, drawing orientation, inspection date, legend and type of roofing construction.

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

**5217.06**      **Conduct examination of roof surface** prior to installation to ensure that substrate/surface meets or exceeds manufacturers' material specification or surface quality.

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

**5217.07**      **Perform cut test on roofing system** using tools including axes, cut-off saws, knives, scrapers and spud bars to determine the condition of the roof, the presence of moisture, type and thickness of insulation, vapour barrier, method of installation and type of deck.

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

**5217.08**      **Inform employer/supervisor of roof condition** by describing details illustrated on roof diagram/sketch to assist in determining required materials, repairs and job estimate.

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



**5218.0 Prepare for Installations**

**General Performance Objective**

Prepare for installations by: loading and unloading trucks; setting up and firing up kettles and tankers; plugging and unplugging drains, power and intake vents and ducts; arranging for dis- and re-connection of services and equipment; protecting building exterior, interior, skylights, windows and materials; setting up ladders, scaffolds, garbage chutes, disposal bins and hoppers; removing damaged parts and materials; drying and priming parts; and, cleaning the work site.

**Skills**

**5218.01 Load trucks with tools, materials and equipment** by ensuring load is safely tied down and secured for transport following check lists or bills of material.

|          |                       |                      |
|----------|-----------------------|----------------------|
| 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.**

**5218.02 Unload trucks** using blocking to keep material off the ground in a position that provides easy access to work area and prevents structural damage.

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

**5218.03**      **Place and cover all materials** including insulations, vapour retardants, fibre cants and boards with tarpaulins to limit additional handling and prevent rain and moisture damage.

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

**5218.04**      **Inspect site** by checking roof surface, perimeters, openings, shoring and ground conditions to ensure ease of access and preparations have been completed by other trades.

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

**5218.05**      **Set-up kettles and tankers** with legs blocked and leveled on a secure base, with pipelines, propane tanks, regulators and burners attached, fire extinguishers in place, away from windows and doors in preparation for firing within the limits set by the work site, general contractor or building owner.

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

**5218.06 Perform pre-operational checks of kettles and tankers** by examining propane hoses, regulators for defects and leaks, ensuring bitumen is covering the flues, valves are in the off position and hatches open prior to firing to identify potential hazards.

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

**5218.07 Take corrective action** to pre-operational checks prior to firing up tanks and kettles by removing the presence of moisture, replacing defective equipment, adjusting bitumen, valves and hatches.

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

**5218.08 Fire up kettles and tankers** using igniters and matches, adjusting propane pressure, igniting burners on the outside of tanker or kettle and reinserting for a controlled and monitored build-up of bitumen temperature within manufacturers' specifications.

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

**5218.09      Set-up compressors, pumps and spray equipment** for cold processing operations within the limits set by the work site, general contractor or building owner.

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

**5218.10      Set-up ladders and scaffolds** including related braces, pins and attachments by securing all components to provide safe working platforms and access in compliance with OHSA.

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

**5218.11      Set-up garbage chutes, disposal bins, hoppers, outriggers and required counterweights and tie backs** by firmly positioning and securing all components to remove old roofing materials and debris without causing damage to buildings, grounds and workers.

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

**5218.12**      **Install interior and exterior protection** using tarpaulins and polyethylene sheets to drape and protect the building and contents from dust and debris during construction.

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

**5218.13**      **Plug and unplug drains, power and intake vents and ducts** using tarpaulins, polyethylene sheets, plywood and drain plugs, on a daily basis to prevent dust, debris and fumes from entering the building and blocking roof drains.

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

**5218.14**      **Protect skylights and windows** by covering them with tape, polyethylene sheets and plywood and securing with ropes and fasteners during roofing operations to prevent damage, replacement or clean-up costs.

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

**5218.15**      **Arrange for dis- and re-connection** of building services and equipment including gas and electrical supplies, and isolating or disconnecting heating and air- conditioning units by the building owner or superintendent to allow the removal of unnecessary apparatus and fixtures, and access for work or repairs.

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

**5218.16**      **Remove existing flashing** using tools including crowbars, hammers, chisels, knives, shovels, screwdrivers and drills to provide access for roofing work and repairs.

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

**5218.17**      **Remove loose gravel and debris** using tools and equipment including manual and power brooms, vacuum equipment, shovels and wheelbarrows to permit cutting and removal of membrane and/or insulation in accordance with the requirements of the *Environmental Protection Act and Regulations*.

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

**5218.18**     **Cut and remove roof membrane without damaging roof surface** using tools and equipment including power roof cutters, axes, spades, super bars, power claws, buggies and wheelbarrows to expose the insulation and identify wet or deteriorated materials.

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

**5218.19**     **Locate and remove damaged insulation, sections or complete roof** using tools and equipment including shovels, brooms, buggies and roof ripper to ensure area is ready for roof installation as required by customer/client.

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

**5218.20**     **Check and repair roof condition** for rust damage, wood rot, concrete cracks and scaling in preparation for roofing repair and installations.

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

**5218.21 Clean work site during installations** and following project completions using tools and equipment including shovels, brooms, wheelbarrows and magnetic bars to remove unused roofing material, hardware and debris to prevent damage to the roof membrane or components and achieve a finished appearance in accordance with established practices and job specifications.

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

**5218.22 Clean and dry surfaces** using related tools, equipment and materials including wire brushes, scrapers, trowels, propane torches, blowers, and power sweepers to prepare surfaces for the application of primers and/or adhesives in accordance with drawings, specifications and manufacturers' guidelines.

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

**5218.23 Prime surfaces** using tools, equipment and materials including brushes, rollers and spray equipment ensuring primer is evenly applied over the total surface to be water/damp proofed in accordance with drawings, specifications and manufacturers' guidelines.

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



**5219.0 Rig and Hoist**

**General Performance Objective**

Rig and hoist by: setting up manual and power hoists, outriggers; tying off materials and equipment; determining the weight of the load; setting up and operating conveying equipment; and, using hand signals during lift.

**Skills**

**5219.01 Tie off material and equipment** with manila, nylon, propylene and wire ropes using knots, hitches and methods prescribed in the Construction Safety Association of Ontario (CSAO) Rigging Manual.

|          |                       |                      |
|----------|-----------------------|----------------------|
| 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.**

**5219.02 Set-up manual and power hoists and counterweights** including cables, pulleys and related attachments, away from doors and windows, with counterweights set according to manufacturers' specifications and OHSA.

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

**5219.03 Use hand signals** to convey instructions to co-workers, hoist and crane operators during hoisting and lifting operations as prescribed by the Construction Safety Association of Ontario (CSAO) Rigging Manual.

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

**5219.04 Determine and calculate weight of load** by identifying the type and weight of load to be lifted to ensure operations are within the manufacturers' equipment capacities and limitations and performed in accordance with the CSAO Rigging Manual and the requirements of OHSA.

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

**5219.05 Set-up and operate conveying equipment** including outriggers and related components by securing the wheels and leveling the machines in accordance with manufacturers' specifications and OHSA to convey material and equipment to roof level.

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

**5220.0 Use Hand/Power Tools and Equipment**

**General Performance Objective**

Use hand/power tools and equipment by: selecting and using hand/power and self- propelled equipment; and, setting up, maintaining and operating explosive actuated tools, spray equipment, pumps, air compressors, pneumatic equipment, internal combustion engines, torches and their attachments, accessories and controls.

**Skills**

**5220.01 Select and use hand tools** including wrenches, screwdrivers, hammers, knives, pry bars, snips, shovels, brooms, mops, trowels, scissors, rollers, brushes, dippers and pushers to remove and install roofing material.

|          |                       |                      |
|----------|-----------------------|----------------------|
| 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.**

**5220.02 Select and use power tools/equipment** including cut-off saws, skill saws, drills, screw guns, reciprocating saws, heat guns and generators to remove and install roofing material.

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

**5220.03 Set-up, maintain and operate explosive actuated tools and accessories** to fasten and secure roofing components in accordance with manufacturers' operating and maintenance instructions, certification requirements and OHSA.

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

**5220.04 Set-up, maintain and operate spray equipment** including components and controls to apply primers, paints, adhesives and coatings to condition surfaces and enhance the bonding of roofing materials and protect waterproof membranes and surfaces from the effects of ultra-violet radiation.

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

**5220.05 Set-up and operate pumps, air compressors and pneumatic equipment** following manufacturers' instructions to ensure safe operation within limits set by work site, general contractor or building owner.

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

**5220.06 Set-up and operate internal combustion engines, attachments and components** following manufacturers' instructions to ensure safe operation within the limits set by work site, general contractor or building owner.

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

**5220.07 Operate manual and self-propelled equipment** including felt layers, mini moppers, mop buggies, glue machine, roof cutters, tear off machines, power scrapers, power brooms, power gravel machines, polyvinyl chloride (PVC) and single-ply heat welder following manufacturers' instructions to ensure installation is completed in accordance with drawings and specifications.

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

**5220.08 Set-up, operate and maintain torches, tanks, hoses and regulators** following manufacturers' and suppliers' instructions and guidelines to ensure safe operation and finished installation.

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

**5221.0      Apply Water/Damp Proofing**

**General Performance Objective**

Apply water/damp proofing by: applying protection boards and reinforcing damp and waterproofing membranes; and, performing water and flood tests.

**Skills**

**5221.01      Apply reinforcing damp and waterproofing membranes** using tools, equipment and materials including brooms, brushes, rollers, sprayers, trowels, mops, pails, squeegees, knives, hot air welders, propane torches, emulsions, hot rubberized asphalt, modified bitumen, PVC, ethylene propylene diene monomers (EPDM) and mesh ensuring membranes are fully adhered to substrate to provide a watertight seal in accordance with drawings, specifications and manufacturers' guidelines.

|          |                       |                      |
|----------|-----------------------|----------------------|
| 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.**

**5221.02      Apply protection boards using tools, equipment and materials** including knives, measuring tapes, saws, impregnated protection boards ensuring boards are firmly secured and totally cover membrane to prevent damage during backfilling or ballast application in accordance with drawings, specifications and manufacturers' guidelines.

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

**5221.03**     **Perform water and flood tests** using hoses and drain plugs by flooding the horizontal surfaces and spraying vertical surfaces to confirm a watertight integrity of the membrane before backfilling or installing ballast.

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

---

**5222.0      Retrofit, Repair and Resurface Roofs**

**General Performance Objective**

Retrofit, repair and resurface roofs by: scraping and preparing roofs and damaged components; priming old membrane; and, applying new roofing surface to complete repairs.

---

**Skills**

**5222.01      Scrape and prepare surface** using tools and equipment including power or manual scrapers, sweepers, wheelbarrows and shovels to expose the membrane surface, identify roof damage or deterioration and prepare roof for resurfacing.

|          |                       |                      |
|----------|-----------------------|----------------------|
| 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.**

**5222.02      Perform roof repairs** using tools, equipment and materials including mops, mop buggies, asphalt, felt, mastic for temporary or permanent waterproofing in preparation for resurfacing operations.

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



**5222.03 Prime old membrane** using related tools, equipment and materials including brushes, rollers, primer, spray equipment to condition surface and provide adhesion of new bitumen in accordance with manufacturers' guidelines.

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

**5222.04 Repair or replace damaged roof components** including decks, blocking, projections, cant strips, wood curbs, sleepers and required deck reinforcement using tools and materials including saws, knives, pry bars, drills, generators, brooms, shovels, hammers, chisels and wheelbarrows in accordance with good roofing practices and applicable codes and by-laws, the Canadian Roofing Contractors' Association Manual, manufacturers' recommendations and guidelines, drawings and specifications.

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

**5222.05 Apply new roofing surface** using related tools, equipment and materials in accordance with owner's request, drawings, specifications and manufacturers' guidelines.

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

**5222.06 Complete roof repairs** using related tools and equipment to match existing roof construction and materials and achieve a waterproof seal in accordance with good roofing practices and applicable codes and by-laws, the Canadian Roofing Contractors' Association Manual, manufacturers' recommendations and guidelines, drawings and specifications.

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

---

**5223.0 Install Conventional and Inverted Built-Up Roofing Systems**

**General Performance Objective**

Install conventional and inverted built-up roofing systems by: applying boards and mastic; installing insulation, air seals, vapour barriers/retardants, cant strips, fasteners, roofing membranes and flashing, gravel stops and drip edges; floodcoating roof membranes; and, preparing and installing temporary and permanent water cut-offs or tie-ins.

**Skills**

**5223.01 Apply priming material** to roofing surface using related tools and equipment including brushes, rollers and spray equipment in accordance with drawings, specifications and manufacturers' product guidelines.

|          |                       |                      |
|----------|-----------------------|----------------------|
| 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.**

**5223.02 Install acoustic and thermal insulation** using tools and materials including fasteners, drills, hammers, chalk line, mops, adhesives and bitumen ensuring fit and coverage in accordance with drawings, specifications and manufacturers' guidelines.

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

**5223.03**     **Install air seals, vapour barriers/retardants** using tools and materials including propane torches, cutting tools, mops and adhesives in accordance with drawings, specifications and manufacturers' guidelines.

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

**5223.04**     **Apply gypsum board to metal or wood deck** using related tools and materials including fasteners, screw guns, chalk lines, mops, adhesives and bitumen to ensure fit in accordance with drawings, specifications and manufacturers' guidelines.

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

**5223.05**     **Install cant strips** including wood and fibre types using tools and materials including knives, hammers, saws, mops, nails and asphalt on perimeters, walls, curbs, expansion joints, sleepers and control joints in accordance with drawings, specifications and manufacturers' guidelines.

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

**5223.06**     **Fill containers and transport hot bitumen** to work location by avoiding spills, splashes and the potential for skin burns using equipment and protective clothing including motorized luggers, mops and felt layers in accordance with WHMIS and OHSA.

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

**5223.07**     **Install fasteners** including discs, plates, screws and clips using tools including rubber mallets, hammers and screw guns to secure and install insulation materials in accordance with drawings, specifications and manufacturers' guidelines.

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

**5223.08**     **Install roofing membranes** including organic and inorganic felt types using tools including knives, moppers, brooms and squeegees to produce and waterproof membranes in accordance with drawings, specifications and manufacturers' guidelines.

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

**5223.09 Install membrane flashings** for walls, perimeters, curbs, projections, expansion and control joints, pitch boxes, sleeves, drains and scuppers using organic and inorganic compounds including felts, modified bitumen, mineral butyl membrane, mastic and mesh and tools including trowels, knives hammers, brushes, mops, heat guns and torches to waterproof seal in accordance with drawings, specifications and manufacturers' guidelines.

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

**5223.10 Flood coat roof membrane evenly and continuously** using related tools, equipment and materials including manual and motorized hot dispensers, dippers, pushers, wheelbarrows, gravel dispensers and shovels to embed aggregate, and protect and seal the roof membrane in accordance with drawings, specifications and manufacturers' guidelines.

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

**5223.11 Apply mastic using tools and equipment** including trowels, caulking guns and rubber gloves to bond membrane edges and overlaps on drains, pitch boxes, curbs, corners and scuppers and ensure the seal and installation in accordance with drawings and specifications.

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

**5223.12**     **Install gravel stops and drip edges** using related tools and fasteners to provide a watertight seal at the perimeter of the roof system in accordance with drawings and specifications.

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

**5223.13**     **Prepare and install temporary and permanent water cut-offs** or tie-ins by sealing felts to deck using tools and materials including mops, asphalt, felts and mastic to protect the new roof system from water entry and damage.

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

**5223.14**     **Install separation sheets** for inverted roofs using tools and materials including knives and scissors as specified in drawings and manufacturers' guidelines and procedures.

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

**5223.15**     **Install insulation** for inverted roofs using tools and materials including knives, hand saw, concrete saw and rigid insulation boards according to manufacturers' specifications.

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

---



**5224.0 Install Single-Ply Roofing System**

**General Performance Objective**

Install single-ply roofing system by: laying single ply membrane; installing field sheet system, walkways and protective surface and/or ballast board/insulation, patio stones and aggregate; and, sealing roof perimeters, side laps, and end joints of sheets.

**Skills**

**5224.01 Lay single-ply membrane** using tools, equipment and materials including knives, scissors, markers, chalk lines, squares, measuring tapes, EPDM and PVC to ensure fit over roof surface, perimeters, curbs, drains and projections without damage to membrane.

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

**5224.02 Install field sheet system** using tools, equipment and materials including fasteners, discs, plates and batten bars, screw guns, generators, rollers, heat guns, brushes, caulking guns, spray equipment, hot air blower, power and hand rollers, adhesives and mechanically fastened, fully adhered- or loose laid- and ballasted sheet systems to cover roof area without wrinkles/stretch, excessive dirt or contaminants to form part of the waterproof seal in accordance with drawings, specifications and manufacturers' guidelines.

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

**5224.03 Seal side laps and end joints** of field sheets using tools, equipment and materials including caulking guns, wipes, rubber gloves, brushes, rollers, scissors, feathering tools, hot air blower/gun, automatic seam welding machine and probe, safety cans, adhesives, butyl tape, solvent cleaners, in-seam and lap sealants and primers to ensure a watertight seal of membrane seam free from air pockets, voids, fishmouths, blistering, wrinkles and scorches in accordance with drawings, specifications and manufacturers' guidelines.

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

**5224.04 Seal roof perimeters and projections** including curbs, sleeves, vents, cones, drains, sleeper units and wall flashings using tools, equipment and materials including brushes, rollers, heat guns, discs, plates, batten bars, caulking guns, hot air welder, scissors, knives, generators, safety cans, wipes, rubber gloves, adhesives, butyl tape, solvent cleaners, in-seam and lap sealants, primers, uncured-, cured- and PVC-coated flashing materials to ensure a watertight seal of membrane seam, free from air pockets, voids, fishmouths, blistering, wrinkles and scorches in accordance with drawings, specifications and manufacturers' guidelines.

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

**5224.05**      **Install walkways** including patio stones, EPDM and PVC roof treads, pedestals and Styrofoam using tools and equipment including cut-off saws, knives, marking crayons, measuring tape, chalk line, straight edges, T-squares, heat guns, and adhesives to ensure that membranes in the work area are protected from damage and do not impede drainage in accordance with manufacturers' guidelines, drawings and specifications.

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

**5224.06**      **Install protective surface** and/or ballast board/insulation, patio stones and aggregate using tools and equipment including shovels, rakes, knives, scissors, pushers, spreaders, hoists, conveyers, skid steer loaders, tractors, and wheelbarrows to protect roofing system from environmental factors including wind, ultra violet radiation and the effects of weathering in accordance with manufacturers' guidelines, drawings and specifications.

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

---

**5225.0      Install Shingles, Tiles and Preformed Rigid Sheeting Materials**

**General Performance Objective**

Install shingles, tiles and preformed sheeting materials by: fastening, trimming, cutting and fitting shingles, flashing and caps; installing eaves protection, underlayments, drip edges, starter strips, valleys and saddles, strapping and fastening strips, tile, slate, cedar shakes, preformed shingle and sheet materials; performing tie-ins and repairs; and, caulking and sealing roofing installations.

---

**Skills**

**5225.01      Install eaves protection, underlayments, drip edges, starter strips, valleys and saddles** using tools and equipment including fasteners, hammers, hatchets, pry bars, snips and/or bladed knives, measuring tapes, air hammers, compressors, air hoses, stapler, jacks, planks, scaffolds, ladders and seamers to ensure protection of eaves from water and ice backup, water damage to substrate and water is channeled and deflected from critical roof areas in accordance with established roofing practices and applicable codes and by-laws, the Canadian Roofing Contractors' Association Manual, manufacturers' guidelines, drawings and 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.**

**5225.02 Fasten, trim, cut and fit shingles, step flashings, ridge and hip caps** including low slope and conventional types using tools, equipment and materials including fasteners, hammers, hatchets, knives, air compressors, air hoses, jacks, planks, scaffolds, ladders, low slope cement and dispenser to ensure a watertight covering, shingles lay flat and true and securely fastened, correct spacing overlap, alignment of shingles and the top point of the hidden part of shingles in valleys is trimmed in accordance with established roofing practices and applicable codes and by-laws, the Canadian Roofing Contractors' Association Manual, manufacturers' guidelines, drawings and specifications.

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

**5225.03 Install strapping and fastening strips** using tools and equipment including fasteners, hammers, hatches, knives, air hammers, compressors, air hoses, jacks, planks, scaffolds, and ensuring equal spacing, alignment, centered and positioned to support and fasten tiles, cedar shakes, slate and pre-formed shingle and sheet materials, ladders in accordance with established roofing practices and applicable codes and by-laws, the Canadian Roofing Contractors' Association Manual, manufacturers' guidelines, drawings and specifications.

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

**5225.04**     **Install tile, slate, cedar shakes and preformed shingle and sheet materials** using tools and equipment including slate hammers, slate cutters, nibblers, shears, snips, knives, fasteners, drills, screw guns, chalk lines, hammers, hatchets, radial arm saws, cut-off saws, table saws, jacks, planks, scaffolds, ladders to ensure a watertight covering, correct spacing, overlaps and alignment of slate tiles and sheet materials, sections and pieces are firmly fastened, roof lines are straight, true and aesthetically pleasing in accordance with established roofing practices and applicable codes and by-laws, the Canadian Roofing Contractors' Association Manual, manufacturers' guidelines, drawings and specifications.

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

**5225.05**     **Caulk and seal** using tools and materials including bulk caulking guns, cartridge caulking guns, trowels, tube caulking and trowel caulking in accordance with manufacturers' guidelines to seal and waterproof roofing installations on chimneys, pipes, louvers and walls.

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

**5225.06 Perform tie-ins and repairs** on shingle, tile, slate, cedar shakes and pre-formed sheets using tools and equipment including hammers, knives, slate puller, slate hammers, slate cutters, nibblers, shears, snipe, fasteners, hatchets, chalk lines, radial arm saws, table saws, jacks, planks and ladders to obtain a watertight seal, correct spacing, overlaps, and alignment of tiles/slate and sheet materials, aesthetically pleasing appearance and construction and colour match.

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

---

**5226.0 Install Two-Ply Modified Roofing System**

**General Performance Objective**

Install a two-ply modified roofing system by: installing base and cap sheets and flashing.

**Skills**

**5226.01 Install base sheet** using tools, equipment and materials including hammers, hot rollers, hand trowels, knives, T-squares, staplers, chalk lines, mops, buggies, mechanical fasteners, propane torches, compressors and screw guns to ensure a watertight seal with no fishmouths, wrinkles or damages and alignment of sheets in accordance with established roofing practices and applicable codes and by-laws, the Canadian Roofing Contractors' Association Manual, manufacturers' guidelines, drawings and 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.**

**5226.02 Install cap sheet** using tools and equipment including propane torches, T-squares, sponges, trowels, mops, buggies, knives, chalk lines, fire extinguishers, and asphalt to ensure finished installation is aesthetically pleasing and in accordance with manufacturers' guidelines, drawings and specifications.

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



**5226.03**     **Install base and cap flashing** using tools and equipment including propane torches, T-squares, sponges, trowels, mops, buggies, knives, chalk lines, fire extinguishers, and asphalt to ensure finished installation is aesthetically pleasing and in accordance with manufacturers' guidelines, drawings and specifications.

|          |                       |                      |
|----------|-----------------------|----------------------|
| 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.

### Journey person

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

### Mandatory Skill

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

### Optional Skill

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

### Provisional Certificates of Qualification

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

### Ratios

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

### Red Seal Program

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

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

### Sign-off

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

### Skill

Individual competency/task described in the Logbook.

### Skill Sets

Group or selection of individual skills found in the Logbook.

**Skill Set Completion for Sponsors**

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

**Sponsor**

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

**Sponsor of Record**

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

**Trainer**

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

## Ready to Write Your Exam?

Many of the skilled trades in Ontario have a final certification examination that you must pass to become certified in your trade. Passing the examination gives you the right to hold yourself out as a Journey person 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](http://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 Records #1**

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

| Summary of Training   |  |
|---|--|
| <b>Employment Start Date</b>  |  |
| <b>Employment End Date</b>  |  |
| <b>Total hours of training &amp; instruction between dates of employment.</b> |  |
| <b>Skill Sets Completed</b>   |  |

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](http://SkilledTradesOntario.ca) and search Sponsor Record Form.**

**Change of Sponsor Record #2**

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

| Summary of Training   |  |
|---|--|
| <b>Employment Start Date</b>  |  |
| <b>Employment End Date</b>  |  |
| <b>Total hours of training &amp; instruction between dates of employment.</b> |  |
| <b>Skill Sets Completed</b>   |  |

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](http://SkilledTradesOntario.ca) and search Sponsor Record Form.**



### Change of Sponsor Record #3

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

| Summary of Training   |  |
|---|--|
| <b>Employment Start Date</b>  |  |
| <b>Employment End Date</b>  |  |
| <b>Total hours of training &amp; instruction between dates of employment.</b> |  |
| <b>Skill Sets Completed</b>   |  |

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](http://SkilledTradesOntario.ca) and search Sponsor Record Form.**

**Change of Sponsor Record #4**

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

| Summary of Training   |  |
|---|--|
| <b>Employment Start Date</b>  |  |
| <b>Employment End Date</b>  |  |
| <b>Total hours of training &amp; instruction between dates of employment.</b> |  |
| <b>Skill Sets Completed</b>   |  |

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](http://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](http://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](http://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<br><i>(print name)</i> |  |
| E-mail Address                                     |  |

| Program Information  |   |
|--|---|
| Trade Name   |   |
| Number of hours required as per Training Agreement<br><i>(hours-based trades only)</i> |   |
| Hours completed?<br><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 |
|-------------|--|-----------------------------|
| 5216.0      | Protect Self and Others  |                             |
| 5217.0      | Plan for Installations   |                             |
| 5218.0      | Prepare for Installations                                      |                             |
| 5219.0      | Rig and Hoist  |                             |
| 5220.0      | Use Hand/Power Tools and Equipment                             |                             |
| 5221.0      | Apply Water/Damp Proofing                                      |                             |
| 5222.0      | Retrofit, Repair and Resurface Roofs                           |                             |
| 5223.0      | Install Conventional and Inverted Built-up Roofing Systems     |                             |
| 5224.0      | Install Single-Ply Roofing System                              |                             |
| 5225.0      | Install Shingles, Tiles and Preformed Rigid Sheeting Materials |                             |
| 5226.0      | Install Two-Ply Modified Roofing System                        |                             |

**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](http://ontario.ca/page/employment-Ontario-apprenticeship-offices)

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

**Competency Analysis Profile (CAP) Chart**

**5216.0  
Protect Self and Others**

**5216.1**  
Select, Wear and Adjust Safety Clothing and Equipment

**5216.2**  
Perform Work in Accordance with Safety Standards

**5216.3**  
Identify, Isolate and Remove Potential Fire Hazards

**5216.4**  
Identify And Correct Potential Work Hazards

**5216.5**  
Inspect And Maintain Roofing Equipment

**5216.6**  
Respond To Emergency Situations and Co-Worker's Injuries

**5216.7**  
Report Accidents and Complete and Submit Incident Reports

**5216.8**  
Install Warning or Caution Barriers

**5216.9**  
Drain Bitumen from Kettles and Tankers

**216.10**  
Clean Kettles and Tankers

**5216.11**  
Inspect For and Remove Moisture from Kettles and Tankers

**5216.12**  
Lift Manual Load

**5216.13**  
Communicate With Co- Workers, Clients and Employers

**5216.14**  
Practice Safe Working Procedures and Apply Good Housekeeping Rules

**5216.15**  
Handle, Transport, Store and Use Hazardous Materials

**5216.16**  
Operate Fire Extinguishing Equipment

**5216.17**  
Set-Up And Operate Liquid and Vapour Propane Tanks and Burners

**5216.18**  
Install Guard Rails on Perimeter and/or Warning Barriers

**5217.0  
Plan For Installations**

**5217.1**  
Read And Interpret Architectural Drawings and Specifications

**5217.2**  
Prepare Sketches

**5217.3**  
Read And Interpret Manufacturer S' Manuals

**5217.4**  
Conduct Visual Inspection of Roof

**5217.5**  
Document Worn or Damaged Roof Areas

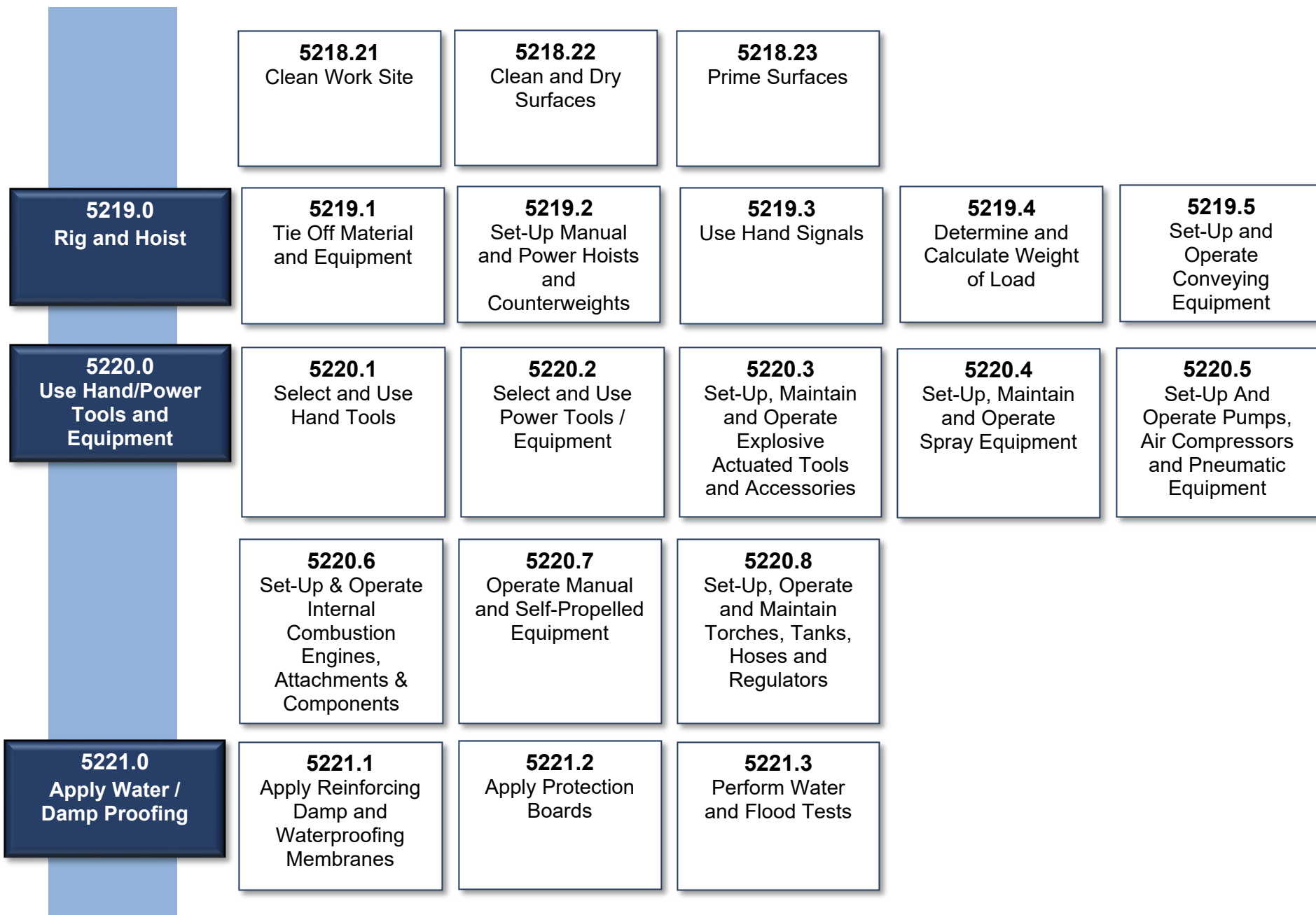
**Competency Analysis Profile: Roofer 449A (all unshaded skill sets must be completed)**

|   |   |   |  |   |   |
|---|---|---|--|---|---|
| <b>5218.0</b><br><b>Prepare For Installations</b> | <b>5218.1</b><br>Conduct Examination of Roof Surface  | <b>5217.7</b><br>Perform Cut Test on Roofing System               | <b>5217.8</b><br>Inform Employer / Supervisor of Roof Condition            |   |   |
|   | <b>5218.1</b><br>Load Trucks with Tools, Materials and Equipment  | <b>5218.2</b><br>Unload Trucks                                    | <b>5218.3</b><br>Place And Cover All Materials                             | <b>5218.4</b><br>Inspect Site   | <b>5218.5</b><br>Set-Up Kettles and Tankers   |
|   | <b>5218.6</b><br>Perform Pre-Operational Checks of Kettles and Tankers  | <b>5218.7</b><br>Take Corrective Action to Pre-Operational Checks | <b>5218.8</b><br>Fire Up Kettles and Tankers                               | <b>5218.9</b><br>Set-Up Compressors, Pumps and Spray Equipment                    | <b>5218.10</b><br>Set-Up Ladders and Scaffolds  |
|   | <b>5218.11</b><br>Set-Up Garbage Chutes, Disposal Bins, Hoppers, Outriggers and Required Counterweights and Tie Backs | <b>5218.12</b><br>Install Interior and Exterior Protection        | <b>5218.13</b><br>Plug And Unplug Drains, Power and Intake Vents and Ducts | <b>5218.14</b><br>Protect Skylights and Windows                                   | <b>5218.15</b><br>Arrange For Dis- and Re-Connection of Building Services and Equipment |
|   | <b>5218.16</b><br>Remove Existing Flashing  | <b>5218.17</b><br>Remove Loose Gravel and Debris                  | <b>5218.18</b><br>Cut And Remove Roof Membrane                             | <b>5218.19</b><br>Locate And Remove Damaged Insulation, Sections or Complete Roof | <b>5218.20</b><br>Check and Repair Roof Condition                                       |

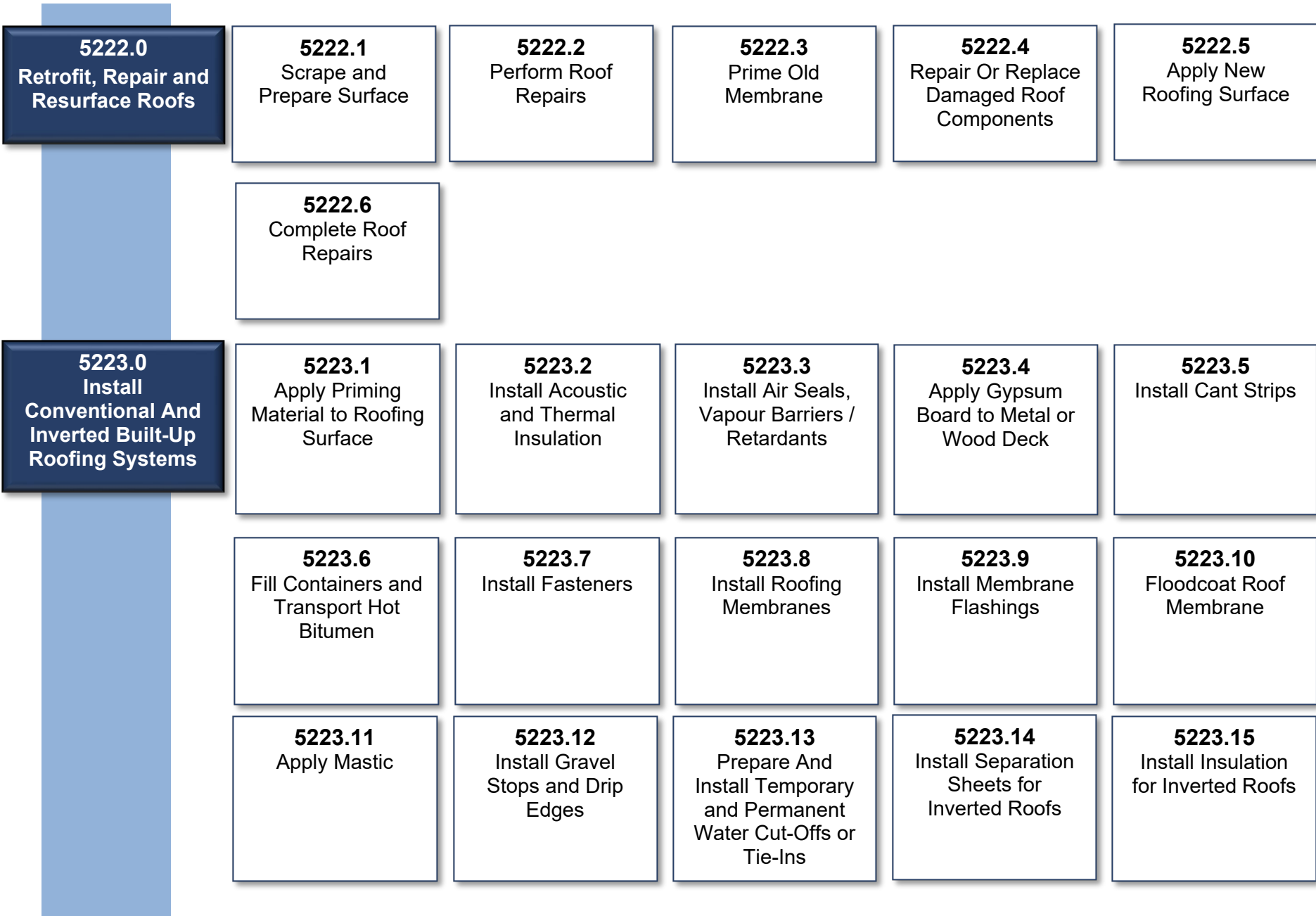
b



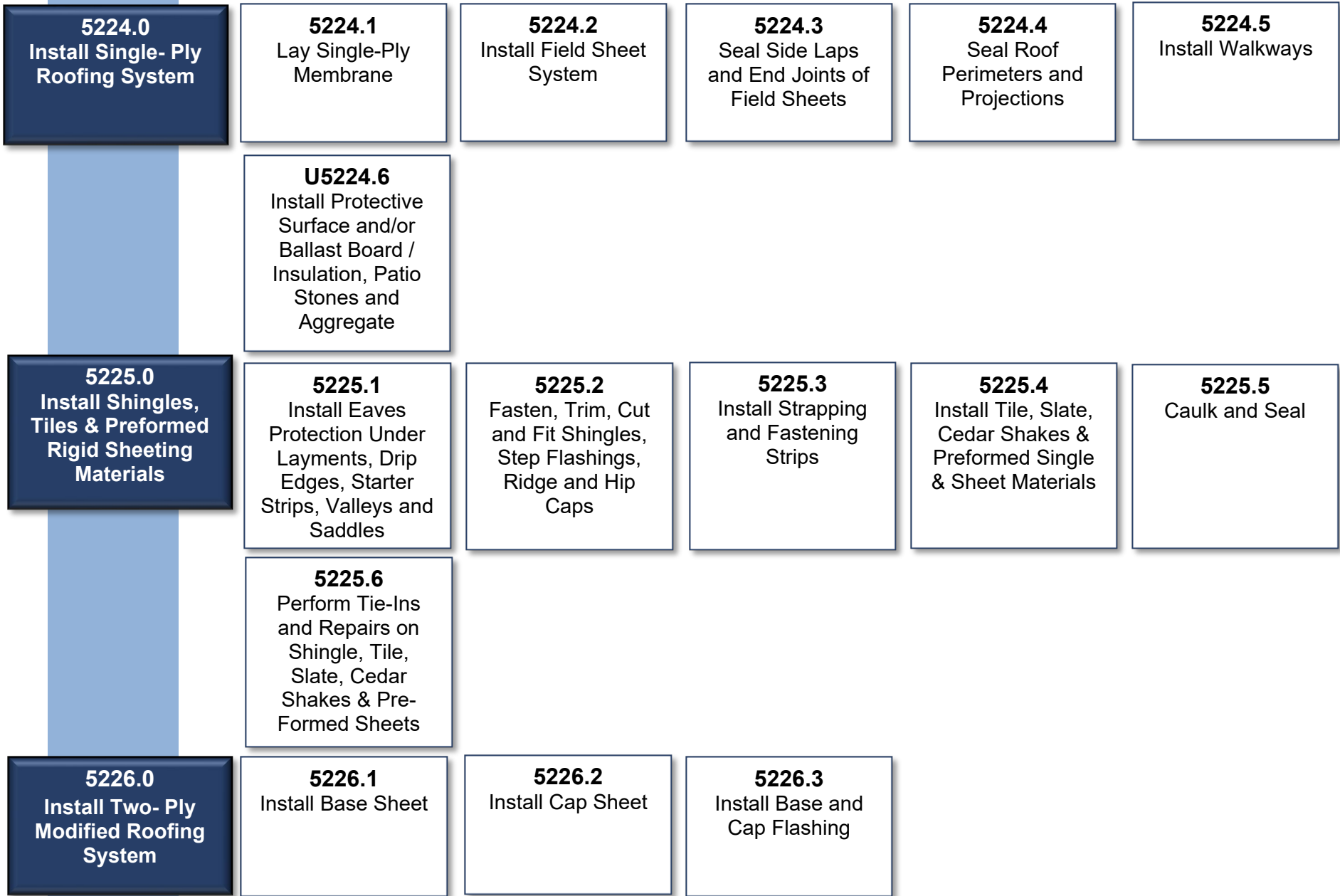
**Competency Analysis Profile: Roofer 449A (all unshaded skill sets must be completed)**



**Competency Analysis Profile: Roofer 449A (all unshaded skill sets must be completed)**



**Competency Analysis Profile: Roofer 449A (all unshaded skill sets must be completed)**



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](http://red-seal.ca)



[SkilledTradesOntario.ca](http://SkilledTradesOntario.ca)



**Roofer**