

This form is used to declare work experience for periods of employment and must be completed by a **direct supervisor of the applicant**, who will be contacted by SkilledTradesBC.

Note: An Employer Declaration of Work Experience form must be completed for each period of employment.

This form is not to be used for periods of self-employment. For more information, see Instructions for Certification Challenge or Supervision and Sign-Off Authority.

To qualify to challenge certification in this trade or be granted authority to supervise and sign-off on apprentices in this trade, individuals must have:

- worked a minimum of **9,495 hours** performing the tasks listed in Section D, and
- experience performing at least **70%** of the job tasks listed in Section D

Holders of a **Certificate of Qualification in Truck and Transport Mechanic** will be eligible to challenge this certification by documenting **4,995 hours** of directly related work experience.

Holders of a **Certificate of Qualification in Transport Trailer Technician or Diesel Engine Mechanic** will be eligible to challenge this certification by documenting **7,995 hours** of directly related work experience.

Holders of a **military certificate in Vehicle Technician MT #129 / MT #411, QL5 or higher** will be eligible to challenge this certification.

A. Applicant Name

Enter the name of the individual for whom this form is being completed.

Legal First Name:	Legal Middle Name(s):	Legal Last Name:
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B. Employment Information of Applicant

Enter the business information for the applicant's period of employment declared for this trade.

Name of Organization/Employer/Business:		
Mailing Address:		City:
Province/ State:	Country:	Postal Code/ Zip Code:
Business Phone Number: ()	Website:	

Enter the dates and number of hours for this period of employment.

Dates of Applicant's Employment (MM/DD/YYYY): From: To:	Total Number Hours of Heavy Duty Equipment Technician Experience Accumulated in that Period:
Job Title of Applicant:	

C. Supervisor Contact Information

Enter the name and contact information for the person who directly supervised the applicant during this employment period. Ensure the information given is current as the application will be denied if this person cannot be contacted by SkilledTradesBC.

First and Last Name of Applicant's Direct Supervisor:	Supervisor Position or Title:
Supervisor's Phone Number: ()	Supervisor E-Mail Address:
Language(s) that the employer/supervisor can communicate: (check all that apply)	
<input type="checkbox"/> English <input type="checkbox"/> Other (please specify): _____	

D. Supervisor Declaration of Job Task Performance of Applicant

By checking "Yes" or "No" in the Declaration Response column, indicate whether you, as the direct supervisor of the applicant, have personally witnessed the applicant performing the job tasks listed.

JOB TASKS (41)	SUPERVISOR DECLARATION RESPONSE
PERFORMS COMMON OCCUPATIONAL SKILLS 7%	
Task-1 Performs safety-related functions Performs hazard analysis Maintains safe work environment Uses personal protective equipment (PPE) and safety equipment Implements safety protocols for hybrid and all-electric equipment and attachments	<input type="checkbox"/> Yes <input type="checkbox"/> No
Task-2 Uses and maintains tools and equipment Uses hand, power, measuring, testing and diagnostic tools Uses shop equipment Uses access equipment Uses hoisting, rigging, lifting, cribbing and blocking equipment Uses welding equipment Uses heating and cutting equipment Uses electronic service tools and systems for diagnostics and programming	<input type="checkbox"/> Yes <input type="checkbox"/> No
Task-3 Performs routine work practices Uses documentation and reference materials	<input type="checkbox"/> Yes <input type="checkbox"/> No

Enter the supervisor and applicant names (repeat on every page of this form)

Supervisor First and Last Name:	Applicant First and Last Name:
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JOB TASKS (41)	SUPERVISOR DECLARATION RESPONSE
Prepares job action plan Maintains fluids and lubricants Services hoses, tubing, piping and fittings Services bearings and seals Uses fasteners and sealing materials Services safety features Performs operational check-out	
Task-4 Uses communication and mentoring techniques Uses communication techniques Uses mentoring techniques	<input type="checkbox"/> Yes <input type="checkbox"/> No
SERVICES, DIAGNOSES AND REPAIRS ENGINES AND SUPPORTING SYSTEMS 15%	
Task-5 Services, diagnoses and repairs base engines Services base engines Diagnoses base engines Repairs base engines	<input type="checkbox"/> Yes <input type="checkbox"/> No
Task-6 Services, diagnoses and repairs lubrication systems Services lubrication systems Diagnoses lubrication systems Repairs lubrication systems	<input type="checkbox"/> Yes <input type="checkbox"/> No
Task-7 Services, diagnoses and repairs intake systems Services intake systems Diagnoses intake systems Repairs intake systems	<input type="checkbox"/> Yes <input type="checkbox"/> No
Task-8 Services, diagnoses and repairs exhaust systems Services exhaust systems Diagnoses exhaust systems Repairs exhaust systems	<input type="checkbox"/> Yes <input type="checkbox"/> No

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Supervisor First and Last Name:	Applicant First and Last Name:
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JOB TASKS (41)	SUPERVISOR DECLARATION RESPONSE
Task-9 Services, diagnoses and repairs engine management systems Services engine management systems Diagnoses engine management systems Repairs engine management systems	<input type="checkbox"/> Yes <input type="checkbox"/> No
Task-10 Services, diagnoses and repairs fuel delivery systems Services fuel delivery systems Diagnoses fuel delivery systems Repairs fuel delivery systems	<input type="checkbox"/> Yes <input type="checkbox"/> No
Task-11 Services, diagnoses and repairs emission control systems Services emission control systems Diagnoses emission control systems Repairs emission control systems	<input type="checkbox"/> Yes <input type="checkbox"/> No
Task-12 Services, diagnoses and repairs cooling systems Services cooling systems Diagnoses cooling systems Repairs cooling systems	<input type="checkbox"/> Yes <input type="checkbox"/> No
SERVICES, DIAGNOSES AND REPAIRS STEERING, SUSPENSION, BRAKE AND UNDERCARRIAGE SYSTEMS, AND WHEEL ASSEMBLIES 12%	
Task-13 Services, diagnoses and repairs steering systems Services steering systems Diagnoses steering systems Repairs steering systems	<input type="checkbox"/> Yes <input type="checkbox"/> No
Task-14 Services, diagnoses and repairs suspension systems Services suspension systems Diagnoses suspension systems Repairs suspension systems	<input type="checkbox"/> Yes <input type="checkbox"/> No
Task-15 Services, diagnoses and repairs brake systems Services brake systems	<input type="checkbox"/> Yes <input type="checkbox"/> No

Enter the supervisor and applicant names (repeat on every page of this form)

Supervisor First and Last Name:	Applicant First and Last Name:
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JOB TASKS (41)	SUPERVISOR DECLARATION RESPONSE
Diagnoses brake systems Repairs brake systems	
Task-16 Services, diagnoses and repairs undercarriage systems Services undercarriage systems Diagnoses undercarriage systems Repairs undercarriage systems	<input type="checkbox"/> Yes <input type="checkbox"/> No
Task-17 Services, diagnoses and repairs wheel assemblies Services wheel assemblies Diagnoses wheel assemblies Repairs wheel assemblies	<input type="checkbox"/> Yes <input type="checkbox"/> No
SERVICES, DIAGNOSES AND REPAIRS ELECTRICAL AND ELECTRONIC SYSTEMS 19%	
Task-18 Services, diagnoses and repairs charging systems Services charging systems Diagnoses charging systems Repairs charging systems	<input type="checkbox"/> Yes <input type="checkbox"/> No
Task-19 Services, diagnoses and repairs starting systems Services starting systems Diagnoses starting systems Repairs starting systems	<input type="checkbox"/> Yes <input type="checkbox"/> No
Task-20 Services, diagnoses and repairs battery systems Services battery systems Diagnoses battery systems Repairs battery systems	<input type="checkbox"/> Yes <input type="checkbox"/> No
Task-21 Services, diagnoses and repairs electrical components Services electrical components Diagnoses electrical components Repairs electrical components	<input type="checkbox"/> Yes <input type="checkbox"/> No

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JOB TASKS (41)	SUPERVISOR DECLARATION RESPONSE
Task-22 Services, diagnoses and repairs equipment management systems and electronic components Services equipment management systems and electronic components Diagnoses equipment management systems and electronic components Repairs equipment management systems and electronic components	<input type="checkbox"/> Yes <input type="checkbox"/> No
SERVICES, DIAGNOSES AND REPAIRS DRIVETRAIN SYSTEMS 12%	
Task-23 Services, diagnoses and repairs clutches Services clutches Diagnoses clutches Repairs clutches	<input type="checkbox"/> Yes <input type="checkbox"/> No
Task-24 Services, diagnoses and repairs torque converters, fluid couplers and hydraulic retarders Services torque converters, fluid couplers and hydraulic retarders Diagnoses torque converters, fluid couplers and hydraulic retarders Repairs torque converters, fluid couplers and hydraulic retarders	<input type="checkbox"/> Yes <input type="checkbox"/> No
Task-25 Services, diagnoses and repairs manual transmissions and transfer cases Services manual transmissions and transfer cases Diagnoses manual transmissions and transfer cases Repairs manual transmissions and transfer cases	<input type="checkbox"/> Yes <input type="checkbox"/> No
Task-26 Services, diagnoses and repairs automatic and powershift transmissions Services automatic and powershift transmissions Diagnoses automatic and powershift transmissions Repairs automatic and powershift transmissions	<input type="checkbox"/> Yes <input type="checkbox"/> No
Task-27 Services, diagnoses and repairs driveline systems Services driveline systems Diagnoses driveline systems Repairs driveline systems	<input type="checkbox"/> Yes <input type="checkbox"/> No

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JOB TASKS (41)	SUPERVISOR DECLARATION RESPONSE
Task-28 Services, diagnoses and repairs drive axles and differentials Services drive axles and differentials Diagnoses drive axles and differentials Repairs drive axles and differentials	Yes No
Task-29 Services, diagnoses and repairs final drive systems Services final drive systems Diagnoses final drive systems Repairs final drive systems	<input type="checkbox"/> Yes <input type="checkbox"/> No
SERVICES, DIAGNOSES AND REPAIRS ENVIRONMENTAL CONTROL SYSTEMS 7%	
Task-30 Services, diagnoses and repairs heating systems Services heating systems Diagnoses heating systems Repairs heating systems	<input type="checkbox"/> Yes <input type="checkbox"/> No
Task-31 Services, diagnoses and repairs ventilation and filtration systems Services ventilation and filtration systems Diagnoses ventilation and filtration systems Repairs ventilation and filtration systems	<input type="checkbox"/> Yes <input type="checkbox"/> No
Task-32 Services, diagnoses and repairs air conditioning systems Services air conditioning systems Diagnoses air conditioning systems Repairs air conditioning systems	<input type="checkbox"/> Yes <input type="checkbox"/> No
Task-33 Services, diagnoses and repairs sound suppression systems Services sound suppression systems Diagnoses sound suppression systems Repairs sound suppression systems	<input type="checkbox"/> Yes <input type="checkbox"/> No
SERVICES, DIAGNOSES AND REPAIRS HYDRAULIC, HYDROSTATIC AND PNEUMATIC SYSTEMS 18%	
Task-34 Services, diagnoses and repairs hydraulic systems Services hydraulic systems	<input type="checkbox"/> Yes <input type="checkbox"/> No

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JOB TASKS (41)	SUPERVISOR DECLARATION RESPONSE
Diagnoses hydraulic systems Repairs hydraulic systems	
Task-35 Services, diagnoses and repairs hydrostatic systems Services hydrostatic systems Diagnoses hydrostatic systems Repairs hydrostatic systems	<input type="checkbox"/> Yes <input type="checkbox"/> No
Task-36 Services, diagnoses and repairs pneumatic systems Services pneumatic systems Diagnoses pneumatic systems Repairs pneumatic systems	<input type="checkbox"/> Yes <input type="checkbox"/> No
SERVICES, DIAGNOSES AND REPAIRS STRUCTURAL COMPONENTS, OPERATOR STATIONS, ATTACHMENTS AND ACCESSORIES 7%	
Task-37 Services, diagnoses and repairs structural components Services structural components Diagnoses structural components Performs mechanical repairs on structural components	<input type="checkbox"/> Yes <input type="checkbox"/> No
Task-38 Services, diagnoses and repairs operator station components Services operator station components Diagnoses operator station components Repairs operator station components	<input type="checkbox"/> Yes <input type="checkbox"/> No
Task-39 Services, diagnoses and repairs attachments and accessories Services attachments and accessories Diagnoses attachments and accessories Repairs attachments and accessories Installs attachments and accessories	<input type="checkbox"/> Yes <input type="checkbox"/> No
SERVICES, DIAGNOSES AND REPAIRS HYBRID AND ALL-ELECTRIC EQUIPMENT 3%	
Task-40 Services, diagnoses and repairs hybrid equipment Services hybrid equipment	<input type="checkbox"/> Yes <input type="checkbox"/> No

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Supervisor First and Last Name:	Applicant First and Last Name:
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JOB TASKS (41)	SUPERVISOR DECLARATION RESPONSE
Diagnoses hybrid equipment Repairs hybrid equipment	
Task-41 Services, diagnoses and repairs all-electric equipment Services all-electric equipment Diagnoses all-electric equipment Repairs all-electric equipment	<input type="checkbox"/> Yes <input type="checkbox"/> No

E. Supervisor Signature

I certify that the information I, as the current or former direct supervisor of the applicant, have provided is true and accurate. (Note: Collection and protection of personal information on this form is in accordance with the provisions of the Freedom of Information and Protection of Privacy Act.)

Supervisor name (Please Print):	Supervisor Signature:	Date Signed: (MM/DD/YYYY)
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Enter the supervisor and applicant names (repeat on every page of this form)

Supervisor First and Last Name:	Applicant First and Last Name:
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