

#### EMPLOYER DECLARATION OF WORK EXPERIENCE

SkilledTradesBC Customer Service 800 – 8100 Granville Ave. Richmond, BC V6Y 3T6 Tel: 778-328-8700 Fax: 778-328-8701 Toll Free: 1-866-660-6011 customerservice@skilledtradesbc.ca

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 **Heavy Duty Equipment Technician** 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:

#### 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.

		Total Number Hours of <b>Truck and Transport Mechanic</b> Experience Accumulated in that Period:
From:	To:	
Job Title of Applicant:		I



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#### 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	k all that apply)
English     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 (6%)			
Task-1 Performs safety-related functions	Yes	🗌 No	
Maintains safe work environment			
Uses personal protective equipment (PPE) and safety equipment			
Implements specific safety protocols for hybrid electric vehicles (EV)			
Task-2 Uses and maintains tools and equipment	Yes	🗌 No	
Uses hand, power, measuring, testing, and diagnostic tools			
Uses shop equipment			
Uses hoisting, lifting and staging equipment			
Uses welding and cutting equipment			
Uses electronic devices and systems for diagnostics and programming			
Task-3 Performs routine work practices	Yes	🗌 No	
Uses documentation and reference materials			
Maintains fluids and lubricants			
Services hoses, tubing and fittings			
Services filters			

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	
Services bearings and seals			
Uses fasteners and sealing devices			
Task-4 Uses communication and mentoring techniques	Yes	🗌 No	
Uses communication techniques			
Uses mentoring techniques			
SERVICES, DIAGNOSES AND REPAIRS ENGINES AND SUPPORTING SYSTEMS (15%	<b>5</b> )		
Task-5 Services, diagnoses and repairs base engines	Yes	🗌 No	
Services base engines			
Diagnoses base engines			
Repairs base engines			
Task-6 Services, diagnoses and repairs lubrication systems	Yes	🗌 No	
Services lubrication systems			
Diagnoses lubrication systems			
Repairs lubrication systems			
Task-7 Services, diagnoses and repairs intake systems	Yes	🗌 No	
Services intake systems			
Diagnoses intake systems			
Repairs intake systems			
Task-8 Services, diagnoses and repairs exhaust systems	Yes	🗌 No	
Services exhaust systems			
Diagnoses exhaust systems			
Repairs exhaust systems			
Task-9 Services, diagnoses and repairs engine management systems	Yes	🗌 No	
Services engine management systems			
Diagnoses engine management systems			
Repairs engine management systems			
Task-10 Services, diagnoses and repairs fuel delivery systems	Yes	🗌 No	
Services fuel delivery systems			
Enter the supervisor and applicant names (repeat on every page of this form)	•		

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JOB TASKS (41)		SUPERVISOR DECLARATION RESPONSE	
Diagnoses fuel delivery systems			
Repairs fuel delivery systems			
Task-11 Services, diagnoses and repairs engine retarder systems	Yes	🗌 No	
Services engine retarder systems			
Diagnoses engine retarder systems			
Repairs engine retarder systems			
Task-12 Services, diagnoses and repairs cooling systems	Yes	🗌 No	
Services cooling systems			
Diagnoses cooling systems			
Repairs cooling systems			
SERVICES, DIAGNOSES AND REPAIRS AIR SYSTEMS AND BRAKE SYSTEMS (13%)	1		
Task-13 Services, diagnoses and repairs air systems	Yes	🗌 No	
Services air systems			
Diagnoses air systems			
Repairs air systems			
Task-14 Services, diagnoses and repairs brake systems	Yes	🗌 No	
Services brake systems			
Diagnoses brake systems			
Repairs brake systems			
SERVICES, DIAGNOSES AND REPAIRS ELECTRICAL AND ELECTRONIC SYSTEMS (	16%)		
Task-15 Services, diagnoses and repairs battery systems	Yes	🗌 No	
Services battery systems			
Diagnoses battery systems			
Repairs battery systems			
Task-16 Services, diagnoses and repairs charging systems	Yes	🗌 No	
Services charging systems			
Diagnoses charging systems			
Repairs charging systems			

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JOB TASKS (41)		SUPERVISOR DECLARATION RESPONSE	
Task-17 Services, diagnoses and repairs spark ignition systems	Yes	🗌 No	
Services spark ignition systems			
Diagnoses spark ignition systems			
Repairs spark ignition systems			
Task-18 Services, diagnoses and repairs starting systems	Yes	🗌 No	
Services starting systems			
Diagnoses starting systems			
Repairs starting systems			
Task-19 Services, diagnoses and repairs electrical components and accessories	Yes	🗌 No	
Services electrical components and accessories			
Diagnoses electrical components and accessories			
Repairs electrical components and accessories			
Task-20 Services, diagnoses and repairs vehicle management systems and electronic components	Yes	🗌 No	
Services vehicle management systems and electronic components			
Diagnoses vehicle management systems and electronic components			
Repairs vehicle management systems and electronic components			
SERVICES, DIAGNOSES AND REPAIRS DRIVE TRAINS (12%)			
Task-21 Services, diagnoses and repairs clutches	Yes	🗌 No	
Services clutches			
Diagnoses clutches			
Repairs clutches			
Task-22 Services, diagnoses and repairs manual transmissions and transfer cases	Yes	🗌 No	
Services manual transmissions and transfer cases			
Diagnoses manual transmissions and transfer cases			
Repairs manual transmissions and transfer cases			
Task-23 Services, diagnoses and repairs automatic transmissions	Yes	🗌 No	
Services automatic transmissions			

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JOB TASKS (41)		SUPERVISOR DECLARATION RESPONSE	
Diagnoses automatic transmissions			
Repairs automatic transmissions			
Task-24 Services, diagnoses and repairs automated transmissions	Yes	🗌 No	
Services automated transmissions			
Diagnoses automated transmissions			
Repairs automated transmissions			
Task-25 Services, diagnoses and repairs driveline systems	Yes	🗌 No	
Services driveline systems		_	
Diagnoses driveline systems			
Repairs driveline systems			
Task-26 Services, diagnoses and repairs drive axle assemblies	T Yes	☐ No	
Services drive axle assemblies		—	
Diagnoses drive axle assemblies			
Repairs drive axle assemblies			
Task-27 Services, diagnoses and repairs drive train retarders	Yes	🗌 No	
Services drive train retarders			
Diagnoses drive train retarders			
Repairs drive train retarders			
SERVICES, DIAGNOSES AND REPAIRS STEERING, CHASSIS/FRAMES, SUSPENSION HUBS (13%)	IS, TIRES, WH	HEELS AND	
Task-28 Services, diagnoses and repairs steering systems	Yes	🗌 No	
Services steering systems			
Diagnoses steering systems			
Repairs steering systems			
Task-29 Services, diagnoses and repairs chassis/frames	Yes	🗌 No	
Services chassis/frames			
Diagnoses chassis/frames			
Repairs chassis/frames			

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JOB TASKS (41)		SUPERVISOR DECLARATION RESPONSE	
Task-30 Services, diagnoses and repairs suspensions	Yes	🗌 No	
Services suspensions			
Diagnoses suspensions			
Repairs suspensions			
Task-31 Services, diagnoses and repairs hitches and couplers	Yes	🗌 No	
Services hitches and couplers			
Diagnoses hitches and couplers			
Repairs hitches and couplers			
Task-32 Services, diagnoses and repairs tires, wheels and hubs	☐ Yes	□ No	
Services tires, wheels and hubs		_	
Diagnoses tires, wheels and hubs			
Repairs tires, wheels and hubs			
SERVICES, DIAGNOSES AND REPAIRS CABS (4%)			
Task-33 Services, diagnoses and repairs interior cab components	Yes	🗌 No	
Services interior cab components			
Diagnoses interior cab components			
Repairs interior cab components			
Task-34 Services, diagnoses and repairs exterior cab components	Yes	🗌 No	
Services exterior cab components			
Diagnoses exterior cab components			
Repairs exterior cab components			
SERVICES, DIAGNOSES AND REPAIRS TRAILERS (6%)			
Task-35 Services, diagnoses and repairs trailer components and accessories	Yes	🗌 No	
Services trailer components and accessories			
Diagnoses trailer components and accessories			
Repairs trailer components and accessories			
Task-36 Services, diagnoses and repairs heating and refrigeration systems	Yes	🗌 No	
Services heating and refrigeration systems			
Enter the supervisor and applicant names (repeat on every name of this form)			

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JOB TASKS (41)	SUPERVISOR DECLARATION RESPONSE			
Diagnoses heating and refrigeration systems				
Repairs heating and refrigeration systems				
SERVICES, DIAGNOSES AND REPAIRS CLIMATE CONTROL SYSTEMS (6%)				
Task-37 Services, diagnoses and repairs heating and ventilation systems	Yes	🗌 No		
Services heating and ventilation systems				
Diagnoses heating and ventilation systems				
Repairs heating and ventilation systems				
Task-38 Services, diagnoses and repairs air conditioning systems	Yes	🗌 No		
Services air conditioning systems				
Diagnoses air conditioning systems				
Repairs air conditioning systems				
SERVICES, DIAGNOSES AND REPAIRS HYDRAULIC SYSTEMS (6%)				
Task-39 Services, diagnoses and repairs hydraulic systems	Yes	🗌 No		
Services hydraulic systems				
Diagnoses hydraulic systems				
Repairs hydraulic systems				
SERVICES, DIAGNOSES AND REPAIRS HYBRID AND ELECTRIC VEHICLES (EV) (3%)				
Task-40 Services, diagnoses and repairs hybrid vehicles	Yes	🗌 No		
Services hybrid vehicles				
Diagnoses hybrid vehicles				
Repairs hybrid vehicles				
Task-41 Services, diagnoses and repairs electric vehicles (EV)	Yes	🗌 No		
Services electric vehicles (EV)				
Diagnoses electric vehicles (EV)				
Repairs electric vehicles (EV)				

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#### 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)	

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

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