

FLOORCOVERING INSTALLER

EMPLOYER DECLARATION OF WORK EXPERIENCE

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 **7,425 hours** performing the tasks listed in Section D, and
- experience performing at least **70%** of the job tasks listed in Section D

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):		Total Number Hours of Floorcovering Installer Experience Accumulated in that Period:
From:	To:	
Job Title of Applicant:		

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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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 (18)	SUPERVISOR DECLARATION RESPONSE
PERFORMS COMMON OCCUPATIONAL SKILLS 11%	
Task-1 Performs safety-related functions Uses personal protective equipment (PPE) and safety equipment Maintains safe work environment	<input type="checkbox"/> Yes <input type="checkbox"/> No
Task-2 Uses and maintains tools and equipment Uses hand tools Uses power and pneumatic tools Uses measuring and layout tools	<input type="checkbox"/> Yes <input type="checkbox"/> No
Task-3 Assesses floor and jobsite conditions Performs quality control Assesses floor and sub-floor conditions and deficiencies Conducts field tests	<input type="checkbox"/> Yes <input type="checkbox"/> No
Task-4 Organizes work Plans sequence of installation Handles material Determines layouts and materials needed for job	<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 (18)	SUPERVISOR DECLARATION RESPONSE
Uses documentation	
Task-5 Installs transitions, trims and wall bases Installs transitions and trims Installs resilient wall base Installs carpet wall base Installs wood wall base	<input type="checkbox"/> Yes <input type="checkbox"/> No
Task-6 Uses communication and mentoring techniques Uses communication techniques Uses mentoring techniques	<input type="checkbox"/> Yes <input type="checkbox"/> No
PREPARES FLOOR 24%	
Task-7 Removes existing floorcovering and accessories Removes transitions, trims and wall bases Removes carpet Removes resilient flooring Removes wood, laminate flooring, tiles and underlayment	<input type="checkbox"/> Yes <input type="checkbox"/> No
Task-8 Prepares substrate Removes contaminants Prepares concrete floors and underlayment Prepares wood floors and underlayment Prepares specialty floors Installs trowelled underlayment Installs rigid underlayment panels	<input type="checkbox"/> Yes <input type="checkbox"/> No
INSTALLS AND REPAIRS CARPET 21%	
Task-9 Installs carpet Cuts carpet for installation Installs carpet by conventional method Installs carpet by direct glue-down method Installs carpet by double glue-down method	<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 (18)	SUPERVISOR DECLARATION RESPONSE
Installs modular carpet tiles Completes carpet installation	
Task-10 Performs custom carpet procedures Installs borders and insets Binds carpet Upholsters with carpet Assembles area rugs and runners Installs carpet and runners on stairs	<input type="checkbox"/> Yes <input type="checkbox"/> No
Task-11 Installs artificial turf Establishes layout and grid lines for artificial turf Assembles artificial turf sections Completes artificial turf installation	<input type="checkbox"/> Yes <input type="checkbox"/> No
Task-12 Repairs carpet Repairs carpet installed by conventional method Repairs carpet installed by direct glue-down method Repairs carpet installed by double glue-down method Repairs artificial turf	<input type="checkbox"/> Yes <input type="checkbox"/> No
INSTALLS AND REPAIRS RESILIENT FLOORING 29%	
Task-13 Installs resilient flooring Establishes layout and grid lines Installs resilient tiles Installs resilient sheet goods Cuts seams to fit Seals seams chemically Heat welds seams Completes resilient flooring installation	<input type="checkbox"/> Yes <input type="checkbox"/> No
Task-14 Performs custom resilient flooring procedures Performs coving operations	<input type="checkbox"/> Yes <input type="checkbox"/> No

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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

JOB TASKS (18)	SUPERVISOR DECLARATION RESPONSE
Installs tread, riser and stringer materials Installs resilient flooring on stairs Installs insets, borders and feature strips Installs specialty wall covering products	
Task-15 Repairs resilient flooring and accessories Repairs resilient flooring Repairs accessories	<input type="checkbox"/> Yes <input type="checkbox"/> No
INSTALLS AND SERVICES WOOD, LAMINATE AND FLOATING VINYL PLANK FLOORING 15%	
Task-16 Installs pre-finished solid, engineered, laminate and floating vinyl plank flooring Undercuts jambs and trims Installs vapour retarders and underlayment cushion Establishes layout Fits materials Mechanically fastens pre-finished solid and engineered hardwood flooring Glues down solid and engineered hardwood flooring Assembles floating floors	<input type="checkbox"/> Yes <input type="checkbox"/> No
Task-17 Installs custom wood and laminate flooring Installs borders, insets and custom fabrications in wood Installs wood and laminate flooring on stairs	<input type="checkbox"/> Yes <input type="checkbox"/> No
Task-18 Services pre-finished solid, engineered, laminate and floating vinyl plank flooring Repairs boards Replaces boards and accessories Refinishes hardwood flooring	<input type="checkbox"/> Yes <input type="checkbox"/> No

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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)
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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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