



**Skilled
Trades**
Ontario

**Métiers
spécialisés**
Ontario

Apprenticeship
Training Standard

Schedule of Training

Restoration Mason

244 H

2011

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.



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Apprentice Name: _____

Address: _____

Phone Number: _____

Email Address: _____

Trade: _____

Training Agreement # (for Compulsory and Non-Compulsory trades):

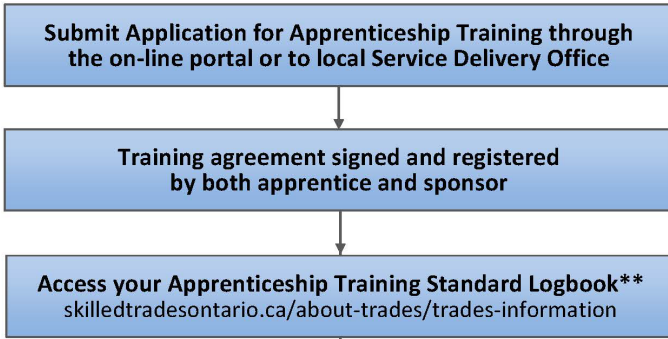
STO Account No. (for Compulsory trades only):

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

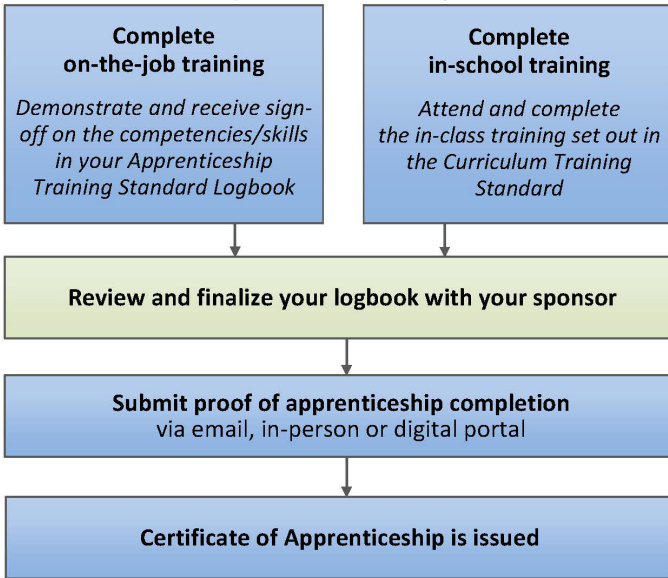
Phase 1: Registration



For on-line portal, please follow instructions for registration. You will need to create a *My Ontario* account to access online services.

** This is the official record of your training progress. You are responsible for keeping it up-to-date.

Phase 2: Apprenticeship



Apprentices eligible to apply for apprenticeship incentive grants (Red Seal trades) and loans.

Your Apprenticeship Training Standard Logbook details completion requirements. Submit the following:

- completed Apprenticeship Training Standard Logbook with signatures
- proof of hours

Phase 3: Certification



To prepare for the CofQ examination download the Provincial and/or Red Seal Exam preparation guides.

Call to make a payment (647-847-3000 or 1-855-299-0028)

To schedule your examination, contact your local Service Delivery Office.

Apprentices eligible to apply for Apprenticeship Completion Grant (Red Seal trades) or Apprentice Completion Bonus (non-Red Seal)

Upon completion, Sponsors may be eligible for Apprenticeship grants, incentives, bonuses or tax credits

* For a list of trades subject to a certification examination, visit: skilledtradesontario.ca

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Please Note: This Standard has been revised to reflect the visual identity of Skilled Trades Ontario (STO) which replaced the Ontario College of Trades on January 1, 2022. The content of this Standard may refer to the former organization; however, all trade specific information or content remains relevant and accurate based on the original date of publishing.

Please refer to STO's website: skilledtradesontario.ca for the most accurate and up to date information. For information about BOSTA and its regulations, please visit [Building Opportunities in the Skilled Trades Act, 2021 \(BOSTA\)](#).

Any updates to this publication are available on-line; to download this document in PDF format, please follow the link: [Skilled Trades Ontario.ca](https://skilledtradesontario.ca).

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Maintained with transfer to Skilled Trades Ontario 2011 (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	red-seal.ca
Apprenticeship in Ontario	ontario.ca/page/apprenticeship-ontario
Employment Ontario	employmentontario.ca
Service Canada	servicecanada.gc.ca
<i>Building Opportunities in the Skilled Trades Act, 2021</i>	Building Opportunities in the Skilled Trades Act, 2021, S.O. 2021, c. 28 - Bill 288 (ontario.ca)
Ministry of Labour, Immigration, Training and Skills Development	Ministry of Labour, Immigration, Training and Skills Development ontario.ca
Exam Preparation Guide	Exam Resources – Skilled Trades Ontario
Skills Zone (Ontario Skills Passport)	http://www.skillszone.ca/

**Please note, all website addresses are current at time of printing*

Methodology-Standard Development

A standard is developed with a broad group of trade representatives who form the initial working group. This includes subject matter experts/ tradespeople/ instructors and employers from a cross section of the sector/industry, with varying years of work experience in the field. The working group reviews, develops and recommends revision to the content of the standard. Their role also involves harmonizing and updating other supporting content for the product.

An essential part of the standard development is the validation process. This is the opportunity to have a broader representation of the sector 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 Restoration Mason & 244H 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

Roles and Responsibilities

Under the [Building Opportunities in the Skilled Trades Act, 2021 \(BOSTA\)](#)

Skilled Trades Ontario (STO) is responsible for:

- Establishing and maintaining qualifications;
- Establishing Apprenticeship Programs and other training programs including training Standards, curriculum standards and certifying examinations;
- Issuing certificates for the purposes of this Act such as Certificates of Qualification;
- Maintaining a Public Registry for compulsory trades skilledtradesontario.ca/public-register/;
- Determining whether the experience and qualifications obtained by applicants for a certificate of qualification who do not complete an apprenticeship are equivalent to those received through completing an apprenticeship (Trade Equivalency Assessments)
- Promoting the skilled trades and conducting research.
- Conducting research and evaluate whether a trade should be prescribed as a trade for the purposes of this Act and to make recommendations on these matters to the Minister.

Ministry of Labour, Immigration, Training and Skills Development (MLITSD)

is responsible for:

- Classifying trades as compulsory trades;
- Prescribing scopes of practice for trades;
- Approving which persons may provide in-class training for apprenticeship programs (TDAs);
- Registering Training Agreements;
- Providing those who successfully complete an apprenticeship program with a certificate of apprenticeship (CofA);
- Administering examinations, including certifying examinations;
- Promoting the skilled trades and conducting research;
- Exercising such other powers and perform such other duties and functions as are provided for in this Act or the regulations.

For any matter related to your registered Training Agreement or completing your apprenticeship, you must contact your local Service Delivery Office.

Roles and Responsibilities of the Apprentice

An Apprentice is an individual who has entered into a registered Training Agreement (refer to Foreword: *“Purpose, Terms and Conditions of TA” page 1*) with a Sponsor to receive training in a trade as part of an apprenticeship program established by Skilled Trades Ontario. As an Apprentice, you have certain roles and responsibilities to follow throughout your apprenticeship training:

1. As an Apprentice, you signed the Training Agreement and have entered into a contract with the Ministry of Labour, Immigration, Training and Skills Development and your Sponsor.
2. If you are registered as an Apprentice in a compulsory trade, your name will automatically appear in the Skilled Trades Ontario Public Register.
3. You are responsible for informing the staff at your local Service Delivery Office regarding changes to the following:
 - Your Sponsor’s address;
 - Your name and address; and/or,
 - Your Sponsor, including starting employment with a new Sponsor
4. As an Apprentice, you are responsible for completing skills or skill sets in this Logbook (as detailed in the *“Eligibility for Apprenticeship Program Completion”* section of this document) and ensuring that they are dated and signed by both you and your Trainer.
5. Once you have demonstrated competency in all the mandatory skills and received a sign off on each skill by your sponsor/trainer, you must have the Skill Set Completion Form completed and signed by your current Sponsor.
6. Submit your Logbook to your local Service Delivery Office.
7. Present your Apprentice Completion Form (Please refer to Appendix B), along with your authorized Logbook to your local Service Delivery Office.

Roles and Responsibilities of Sponsors and Trainers

Sponsors are responsible for ensuring all terms are met as per the registered Training Agreement. They are named on the registered Training Agreement as the entity responsible for ensuring Apprentices receive the training required as part of an apprenticeship program. As a signatory to this agreement, they are designated as the 'Signing Authority' for the Apprentice's Skill Set Completion Form and are required to attest to successful achievement by signing the appropriate box at the completion of each skill set. Some sponsors may also act as the Trainer.

A **Trainer** is an individual who oversees the performance of a task and sets the workplace expectations and practices for the Apprentice.

In compulsory trades, a Trainer must hold a valid Certificate of Qualification and be registered with Skilled Trades Ontario.

In non-compulsory trades, a Trainer is an individual who holds one of the following:

- A Certificate of Qualification;
- A Certificate of Apprenticeship in the trade; or,
- Has completed both the workplace-based training (competencies and/or hours as applicable) and classroom training components of the trade's apprenticeship program; or,
- Has workplace experience equivalent to the apprenticeship program) and has the skills outlined in the Logbook.

Competency means being able to perform to the required standard (please refer to "*Introduction to the Logbook*"). Trainers/Sponsors and Apprentices are required to sign-off and date the skills in the Logbook following each successful acquisition. The Logbook forms a record of this achievement.

The Trainer must provide their signature based on their assessment and professional judgment that the apprentice is competent in the skills described above. The Trainer's signature is not a general warranty or guarantee of the apprentice's future conduct.

Sponsors participating in this training program will be designated as the Signing Authority and are required to attest to successful achievement by signing the appropriate box included at the end of each skill set.

Health and Safety

Safe working procedures and conditions, accident prevention and the preservation of health are of primary importance for apprenticeship programs in Ontario. These responsibilities are shared and require the joint efforts of government, sponsors, employers, supervisors, workers, apprentices and the public to achieve the goal of making Ontario's workplaces safe and healthy.

The [Occupational Health and Safety Act](#) (OHSA) provides us with the legal framework and the tools to do this. It sets out the rights and duties of all parties in the workplace, placing ultimate responsibility on the employer for the health and safety of workers (in this case apprentices) by ensuring procedures, controls, and training are established for dealing with workplace hazards. Therefore, it is imperative that all parties become aware of circumstances that may lead to injury, illness or harm. Safe learning experiences and environments can be created by controlling the variables and behaviours that may contribute to or cause an accident, injury or illness.

A sponsor who is not the employer is reminded that the employer has legal responsibilities respecting health and safety over the apprentice who is their worker. The sponsor should encourage safe work habits and adherence to the employer's occupational health and safety requirements for the workplace.

It is generally recognized that a positive attitude about safety in partnership with health and safety competency contributes to an accident-free environment. Everyone will benefit as a result of a healthy attitude towards the prevention of accidents.

Workers and apprentices can be exposed to a multitude of hazards and, therefore, should be familiar with the Occupational Health and Safety Act and regulations.

The Internal Responsibility System:

One of the primary purposes of the Occupational Health and Safety Act (OHSA) is to facilitate a strong Internal Responsibility System (IRS) in the workplace. To this end, the OHSA lays out the duties of employers, supervisors, workers, apprentices, constructors and workplace owners.

Workplace parties' compliance with their respective statutory duties is essential to the establishment of a strong IRS in the workplace.

Simply put, the IRS means that everyone in the workplace has a role to play in keeping workplaces safe and healthy. Workers and apprentices in the workplace who see a health and safety problem such as a hazard or contravention of the OHSA in the workplace have a statutory duty to report the situation to the employer or a supervisor. Employers and supervisors are, in turn, required to address those situations and acquaint workers with any hazard in the work that they do.

The IRS helps support a safe and healthy workplace. In addition to the workplace parties' compliance with their legal duties, the IRS is further supported by well-defined health and safety policies and programs, including the design, control, monitoring and supervision of the work being performed.

Roles and Responsibilities under the Occupational Health and Safety Act

Employer's Responsibilities include but are not limited to the following:

- Instruct, inform and supervise workers and apprentices to protect their health and safety.
- Appoint competent persons as supervisors.
- Inform a worker, apprentice, or a person in authority, about any hazard in the workplace and train them in the handling, storage, use, disposal and transport of any equipment, substances, tools, material, etc.
- Take every precaution reasonable in the circumstances for the protection of a worker/apprentice.
- In workplaces in which more than five workers are regularly employed, prepare and post a written occupational health and safety policy and set up and maintain a program to implement it.
- Prepare and post policies with respect to workplace violence and workplace harassment and develop programs supporting workplace harassment and workplace violence policies.
- Ensure knowledge of applicable legislative, regulatory, codes and standards so requirements to be followed are clear to all workers/apprentices.

Trainer/Supervisor Responsibilities include but are not limited to the following:

- Ensure that a worker or apprentice works in compliance with the Act and regulations.
- Ensure that any equipment, protective device or clothing required by the employer is used or worn by the worker or apprentice.
- Advise a worker/apprentice of any potential or actual health or safety dangers known by the supervisor.
- Take every precaution reasonable in the circumstances for the protection of workers.

Worker/Apprentice Responsibilities include but are not limited to the following:

- Work in compliance with the Act and regulations.
- Use or wear any equipment, protective devices or clothing required by the employer.
- Report to the employer or supervisor any known missing or defective equipment or protective device that may endanger the worker or another worker.
- Report any hazard or contravention of the Act or regulations to the employer or supervisor.
- Not remove or make ineffective any protective device required by the employer or by the regulations.
- Not use or operate any equipment or work in a way that may endanger any worker.

The Three Rights of Workers/Apprentices

The OHSA gives workers and apprentices three important rights:

1. The right to know about hazards in their work and get information, supervision and instruction to protect their health and safety on the job.
2. The right to participate in identifying and solving workplace health and safety problems either through a health and safety representative or a worker member of a joint health and safety committee.
3. The right to refuse work that they believe is dangerous to their health and safety or that of any other worker in the workplace.

For construction projects applying to construction trades a Constructor is also identified

On all projects, either the owner or someone hired by the owner is the constructor.

The intent of the Occupational Health and Safety Act is to have one person with overall authority for health and safety matters on a project. This person is the constructor of the project.

The constructor is the party with the greatest degree of control over health and safety at the entire project and is ultimately responsible for the health and safety of all workers and apprentices. The constructor must ensure that all the employers, apprentices and workers on the project comply with the Act and its regulations.

Constructor's duties include the following:

- To ensure that the measures and procedures in the Act and regulations are carried out.
- To ensure that every employer, apprentice and worker on the project complies with the Act and regulations.
- To ensure that the health and safety of workers/apprentices on the project are protected.

Ministry of Labour, Immigration, Training and Skills Development

The Ministry of Labour, Immigration, Training and Skills Development conducts periodic inspections of workplaces to ensure that safety acts and regulations are being followed. Please direct any questions to the Occupational Health and Safety Contact Centre at 1-877-202-0008.

Apprenticeship Program Summary/Guidelines

Scope of Practice

The Scope of Practice for the trade of Restoration Mason is set out in section 121 of Ontario Regulation 875/21 under BOSTA and reads as follows:

The scope of practice for the trade of restoration mason includes the following:

1. Preparing mortars.
2. Cutting out and filling joints.
3. Repairing or resetting bricks, stone and terra cotta blocks in ashlar, rubble and brickwork.
4. Drilling, grouting and pinning fractured stones.
5. Resetting copings.
6. Caring out washing and mechanical or chemical cleaning.

*While the Logbook draws on the scope of practice regulation (Section 121 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 5340 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 660 hours of in-school training as the duration necessary for an Apprentice to complete the in-school curriculum for this program.

Total Training Hours

6000 hours

Journeyman to Apprentice Ratio

Ratios in Regulation:

If a trade has been prescribed as being subject to an apprentice to journeyman ratio, the number of apprentices who may be sponsored or employed by a person in the trade in relation to the number of journeymen employed or otherwise engaged by the person in the trade **shall not exceed one apprentice for each journeyman**; Further information can be found in the Apprenticeship section of the Government of Ontario website at 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 Restoration Mason 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

Description/Duties

A **Restoration Mason** is a person who is responsible for the preservation of masonry monuments and buildings, especially historic structures. A restoration must acquire knowledge of original building materials and construction methods within their historical context. This knowledge and the application of masonry equipment and restoration techniques allows restoration masons to repair, conserve and return our heritage structures to their original design. They operate and maintain equipment by:

- demonstrate safe working practices and procedures
- prepare work site
- adapt job site environment
- inspect and use material handling and safety equipment
- install temporary masonry support structures
- clean and disassemble work site
- use and maintain tools and equipment
- prepare mortar
- cut out and fill joints in ashlar, rubble and brickwork
- carry out unit stone replacement or dutchman repairs
- repair and reset brickwork or stones
- repair and reset terra cotta blocks
- repair fractured stones
- prepare and set up restored masonry for cleaning
- carry out cleaning program
- carry out chemical cleaning program
- carry out mechanical cleaning program
- carry out surface repairs to masonry units

A **Restoration Mason** demonstrates knowledge of:

- introduction – historical overview
- conservation philosophy
- understanding of materials
- building construction
- restoration cleaning

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

On the Job Performance Objectives

4800.0 Demonstrate Safe Working Practices and Procedures

General Performance Objective

Demonstrate safe working practices and procedures by: identifying and taking corrective action against potential workplace health and safety hazards; handling, storing and disposing of hazardous workplace materials; complying with workplace legislation relating to health and safety; wearing and maintaining personal protective equipment; and practicing good housekeeping in the workplace.

Skills

4800.01 Identify and take corrective action against potential workplace health and safety hazards including noxious fumes and dust, high intensity light, fires, elevated work sites, suspended loads, poor lighting, extreme temperatures, inadequate ventilation, confined spaces, untidy work sites and uncontrolled power sources so that the potential for personal injury and damage to equipment and the environment are eliminated or reduced in accordance with job specifications, manufacturers' specifications, company policies and procedures, and government legislation.

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.**

4800.02 Handle, store and dispose of hazardous workplace materials including asbestos, silica, lead, gases, acids, caulking, mortar and solvents so that individuals are protected from injury, the environment is protected from contamination and safety practices are followed in accordance with the *Workplace Hazardous Materials Information System (WHMIS)*, the *Occupational Health and Safety Act (OHSA)*, job specifications, manufacturers' specifications, company policies and procedures, and other government legislation.

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

4800.03 Comply with workplace legislation relating to health and safety including the WHMIS guidelines and OHSA.

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

4800.04 Wear and maintain personal protective equipment including eye, ear, hand, respiratory, body, head and foot protection, ensuring that correct fit and optimum protection is provided to the wearer for the specific task performed in accordance with manufacturers' specifications, company policies and procedures, and government legislation.

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

4800.05 Practice good housekeeping in the workplace by ensuring that the workplace is clean, organized and free of obstructions, spills or fire hazards; that materials and equipment are cleaned and stored in designated areas after use and that protective barriers, UV shields and guards are erected; so that accident or injury potential is eliminated or reduced in accordance with company policies and procedures, and government legislation.

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

4800.06 Protect buildings, landscape and public from dust or spillage during tear out or cleaning operations by using tape, boards, strippable latex and installing netting, enclosures, gutters and cachements as well as using misting or vacuums.

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

4800.07 Practice personal hygiene in the workplace by washing to remove dust and any materials contamination, wearing proper clothing for the task to prevent inhalation, or absorption or dust and chemicals into the body.

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

4801.0 Prepare Work Site

General Performance Objective

Prepare Work Site by Planning Work Site Layout; Taking Delivery of Materials; Setting Up Work Area; And Communicating And Consulting With Supervisor, Technical Advisor And Other Workers.

Skills

4801.01 Plan work site layout by identifying work site variables; extracting site relevant details from information sheets, drawings and specifications; taking into account the effects on site layout of concurrent operations; and determining work site layout and space usage so that work can proceed in a safe and orderly manner in accordance with company policies and procedures and government legislation.

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

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4801.02 Take delivery of materials by checking delivered materials against bill of lading, inspecting for damage and proper bedding orientation as required, unloading materials and storing them on site off the ground and setting out materials so that they are free of stain and contamination risk and are made available for the type and sequence of the work to be done in accordance with manufacturers' specifications, company policies and procedures, and government legislation.

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

4801.03 **Set up work area** by positioning equipment, machines, tools and materials; identifying site relevant safety concerns and removing or avoiding hazards; setting up hazardous material protection, collection and disposal systems; and occupying available work space so that there is sufficient lighting and ventilation, reduced interference from competing work activities, safe and efficient movement in the work space, and that the sequence of operations is effective in accordance with company policies and procedures, and government legislation.

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

4801.04 **Communicate and consult with supervisor, technical advisor and other workers** to ensure that the work requirement and specific procedures, materials and equipment are those specified by the building plans, the supervisor or the customer, and that discrepancies and errors are reduced in accordance with company policies and procedures.

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

4802.0 Adapt Job Site Environment

General Performance Objective

Adapt Job Site Environment By: Covering Or Enclosing Work And Supply Areas; Adjusting Work Environment And Work Procedures For Cold Weather; And Adjusting Work Environment And Work Procedures For Hot Weather.

Skills

4802.01 Cover or enclose work and supply areas by inspecting job site to determine method of covering or enclosing; obtaining appropriate enclosure systems including support structure, fasteners, hoarding and covering materials and installing enclosures and/or covers so that they are capable of protecting the materials or site and can structurally support snow, rain and wind loads in accordance with CSA standard A371-04, manufacturers' specifications, company policies and procedures, and government legislation.

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.**

4802.02 **Adjust work environment and work procedures for cold weather** by determining adequacy of heat containment, assessing type of heat source and quantity of heat required for work and supply areas, installing the heating system and protecting heating or adjusting masonry materials using approved methods in accordance with OHSa, WHMIS, manufacturers' recommendations, company policies and procedures, and government legislation.

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

4802.03 **Adjust work environment and work procedures for hot weather** by determining how work areas and materials can be cooled or shaded by protecting, cooling or adjusting masonry materials using approved methods in accordance with OHSa, WHMIS, manufacturers' recommendations, company policies and procedures, and government legislation.

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

4803.0 Inspect and Use Material Handling and Safety Equipment

General Performance Objective

Inspect and use material handling and safety equipment by: selecting and inspecting rigging equipment; positioning and employing rigging; selecting and inspecting hoisting and lifting equipment; operating hoisting equipment; selecting, inspecting and erecting scaffold systems; working on scaffolding and at heights; and dismantling and storing scaffold systems.

Skills

4803.01 Select and inspect rigging equipment by choosing appropriate equipment required for the specific lift including cable clamps, chain falls, chains, chokers, Lewis Pins, ropes and nylon slings; performing pre-operational check of rigging through visual checks for defects including damaged links, frayed cables, cuts in slings, stripped threads on shackles, and other physical defects and replacing or identifying for repair defective rigging in accordance with manufacturers' specifications, company policies and procedures, government legislation and CSAO standards.

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

*** A Trainer may be a Supervisor or the competent employee designated by the Apprentice's Sponsor.**

4803.02 **Position and employ rigging** by determining the weight, balance and size of work piece to be moved or lifted; placing or attaching the rigging to the load and dismantling and storing the rigging equipment after use so that correct rigging is selected, placed and used to move and/or lift the work piece, and is stored correctly and in good repair in accordance with material handling guidelines, manufacturers’ specifications, company policies and procedures, government legislation and CSAO standards.

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

4803.03 **Select and inspect hoisting and lifting equipment** by selecting equipment required including forklift, jib-crane, overhead hoist, chain-falls, portable boom and spreader bars; performing pre-operational inspection of hoisting and lifting equipment by visually checking the cables and chains for defects including damaged links and frayed cables and identifying and reporting defective hoisting and lifting equipment in accordance with manufacturers’ specifications, company policies and procedures, government legislation and CSAO standards.

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

4803.04 Operate hoisting equipment by lifting and moving work pieces using material handling tools and equipment; communicating with other workers using voice and hand signals and storing hoisting equipment so that correct lifting and moving procedures are used, communication is clear and accurate and equipment is stored correctly and in good repair in accordance with manufacturers' specifications, company policies and procedures, government legislation and CSAO standards.

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

4803.05 Select, inspect and erect scaffold systems by choosing scaffolding for the specific job, performing pre-use inspection by visually checking all of the components for defects, and erecting scaffolding so that it is sufficient for the task, such as load bearing capacity as per engineering specification if over 15 m and, has no visible defects and is placed on a firm footing, when necessary where scaffold is erected on existing structure, obtain Engineer's confirmation that the structure can support the scaffold and obtain Engineer's approval of erected scaffold as required by law, before accessing the scaffold in accordance with manufacturers' specifications, company policies and procedures, government legislation and IHSA standards.

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

4803.06 Work on scaffolding and at heights by selecting and utilizing an approved fall protection and/or fall arrest system; wearing the appropriate fall protection equipment; developing an awareness of the work environment and following fall protection procedures in accordance with manufacturers' specifications, company policies and procedures, government legislation and CSAO standards.

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

4803.07 Dismantle and store scaffold systems by disassembling scaffolding and storing it correctly and in good repair in accordance with company policies and procedures and government legislation.

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

4804.0 Install Temporary Masonry Support Structures

General Performance Objective

Install temporary masonry support structures by: selecting materials to build support structures; constructing temporary masonry supports; installing temporary masonry support structures; and removing temporary masonry support structures.

Performance Objectives

Skills

4804.01 Select materials to build support structures such as arch templates, falsework, bracing and shoring by determining design of structure, assessing loads to be supported and obtaining the materials and tools needed so that design and materials used will support the required loads in accordance with job specifications, manufacturers' specifications, company policies and procedures, and government legislation.
When necessary obtain Engineer's approval of temporary structures.

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.**

4804.02 Construct temporary masonry supports using the approved design and materials so that the structure is within the tolerances identified in the restoration plan in accordance with job specifications, manufacturers' specifications, company policies and procedures, and government legislation.
 When necessary obtain Engineer's approval of temporary structures (add disclaimer to list of pre-ambles).

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

4804.03 Install temporary masonry support structures so that masonry materials are supported in the correct position and the support is safe and secure until the masonry material is self supporting or permanent structural support is put in place in accordance with job specifications, manufacturers' specifications, company policies and procedures, and government legislation. Some obtain Engineer's approval of temporary structures.

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

4804.04 Remove temporary masonry support structures by disassembling them and storing or disposing of them so that there is minimal disruption of the masonry restoration location in accordance with job specifications, manufacturers' specifications, company policies and procedures, and government legislation.

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

4805.0 Clean and Disassemble Work Site

General Performance Objective

Clean and Disassemble the Work Site by cleaning the work site; disassembling the work site; and cleaning and repairing masonry surfaces.

Performance Objectives

Skills

4805.01 Clean the Work Site by gathering and sorting dispersed equipment, materials, recyclables, waste and hazardous materials; and removing materials and work hazards created during construction so that the site and masonry work are clean, materials and equipment are organized for pick up and the site is free from hazards in accordance with manufacturers' specifications, company policies and procedures, and government legislation.

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

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4805.02 Disassemble the Work site by removing and restocking unused materials; removing and storing reusable materials and equipment and organizing trash and hazardous materials for removal so that useable materials are conserved, equipment is recovered and waste is transferred to a proper disposal area in accordance with manufacturers' specifications, company policies and procedures, and government legislation.

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

4805.03 Clean masonry surfaces by removing and replacing damaged units with matching new material; removing excess mortar with scrapers and silicon carbide rubbing blocks; patching holes in mortar joints; cutting out unfinished joints and re-pointing; repairing minor chips in material and removing stains or excessive mortar mechanically or chemically in accordance with industry standards for durability and appearance, manufacturers' specifications, company policies and procedures, and government legislation.

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

4806.0 Use and Maintain Tools and Equipment

General Performance Objective

Use and maintain tools and equipment by: using and maintaining restoration mason’s hand tools and associated equipment; electrical, pneumatic, gasoline/diesel powered, powder actuated and hydraulic power tools and associated equipment and supplies; and measuring devices and layout equipment.

Performance Objectives

Skills

4806.01 Use and Maintain Restoration Mason’s Hand Tools and Associated Equipment such as cutting, striking, levelling, mortar and grout handling, stone dressing (basic banker work), and conveyance tools and equipment; lewis pins, trowels, grout injectors, pouring cups, plugging chisels and small electrical rotary or oscillating tools; and measuring and inspection tools by determining the correct tool for the job, selecting the tool and required components, documenting use in a tool control system, setting up the tool, testing it, applying it to the job, monitoring its performance, modifying its use as necessary, identifying functional deficiencies, replacing consumables and repairing or replacing user maintainable parts in accordance with manufacturers’ specifications, company policies and procedures, and government legislation.

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.**

4806.02 Use and Maintain Restoration Specific Electrical, Pneumatic, Gasoline/Diesel Powered, Powder Actuated and Hydraulic Power Tools and Associated Equipment and Supplies by identifying appropriate power supply sources, ensuring sufficient power, maintaining the integrity of the power supply, reporting inadequate power supply, determining the correct tool for the job, selecting the tool and required components, setting up the tool, ensuring conveyance equipment have appropriate supplies of water, grout, chemicals, etc., actuating and testing it, applying it to the job, monitoring its performance, modifying its operation as necessary, identifying functional deficiencies, replacing consumables and repairing or replacing user maintainable parts in accordance with manufacturers' specifications, company policies and procedures, and government legislation.

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

4806.03 Use and maintain measuring devices and layout equipment including measuring tapes, plumb bobs, levels, lasers, transits and gauges by determining the correct device or equipment for the job, selecting the device and required components, setting up the device, testing it, applying it to the job, monitoring its performance and modifying its operation as necessary, identifying deficiencies, replacing consumables and repairing or replacing user maintainable parts in accordance with manufacturers' specifications, company policies and procedures, and government legislation.

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

4807.0 Prepare Mortars

General Performance Objective

Prepare Mortars Suitable for Different Masonry Materials by selecting specified mortars, preparing graded aggregates, preparing mortars and preparing a specific palette of mortars

Performance Objectives

Skills

4807.01 Select Specified Mortars for jointing, bedding and dental repairs.

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.**

4807.02 Prepare Graded Aggregates Free of salt or contamination for mortar and dental repair and prepare wet aggregates.

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

4807.03 Prepare Mortars using cements including preblend mixes, limes, graded aggregates and additives according to manufacturers' instructions and specifications.

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

4807.04 Prepare A Specified Palette Of Mortars For Dental Repair Matching Its Texture And Grain Size.

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

4808.0 Cut Out and Fill Joints in Ashlar, Rubble and Brickwork

General Performance Objective

Cut out and fill joints in ashlar, rubble and brickwork by examining the joints, using tools, flushing out joints, placing mortar and protecting the finished joint in accordance with manufacturers' instructions and contract/employers' requirements.

Performance Objectives

Skills

4808.01 Examine the joints to determine the character, colour and general texture of the original mortar and distinguish between the original mortar and subsequent re-pointings.

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.**

4808.02 Identify, select and use various hand and mechanical tools for raking out old mortar to a minimum depth of 25 mm according to specifications

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

4808.03 Identify, select and use tools for cutting out joints under 5 mm thickness and protect arises from damage according to manufacturer’s instructions and contract/employers’ requirements.

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

4808.04 Remove dust using vaccum, and flush out joints to prepare for placement using water to ensure proper (damp) condition for repointing.

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

4808.05 Place mortar using custom-made or standard pointing tools, select to fit within the joint width and packing the joints from the back of the joint out to the face by consulting back pointing and finish pointing specifications for required technique.

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

4808.06 **Protect the finished joint** from direct sun, wind and rain and cure using dampened burlap, and a plastic cover if required by environmental conditions.

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

4809.0 Carry out Unit Stone Replacement or Dutchman Repairs

General Performance Objective

Carry out unit stone replacement or Dutchman repairs by selecting, dressing and finishing a matching stone, finishing bed faces, scribing replacement onto stone face, cutting cavity, installing pins, placing stone and final-finishing stone.

Performance Objectives

Skills

4809.01 Select a stone, ideally from a less public face of the building, or drill, split and dress a stone to cover the area of danger or decay which will be cut away, cut a piece of sufficient surface area to mask a regular, rectangular or square frame around the damage in accordance with restoration practice.

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.**

4809.02 Rub and finish all bed faces of the piece to ensure fine, true and uniform arises and dress the face of the new stone to match existing placement using techniques such as boasting, droving, fine picking, furrowing, bush hammering and face dressing in accordance with trade practice.

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

4809.03 Offer up the prepared replacement stone to the damaged area by lifting with nylon slings and use a sharp scribe to mark out the back of the piece onto the stone face.

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

4809.04 Cut out the scribed line with fire-sharp chisels ensuring that the edges of the cut are not plucked or spalled; drill and cut the remainder of the waste stone and leave a cavity slightly larger than the piece to be inserted by undercutting the two vertical beds and allowing a few millimetres at the back.

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

4809.05 Set in stainless steel threaded pins by drilling the back of the piece, grouting with an epoxy mortar and placing pins.

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

4809.06 Offer up the piece to the prepared cavity, mark the ends of the projecting pins with wax chalk to transfer the location mark to the back of the cavity and drill out the marked positions to receive the pins in accordance common trade procedures.

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

4809.07 Apply stone finish first, and set Dutchman flush. Complete the repair by filling the pin holes with specified mortar, easing the piece home and ensuring the pins locate [or, leaving the piece slightly proud of the finish line and tooling to match surrounding stone.], injecting cavities with specified injection mortar, and cleaning off any displaced mortar.

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

4810.0 Repair and Reset Brickwork or Stones

General Performance Objective

Repair and reset brickwork or stones including ashlar, rubble, caps, copings and cornices by confirming location for removal and/or replacement of stones or bricks, establishing cutting-out sequence, cutting out joints around each stone or brick, removing the stones or bricks to be replaced, breaking out smaller areas of stones or bricks, cleaning out decayed masonry up to the perimeter cut, dampening the prepared cavity and installing new, prepared stone or brick, placing restraint anchors, ensuring cavity at back of stone or brick is filled and cleaning face work in accordance with trade practice, restoration plans and safety legislation.

Performance Objectives

Skills

4810.01 Confirm location for removal and/or replacement of stones or bricks and record or document numbers, sizes, etc. as required against a drawing or schedule, and check stability and soundness of surrounding masonry.

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.**

4810.02 Establish cutting-out sequence ensuring that at no stage is there a danger from falling masonry, mark the staggered cutting sequence on the masonry stones and install temporary shoring as required.

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

4810.03 **Cut out joints around each stone or brick** to be removed with plugging chisels, or small electrical rotary or oscillating tools, taking care around the perimeter of the replacement zone to protect arises of the masonry units.

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

4810.04 **Remove the stones or bricks to be replaced,** by using a cutting wheel to cut back a minimum of 100mm on the bed or until finding sound masonry.

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

4810.05 **Clean out decayed masonry up to the perimeter cut** and clean prepared cavity to remove all dust and loose debris

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

4810.06 Dampen the prepared cavity and install new, prepared stone or brick onto a full bed of mortar, packing all joints; level without damage to arrises; ensure joints are level and continuous with existing joints, maintaining course height and joint patterns exactly as before.

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

4810.07 Place restraint anchors in prepared areas in the top bed of new masonry and dismantle back up masonry to receive anchors then pack and grout in position. When back up material is not masonry, fix in accordance with specifications.

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

4810.08 Ensure cavity at back of stone or brick is filled as work progresses and provide grout tubes at top of work area as necessary.

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

4810.09 **Clean face work** to remove all grout or mortar stains.

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

4811.0 Repair and Reset Terra Cotta Blocks

General Performance Objective

Repair and reset terracotta blocks by identifying their construction and method of fixing, assessing damage, making minor repairs, scribing out cracks and injecting cracks, cutting out mortar joints, lifting, storing, packing and loading blocks, cutting out metal fixings, re-bedding blocks, pointing up joints, and applying wax and lacquer to re-glaze surface in accordance with industry practice and restoration contract.

Performance Objectives

Skills

4811.01 Identify the construction of terra cotta blocks and the specific method for repair in accordance with industry practice.

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.**

4811.02 Make minor repairs using diamond tipped wheels, small electrical rotating or reciprocating tools, small chisels and hand tools to prepare damaged areas, and prepare and place matching plastic repair mortars, finishing to match the terra cotta face, according to specifications.

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

4811.03 Scribe out cracks and carry out injection repairs as specified in the restoration contract.

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

4811.04 Cut out mortar joints around damaged blocks with diamond tipped wheels and hand chisels, and remove deteriorated ferrous metal fixings, according to contract specifications.

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

4811.05 Lift off and store blocks using wood and foam spacers and cushions, and pack and load them for transport to terra cotta manufacturer for copying according to specifications.

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

4811.06 Place and secure stainless steel anchors in new block fillings according to contract specifications.

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

4811.07 Re-bed terracotta blocks, securing new anchors to wall core, and point up terracotta block joints to match original profiles as specified.

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

4811.08 Re-glaze damaged areas of surface in conformance with specifications.

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

4812.0 Repair Fractured Stones

General Performance Objective.

Repair fractured stones by identifying fractured stones, preparing for pinning by marking and drilling holes, carrying out surface drillings of large holes, preparing pins, plugging the fracture at the face, injecting the drillings with material, placing the pins, stripping masking material and cleaning up in accordance with job specifications.

Performance Objectives

Skills

4812.01 Identify fractured stones which may be repaired in situ by pinning and filling.

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.**

4812.02 Prepare for pinning by marking and drilling holes at appropriate angle and depth with suitably sized and tipped masonry drills to create minimum disturbance of the fractured zone, remove dust by flushing out all drillings and the crack with acetone placed through hollow needles or extension tubes from the base of the hole, according to specifications.

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

4812.03 **Carry out surface drillings of large holes** (over 10 mm) using diamond tipped core drills and take out and set aside a 10 mm long core for plugging the completed job, according to specifications.

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

4812.04 **Prepare pins for the job** by cutting to length, allowing for grout displacement, then numbering the pins and the holes as specified.

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

4812.05 **Plug the fracture at the face** with clay by applying latex coatings to protect against resin runs and installing any temporary packing or support for potential spalls as specified.

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

4812.06 **Place the pins in their correct holes**, clean off any grout escapes using water or solvent and protect from direct sun or rain during curing.

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

4812.07 **Place pin in position before installing epoxy** to avoid getting epoxy on stone face. Inject the drillings with specified material using hollow needles or pouring cups in accordance with job specifications.

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

4812.08 **Strip masking materials** from repair zone and fill the face of the fracture with specified matching mortar.

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

48123.09 Clean work site and surrounding areas affected.

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

4813.0 Repair Fractured Stones Without Pins

General Performance Objective.

Repair fractured stones without pins by identifying fractured stones, locating and drilling injection ports, cleaning out ports with acetone, sealing cracks around ports, injecting cracks with specified material, stripping off sealing material when set, applying surface coat to crack and cleaning work site in accordance with job specifications.

Performance Objectives

Skills

4813.01 Identify fractured stones which may be repaired in situ by grouting alone.

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.**

4813.02 Drill injection ports as required and clean out with acetone.

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

4813.03 Inject crack with specified grouting material after sealing cracks around ports with modelling clay or latex caulking and allow grouting to set.

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

4813.04 Strip off sealing material and apply a surface coat to crack using matching repair mortar as required by job specifications.

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

4813.05 Clean work site and surrounding areas affected.

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

4814.0 Prepare and Set Up Restored Masonry for Cleaning

General Performance Objective

Prepare and set up cleaning work by setting up trial cleaning projects, preparing building surfaces and scaffolds, setting up temporary drainage system, preparing the site, and checking and maintaining equipment in accordance with industry practice, manufacturers' instructions and OSHA .

Performance Objectives

Skills

4814.01 Set up trial cleaning projects, by marking out areas for different treatments on typical areas of soiling, establishing and protecting control areas excluded from the trial cleaning zone, recording all relevant data on the environment, conditions at the time of cleaning, methods, materials and times involved.

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.**

4814.02 Prepare building surfaces for cleaning by protecting openings, open joints and other points of entry for liquids or dust with plastic sheet, peelable latex, tape or gasket and protecting glass, paint, polished metal surfaces and all surfaces not to be cleaned in accordance with manufacturers' instructions and OSHA.

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

4814.03 Prepare scaffolding before cleaning by checking or installing adequately anchored sheeting, catchments and gutters, setting up temporary drainage system or method of collecting spent abrasive, chemicals, paint residues and debris, establishing daily routines to clean the scaffolding and remove all obstacles and impediments, according to manufacturer’s instructions and OHSA.

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

4814.04 Prepare the site before cleaning by establishing all correct on-site liaisons; siting and enclosing generators and compressors; routing safely all power, water and air lines; storing all chemicals and dry-storing abrasives; setting up notices warning of hazardous materials as per OHSA.

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

4814.05 Check and maintain all equipment related to cleaning operations on a daily basis according to manufacturer’s instructions and OHSA.

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

4815.0 Carry out Cleaning Program

General Performance Objective

Carry out cleaning program by assembling nebulous spray heads on site, cleaning softened deposits, determining spray periods, setting up timing device, water pump and oscillating fan according to specifications and manufacturer's instructions.

Performance Objectives

Skills

4815.01 Select, connect and assemble nebulous spray heads on site for maximum cleaning efficiency; clean and maintain nozzles, adjust spray patterns according to specifications and manufacturer's instructions.

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.**

4815.02 Clean softened deposits using bristle and phosphor bronze brushes and hand held carborundum blocks as specified.

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

4815.03 Determine optimum spray periods to achieve progressive softening without saturation in accordance with industry standards.

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

4815.04 Set up electrically controlled timing device to carry out intermittent washing according to manufacturer's instructions

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

4815.05 Set up water pump and oscillating fan for general overall softening of dirt, according to manufacturer's instructions.

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

4815.06 Set up water pump and select pressurized water sprayer for safe cleaning at low pressure and carry out preliminary and final cleaning, according to manufacturer's instructions, specifications and OHSA

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

4816.0 Carry out Chemical Cleaning Program

General Performance Objective

Carry out chemical cleaning program by pre-wetting surfaces, applying hydrofluoric acid, potassium hydroxide or sodium hydroxide based cleaners, removing acid and alkali cleaners, applying pre-cleaning packs and applying washes according to specifications, manufacturer's instructions, and OHSA.

Performance Objectives

Skills

4816.01 Carry out pre-wetting of surfaces to be cleaned chemically using low-pressure water lances (wand).

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.**

4816.02 Apply hydrofluoric-acid-based cleaner by brush, observing all safety procedures to protect self, others and vulnerable materials, and dilute proprietary cleaning products to reduce strength as directed in accordance with manufacturer's instructions and OHSA.

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

4816.03 Apply potassium or sodium hydroxide based cleaners by brush, observing all safety procedures to protect self, others and vulnerable materials and dilute proprietary cleaning products to reduce strength as directed in accordance with OHSA.

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

4816.04 Carry out removal of acid and alkali cleaners after minimum dwell times using low pressure washer and safely disposing of effluents including solids, according to OHSA.

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

4816.05 Apply neutral-pH cleaning-pack-base on EDTA and sodium and ammonium bicarbonate with surfactants and disinfectants in poultice body and cover with film, then remove with scrapers after minimum dwell times and dispose of waste, complete cleaning with low-pressure washer as specified in conformance with OHSA.

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

4816.06 **Apply proprietary cleaning packs** under film to remove paints, solvent based graffiti, oil, grease and metal stains in accordance with OHSA.

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

4816.07 **Apply a range of proprietary pre-cleaning and neutralising washes** as directed in conformance with OHSA

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

4817.0 Carry out Mechanical Cleaning Program

General Performance Objective

Carry out mechanical cleaning program by using appropriate media, tools and equipment, re-polishing ashlar surfaces and applying systems to remove paint and encrustations.

Performance Objectives

Skills

4817.01 Carry out small scale mechanical cleaning using electric-powered brushes and carborundum and diamond-tipped heads; carry out small scale cleaning with dental picks and scrapers, according to manufacturer's instructions 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.**

4817.02 Carry out small scale mechanical cleaning using compressed air pencils, select and clean using abrasives including glass beads, aluminum oxide powder and organic material such as crushed nutshell without damaging surfaces as specified and according to manufacturer's instructions and OSHA.

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

4817.03 Carry out cleaning with compressed air suction guns and nozzles by selecting appropriate gun and cleaning wet and dry with a variety of abrasives including copper slags, olivine, dolomite and sand without damaging surfaces as specified and according to manufacturer’s instructions and OSHA.

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

4817.04 Clean masonry surfaces with low pressure water including non-siliceous abrasive in the water without damaging surfaces.

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

4817.05 Finish smooth ashlar surfaces using flexible discs fed with water without damaging surfaces.

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

4817.06 Apply systems for removing paint from stone and brick surfaces in whole or in conjunction with chemical systems in conformance with OHSA.

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

4817.07 Apply systems for removing surface encrustations as a first-stage preparation for washing or chemical cleaning according to manufacturer's instructions and OHSA.

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

4818.0 Carry Out Surface Repairs to Masonry Units (New)

General Performance Objective

Carry out surface repairs to masonry units by installing proprietary mortars, plastic repair materials and surface treatments by following manufacturers' specifications.

Performance Objectives

Skills

4818.01 Install proprietary mortars

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.**

4818.02 Prepare by removing all loose and deteriorated masonry using manual or pneumatic tools; cut back to minimum depth as per specifications with no feather edges;

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

4818.03 Clean surface to be repaired as well as surrounding surface insuring all dust is removed; preparing surface by moistening surface with clean water surface to be glistening wet but not pooling before application (If pins or other anchors are required these must be prepared and installed these are not usually necessary on shallow repairs.);

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

4818.04 Mixing repair material as per manufacturers specifications; material should be thoroughly mixed and of a drier consistency that clumps into small balls in mixing container; taking a small amount of mixed material and in a separate container add water to make a paste like consistency,

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

4818.05 Ensuring that surface is still glistening wet, and apply paste on surface; only cover the amount that can quickly be covered with repair material; do not allow paste coat to dry out;

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

4818.06 Build out using drier mixer to beyond existing surface of stone; allow for initial set;

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

4818.07 Finish when the surface can be scraped away using a straight edge tool or other and the material does not stick to the tool and there is raspy noise when scraping then the surface can be smoothed out using existing surface to maintain new flat surface or profile shape;

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

4818.08 Cure according to manufacturers` specs usually misting several times per day for up to 72 hours; or, if this is not possible, then cover with plastic during prolonged period that misting is not occurring. Covering only with plastic is not sufficient.

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

4818.09 Install surface treatments

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

CAUTIONS For Plastic Repairs (patch repair mortars):

- Do not apply repair material in freezing or excessively hot temp. the ambient temp should be between 40° F- 90° F with average to low humidity.
- Do not add bonding agents
- Minimum thickness of repair is 5 mm or as per specifications.

C. Learning Outcomes:

Please refer to the *Apprenticeship In-school Curriculum Standard for Restoration Mason*.

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.

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

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	
Apprentice Name	
Training Agreement #	
Date (mm/dd/yy)	
Sponsor Name	
Address	
Telephone	
E-mail Address	

Summary of Training	
Employment Start Date	
Employment End Date	
Total hours of training & instruction between dates of employment.	
Skill Sets Completed	

As the Sponsor, I hereby confirm that the above information is true and accurate to the best of my knowledge.

Signature: _____ Date: (mm/dd/yy) _____

The Sponsor is required to sign-off and date the skills after the Apprentice has proven competence in those skills. However, if a skill is shaded, it is optional and does not need to be signed-off.

***If you need additional copies of the Sponsor Record, visit SkilledTradesOntario.ca and search Sponsor Record Form.**

Change of Sponsor Record #2

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

Summary of Training	
Employment Start Date	
Employment End Date	
Total hours of training & instruction between dates of employment.	
Skill Sets Completed	

As the Sponsor, I hereby confirm that the above information is true and accurate to the best of my knowledge.

Signature: _____ Date: (mm/dd/yy) _____

The Sponsor is required to sign-off and date the skills after the Apprentice has proven competence in those skills. However, if a skill is shaded, it is optional and does not need to be signed-off.

***If you need additional copies of the Sponsor Record, visit SkilledTradesOntario.ca and search Sponsor Record Form.**

Change of Sponsor Record #3

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

Summary of Training	
Employment Start Date	
Employment End Date	
Total hours of training & instruction between dates of employment.	
Skill Sets Completed	

As the Sponsor, I hereby confirm that the above information is true and accurate to the best of my knowledge.

Signature: _____ Date: (mm/dd/yy) _____

The Sponsor is required to sign-off and date the skills after the Apprentice has proven competence in those skills. However, if a skill is shaded, it is optional and does not need to be signed-off.

***If you need additional copies of the Sponsor Record, visit SkilledTradesOntario.ca and search Sponsor Record Form.**

Change of Sponsor Record #4

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

Summary of Training	
Employment Start Date	
Employment End Date	
Total hours of training & instruction between dates of employment.	
Skill Sets Completed	

As the Sponsor, I hereby confirm that the above information is true and accurate to the best of my knowledge.

Signature: _____ Date: (mm/dd/yy) _____

The Sponsor is required to sign-off and date the skills after the Apprentice has proven competence in those skills. However, if a skill is shaded, it is optional and does not need to be signed-off.

***If you need additional copies of the Sponsor Record, visit SkilledTradesOntario.ca and search Sponsor Record Form.**

Appendix A — Instructions for Apprenticeship Program Completion

Once an Apprentice has completed all the classroom training and benchmark on-the-job hours specified for the trade and has acquired all the mandatory skills included in this Logbook.

The Apprentice and the Sponsor complete the Apprentice Completion Form and the Skill Set Completion for Sponsors Form located on the following pages.

1. They sign the forms and submit them to their local Service Delivery Office. To find the closest office, check the contact information at ontario.ca/page/employment-ontario-apprenticeship-offices or call the Employment Ontario toll free number at (1-800-387-5656).
2. For All Trades: All mandatory skills (or the combination indicated in the completion requirements for the trade) in the Logbook must be signed-off. The recommended hours are a benchmark. If the Sponsor is completing the Apprentice before the industry recommended training hours are done, staff may request further information regarding the Apprentice's on-the-job training. An example of a request would be a letter from the Sponsor confirming the Apprentice worked for some time in the trade before the initial Training Agreement was registered, thereby acquiring some skills beforehand.

If Apprentices are submitting the completion request form and supporting documentation to their local Service Delivery Office by mail, fax, or email (as a scanned document), they should not include their Logbook; if they are presenting this form in person at the local Service Delivery Office, they should bring their Logbook with them.

After staff verifies all the information in the completion request, they may contact either the Apprentice or the Sponsor for further information or documentation. Once the completion has been confirmed, the local Service Delivery Office will issue a Certificate of Apprenticeship to the Apprentice.

Skilled Trades Ontario will receive notification of this completion.

- If the Apprentice has completed a program in a **compulsory trade**, Skilled Trades Ontario will automatically register the Apprentice for a Provisional Certificate of Qualification to continue to work legally for one year while preparing for the certification examination.
- If an Apprentice completes their apprenticeship in a **non-compulsory trade** and there is a Certificate of Qualification exam, they must write and pass the exam to receive a Certificate of Qualification from Skilled Trades Ontario.

For permission to schedule an exam once completion is confirmed, the individual must first contact the Skilled Trades Ontario Client Services Department at 647-847-3000 or toll free at 1-855-299-0028 to pay the certification examination fee. Once you have paid your exam fee with Skilled Trades Ontario, book your exam by contacting your nearest Employment Ontario local Service Delivery Office.

Appendix B — Apprentice Completion Form

Please fill out both sides of this form, including the Skill Set Completion for Sponsors (see back of form). Once both sides are completed, submit the form to your local Service Delivery Office (find contact information at ontario.ca/page/employment-ontario-apprenticeship-offices or by calling Employment Ontario at (1-800-387-5656).

Apprentice Information	
Name (print)	
Client ID # Issued by Ministry	
Telephone Number(s)	

Sponsor Information	
Legal Name	
Address	
Telephone Number(s)	
Sponsor's Signing Authority <i>(print name)</i>	
E-mail Address	

Program Information	
Trade Name	
Number of hours required as per Training Agreement <i>(hours-based trades only)</i>	
Hours completed? <i>(documentation attached)</i>	Yes () No () Not applicable ()
Classroom training completed or exempt?	Yes () No () Not applicable ()

I hereby confirm that the information submitted on both sides of this form is true and accurate.

X _____
Apprentice's Signature Date

X _____
Signature of Sponsor's Signing Authority Date

Appendix D — Local Service Delivery Offices in Ontario

For current office listings visit: ontario.ca/page/employment-Ontario-apprenticeship-offices

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

Competency Analysis Profile (CAP) Chart

<p>4800.0 Demonstrate Safe Working Practices and Procedures</p>	<p>4800.01 Identify and take corrective action against potential workplace health and safety hazards</p>	<p>4800.02 Handle, store and dispose of hazardous workplace materials</p>	<p>4800.03 Comply with workplace legislation relating to health and safety</p>	<p>4800.04 Wear and maintain personal protective equipment</p>	<p>4800.05 Practice good housekeeping in the workplace</p>
	<p>4800.06 Protect buildings, landscape and public from dust or spillage during</p>	<p>4800.07 Practice personal hygiene in the workplace</p>			
<p>4801.0 Prepare Work Site</p>	<p>4801.01 Plan work site layout</p>	<p>4801.02 Take delivery of materials</p>	<p>4801.03 Set up work area</p>	<p>4801.04 Communicate and consult with supervisor, technical advisor and other workers</p>	
<p>4802.0 Adapt Job Site Environment</p>	<p>4802.01 Cover or enclose work and supply areas</p>	<p>4802.02 Adjust work environment and work procedures for cold weather</p>	<p>4802.03 Adjust work environment and work procedures for hot weather</p>		
<p>4803.0 Inspect and Use Material Handling and Safety Equipment</p>	<p>4803.01 Select and inspect rigging equipment</p>	<p>4803.02 Position and employ rigging</p>	<p>4803.03 Select and inspect hoisting and lifting equipment</p>	<p>4803.04 Operate hoisting equipment</p>	<p>4803.05 Select, inspect and erect scaffold systems</p>

Competency Analysis Profile: Restoration Mason and 244H (all unshaded skill sets must be completed)

	<p>4803.06 Work on scaffolding and at heights</p>	<p>4803.07 Dismantle and store scaffold systems</p>			
<p>4804.0 Install Temporary Masonry Support Structures</p>	<p>4804.01 Select materials to build support structures</p>	<p>4804.02 Construct temporary masonry supports</p>	<p>4804.03 Install temporary masonry support structures</p>	<p>4804.04 Remove temporary masonry support structures</p>	
<p>4805.0 Clean and Disassemble Work Site</p>	<p>4805.01 Clean the Work Site</p>	<p>4805.02 Disassemble the Work Site</p>	<p>4805.03 Clean masonry surfaces</p>		
<p>4806.0 Use and Maintain Tools and Equipment</p>	<p>4806.01 Use And Maintain Restoration Mason's Hand Tools and Associated Equipment</p>	<p>4806.02 Use And Maintain Restoration Specific Electrical, Pneumatic</p>	<p>4806.03 Use and maintain measuring devices and layout equipment</p>		
<p>4807.0 Prepare Mortars</p>	<p>4807.01 Select Specified Mortars</p>	<p>4807.02 Prepare Graded Aggregates</p>	<p>4807.03 Prepare Mortars</p>	<p>4807.04 Prepare A Specified Palette of Mortars</p>	
<p>4808.0 Cut Out and Fill Joints In Ashlar, Rubble and Brickwork</p>	<p>4808.01 Examine the joints</p>	<p>4808.02 Identify, select and use various hand and mechanical tools</p>	<p>4808.03 Identify, select and use tools</p>	<p>4808.04 Remove dust using vacuum, and flush out joints</p>	<p>4808.05 Place mortar</p>

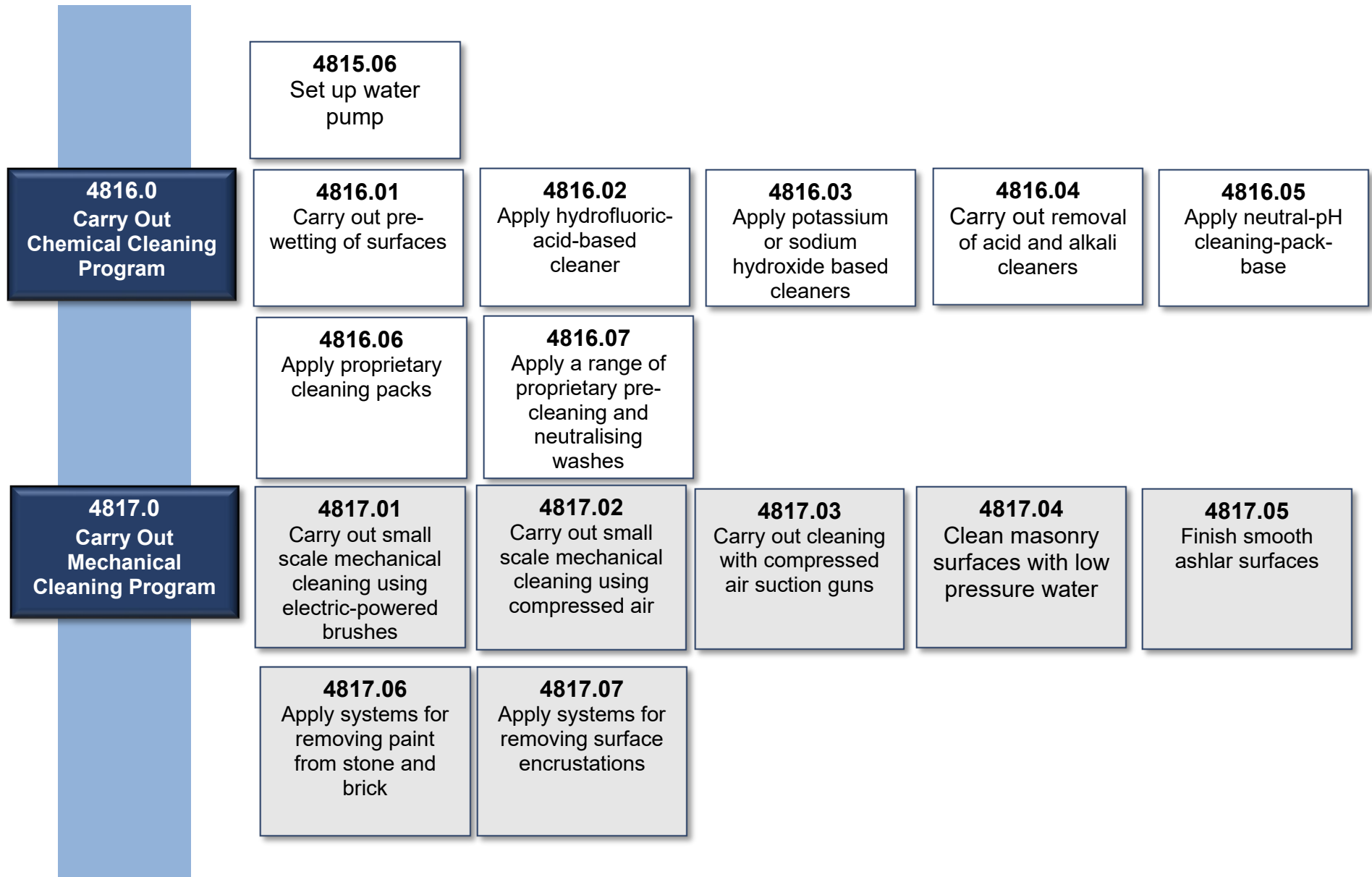
Competency Analysis Profile: Restoration Mason and 244H (all unshaded skill sets must be completed)

	<p>4808.06 Protect the finished joint</p>				
<p>4809.0 Carry Out Unit Stone Replacement or Dutchman Repairs</p>	<p>4809.01 Select a stone</p>	<p>4809.02 Rub and finish all bed faces of the piece</p>	<p>4809.03 Offer up the prepared replacement stone</p>	<p>4809.04 Cut out the scribed line</p>	<p>4809.05 Set in stainless steel threaded pins</p>
	<p>4809.06 Offer up the piece to the prepared cavity</p>	<p>4809.07 Apply stone finish first</p>			
<p>4810.0 Repair and Reset Brickwork Or Stones</p>	<p>4810.01 Confirm location for removal and/or replacement of stones or bricks</p>	<p>4810.02 Establish cutting-out sequence</p>	<p>4810.03 Cut out joints around each stone or brick</p>	<p>4810.04 Remove the stones or bricks to be replaced</p>	<p>4810.05 Clean out decayed masonry up to the perimeter cut</p>
	<p>4810.06 Dampen the prepared cavity and install new, prepared stone or brick</p>	<p>4810.07 Place restraint anchors</p>	<p>4810.08 Ensure cavity at back of stone or brick is filled</p>	<p>4810.09 Clean face work</p>	
<p>4811.0 Repair and Reset Terra Cotta Blocks</p>	<p>4811.01 Identify the construction of terra cotta blocks</p>	<p>4811.02 Make minor repairs</p>	<p>4811.03 Scribe out cracks and carry out injection repair</p>	<p>4811.04 Cut out mortar joints around damaged blocks</p>	<p>4811.05 Lift off and store blocks</p>

Competency Analysis Profile: Restoration Mason and 244H (all unshaded skill sets must be completed)

	<p>4811.06 Place and secure stainless steel anchors in new block fillings</p>	<p>4811.07 Re-bed terracotta blocks</p>	<p>4811.08 Re-glaze damaged areas of surface</p>		
<p>4812.0 Repair Fractured Stones</p>	<p>4812.01 Identify fractured stones</p>	<p>4812.02 Prepare for pinning</p>	<p>4812.03 Carry out surface drillings of large holes</p>	<p>4812.04 Prepare pins for the job</p>	<p>4812.05 Plug the fracture at the face</p>
	<p>4812.06 Place the pins in their correct holes</p>	<p>4812.07 Place pin in position before installing epoxy</p>	<p>4812.08 Strip masking materials</p>	<p>4812.09 Clean work site</p>	
<p>4813.0 Repair Fractured Stones Without Pins</p>	<p>4813.01 Identify fractured stones</p>	<p>4813.02 Drill injection ports</p>	<p>4813.03 Inject crack with specified grouting material</p>	<p>4813.04 Strip off sealing material and apply a surface coat to crack</p>	<p>4813.05 Clean work site</p>
<p>4814.0 Prepare and Set Up Restored Masonry for Cleaning</p>	<p>4814.01 Set up trial cleaning projects</p>	<p>4814.02 Prepare building surfaces for cleaning</p>	<p>4814.03 Prepare scaffolding before cleaning</p>	<p>4814.04 Prepare the site before cleaning</p>	<p>4814.05 Check and maintain all equipment related to cleaning</p>
<p>4815.0 Carry Out Cleaning Program</p>	<p>4815.01 Select, connect and assemble nebulous spray heads</p>	<p>4815.02 Clean softened deposits</p>	<p>4815.03 Determine optimum spray periods</p>	<p>4815.04 Set up electrically controlled timing device</p>	<p>4815.05 Set up water pump and oscillating fan</p>

Competency Analysis Profile: Restoration Mason and 244H (all unshaded skill sets must be completed)



4818.0
Carry Out Surface
Repairs to Masonry
Units (New)

4818.01
Install proprietary mortars

4818.02
Prepare by removing all loose and deteriorated masonry using manual

4818.03
Clean surface to be repaired as well as surrounding surface

4818.04
Mixing repair material as per manufacturers specifications; material

4818.05
Ensuring that surface is still glistening wet

4818.06
Build out using drier mixer

4818.07
Finish when the surface can be scraped awa

4818.08
Cure according to manufacturers' specs

4818.09
Install surface treatments

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



[SkilledTradesOntario.ca](https://www.SkilledTradesOntario.ca)