Trade qualifier readiness worksheet: hours and documents

For experienced workers thinking about challenging a certification exam: log your hours by employer and gather the documents your apprenticeship authority asks for. The authority decides if you qualify.

NAME _____ DATE _____

TRADE _____ PROVINCE OR TERRITORY _____

HOURS THE AUTHORITY ASKS FOR (OFFICIAL PAGE) _____ MY HOURS SO FAR _____

Employer	From	To	Hours	Tasks or scope of work	Reference (name, phone)

DOCUMENTS

- [ ] Letters from employers confirming hours and tasks
- [ ] Pay stubs or tax slips that back the dates
- [ ] Any certificates or course records
- [ ] Application form and fee from the official page
- [ ] Exam study plan booked

SOURCES (CHECKED 2026-11-27)

SkilledTradesBC's challenge page says a person with extensive experience in a trade may be able to challenge the certification exam as a trade qualifier, without going through an apprenticeship program. Hours, scope of work and references are set by that authority. Other provinces have their own process. https://skilledtradesbc.ca/challenge-certification-exam (checked 2026-11-27)
Apprenticeship Manitoba describes trade qualifiers as people who follow the trades qualification pathway to certification, rather than completing a full apprenticeship. Each province's authority sets its own process; Manitoba's page is one official example. https://www.manitoba.ca/apprenticeship/experienced-tradespersons/trade-qualifier.html (checked 2026-11-27)
Yukon says you may be able to challenge the journeyperson Certificate of Qualification exam without an apprenticeship if you have 1.5 times the work hours required for the trade (its example: 9,600 hours for a plumber, against 6,400 apprenticeship hours). The application fee is $15, non-refundable. https://yukon.ca/en/education-and-schools/apprentices-and-trades/apply-certify-journeyperson-designated-trade (checked 2026-11-27)
The same page says apprenticeship may still be the best option for an experienced person who feels unready for the certification exam, because it gives access to subsidized technical training first. https://nsapprenticeship.ca/tradespersons/trade-qualifiers-military (checked 2026-11-27)