



**Skilled  
Trades**  
Ontario

**Métiers  
spécialisés**  
Ontario

Apprenticeship  
Training Standard  
Logbook

**Architectural Glass and  
Metal Technician**

424A

2008

# 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.



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

Submit Application for Apprenticeship Training through the on-line portal or to local Service Delivery Office

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

Training agreement signed and registered by both apprentice and sponsor

Access your Apprenticeship Training Standard Logbook\*\*  
skilledtradesontario.ca/about-trades/trades-information

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

Complete on-the-job training

*Demonstrate and receive sign-off on the competencies/skills in your Apprenticeship Training Standard Logbook*

Complete in-school training

*Attend and complete the in-class training set out in the Curriculum Training Standard*

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

Review and finalize your logbook with your sponsor

Submit proof of apprenticeship completion via email, in-person or digital portal

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

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

Certificate of Apprenticeship is issued

Trades without examination

**CofA is the final step of the program**

Trades with examination (compulsory and non-compulsory trades)\*

Provisional Certificate of Qualification issued for a 12 month term

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

Make payment for your Certificate of Qualification examination

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

Schedule a date to write your Examination

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

Pass Certificate of Qualification examination

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

Certificate of Qualification is issued

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

Phase 2: Apprenticeship

Phase 3: Certification

\* 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](http://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](http://Skilled Trades Ontario.ca).

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*Maintained with transfer to Skilled Trades Ontario 2008 (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**

<b>Trade Specific Resource</b>	<b>Link</b>
Red Seal Program	<a href="http://red-seal.ca">red-seal.ca</a>
Apprenticeship in Ontario	<a href="http://ontario.ca/page/apprenticeship-ontario">ontario.ca/page/apprenticeship-ontario</a>
Employment Ontario	<a href="http://employmentontario.ca">employmentontario.ca</a>
Service Canada	<a href="http://servicecanada.gc.ca">servicecanada.gc.ca</a>
<i>Building Opportunities in the Skilled Trades Act, 2021</i>	<a href="http://ontario.ca">Building Opportunities in the Skilled Trades Act, 2021, S.O. 2021, c. 28 - Bill 288 (ontario.ca)</a>
Ministry of Labour, Immigration, Training and Skills Development	<a href="http://ontario.ca">Ministry of Labour, Immigration, Training and Skills Development   ontario.ca</a>
Exam Preparation Guide	<a href="http://ontario.ca">Exam Resources – Skilled Trades Ontario</a>
Skills Zone (Ontario Skills Passport)	<a href="http://www.skillszone.ca/">http://www.skillszone.ca/</a>

*\*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 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 Architectural Glass and Metal Technician 424A 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.

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](http://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/](https://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 Architectural Glass and Metal Technician is set out in section 11 of Ontario Regulation 875/21 under BOSTA and reads as follows:

**11.** The scope of practice for the trade of architectural glass and metal technician includes the following:

1. Laying out, fabricating, assembling and installing door and window frames, store fronts, wall facings, curtain walls, partitions, architectural glass fronts, auto glass and specialty glass, plastic and related products.
2. Cutting, fitting and installing glass in frames by means of seals, sealants and fasteners.
3. Installing window and door operators and related hardware.
4. Reading and interpreting designs, drawings, diagrams, specifications and manufacturers' literature relating to the work described in paragraphs 1, 2 and 3.

\*While the Logbook draws on the scope of practice regulation (Section 11 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 7280 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 720 hours of in-school training as the duration necessary for an Apprentice to complete the in-school curriculum for this program.

#### Total Training Hours

8000 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](http://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.” This trade 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 the trade of Architectural Glass and Metal Technician 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

## 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

**List of Trainers**

<b>Trainer's Name (Please Print)</b>	<b>Trainer's Signature</b>	<b>Date of start with Trainer (day/month/year)</b>

**1576.0 Practice Health and Safety**

**General Performance Objective**

**Practice Health & Safety** by complying with all safety legislation; reporting all hazards and accidents; wearing and maintaining personal protective equipment; apply correct body mechanics and apply basic first aid in accordance with safety legislation and company policies.

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**Performance Objective**

**Skills**

**1576.01 Comply with all safety regulations and legislation** under The Occupational Health and Safety Act (OHSA) and Workplace Hazardous Materials Information System (WHMIS) and carry out Construction Safety Association recommended procedures including Fall Protection when working.

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.**

**1576.02 Report all hazards** to co-workers and supervisors and accidents to supervisors, and complete all necessary paper work in accordance with company and WSIB requirements.

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

**1576.03      Wear and maintain personal protective equipment** including protection for head, eyes, ears, hands, feet and lungs in accordance with WHMIS requirements.

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

**1576.04      Apply correct body mechanics** when moving or lifting heavy loads to prevent injury in accordance with WSIB requirements.

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

**1576.05      Apply basic first aid** to self and others in emergency situations in accordance with WSIB Reg 1101 requirements

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

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**1577.0      Employ Trade Tools and Equipment**

**General Performance Objective**

**Employ trade tools and equipment** by using and maintaining trade-specific hand tools, power tools and associated equipment, confirming material and site dimensions using measuring instruments and devices; and selecting and using moving and positioning equipment so that tools and equipment are used for their intended purpose and are maintained at a standard of repair that is safe and functionally effective.

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**Performance Objective**

**Skills**

**1577.01      Use and maintain trade-specific hand tools and associated equipment,** including cutting, drilling, shaping, lifting, hammering and fastening tools such as drills, taps, reamers, glasscutters, hacksaws, clamps, snips, shears, hammers, mallets, wrenches, spanners, sockets, pliers, screwdrivers, files and carrying tools by determining the correct tool for the job, selecting the tool and required components, applying it to the job and repairing or replacing user-maintainable parts so that tools are used for their intended purpose and are maintained at a standard of repair that is safe and functionally effective.

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.**

**1577.02      Use and maintain electrical, pneumatic, hydraulic and explosive-actuated fastening tools, power tools and associated equipment** and supplies including drills, saws, routers, grinders, welding and cutting equipment, tap and screw guns and manual and power suction cups by identifying appropriate power supply sources, determining the correct tool and required components for the job, operating it, replacing consumables and repairing or replacing user maintainable parts so that tools are used for their intended purpose and are maintained at a standard of repair that is safe and functionally effective.

## Architectural Glass and Metal Technician

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

**1577.03**     **Confirm material and site dimensions** by using precision measuring instruments and checking devices, including rules, tapes, squares, straight edges, levelling devices (lasers and transits), water levels, and plumb bobs, to ensure that the size conforms to engineering drawing and job specifications.

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

**1577.04**     **Select and use moving and positioning equipment** such as dollies, case movers, slings and clamps in a safe and efficient manner.

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

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**1578.0 Use and Maintain Material Handling, Safety and Site Access Equipment**

**General Performance Objective**

**Use and maintain material handling and safety equipment** by selecting and inspecting rigging equipment; positioning, employing and identifying rigging for repair; selecting and inspecting hoisting equipment; operating hoisting equipment; selecting, inspecting and erecting scaffolding; working on scaffolding and at heights; dismantling and storing scaffolds and material handling equipment so that the rigging is appropriate to the job and is used and stored correctly, lifting and hoisting equipment is adequate for the job, the lift is correctly carried out and scaffolding is erected, used, dismantled and stored properly in accordance with employer=s procedures and CSA safety standards.

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**Performance Objective**

**Skills**

**1578.01 Select and inspect rigging equipment** by choosing appropriate equipment required for the specific lift including cable clamps, chain block hoists, chains, chokers, come-along, connectors, ropes, slings and tuggers; performing preoperational check of rigging through visual checks for defects including damaged links, frayed cables, cuts in slings, threads on shackles, and other physical defects and replacing or identifying for repair defective rigging so that rigging is correct for the job per Ontario regulation requirements and defective rigging is replaced or identified for repair in accordance with employer=s procedures and CSA safety 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.**

**1578.02**     **Position and employ rigging** by determining the weight, balance and size of workpiece 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 workpiece, and is stored correctly and in good repair in compliance with employer=s procedures, CSA safety standards, Ontario regulations and material handling guidelines.

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

**1578.03**     **Select and inspect hoisting and lifting equipment** by selecting equipment required including forklift, jib-crane, overhead hoist, 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 defective equipment so that the equipment is adequate for the job as per Ontario regulation requirements and defective hoisting and lifting equipment is identified for repair or replacement in accordance with CSA safety standards, Ontario regulations and manufacturer=s procedures.

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

**1578.04 Operate hoisting equipment** by moving and lifting workpieces using material handling tools and equipment; communicating with other workers using hand and voice signals and storing hoisting equipment so that correct lifting and moving procedures are used in appropriate weather conditions in accordance with employer=s procedures, manufacturer=s specifications, CSA safety standards or Ontario regulation requirements.

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

**1578.05 Select, inspect and erect scaffolding** by selecting scaffolding for the specific job; performing pre-use inspection by visually checking all of the components for defects and erects scaffolding ensuring it is sufficient for the task, has no visual defects, is placed on a firm footing in accordance with employer=s procedures, manufacturer=s specifications, CSA safety standards or Ontario regulation requirements.

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

**1578.06 Work on scaffolding, work platforms and at heights** by selecting and utilizing a fall protection system, wearing the appropriate fall protection equipment and following fall protection procedures as required by employer=s procedures, CSA safety standards and Ontario regulation requirements.

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

**1578.07 Dismantle and store scaffolding** by disassembling scaffolding and storing it correctly and in good repair as per employer procedures and/or Ontario regulation requirements.

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

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**1579.0 Prepare for On-Site Installation**

**General Performance Objective**

**Prepare for on-site installation** by setting up on-site requirements; liaising, communicating and sequencing work; organizing work requirements; loading, unloading and sorting materials; planning, preparing and scheduling activities; setting up and laying out grid and base lines; laying out, cutting, shaping and drilling materials and aligning, assembling and fastening components in accordance with job specifications, shop and architectural drawings and bulletins.

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**Performance Objective**

**Skills**

**1579.01 Set up on-site requirements** including electrical service, traffic management requirements, site safety and security, site locations and accessibility for auxiliary equipment, and job sequences and timing for coordinated site entry so that all requirements are accommodated on site in accordance with applicable regulations.

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.**

**1579.02**     **Liaise, communicate and sequence work** with other trades on job site so that communications are clear, concise and accurate.

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

**1579.03**     **Organize work requirements** by reading and interpreting specifications, shop, architectural drawings, structural drawings, diagrams and details to identify assembly and installation sequences and procedures.

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

**1579.04**     **Load, unload and sort materials** in preparation for assembly, installation and erection so that materials are securely stored and sorted into an arrangement that is efficient for locating and retrieving.

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

**1579.05 Plan, prepare and schedule activities** by preparing a list of the required labour force, equipment and materials to perform the work, locating and acquiring the needed resources and bringing them on-site in the order necessary to the building or installation process.

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

**1579.06 Set up and lay out grid and base lines** by using architectural and shop drawings and bench mark lines, employing transits or other measuring instruments and applying the right-angle (3-4-5) measuring technique so that lines are developed and positioned accurately.

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

**1579.07 Layout, cut, shape and drill flashing and components** to prepare for assembly in accordance with job specifications, shop and architectural drawings and bulletins.

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



**1579.08**     **Align, assemble and glue, tack or weld components to final assembly** prior to installation in accordance with job specifications, shop and architectural drawings and bulletins.

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

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**1580.0**     **Select and Install Fasteners**

**General Performance Objective**

**Select and install fasteners** including torque fasteners, mirror clips, "J" mouldings, shear blocks and expanding cements in accordance with shop drawings and industry and manufacturers' specifications.

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**Performance Objective**

**Skills**

**1580.01**     **Select and install or apply fasteners** such as nuts, bolts, dowels, screws, *Tapcons*, plugs, anchors and chemical adhesives, (such as, ultraviolet glue and epoxies) to assemble and install metal and glass partitions, walls, windows, showcases and specialty products in accordance with shop drawings and industry and manufacturers' 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.**

**1580.02**     **Select and install torque fasteners** in accordance with shop drawings and industry and manufacturers' specifications.

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

**1580.03**     **Select and install mirror clips and "J" mouldings** in accordance with shop drawings and industry and manufacturers' specifications.

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

**1580.04**     **Select and install shear blocks** to join window elements in accordance with shop drawings and industry and manufacturers' specifications.

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

**1580.05**     **Select and apply expanding cements** for applications in hollow wells, precast, railings, balustrades and floor closers in accordance with shop drawings, industry specifications and manufacturers' recommendations.

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

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**1581.0**     **Install Unitized and Stick Curtain Wall Systems**

**General Performance Objective**

**Install unitized and stick curtain wall systems** including cast-in anchors; vision and spandrel areas; seals, back pans and stone spandrels; flashing, pressure plates and caps; fire stops; specialty coverings; air and barrier systems; sunshade and louver systems and two/four sided structural glazing systems to maintain the rain screen principle and prevent harmonic vibration, as per manufacturers' recommendations and specifications.

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**Performance Objective**

**Skills**

**1581.01**     **Install cast-in anchors** using bench marks and gridlines to specifications and recommendations.

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.**

**1581.02**     **Install vision and spandrel area** including installation of mullion plugs on every second floor to prevent stacking action and air seals where required as per manufacturers' recommendations and specifications.

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

**1581.03**     **Install curtain wall seals, back pans, and terracotta/ granite/stone spandrels** as per manufacturers' recommendations and specifications.

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

**1581.04**     **Install flashings, pressure plates and caps**, ensuring proper water management and plate compression is achieved as per manufacturers' recommendations and specifications.

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

**1581.05**     **Install fire stops** as per manufacturers' recommendations and specifications.

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

**1581.06**     **Form and install specialty coverings** including cladding, brake shapes, flashings and column covers to manufacturers' recommendations and specifications.

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

**1581.07**     **Install air barrier systems** to ensure a complete seal between curtain wall and substrates, so that system passes the smoke and water tests as per manufacturers' recommendations and specifications.

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

**1581.08     Install sunshades/louver systems** in accordance with shop drawings.

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

**1581.09     Install two-sided and four-sided structural glazing systems** in accordance with shop drawings.

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

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**1582.0 Fabricate, Assemble and Install Windows**

**General Performance Objective**

**Fabricate , assemble and install aluminum, wood, fibreglass, and vinyl windows** by installing fixed lite, hopper, awning, casement, sliding, and hung windows; installing, fastening, blocking and adjusting windows; installing and adjusting operating hardware; cutting and installing screening; and measuring, cutting and installing sills and flashing in accordance with manufacturer’s specifications, shop drawings and the Ontario Building Code.

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**Performance Objective**

**Skills**

**1582.01 Install fixed lite, hopper, awning, casement, sliding, and hung windows**, including aluminum, wood, fibreglass, and vinyl types to manufacturing/ industrial 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.**

**1582.02 Install, fasten, block and adjust windows** in accordance with manufacturer’s specifications, shop drawings and the Ontario Building Code.

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

**1582.03**     **Install and adjust operating hardware** in accordance with manufacturer's specifications, shop drawings and the Ontario Building Code.

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

**1582.04**     **Cut and install screening** in accordance with manufacturer's specifications and shop drawings.

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

**1582.05**     **Measure, cut and install sills and flashing** in accordance with manufacturer's specifications, shop drawings and the Ontario Building Code.

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

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**1583.0 Install Glazing Systems**

**General Performance Objective**

**Install glazing systems** by preparing for installation; installing seals, gaskets, stopping and backer rods; installing wet/dry glazing systems; assembling and installing slope-glazing and suspended glass systems; and installing structural glazing gaskets in accordance with manufacturer's specifications, job requirements and industry standards.

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**Performance Objective**

**Skills**

**1583.01 Prepare for installation of glazing systems** by cleaning work for installation, installing shim tape, glazing compounds and setting blocks and applying internal and external caulking and beading ensuring the compatibility of materials with system.

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.**

**1583.02 Install seals, gaskets, stopping and backer rods** for glazing applications to prevent penetration of air, water, sound or fire and in accordance with manufacturer's specifications and applications requirements.

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

**1583.03**     **Install wet/dry glazing systems** by installing glass, retainers, and setting blocks, providing proper sealing and caulking for joints and tooling joints as required in accordance with job requirements and manufacturer’s specifications.

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

**1583.04**     **Assemble and install slope-glazing systems** ensuring continuity of water and air seals, to manufacturers’ specifications and industry standards

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

**1583.05**     **Assemble and install suspended glass systems**, including stabiliser fins, anchors and panel stiffeners by referring to shop drawings and selecting and installing patch fittings, spiderwall fittings, and fasteners in accordance with manufacturer’s installation and torquing specifications.

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

**1583.06**     **Install structural glazing gaskets**, including pre-cast opening, smoke baffle, and aluminum channel or middle fin types, being mindful of temperature restrictions in accordance with job requirements and manufacturer’s specifications.

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

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**1584.0**     **Cut, Shape and Install Glass**

**General Performance Objective**

**Cut, shape and install glass** including clear, ceramic, fire-rated, wire glass, laminated, select low "E" coated, patterned, leaded and tempered glass and finish glass by polishing, drilling and edging in accordance with industry specifications.

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**Performance Objective**

**Skills**

**1584.01**     **Cut, shape and install standard glass** including clear glass for general applications, patterned glass for decoration and privacy, leaded glass for x-ray applications and art glass including sand blasted and stained glass in accordance with industry 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.**

**1584.02**     **Cut, shape and install laminated and ceramic/ fire-rated/ wire glass** for safety, ultra violet and sound proofing applications in accordance with industry specifications.

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

**1584.03**     **Cut, shape and install hard and soft-coated glass** for heat absorption and control applications in accordance with industry specifications.

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

**1584.04**     **Select and install single glass and thermal units** in accordance with industry specifications.

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

**1584.05**     **Select and install tempered glass and laminated glass** for automotive and other safety applications in accordance with industry specifications.

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

**1584.06**     **Cut, shape and install mirrors**, using fasteners such as mirror clips, “J” mouldings, and mirror mastic in accordance with industry specifications.

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

**1584.07**     **Finish glass** by polishing, drilling and edging (flat, arris, bevelling, mitring, chamfering) in accordance with industry specifications.

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

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**1585.0 Install Seals, Gaskets and Caulking**

**General Performance Objective**

**Install seals, gaskets and caulking** by selecting and installing seals, gaskets, backing rods and caulking materials, applying glass primers and cleaners and installing systems seals such as expansion joints, air seals, weather seals, fire stops, bond breakers, self-adhesive membranes, and acoustical or structural sealants according to manufacturers' specifications.

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**Performance Objective**

**Skills**

**1585.01 Select and install seals and gaskets** compatible with glazing applications and to manufacturers' 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.**

**1585.02 Select and apply primers and cleaners**, including Xylol and Methyl Ethyl Ketone (MEK), prior to installation, ensuring all safety bulletins are adhered to and in accordance with manufacturers' recommendations.

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

**1585.03**     **Select and use sealing and caulking compounds** such as polysulphides (1 and 2 part), acrylics, butyls, silicones (1 and 2 part), urethanes and latex in accordance with manufacturers' recommendations.

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

**1585.04**     **Select and install backing rods** including open and closed cell, foam rubber, soft-cell and bond breakers in accordance with manufacturers' recommendations.

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

**1585.05**     **Install curtain wall and glazing system sealing** such as expansion joints, air seals, weather seals, fire stops, bond breakers, self-adhesive membranes, and acoustical or structural sealants to specifications and manufacturers' recommendations.

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

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**1586.0 Install Doors and Entranceways**

**General Performance Objective**

**Install doors and entranceways** such as swinging, sliding and folding aluminum and all-glass doors; manual and automatic sliding doors; air, electric and hydraulically-powered automatic doors; revolving doors and entrance systems in accordance with specifications and manufacturers' recommendations.

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**Performance Objective**

**Skills**

**1586.01 Install swinging, sliding and folding aluminum doors** in accordance with specifications and manufacturers' recommendations.

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.**

**1586.02 Install swinging, sliding and folding all-glass doors**, including top and bottom rail types including installation and adjustment of patch fittings, pivots, concealed closers and finger guards to specifications and manufacturers' recommendations.

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



**1586.03**     **Install and adjust manual and automatic sliding doors** including, single and multi-track, egress, patio, and inline to specifications and manufacturers' recommendations.

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

**1586.04**     **Install air, electric and hydraulically powered automatic doors** complete with motion activation mechanisms such as electric eye scanner, pressure floor mat and push button in accordance with specifications and manufacturers' recommendations.

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

**1586.05**     **Install and adjust revolving doors** to specifications and manufacturers' recommendations.

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

**1586.06**     **Glaze and block door and entranceway installations** in accordance with specifications and manufacturers' recommendations.

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

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**1587.0**     **Install Operating Hardware**

**General Performance Objective**

**Install operating hardware** including pivots and hinges; locks; panic hardware; door hardware; window and sash hardware and various fittings in accordance with specifications and manufacturers' recommendations.

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**Performance Objective**

**Skills**

**1587.01**     **Install pivots and hinges** including, offset, centre hung, butt, double-acting and piano types and ensure functionality of hardware in accordance with specifications and manufacturers' recommendations.

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.**

**1587.02**     **Install locks** including, latch, security, deadbolt, electric strike, flush bolt, passage set, thumb turn, panic and magnetic types and ensure functionality of hardware in accordance with specifications and manufacturers' recommendations.

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

**1587.03**     **Install panic hardware and push bars** and ensure functionality of hardware in accordance with specifications and manufacturers' recommendations.

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

**1587.04**     **Install door hardware** such as exposed and concealed door holders and door sweeps, shock absorbers, floor and wall stops, kick plates, thresholds and weather strips and ensure functionality of hardware in accordance with specifications and manufacturers' recommendations.

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

**1587.05**     **Install window and sash hardware** including winders, cam locks, *Anderberg* arms, latch locks, sash balances, chain-operated mechanisms, rotor-operated mechanisms and including remote-controlled and temperature-controlled types ensuring functionality of hardware in accordance with specifications and manufacturers' recommendations.

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

**1587.06**     **Install closers** including concealed overhead and floor types; overhead exposed; automatic pneumatic, hydraulic or electric; and bomber hinge types, ensuring functionality of hardware in accordance with specifications and manufacturers' recommendations.

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

**1587.07**     **Install removable and fixed astragals, buggy bumpers, finger guards and guardrails** ensuring functionality of hardware in accordance with specifications and manufacturers' recommendations.

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

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**1588.0 Install Glazing Film**

**General Performance Objective**

**Install glazing films** including those for patching, solar control, security and sand blasting by inspecting the glazing system, cleaning it, installing films, seaming films, carrying out quality control and cleaning film surface in accordance with manufacturer's written instructions and approved shop drawings.

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**Performance Objective**

**Skills**

**1588.01 Inspect glazing system** to verify that existing conditions are adequate for proper application and performance of glazing films including examination of glass and frames, verification that glass is not cracked, chipped, broken, or damaged and that frames are securely anchored and free of defects.

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.**

**1588.02 Prepare glazing system** for film application by cleaning glass of dust, dirt, paint, oil, grease, mildew, mould, and other contaminants that would inhibit adhesion of glazing films by thoroughly washing glass with neutral cleaning solution and protecting adjacent surfaces.

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

**1588.03**     **Install glazing films** such as glass patch, aesthetic films, solar control films, security films and sandblast film by ensuring that surface temperature is less than 40° F or 4° C, accurately cutting film with straight edges to required sizes, removing release liner immediately prior to adhering film to glass, applying film using solution to activate adhesive and avoiding air bubbles, wrinkles or other defects in accordance with manufacturer's written instructions and approved shop drawings.

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

**1588.04**     **Seam film** as required to accommodate material sizes by forming seams vertically without overlaps or gaps, and not installing with horizontal seams in accordance with manufacturer's written instructions and approved shop drawings.

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

**1588.05**     **Carry out field quality control** by inspecting film against light-coloured background from approximately 10 feet to ensure appearance is uniform without streaks, bands, thin spots, and pinholes. Remove and replace film with defects.

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

**1588.06**     **Clean film surfaces** and adjacent frames with soft cloth, clean water, and detergent, remove excess sealants and other glazing materials from adjacent finished surfaces and remove labels and protective covers as recommended by film manufacturer.

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

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## 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.

### Journeyman

Journeyman means an individual who holds a certificate of qualification (in a compulsory or non-compulsory trade) and/or an individual who practices as a journeyman 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.

### Red Seal Program

The Interprovincial Standards Red Seal Program (also known as the Red Seal Program) was established more than 50 years ago to provide greater mobility across Canada for skilled workers and represents a standard of excellence for industry. Through the program, individuals are able to obtain a Red Seal endorsement on their provincial/territorial certificates by achieving 70% or higher on an interprovincial Red Seal examination.

The Interprovincial Standards Red Seal Program acknowledges their competence and ensures recognition of their certification throughout Canada without further examination. There are currently over 50 Red Seal designated trades. **The Red Seal Program is recognized as the interprovincial *standard of excellence* in the skilled trades.** The Interprovincial Standards Red Seal Program is a partnership between the Government of Canada, the Provinces, the Territories and various stakeholders.

### 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 Journeyman 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](http://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 Record #1**

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

Summary of Training	
<b>Employment Start Date</b>	
<b>Employment End Date</b>	
<b>Total hours of training &amp; instruction between dates of employment.</b>	
<b>Skill Sets Completed</b>	

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](http://SkilledTradesOntario.ca) and search Sponsor Record Form.**

**Change of Sponsor Record #2**

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

Summary of Training	
<b>Employment Start Date</b>	
<b>Employment End Date</b>	
<b>Total hours of training &amp; instruction between dates of employment.</b>	
<b>Skill Sets Completed</b>	

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](http://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](http://SkilledTradesOntario.ca) and search Sponsor Record Form.**

**Change of Sponsor Record #4**

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

<b>Summary of Training</b>	
<b>Employment Start Date</b>	
<b>Employment End Date</b>	
<b>Total hours of training &amp; instruction between dates of employment.</b>	
<b>Skill Sets Completed</b>	

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](http://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](http://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](http://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 C — Skill Set Completion for Sponsors

You will find the skill set numbers and titles in the Logbook's Table of Contents. By signing off each skill set in the table below, you are providing final confirmation, as the Apprentice's Sponsor, that the Apprentice has demonstrated competency in all the mandatory skills included in the skill set.

Skill Set #	Skill Set Title	Signing Authority Signature
1576.0	Practice Health and Safety	
1577.0	Employ Trade Tools and Equipment	
1578.0	Use and Maintain Material Handling, Safety and Site Access Equipment	
1579.0	Prepare for On-Site Installation	
1580.0	Select and Install Fasteners	
1581.0	Install Unitized and Stick Curtain Wall Systems	
1582.0	Fabricate, Assemble and Install Windows	
1583.0	Install Glazing Systems	
1584.0	Cut, Shape and Install Glass	
1585.0	Install Seals, Gaskets and Caulking	
1586.0	Install Doors and Entranceways	
1587.0	Install Operating Hardware	
1588.0	Install Glazing Film	

**Ministry of Labour, Immigration, Training and Skills Development use only:**

Sponsor verified as most recent sponsor of record: Yes ( ) No ( )

Documentation to support completion of hours attached: Yes ( ) No ( )

Completion of classroom training verified: Yes ( ) No ( )

Staff Name \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_

## Appendix D — Local Service Delivery Offices in Ontario

For current office listings visit: [ontario.ca/page/employment-Ontario-apprenticeship-offices](http://ontario.ca/page/employment-Ontario-apprenticeship-offices)

Location	Contact	Location	Contact
<b>Barrie</b> 705-737-1431	55 Cedar Pointe Dr Unit 609, Barrie, ON L4N 5R7	<b>Marathon</b> 807-346-1550	52 Peninsula Road, Suite 103 Marathon, Ontario, P0T 2E0
<b>Belleville</b> 613-968-5558 1-800-953-6885	135 North Front St, Belleville, ON K8P 3B5	<b>Markham</b> 905-513-2695	140 Allstate Parkway, Suite 505, Markham, Ontario L3R 5Y8
<b>Brantford</b> 519-756-5197	505 Park Rd North Suite 201, Brantford, ON N3R 7K8	<b>North Bay</b> 705-495-8515 1-800-236-0744	200 First Ave West, North Bay, ON P1B 3B9
<b>Chatham</b> 519-354-2766 1-800-214-8284	870 Richmond St West 1st Floor, Chatham, ON N7M 5J5	<b>Ottawa</b> 613-731-7100 1-877-221-1220	Preston Square, 347 Preston Street, Suite 310, Ottawa, ON K1S 3H8
<b>Cornwall</b> 613-938-9702 1-877-668-6604	132 Second St East Ste 202, Cornwall, ON K6H 1Y4	<b>Owen Sound</b> 519-376-5790 1-800-838-9468	1450 1st Ave West, Suite 100, Owen Sound, ON N4K 6W2
<b>Dryden</b> 807-456-2665 1-800-734-9572	Provincial Government Building, 479 Government St, Dryden, ON P8N 3K9	<b>Peel</b> 905-279-7333 1-800-736-5520	The Emerald Centre, 10 Kingsbridge Garden Circle, Suite 404, Mississauga, ON L5R 3K6
<b>Durham</b> 905-433-0595 1-800-461-4608	78 Richmond Street West, Oshawa, ON L1G 1E1	<b>Pembroke</b> 613-735-3911 1-800-807-0227	615 Pembroke St East, Pembroke, ON K8A 3L7
<b>Elliot Lake</b> 1-800-236-8817	50 Hillside Dr North, Elliot Lake, ON P5A 1X4	<b>Peterborough</b> 705-745-1918 1-877-433-6555	901 Lansdowne St West, Peterborough, ON K9J 1Z5
<b>Fort Frances</b> 807-274-8634	922 Scott St 2nd Flr, Fort Frances, ON P9A 1J4	<b>Sarnia</b> 519-542-7705 1-800-363-8453	Bayside Mall, 150 Christina St North, Sarnia, ON N7T 7W5
<b>Geraldton</b> 807-854-1966	208 Beamish Avenue West Geraldton, Ontario P0T 1M0	<b>Sault Ste. Marie</b> 705-945-6815 1-800-236-8817	477 Queen St East 4th Flr, Sault Ste Marie, ON P6A 1Z5
<b>Halton</b> 905-842-5105 1-844-901-5105	700 Dorval Dr., Suite 201, Oakville, ON L6K 3V3	<b>St Catharines</b> 905-704-2991 1-800-263-4475	Garden City Tower, 301 St Paul St East, 10th Flr, St Catharines, ON L2R 7R4
<b>Hamilton</b> 905-521-7764 1-800-668-4479	Ellen Fairclough Bldg, 119 King St West 8th Flr, Hamilton, ON L8P 4Y7	<b>Sudbury</b> 705-564-3030 1-800-603-5999	159 Cedar St Ste 506, Sudbury, ON P3E 6A5
<b>Kapuskasing</b> 705-465-5785 705-235-1950	Ontario Government Complex, 122 Government Rd West, Kapuskasing, ON P5N 2X8	<b>Thunder Bay</b> 807-346-1550 1-800-439-5493	189 Red River Rd Suite 103, Thunder Bay, ON P7B 1A2
<b>Kenora</b> 807-468-2879 1-800-734-9572	227 1/2 Second St South, Kenora, ON P9N 1G4	<b>Timmins</b> 705-235-1950 1-877-275-5139	Ontario Government Complex, 5520 Highway 101 East Wing B, South Porcupine, ON P0N 1H0
<b>Kingston</b> 613-548-1151 1-866-973-4043	Alliance Business Centre, 299 Concession St Ste 201, Kingston, ON K7K 2B9	<b>Toronto Centre</b> 416-927-7366 1-800-387-5656	2 St Clair West, 11 <sup>th</sup> floor Toronto, ON M4A 1L5
<b>Kitchener</b> 519-653-5758 1-866-877-0099	4275 King St East, Kitchener, ON N2P 2E9	<b>Toronto South</b> 416-326-5800	625 Church St 1st Fl, Toronto, ON M7A 2B5
<b>London</b> 519-675-7788 1-800-265-1050	1200 Commissioners Rd E, Unit 72, London, ON N5Z 4R3	<b>Windsor</b> 519-973-1441	Roundhouse Centre, 3155 Howard Ave 2nd Fl, Suite 200, Windsor, ON N8X 4Y8

**Competency Analysis Profile (CAP) Chart**

<p><b>1576.0</b> Practice Health and Safety</p>	<p><b>1576.01</b> Comply with all safety regulations and legislation</p>	<p><b>1576.02</b> Report all hazards</p>	<p><b>1576.03</b> Wear and maintain personal protective equipment</p>	<p><b>1576.04</b> Apply correct body mechanics</p>	<p><b>1576.05</b> Apply basic first aid</p>
<p><b>1577.0</b> Employ Trade Tools and Equipment</p>	<p><b>1577.01</b> Use and maintain trade-specific hand tools and associated equipment</p>	<p><b>1577.02</b> Use and maintain electrical, pneumatic, hydraulic and explosive-actuated fastening tools, power tools and associated equipment</p>	<p><b>1577.03</b> Confirm material and site dimensions</p>	<p><b>1577.04</b> Select and use moving and positioning equipment</p>	
<p><b>1578.0</b> Use and Maintain Material Handling, Safety and Site Access Equipment</p>	<p><b>1578.01</b> Select and inspect rigging equipment</p>	<p><b>1578.02</b> Position and employ rigging</p>	<p><b>1578.03</b> Select and inspect hoisting and lifting equipment</p>	<p><b>1578.04</b> Operate hoisting equipment</p>	<p><b>1578.05</b> Select, inspect and erect scaffolding</p>
	<p><b>1578.06</b> Work on scaffolding, work platforms and at heights</p>	<p><b>1578.07</b> Dismantle and store scaffolding</p>			

**Competency Analysis Profile: Architectural Glass and Metal Technician 424A** *(all unshaded skill sets must be completed)*

<b>1579.0</b> <b>Prepare for On-Site Installation</b>	<b>1579.01</b> Set up on site requirements	<b>1579.02</b> Liaise, communicate and sequence work	<b>1579.03</b> Organize work requirements	<b>1579.04</b> Load, unload and sort materials	<b>1579.05</b> Plan, prepare and schedule activities
	<b>1579.06</b> Set up and lay out grid and base lines	<b>1579.07</b> Lay out, cut, shape and drill flashing and components	<b>1579.08</b> Align, assemble and glue, tack or weld components to final assembly		
<b>1580.0</b> <b>Select and Install Fasteners</b>	<b>1580.01</b> Select and install or apply fasteners	<b>1580.02</b> Select and install torque fasteners	<b>1580.03</b> Select and install mirror clips and "J" mouldings	<b>1580.04</b> Select and install shear blocks	<b>1580.05</b> Select and apply expanding cements
<b>1581.0</b> <b>Install Unitized and Stick Curtain Wall Systems</b>	<b>1581.01</b> Install cast-in anchors	<b>1581.02</b> Install vision and spandrel area	<b>1581.03</b> Install curtain wall seals, back pans and terra cotta/ granite/ stone spandrels	<b>1581.04</b> Install flashings, pressure plates and caps	<b>1581.05</b> Install fire stops
	<b>1581.06</b> Form and install specialty coverings	<b>1581.07</b> Install air barrier systems	<b>1581.08</b> Install sunshades/ louvers systems	<b>1581.09</b> Install two-sided and four-sided structural glazing systems	

**Competency Analysis Profile: Architectural Glass and Metal Technician 424A** *(all unshaded skill sets must be completed)*

<p><b>1582.0</b> Fabricate, Assemble and Install Windows</p>	<p><b>1582.01</b> Install fixed lite, hopper, awning, casement, sliding, and hung windows</p>	<p><b>1582.02</b> Install, fasten, block and adjust windows</p>	<p><b>1582.03</b> Install and adjust operating hardware</p>	<p><b>1582.04</b> Cut and install screening</p>	<p><b>1582.05</b> Measure, cut and install sills and flashings</p>
<p><b>1583.0</b> Install Glazing Systems</p>	<p><b>1583.01</b> Prepare for installation of glazing systems</p>	<p><b>1583.02</b> Install seals, gaskets, stopping and backer rods</p>	<p><b>1583.03</b> Install wet/dry glazing systems</p>	<p><b>1583.04</b> Assemble and install slope-glazing systems</p>	<p><b>1583.05</b> Assemble and install suspended glass systems</p>
	<p><b>1583.06</b> Install structural glazing gaskets</p>				
<p><b>1584.0</b> Cut, Shape and Install Glass</p>	<p><b>1584.01</b> Cut shape and install standard glass</p>	<p><b>1584.02</b> Cut shape and install laminated and ceramic/ fire-rated/ wire glass</p>	<p><b>1584.03</b> Cut shape and install hard and soft-coated glass</p>	<p><b>1584.04</b> Select and install single glass and thermal units</p>	<p><b>1584.05</b> Select and install tempered glass and laminated glass</p>
	<p><b>1584.06</b> Cut, shape and install mirrors</p>	<p><b>1584.07</b> Finish glass</p>			

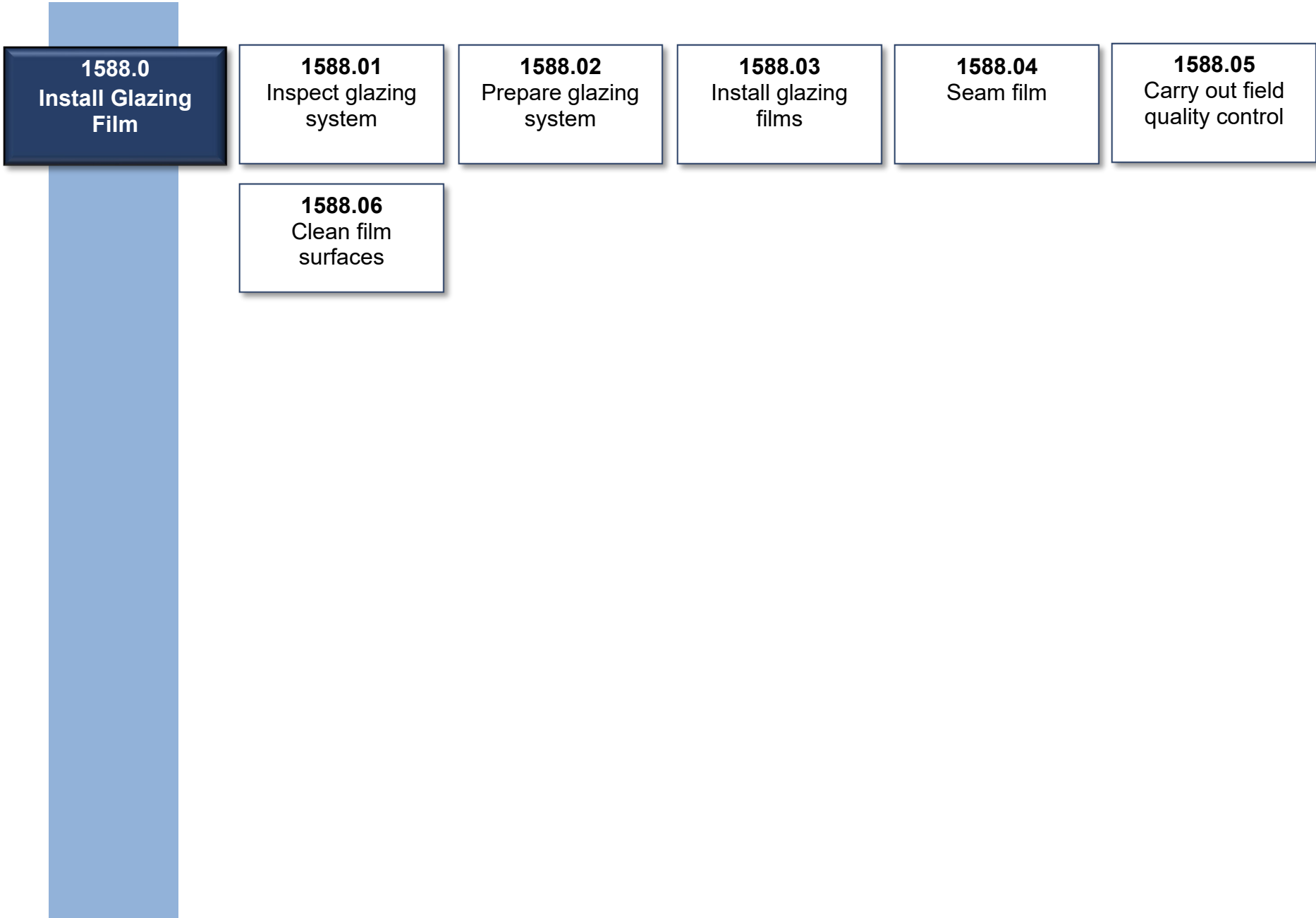
**Competency Analysis Profile: Architectural Glass and Metal Technician 424A** *(all unshaded skill sets must be completed)*

<p><b>1585.0</b> Install Seals, Gaskets and Caulking</p>	<p><b>1585.01</b> Select and install seals and gaskets</p>	<p><b>1585.02</b> Select and apply primers and cleaners</p>	<p><b>1585.03</b> Select and use sealing and caulking compounds</p>	<p><b>1585.04</b> Select and install backing rods</p>	<p><b>1585.05</b> Install curtain wall and glazing system sealing</p>
<p><b>1586.0</b> Install Doors and Entrance Ways</p>	<p><b>1586.01</b> Install swinging, sliding and folding aluminum doors</p>	<p><b>1586.02</b> Install swinging, sliding and folding all-glass doors</p>	<p><b>1586.03</b> Install and adjust manual and automatic sliding doors</p>	<p><b>1586.04</b> Install air, electric and hydraulically powered automatic doors</p>	<p><b>1586.05</b> Install and adjust revolving doors</p>
	<p><b>1586.06</b> Glaze and block door and entranceway installations</p>				
<p><b>1587.0</b> Install Operating Hardware</p>	<p><b>1587.01</b> Install pivots and hinges</p>	<p><b>1587.02</b> Install locks</p>	<p><b>1587.03</b> Install panic hardware and push bars</p>	<p><b>1587.04</b> Install door hardware</p>	<p><b>1587.05</b> Install window and sash hardware</p>
	<p><b>1587.06</b> Install closers</p>	<p><b>1587.07</b> Install removable and fixed astragals, buggy bumpers, finger guards and guardrails</p>			



**Competency Analysis Profile: Architectural Glass and Metal Technician 424A** *(all unshaded skill sets must be completed)*

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# 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](http://red-seal.ca)



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Glazier