



**Skilled  
Trades**  
Ontario

**Métiers  
spécialisés**  
Ontario

Apprenticeship  
Training Standard  
Logbook

**Auto Body and  
Collision Damage  
Repairer**

310B

2015

# 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 2015 (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 journeyman/apprentice ratio for your trade, if applicable.
- To monitor their apprentice(s) progress
- To ensure that the Trainer(s) verifies, in writing, when each skill identified in the Logbook for the trade has been successfully completed by the Apprentice;
- To contact the Ministry should any changes in your capacity to train, your contact information, or your apprentice's status in the program change.



## Trade Specific Resources and Links

Trade Specific Resource	Link
Red Seal Program	<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 Auto Body and Collision Damage Repairer 310B 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.

### **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 Auto Body and Collision Damage Repairer is set out in section 13 of Ontario Regulation 875/21 under BOSTA and reads as follows:

**13.** The scope of practice for the trade of auto body and collision damage repairer includes engaging in the repair of motor vehicles, motor coaches, trucks or truck-trailers by doing any of the following:

1. Repairing, reshaping, refitting and welding breaks in body panels, fenders and skirtings.
2. Shrinking or stretching metal panels by heat treatment.
3. Removing or replacing electrical, electronic and vacuum components.
4. Repairing, removing or replacing wiring harnesses, air-conditioning systems and water pumps.
5. Straightening and aligning frames and unibody assemblies.
6. Removing, replacing or adjusting steering and suspension components.
7. Aligning wheels.

\*While the Logbook draws on the scope of practice regulation (Section 13 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**

### **Industry Recommended Ratios:**

While some of the trades regulated under BOSTA are subject to Journeyman to Apprentice ratios set out in regulation, this trade is not one of them. Instead, **industry has recommended a Journeyman to Apprentice ratio guideline of 1 Journeyman (or individual who is deemed equivalent to a journeyman) to 1 Apprentice** as the ratio necessary for an Apprentice to be properly trained on the job in this program.

### 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 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 Auto Body and Collision Damage Repairer 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





**U9021.0      Protect Self and Others**

**General Performance Objective**

Comply with occupational health and safety procedures by identifying potential workplace health and safety hazards; handling, storing, and disposing of hazardous materials; wearing and maintaining personal protective equipment; complying with workplace-related legislation; interpreting and applying service-related information; practising good housekeeping in the workplace; complying with the *Environmental Protection Act* and Workplace Hazardous Materials Information System (WHMIS) guidelines, according to the *Occupational Health and Safety Act*, manufacturers' specifications, recommendations, safety requirements, and government regulations.

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**Skills**

**U9021.01      Identify workplace environmental, health, and safety hazards**, including excessive exhaust and explosive fumes, gas and alternate fuels, paint, primer, epoxy, urethanes, fillers and dust fumes, sand blasting, sound levels, undeployed air bags, sensors, welding fumes, and electrical and mechanical hazards (i.e., damaged or faulty air lines or inadequate ventilation), use and knowledge of fire suppression equipment so that the potential for personal injury and damage to equipment, vehicles, and the environment are minimized, according to manufacturers' recommendations, specifications, safety requirements, and government regulations.

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

**\* For a compulsory trade, a Trainer must hold a certificate of Qualification in that trade as per section 10(1) of BOSTA and be registered with Skilled Trades Ontario.**

**U9021.02 Take preventative action against workplace environmental, health, and safety hazards**, including excessive exhaust and explosive fumes, gas and alternate fuels, paint, primer, epoxy, urethanes, fillers and dust fumes, sand blasting, sound levels, undeployed air bags, sensors, welding fumes, and electrical and mechanical hazards (i.e., damaged or faulty air lines or inadequate ventilation), use and knowledge of fire suppression equipment so that the potential for personal injury and damage to equipment, vehicles, and the environment are minimized, according to manufacturers' recommendations, specifications, safety requirements, and government regulations.

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

**U9021.03 Handle, store, and recycle hazardous workplace materials**, including paint and primer materials, hardeners, solvents, antifreeze, new and used lubricants and fluids, brake and filler dust, battery acid, Freon, gases, undeployed air bags, and welding tanks, by using personal protective equipment and specified handling, storage, and recycling procedures, so that individuals are protected from injury and the environment from contamination, and safety procedures are followed, according to manufacturers' recommendations, specifications, safety requirements, and government regulations.

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

**U9021.04**    **Wear and maintain personal protective equipment (PPE)**, including eye, ear, hand, respiratory, body, and foot protection, ensuring that the fit is correct and optimum protection is provided to the wearer for the specific task performed, according to *Occupational Health and Safety Act*, manufacturers' recommendations, specifications, safety requirements, and government regulations.

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

**U9021.05**    **Comply with workplace-related legislation relating to occupational health, safety, environmental protection, and business and trade practices**, including the *Occupational Health and Safety Act, Motor Vehicle Repair Act, Highway Traffic Act, and Environmental Protection Act*, by identifying the personal and legal liabilities of technicians and the employer when performing work estimates, repairing or replacing damaged parts, conducting vehicle safety and structural inspections, and conducting road testing, according to manufacturers' recommendations, specifications, safety requirements, and government regulations.

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

**U9021.06 Interpret and apply service-related safety information**, including service bulletins, manuals, and parts catalogues, by accessing computerized service information systems, so that service or repair is performed according to manufacturers' recommendations, specifications, safety requirements, and government regulations.

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

**U9021.07 Practice good housekeeping in the workplace by applying fire hazard prevention methods**, including maintaining a clean and orderly work area; identifying, removing, and disposing of potential fire hazards; cleaning up grease, oil spills, and fluids; ensuring work area is free of obstructions; and safely using, storing, and maintaining tools and equipment to minimize accident or injury to self and others, according to manufacturers' recommendations, specifications, safety requirements, and government regulations.

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

**U9021.08 Comply with Workplace Hazardous Materials Information System (WHMIS) guidelines**, by reading and interpreting labels and Material Safety Data Sheets (MSDS) and ensuring training in WHMIS regulations and practices, according to the *Occupational Health and Safety Act*, and manufacturers' recommendations, specifications, safety requirements, and government regulations.

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

**U9022.0 Detail Interior and Exterior Vehicle Body and Components**

**General Performance Objective**

Detail the interior and exterior vehicle body and components by performing a visual inspection and diagnosing and verifying the detailing performance according to manufacturers' recommendations, specifications, safety requirements, and government regulations.

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**Skills**

**U9022.01 Perform a visual inspection of the condition of interior and exterior vehicle body and components**, including trim, upholstery, carpet, trunk and engine compartment, exterior trim, wheels, stripes, decals, mouldings and glass, paint finish, underbody, and fasteners and mounting locations, by checking for staining, discolouration, mould growth, bacteria and other biological substances, dirt, glass fragments, odours, overspray, undercoating, paint imperfections, chemical discoloration, rail dust, environmental contamination, and loose, damaged, and missing components, according to manufacturers' recommendations, specifications, safety requirements, and government regulations.

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

**\* For a compulsory trade, a Trainer must hold a certificate of Qualification in that trade as per section 10(1) of BOSTA and be registered with Skilled Trades Ontario.**

**U9022.02 Diagnose the condition of interior and exterior vehicle body and components**, including trim, upholstery, carpet, trunk and engine compartment, exterior trim, wheels, stripes, decals, mouldings and glass, paint finish, underbody, and fasteners and mounting locations, by visually inspecting, testing, and analysing performance and function; checking for types of stains, discolouration, mould growth, bacteria and biological substances, odours chemical and environmental contamination, and loose, damaged, and missing components; and using magnifying devices, lights, wipes, and chemical agents, according to manufacturers' recommendations, specifications, safety requirements, and government regulations.

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

**U9022.03 Perform detailing of interior and exterior vehicle body and components**, including trim, upholstery, carpet, trunk and engine compartment, exterior trim, wheels, stripes, decals, mouldings and glass, paint finish, underbody, and fasteners and mounting locations, by vacuuming, shampooing, and stain removing; disinfecting, deodorizing, buffing, and washing; and using chemical agents, air, hand, power and specialized tools and equipment, according to manufacturers' recommendations, specifications, safety requirements, and government regulations.

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

**U9022.04 Verify the detailing of interior and exterior vehicle body and components**, including trim, upholstery, carpet, trunk and engine compartment, exterior trim, wheels, stripes, decals, mouldings and glass, paint finish, underbody, and fasteners and mounting locations, by visually inspecting, testing, and analysing performance and function of detailing methods and materials; and using lighting and wipes, according to manufacturers' recommendations, specifications, safety requirements, and government regulations.

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

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**U9023.0 Prepare Vehicle for Refinishing**

**General Performance Objective**

Diagnose the condition of and prepare all vehicle body parts and components for refinishing, by visually inspecting and diagnosing the condition; applying protective masking; preparing the areas for the appropriate finish; and verifying the paint types and colour identification codes, according to manufacturers' recommendations, specifications, safety requirements, and government regulations.

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**Skills**

**U9023.01 Perform a visual inspection of all vehicle body parts and components for refinishing**, by identifying the types, including, trim, bumpers, hoods, fenders, doors, roofs, quarter panels, trunks, floors, and structural panels; checking for scratches, delamination, swelling, oxidation, distortion, discoloration, and environmental damage, according to manufacturers' recommendations, specifications, safety requirements, and government regulations.

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

**\* For a compulsory trade, a Trainer must hold a certificate of Qualification in that trade as per section 10(1) of BOSTA and be registered with Skilled Trades Ontario.**

**U9023.02 Diagnose the condition of all vehicle body parts and components for refinishing**, including, trim, bumpers, hoods, fenders, doors, roofs, quarter panels, trunks, floors, and structural panels, by visually inspecting, testing, and analysing performance and function; checking for paint types, colour identification codes, paint thickness, and type of body material; and using paint gauge and proper lighting, according to manufacturers' recommendations, specifications, safety requirements, and government regulations.

## Auto Body and Collision Damage Repairer

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

**U9023.03 Prepare all vehicle body parts and components to be refinished**, including trim, bumpers, hoods, fenders, doors, roofs, quarter panels, trunks, floors, and structural panels, by removing necessary trim, hardware, pinstriping, and decals; protecting non-affected areas; washing with detergent and chemicals; stripping and sanding; applying specified ground coats; resanding and cleaning; and apply final masking; and using hand, power, and specialized tools; spray guns; wipes; masking, sanding, and stripping materials; and primers and ground coats, according to manufacturers' recommendations, specifications, safety requirements, and government regulations.

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

**U9023.04 Verify the preparation of all vehicle body parts and components to be refinished**, including trim, bumpers, hoods, fenders, doors, roofs, quarter panels, trunk lids, floors, and structural panels, by visually inspecting, testing, and analysing readiness for refinishing; and verifying the paint types and colour identification codes, according to manufacturers' recommendations, specifications, safety requirements, and government regulations.

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

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**U9024.0 Repair Trim Components and Hardware**

**General Performance Objective**

Repair and or replace trim components and hardware by visually inspecting, diagnosing, troubleshooting, repairing, and verifying the repair or replacement of trim components and hardware, according to manufacturers' recommendations, specifications, safety requirements, and government regulations.

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**Skills**

**U9024.01 Perform a visual inspection, identifying trim components and hardware**, including exterior and interior trim, panels, handles, hinges, locks, latches, weather stripping, dashboard assemblies, headliners, all windows and glass, wheel covers and alloy wheels, bumper covers, windshield wiper assemblies, mirrors, sunroof, roof racks, convertible tops and related components, lighting and lighting trim assemblies, steps, handholds, floor coverings, seats, seat belts, switches, and fasteners and mounting locations, by checking for alignment, damage, wear, corrosion, distortion, fractures, burns, stains, noises, leaks, vibration, and missing components, according to manufacturers' recommendations, specifications, safety requirements, and government regulations.

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

**\* For a compulsory trade, a Trainer must hold a certificate of Qualification in that trade as per section 10(1) of BOSTA and be registered with Skilled Trades Ontario.**

**U9024.02 Diagnose and troubleshoot trim components and hardware**, including exterior and interior trim, panels, handles, hinges, locks, latches, weather stripping, dashboard assemblies, headliners, all windows and glass, wheel covers and alloy wheels, bumper covers, windshield wiper assemblies, mirrors, sunroof, roof racks, convertible tops and related components, lighting and lighting trim assemblies, steps, handholds, floor coverings, seats, seat belts, switches, and fasteners and mounting locations, by visually inspecting, testing, and analysing performance and function; checking for alignment, damage, wear, corrosion, distortion, fractures, burns, stains, noise, leaks, vibration, and missing components; and using hand, power, specialized, precision, and electronic service tools, lifting devices, and safety stands, according to manufacturers' recommendations, specifications, safety requirements, and government regulations.

## Auto Body and Collision Damage Repairer

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

**U9024.03 Repair or replace trim components and hardware**, including exterior and interior trim, panels, handles, hinges, locks, latches, weather stripping, dashboard assemblies, headliners, all windows and glass, wheel covers and alloy wheels, bumper covers, windshield wiper assemblies, mirrors, sunroof, roof racks, convertible tops and related components, lighting and lighting trim assemblies, steps, handholds, floor coverings, seats, seat belts, switches, and fasteners and mounting locations, by reconstructing, replacing, fitting, and cleaning; using hand, power, specialized, precision, and electronic service tools, lifting devices, and safety stands, according to manufacturers' recommendations, specifications, safety requirements, and government regulations.

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

**U9024.04 Verify the repair or replacement of trim components and hardware**, including exterior and interior trim, panels, handles, hinges, locks, latches, weather stripping, dashboard assemblies, headliners, all windows and glass, wheel covers and alloy wheels, bumper covers, windshield wiper assemblies, mirrors, sunroof, roof racks, convertible tops and related components, lighting and lighting trim assemblies, steps, handholds, floor coverings, seats, seat belts, switches, and fasteners and mounting locations, by visually inspecting, testing, and analysing performance and function; and using hand, power, specialized, precision, and electronic service tools, lifting devices, and safety stands, according to manufacturers' recommendations, specifications, safety requirements, and government regulations.

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

**U9025.0 Inspect, Remove, and Replace Supplemental Restraint Systems**

**General Performance Objective**

Repair or replace supplemental restraint systems (SRS) and related defective or damaged components by visually inspecting, diagnosing, troubleshooting, removing, and replacing defective or damaged systems and components; and verifying the systems' performance and function, according to manufacturers' recommendations, specifications, safety requirements, and government regulations.

**Skills**

**U9025.01 Perform a visual inspection, identifying the types of supplemental restraint systems (SRS) and defective or damaged related components, including batteries, circuit-protection devices, switches, sensors, diagnostic control modules, wiring harnesses, backup power supply, code lights, dash and instrument panels, air bag modules, clock spring, knee bolster, seat belt webbing, seat belt retractors, explosive, mechanical and motorized seat belt tensioners, seat assemblies, windshields, trim panels, steering wheel and column assembly, and fasteners and mounting locations, by checking for corrosion, worn, loose, damaged, missing, deployed, and defective components, according to manufacturers' recommendations, specifications, safety requirements, and government regulations.**

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

**\* For a compulsory trade, a Trainer must hold a certificate of Qualification in that trade as per section 10(1) of BOSTA and be registered with Skilled Trades Ontario.**

**U9025.02 Diagnose supplemental restraint systems (SRS)** and related damaged or defective components, including batteries, circuit-protection devices, switches, sensors, diagnostic control modules, wiring harnesses, backup power supply, code lights, dash and instrument panels, air bag modules, clock spring, knee bolster, seat belt webbing, seat belt retractors, explosive, mechanical, and motorized seat belt tensioners, seat assemblies, windshields, trim panels, steering wheel and column assembly, and fasteners and mounting location, by visually inspecting, testing, and analysing performance and function; checking for shorts, opens, and grounds, code lights, corrosion, and worn, loose, damaged, missing, deployed, and defective components; using scanners, code lights, flow charts, and hand, power, electronic service, and specialized tools and equipment, according to manufacturers' recommendations, specifications, safety requirements, and government regulations.

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

**U9025.03 Remove, install or replace supplemental restraint systems (SRS) and related damaged or defective components**, including batteries, circuit-protection devices, switches, sensors, diagnostic control modules, wiring harnesses, backup power supply, code lights, dash and instrument panels, air bag modules, clock spring, knee bolster, seat belt webbing, seat belt retractors, explosive, mechanical, and motorized seat belt tensioners, seat assemblies, windshields, trim panels, steering wheel and column assembly, and fasteners and mounting locations, by repairing, replacing, and refitting supplemental restraints and related components; and using hand, power, electronic service, and specialized tools and equipment, according to manufacturers' recommendations, specifications, safety requirements, and government regulations.

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

**U9025.04 Verify the installation, performance, and function of supplemental restraint systems (SRS) and damaged or replaced related components**, including batteries, circuit- protection devices, switches, sensors, diagnostic control modules, wiring harnesses, backup power supply, code lights, dash and instrument panels, air bag modules, clock spring, knee bolster, seat belt webbing, seat belt retractors, explosive, mechanical, and motorized seat belt tensioners, seat assemblies, windshields, trim panels, steering wheel and column assembly, and fasteners and mounting location, by visually inspecting testing and analysing performance and function; and using code lights, flow charts, and electronic service and specialized tools, according to manufacturers' recommendations, specifications, safety requirements, and government regulations.

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

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**U9026.0 Weld, Heat, And Cut Using Metal Inert Gas Welder (MIG)**

**General Performance Objective**

Set up and safely operate and maintain metal inert gas welder (MIG) to join and produce welds on vehicle parts and components by visually inspecting, diagnosing, and troubleshooting equipment performance; preparing repair area; joining and welding vehicle parts and components; and verifying the strength of joins and welds to maintain the structural integrity of the vehicle, according to manufacturers' recommendations, specifications, safety requirements, and government regulations.

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**Skills**

**U9026.01 Perform a visual inspection of Metal Inert Gas welder (MIG) equipment**, including power source, tanks, fittings, regulators, electrical connectors, cables, ground clamps, tips and nozzles, drive assemblies and cooling fans, guns, flow meters, and shielded gas hoses, by checking for pressure, cracks, leaks, corrosion, foreign matter, wear, proper settings, connections, obstructions, fan operation, and loose and missing parts, according to manufacturers' recommendations, specifications, safety requirements, and government regulations.

## Auto Body and Collision Damage Repairer

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

**\* For a compulsory trade, a Trainer must hold a certificate of Qualification in that trade as per section 10(1) of BOSTA and be registered with Skilled Trades Ontario.**

**U9026.02 Diagnose damaged vehicle parts and components**, including unibody structures, full and space frame structures, sheet metal parts, substrate types, and fasteners and mounting locations, by visually inspecting, testing, and analysing performance and function; checking for cracks, tears, seams, broken spot welds, corrosion, and missing and loose components; and using vehicle specifications, hand, power, specialized, precision, and electronic service tools, lifting devices, and safety stands, according to manufacturers' recommendations, specifications, and safety requirements.

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

**U9026.03 Select Metal Inert Gas welder (MIG) equipment**, including power source, tanks, fittings, regulators, electrical connectors, cables, ground clamps, tips and nozzles, drive assemblies and cooling fans, guns, liners, flow meters, and shielded gas hoses, by covering or removing exposed parts to prevent injuries and vehicle damage, preparing repair area, attaching ground clamp, installing consumables, selecting tip, turning on power or fuel, checking regulator for specified pressure, adjusting wire speed, selecting required amperage, fine-tuning the welder, adjusting the welder and weld timer, turning on power switch, adjusting amperage, and opening gas valve, according to manufacturers' recommendations, specifications, safety requirements, and government regulations.

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

**U9026.04 Set up Metal Inert Gas welder (MIG) equipment**, including power source, tanks, fittings, regulators, electrical connectors, cables, ground clamps, tips and nozzles, drive assemblies and cooling fans, guns, liners, flow meters, and shielded gas hoses, by covering or removing exposed parts to prevent injuries and vehicle damage, preparing repair area, attaching ground clamp, installing consumables, selecting tip, turning on power or fuel, checking regulator for specified pressure, adjusting wire speed, selecting required amperage, fine-tuning the welder, adjusting the welder and weld timer, turning on power switch, adjusting amperage, and opening gas valve, according to manufacturers' recommendations, specifications, safety requirements, and government regulations.

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

**U9026.05 Repair damaged vehicle parts and components**, including satin-coated, galvanized, and conventional metals; and high-strength steel, aluminium, and heavy-gauge steel frames and frame assemblies, by spot, stitch, and seam welding; silicon bronze welding for cosmetic repairs only; all-position welding; and cleaning and grinding all welds, using MIG equipment, consumable materials, wire brushes, descalers, abrasives, personal protective equipment, fire-retardant shielding, hand, power, specialized and precision tools, lifting devices, and safety stands, according to manufacturers' recommendations, industry-approved repair procedures, specifications, and safety requirements, and government regulations.

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

**U9026.06**    **Verify the integrity of the repaired joints and welds on all vehicle parts and components**, including satin-coated, galvanized, and conventional metals; and high-strength steel, aluminum, and heavy-gauge steel frames and frame assemblies, by visually inspecting, testing, and analysing performance and function; checking for correct penetration, visible cracks, undercuts, melt-through, porosity, craters, excessive spatter, edge defects, pinholes, plug welds, and damage to surrounding area, according to manufacturers' recommendations, industry-approved repair procedures, specifications, and safety requirements, and government regulations.

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

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**U9027.0**    **Weld, Heat, and Cut Using Squeeze-Type Resistance Spot Welder (STRSW)**

**General Performance Objective**

Set up and safely operate and maintain squeeze-type resistance spot welder (STRSW) to join and produce welds on vehicle parts and components by visually inspecting, diagnosing, and troubleshooting equipment performance; preparing repair area; joining and welding vehicle parts and components; and verifying the strength of joints and welds to maintain the structural integrity of the vehicle, according to manufacturers' recommendations, industry-approved repair procedures, specifications, and safety requirements, and government regulations.

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**Skills**

**U9027.01**    **Perform a visual inspection of STRSW equipment**, including power source, fittings, electrical connectors, cables, tips, and cooling fans, by checking for pressure, foreign matter, wear, proper settings, connections, fan operation, loose and missing parts, and misalignment, according to manufacturers' recommendations, industry-approved repair procedures, specifications, and safety requirements, and government regulations.



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

**\* For a compulsory trade, a Trainer must hold a certificate of Qualification in that trade as per section 10(1) of BOSTA and be registered with Skilled Trades Ontario.**

**U9027.02 Diagnose damaged vehicle parts and components**, including unibody structures, space frame structures, sheet metal parts, and fasteners and mounting locations, by visually inspecting, testing, and analysing performance and function; checking for seams, broken spot welds, and damaged pinch welds; and using vehicle specifications, hand, power, specialized, precision, and electronic service tools, lifting devices, and safety stands, according to manufacturers' recommendations, industry-approved repair procedures, specifications, and safety requirements, and government regulations.

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

**U9027.03 Set up STRSW equipment**, including power source, fittings, electrical connectors, cables, tips, and cooling fans, by checking for dressed and aligned electrodes and condition of power cables, covering or removing exposed parts to prevent injuries and vehicle damage, preparing repair area, installing consumables, selecting tip, turning on power or fuel, selecting required amperage, fine-tuning the welder, selecting required arm length and pressure, adjusting current and weld time, aligning electrodes, turning on power switch, and adjusting amperage, according to manufacturers' recommendations, industry-approved repair procedures, specifications, and safety requirements, and government regulations.

## Auto Body and Collision Damage Repairer

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

**U9027.04 Repair damaged vehicle parts and components**, including satin-coated, galvanized, and conventional metals, high-strength steel, and aluminium, by spot welding, all- position welding, and cleaning and grinding all welds; and using STRSW equipment, consumable materials, wire brushes, descalers, abrasives, personal protective equipment and fire-retardant shielding, hand, power, specialized, and precision tools, lifting devices, and safety stands, according to manufacturers' recommendations and industry-approved repair procedures and safety requirements.

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

**U9027.05 Verify the integrity of the repaired joins and welds on all vehicle parts and components**, including satin-coated, galvanized, and conventional metals, high- strength steel, and aluminium, by visually inspecting, testing, and analysing performance and function; and checking for correct penetration, visible cracks, undercuts, melt-through, craters, excessive spatter, spot weld size, denting, pinholes, and damage to surrounding area, according to manufacturers' recommendations, industry-approved repair procedures, specifications, and safety requirements, and government regulations.

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

**U9028.0 Weld, Heat, and Cut Using Shielded Metal Arc Welder (SMAW)**

**General Performance Objective**

Set up and safely operate and maintain shielded metal arc welder to join and produce welds on vehicle parts and components by visually inspecting, diagnosing, and troubleshooting equipment performance; preparing the repair area; joining and welding vehicle parts and components; and verifying the strength of joins and welds to maintain the structural integrity of the vehicle, according to manufacturers' recommendations, industry-approved repair procedures, specifications, and safety requirements, and government regulations.

**Skills**

**U9028.01 Perform a visual inspection of SMAW equipment**, including power source, regulators, electrical connectors, cables, ground clamps, cooling fans, electrode holders, and electrodes, by checking for wear, proper settings connections, fan operation, and loose and missing parts, according to manufacturers' recommendations, industry-approved repair procedures, specifications, and safety requirements, and government regulations.

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

**\* For a compulsory trade, a Trainer must hold a certificate of Qualification in that trade as per section 10(1) of BOSTA and be registered with Skilled Trades Ontario.**

**U9028.02 Diagnose the damaged vehicle parts and components**, including heavy-gauge equipment frames, by visually inspecting, testing, and analysing performance and function; checking for cracks, tears, seams, and missing and loose components, according to manufacturers' recommendations, industry-approved repair procedures, specifications, and safety requirements, and government regulations.

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

**U9028.03 Set up SMAW equipment**, including power source, regulators, electrical connectors, cables, ground clamps, cooling fans, electrode holders and electrodes, by covering or removing exposed parts to prevent injuries and vehicle damage, preparing repair area, attaching ground clamp, installing consumables, turning on power or fuel, selecting required amperage, fine-tuning the welder, turning on power switch, selecting specified electrodes, and adjusting amperage, according to manufacturers' recommendations, industry-approved repair procedures, specifications, and safety requirements, and government regulations.

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

**U9028.04 Repair damaged vehicle parts and components**, including satin-coated, galvanized, and conventional metals, and heavy-gauge steel and frames, by stitch and seam welding, silicon bronze welding for cosmetic purposes only, all-position welding, and cleaning and grinding all welds; using SMAW equipment, consumable materials, wire brushes, descalers, abrasives, personal protective equipment, fire-retardant shielding, hand, power, specialized, and precision tools, lifting devices, and safety stands, according to manufacturers' recommendations, industry-approved repair procedures, specifications, and safety requirements, and government regulations.

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

**U9028.05**    **Verify the integrity of the repaired joints and welds on all vehicle parts and components**, including heavy-gauge equipment frames, by checking for correct penetration, visible cracks, undercuts, melt-through, porosity, craters, excessive spatter, slag, edge defects, pinholes, plug weld, and damage to surrounding area, according to manufacturers' recommendations, industry-approved repair procedures, specifications, and safety requirements, and government regulations.

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

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**U9029.0**    **Weld, Heat, and Cut Using Oxyfuel Equipment**

**General Performance Objective**

Set up and safely operate and maintain oxyfuel heating and cutting equipment to heat and cut vehicle parts and components by visually inspecting, diagnosing, and troubleshooting equipment performance; preparing repair area; and heating and cutting vehicle parts and components, according to manufacturers' recommendations, industry-approved repair procedures, specifications, and safety requirements, and government regulations.

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**Skills**

**U9029.01**    **Perform a visual inspection of oxyfuel heating and cutting equipment**, including tanks, fittings, regulators, tips, gauges, spark arrestors, and oxyacetylene valves, by checking for pressure, cracks, leaks, foreign matter, wear, proper settings, connections obstructions, burns, and loose and missing parts, according to manufacturers' recommendations, industry-approved repair procedures, specifications, and safety requirements, and government regulations.

## Auto Body and Collision Damage Repairer

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

**\* For a compulsory trade, a Trainer must hold a certificate of Qualification in that trade as per section 10(1) of BOSTA and be registered with Skilled Trades Ontario.**

**U9029.02 Diagnose damaged vehicle parts and components**, including unibody structures, full and space frame structures, sheet metal parts and substrates, and fasteners and mounting locations, by visually inspecting, testing, and analysing performance and function; checking for distortion, bends, misalignment, dents, and seized parts; and using specifications, hand, power, specialized, and precision tools, lifting devices, and safety stands, according to manufacturers' recommendations, industry-approved repair procedures, specifications, and safety requirements, and government regulations.

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

**U9029.03 Set up oxyfuel heating and cutting equipment**, including tanks, fittings, regulators, tips, gauges, and oxyacetylene valves, by covering or removing exposed parts to prevent injuries and vehicle damage, preparing repair area, installing consumables, turning on power or fuel, checking regulator for specified pressure, fine-tuning the heater/cutter, opening the gas valve, setting regulators for cutting or heating, selecting tip, setting mixture, igniting gas, and fine-tuning and adjusting flame, according to manufacturers' recommendations, industry-approved repair procedures, specifications, and safety requirements, and government regulations.

## Auto Body and Collision Damage Repairer

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

**U9029.04 Repair damaged vehicle parts and components**, including satin-coated, galvanized, and conventional metals; and high-strength steel, aluminium, and heavy-gauge steel frames and frame assemblies, by heating or cutting seized nuts and bolts; heating frame assemblies as specified by manufacturers' repair procedures; and using oxyfuel heater/cutter, consumable materials, wire brushes, descalers, abrasives, personal protective equipment, fire-retardant shielding, hand, power, specialized, and precision service tools, lifting devices, and safety stands, according to manufacturers' recommendations, industry-approved repair procedures, specifications, and safety requirements, and government regulations.

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

**U9029.05 Verify the condition of heating and cutting repair area by visually inspecting all vehicle parts and components**, checking for distortion and damage to the surrounding area, according to manufacturers' recommendations, industry-approved repair procedures, specifications, and safety requirements, and government regulations.

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

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**U9030.0 Weld, Heat, and Cut Using Plasma Arc Cutter**

**General Performance Objective**

Set up and safely operate and maintain plasma arc cutter to cut vehicle parts and components by visually inspecting, diagnosing, and troubleshooting equipment performance; preparing repair area; and inspecting the cut to verify a clean and undistorted cut to maintain the structural integrity of the vehicle or components, according to manufacturers' recommendations, industry-approved repair procedures, specifications, and safety requirements, and government regulations.

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**Skills**

**U9030.01 Perform a visual inspection of plasma arc cutting equipment**, including power source, tanks, air supply and pressure, fittings, regulators, electrical connectors, cables, ground clamps, tips and nozzles, drive assemblies, cooling fans, electrodes, guns, and gauges, by checking for pressure, cracks, leaks, foreign matter, wear, proper settings, connections, fan operation, and loose and missing parts, according to manufacturers' recommendations, industry-approved repair procedures, specifications, and safety requirements, and government regulations.

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

**\* For a compulsory trade, a Trainer must hold a certificate of Qualification in that trade as per section 10(1) of BOSTA and be registered with Skilled Trades Ontario.**



**U9030.02 Diagnose damaged vehicle parts and components**, including unibody structures, full and space frame structures, sheet metal parts, and fasteners and mounting locations, by visually inspecting, testing, and analysing performance and function; checking for kinks, seams, broken spot welds, and corrosion; using specifications, hand, power, specialized, and precision tools, lifting devices, and safety stands, according to manufacturers' recommendations, industry- approved repair procedures, specifications, and safety requirements, and government regulations.

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

**U9030.03 Set up plasma arc heating and cutting equipment**, including power source, tanks, air supply and pressure, fittings, regulators, tips, gauges, and oxyacetylene valves, by covering or removing exposed parts to prevent injuries and vehicle damage, preparing repair area, installing consumables, turning on power or fuel, checking regulator for specified pressure, selecting required amperage, fine-tuning the heater/cutter, turning on power switch, adjusting amperage, opening compressed air valve, setting regulators for cutting or heating, selecting tip, and connecting compressed air supply, according to manufacturers' recommendations, industry-approved repair procedures, specifications, and safety requirements, and government regulations.

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

**U9030.04 Repair damaged vehicle parts and components**, including satin-coated, galvanized, and conventional metals; and high-strength steel and aluminium frame assemblies, where limited heat and distortion is required, by performing precision cutting, heating, and/or cutting of nuts and bolts; cleaning and grinding all cuts; and using plasma arc cutting equipment, consumable materials, wire brushes, abrasives, personal protective equipment, fire-retardant shielding, hand, power, specialized, and precision tools, lifting devices, and safety stands, according to manufacturers' recommendations, industry-approved repair procedures, specifications, and safety requirements, and government regulations.

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

**U9030.05 Verify the condition of heating and cutting repair area** by visually inspecting all vehicle parts and components, and checking for damage to surrounding area, according to manufacturers' recommendations, industry-approved repair procedures, specifications, and safety requirements, and government regulations.

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

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**U9031.0 Repair Vehicle Bodies and Components**

**General Performance Objective**

Repair vehicle bodies and components by visually inspecting, diagnosing, repairing, and verifying performance and function to restore the structural integrity of the vehicle, according to manufacturers' recommendations, industry-approved repair procedures, specifications, and safety requirements, and government regulations.

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**Skills**

**U9031.01 Perform a visual inspection of vehicle body and components, identifying the types of body parts**, including metal, aluminium, plastic, and fibreglass panels; glass components; unibody structures; full and space frame structures; and fasteners and mounting locations, by checking for damage, poor fit, distortion, fractures, metal and paint damage, and worn, loose, or missing components, according to manufacturers' recommendations, specifications, safety requirements, and government regulations.

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

**\* For a compulsory trade, a Trainer must hold a certificate of Qualification in that trade as per section 10(1) of BOSTA and be registered with Skilled Trades Ontario.**

**U9031.02 Diagnose the condition of vehicle body and components**, including metal, aluminium, plastic, and fibreglass panels; glass components; unibody structures; full and space frames structures; and fasteners and mounting locations, by visually inspecting, testing, and analysing performance and function; checking for damage to paint, alignment, distortion, fractures, burns, noise, leaks, vibration, wear, and corrosion; and using hand, power, specialized, precision, and electronic service tools, lifting devices, and safety stands, according to manufacturers' recommendations, specifications, safety requirements, and government regulations.

## Auto Body and Collision Damage Repairer

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

**U9031.03 Repair vehicle body and components**, including metal, aluminium, plastic, and fibreglass panels; glass components; unibody structures; full and space frames structures; and fasteners and mounting locations, by reshaping, replacing, fitting, and aligning to restore the structural integrity of vehicle; and using specified repair materials, hand, power, specialized, precision, and electronic service tools, lifting devices, and safety stands, according to manufacturers' recommendations, specifications, safety requirements, and government regulations.

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

**U9031.04 Verify the repair of vehicle body and components**, including metal, aluminium, plastic, and fibreglass panels; glass components; unibody; full frames and space frames structures; and fasteners and mounting locations, by visually inspecting; road testing to analyse performance and function; and using hand, power, specialized, precision, and electronic service tools, lifting devices, and safety stands to restore the structural integrity of the vehicle, according to manufacturers' recommendations, specifications, safety requirements, and government regulations.

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

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**U9032.0 Perform Paintless Dent Repair (PDR)**

**General Performance Objective**

Perform Paintless Dent Repair (PDR) by performing a visual inspection of exterior vehicle body panels; diagnosing and troubleshooting exterior vehicle body panels; repairing dents; and verifying the repair of dents on exterior vehicle body panels, according to according to safety requirements and manufacturer`s recommendations.

**Skills**

**U9032.01 Perform a visual inspection of exterior vehicle body panels** including doors, hoods, roofs, fenders, trunk lids, trim, bumpers and quarter panels, by washing vehicle; identifying substrate types, using lighting including LED, reflective and fluorescent at multiple angles; according to safety requirements and manufacturer`s recommendations.

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

**\* For a compulsory trade, a Trainer must hold a certificate of Qualification in that trade as per section 10(1) of BOSTA and be registered with Skilled Trades Ontario.**

**U9032.02 Diagnose and troubleshoot exterior vehicle body panels** including doors, hoods, roofs, fenders, trunk lids, trim, bumpers and quarter panels, by locating points of access, including disabling electronic components and removal of components obstructing access; selecting repair methods and tools including pry bars and glue pulling systems; according to safety requirements and manufacturers` recommendations.

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

**U9032.03 Repair dents on exterior vehicle body panels** including doors, hoods, roofs, fenders, trunk lids, quarter panels, trim and bumpers, using lighting and heating equipment; removing parts and components, securing removed parts on PDR stands and racks; using PDR hooks and rings, hand tools including pry bars and glue pulling systems, and specialized hammer and nylon accessories to repair dents; applying anti-corrosion compounds; according to safety requirements and manufacturers' recommendations.

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

**U9032.04 Verify the repair of dents on exterior vehicle body panels** including doors, hoods, roofs, fenders, trunk lids, quarter panels, trim and bumpers; by checking paint finish and substrate distortions; using lighting and magnifying equipment; checking the application of anti-corrosion compounds, according to safety requirements and manufacturers' recommendations.

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

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**U9033.0 Repair Plastics and Fibreglass**

**General Performance Objective**

Repair or replace plastic and fibreglass body parts by visually inspecting, diagnosing, repairing, and verifying performance and function, according to manufacturers' recommendations, specifications, safety requirements, and government regulations.

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**Skills**

**U9033.01 Perform a visual inspection of plastic and fibreglass body parts, identifying the substrate types** including bumpers, hoods, fenders, doors, roofs, quarter panels, tailgates, trunk lids, metal space frames, and fasteners and mounting locations, checking for damage, misalignment, distortion, fractures, finish damage, and loose or missing components, by identifying the substrate types, according to manufacturers' recommendations, specifications, safety requirements, and government regulations.

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

**\* For a compulsory trade, a Trainer must hold a certificate of Qualification in that trade as per section 10(1) of BOSTA and be registered with Skilled Trades Ontario.**

**U9033.02 Diagnose the condition of plastic and fibreglass body parts**, including specific types of plastics and fibreglass, by visually inspecting, testing, and analysing performance and function; checking for finish damage, fractured, and loose and missing parts, misalignment, and distortion; and using lifting devices and safety stands, according to manufacturers' recommendations, specifications, safety requirements, and government regulations.

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

**U9033.03 Prepare repair area to set up and perform structural bonding and finishing**, including cleaning the work area; preparing the damaged area and panels to be replaced; identifying specific repair adhesives; and using hand, power, and specialized tools, specialized fasteners and clamps, lifting devices, and safety stands, according to manufacturers' recommendations, specifications, safety requirements, and government regulations.

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

**U9033.04 Verify the repair of plastic and fibreglass body parts**, including bumpers, hoods, fenders, doors, roofs, quarter panels, tailgates, trunk lids, metal space frames, and fasteners and mounting locations, by visually inspecting, testing, and analysing performance and function; and using lifting devices and safety stands, according to manufacturers' recommendations, specifications, safety requirements, and government regulations.

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

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**U9034.0 Repair Electrical and Electronic Systems and Components**

**General Performance Objective**

Repair electrical and electronic systems and components by visually inspecting, diagnosing, troubleshooting, repairing, and verifying the performance and function, according to manufacturers' recommendations, specifications, safety requirements, and government regulations.

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**Skills**

**U9034.01 Perform a visual inspection of electrical and electronic systems and components**, identifying system types and applications, including hybrid and electric systems, batteries, fuses, connectors, cables, circuit breakers, fusible links, lighting/illumination, alternators, motors, switches, actuators, relays, sensors and sensor systems, dash warning lamps, modules, wiring harnesses, and fasteners and mounting locations, by checking for worn, loose, damaged, missing, corroded, misaligned, distorted, or defective components, according to manufacturers' recommendations, specifications, safety requirements, and government regulations.

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

**\* For a compulsory trade, a Trainer must hold a certificate of Qualification in that trade as per section 10(1) of BOSTA and be registered with Skilled Trades Ontario.**

**U9034.02 Diagnose and troubleshoot electrical and electronic systems and components**, including hybrid and electric systems, batteries, fuses, connectors, cables, circuit breakers, fusible links, lighting/illumination, alternators, motors, switches, actuators, relays, sensors and sensor systems, dash warning lamps, modules, wiring harnesses, and fasteners and mounting locations, by visually inspecting, testing, reprogramming, and analysing performance and function; checking for open shorts and grounds, odour, discoloration, corrosion, vibrations, noise, and parasitic draws; and using hand, power, specialized, and electrical service tools, according to manufacturers' recommendations, specifications, safety requirements, and government regulations.

## Auto Body and Collision Damage Repairer

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

**U9034.03** **Repair electrical and electronic systems and components**, including hybrid and electric systems, batteries, fuses, connectors, cables, circuit breakers, fusible links, lighting/illumination, alternators, motors, switches, actuators, relays, sensors and systems, dash warning lamps, modules, wiring harnesses, and fasteners and mounting locations, by replacing, fitting, cleaning, splicing, connecting, soldering, insulating, and isolating; and using hand, power, specialized, and electrical service tools, according to manufacturers' recommendations, specifications, safety requirements, and government regulations.

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

**U9034.04** **Verify the repair of electrical and electronic systems and components**, including hybrid and electric systems, batteries, fuses, connectors, cables, circuit breakers, fusible links, lighting/illumination, alternators, motors, switches, actuators, relays, sensors and sensor systems, dash warning lamps, modules, wiring harnesses, and fasteners and mounting locations, by visually inspecting, testing, reprogramming, and analysing performance and function; and using hand, power, specialized, and electrical service tools, according to manufacturers' recommendations, specifications, safety requirements, and government regulations.

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

**U9035.0 Repair Advanced Electronic Safety and Convenience Systems and Components**

**General Performance Objective**

Repair advanced electronic safety and convenience systems and components by performing a visual inspection; diagnosing, troubleshooting and repairing advanced electronic safety and convenience systems and components; and by verifying the repairs, according to manufacturers' recommendations, specifications and safety requirements and government regulations

**Skills**

**U9035.01 Perform a visual inspection of advanced electronic safety and convenience systems and components**, including Electronic Stability Control (ESC), Rollover Protection, Trailer Sway Control, Trailer Brake Control, Hill Start Assist, Hill Descent Control, Blind Spot Detection, Cross Traffic Alert, Parking Assist, Lane Departure Warning, Attention Assist, Adaptive Cruise Control, Pre-Collision systems, Adaptive Front Lighting, High Beam Assist, Night View Assist, Active Head Restraints, Knee Airbags, Keyless Entry, Theft Deterrence, Raining Sensing Wipers and Climate-Controlled Seats, by identifying sensor location within collision damage area; dash warning lamps and messages, malfunction codes, modules, wiring harnesses, fasteners and mounting locations, by checking for worn, loose, damaged, missing, corroded, misaligned, distorted or defective components, according to manufacturers' recommendations, specifications and safety requirements and government regulations.

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

**\* For a compulsory trade, a Trainer must hold a certificate of Qualification in that trade as per section 10(1) of BOSTA and be registered with Skilled Trades Ontario.**

**U9035.02 Diagnose and troubleshoot advanced electronic safety and convenience systems and components**, including Electronic Stability Control (ESC), Rollover Protection, Trailer Sway Control, Trailer Brake Control, Hill Start Assist, Hill Descent Control, Blind Spot Detection, Cross Traffic Alert, Parking Assist, Lane Departure Warning, Attention Assist, Adaptive Cruise Control, Pre-Collision systems, Adaptive Front Lighting, High Beam Assist, Night View Assist, Active Head Restraints, Knee Airbags, Keyless Entry, Theft Deterrence, Raining Sensing Wipers and Climate-Controlled Seats, by using a scan tool to check for system operation, according to manufacturers' recommendations, specifications and safety requirements and government regulations.

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

**U9035.03 Repair advanced electronic safety and convenience systems and components**, including Electronic Stability Control (ESC), Rollover Protection, Trailer Sway Control, Trailer Brake Control, Hill Start Assist, Hill Descent Control, Blind Spot Detection, Cross Traffic Alert, Parking Assist, Lane Departure Warning, Attention Assist, Adaptive Cruise Control, Pre-Collision systems, Adaptive Front Lighting, High Beam Assist, Night View Assist, Active Head Restraints, Knee Airbags, Keyless Entry, Theft Deterrence, Raining Sensing Wipers and Climate-Controlled Seats, by replacing switches, actuators, relays, sensors, modules, wiring harnesses, fasteners and repairing mounting locations, according to manufacturers' recommendations, specifications and safety requirements and government regulations.

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

**U9035.04**    **Verify the repair of advanced electronic safety and convenience systems and components**, including Electronic Stability Control (ESC), Rollover Protection, Trailer Sway Control, Trailer Brake Control, Hill Start Assist, Hill Descent Control, Blind Spot Detection, Cross Traffic Alert, Parking Assist, Lane Departure Warning, Attention Assist, Adaptive Cruise Control, Pre-Collision systems, Adaptive Front Lighting, High Beam Assist, Night View Assist, Active Head Restraints, Knee Airbags, Keyless Entry, Theft Deterrence, Raining Sensing Wipers and Climate- Controlled Seats, by visually inspecting, testing, and analysing performance and function, using a scan tool; checking for system operation and test-driving vehicle for system operation; according to manufacturers’ recommendations, specifications and safety requirements and government regulations.

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

**U9036.0**    **Repair Cooling, Heating, and Air Conditioning Systems and Components**

**General Performance Objective**

Repair cooling, heating, and air conditioning systems and components by visually inspecting, diagnosing, troubleshooting, repairing, and verifying performance and function, according to manufacturers’ recommendations, specifications, safety requirements, and government regulations.

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**Skills**

**U9036.01**    **Perform a visual inspection of cooling, heating, and air conditioning systems and components**, identifying system types, including condensers, radiators, pressure caps, coolant, refrigerant, lines, hoses, fittings, seals, compressors, water pumps, belts and pulleys, air conditioning evaporator cores, heater cores, thermostats, valves, accumulators, housings, heater blower assemblies, cooling fans, motors and shrouds, switches, relays, actuators, sensors, modules, wiring harnesses, vacuum lines, cables, circuit-protection devices, ducting, and fasteners and mounting locations, by checking for damaged, leaking, loose, missing components, types and levels of fluids, and types of refrigerants, according to manufacturers’ recommendations, specifications, safety requirements, and government regulations.

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

**\* For a compulsory trade, a Trainer must hold a certificate of Qualification in that trade as per section 10(1) of BOSTA and be registered with Skilled Trades Ontario.**

**U9036.02 Diagnose and troubleshoot cooling and heating systems and components**, including radiators, pressure caps, coolant, lines, hoses fittings, seals, water pumps, belts and pulleys, heater cores, thermostats, valves, housings, heater blower assemblies, cooling fans, motors and shrouds, switches, relays, actuators, sensors, modules, wiring harnesses, vacuum lines, cables, circuit-protection devices, ducting, and fasteners and mounting locations, by visually inspecting, testing, and analysing performance and function; checking for leaks, pressure, flow, temperature, corrosion, vibration, noise, wear, misalignment, fractures, odour, colour, and type of coolant; and using hand, power, specialized, and electronic service tools, pressure gauge, and leak-detection devices, according to manufacturers' recommendations, specifications, safety requirements, and government regulations.

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

**U9036.03 Repair cooling and heating systems and components**, including radiators, pressure caps, coolant, lines, hoses, fittings, seals, water pumps, belts and pulleys, heater cores, thermostats, valves, housings, heater blower assemblies, cooling fans, motors and shrouds, switches, relays, actuators, sensors, modules, wiring harnesses, vacuum lines, cables, circuit- protection devices, ducting, and fasteners and mounting locations, by replacing, refitting, reconditioning, or servicing; and using hand, power, specialized, and electronic service tools, pressure gauge, and leak-detection devices, according to manufacturers' recommendations, specifications, safety requirements, and government regulations.

## Auto Body and Collision Damage Repairer

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

**U9036.04** **Verify the repair of cooling and heating systems and components,** including radiators, pressure caps, coolant, lines, hoses, fittings, seals, water pumps, belts and pulleys, heater cores, thermostats, valves, housings, heater blower assemblies, cooling fans, motors and shrouds, switches, relays, actuators, sensors, modules, wiring harnesses, vacuum lines, cables, circuit-protection devices, ducting, and fasteners and mounting locations, by visually inspecting, testing, and analysing performance and function; and using hand, power, specialized, electronic, and service tools, pressure gauge, and leak-detection devices, according to manufacturers' recommendations, specifications, safety requirements, and government regulations.

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

**U9036.05** **Diagnose and troubleshoot air conditioning systems and components,** including condensers, compressors, refrigerants, lubricants, air conditioning evaporator cores, accumulators, lines, hoses, fittings, seals, o-rings, belts and pulleys, valves, housings, heater blower assemblies, cooling fans, motors and shrouds, switches, relays, actuators, sensors, modules, wiring harnesses, vacuum lines, cables, circuit- protection devices, ducting, and fasteners and mounting locations, by visually inspecting, testing, and analysing performance and function; checking for leaks, pressure, temperature, corrosion, vibration, noise, wear, misalignment, fractures, refrigerant type, and charge; and using hand, power, specialized, and electronic service tools, pressure gauge, recover, recycle, vacuum and recharge equipment, and leak-detection devices and materials, according to manufacturers' recommendations, specifications, safety requirements, and government regulations.

## Auto Body and Collision Damage Repairer

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

**U9036.06 Repair air conditioning systems and components**, including condensers, compressors, refrigerants and lubricants, air conditioning evaporators cores, accumulators, lines, hoses, fittings, seals, o-rings, belts and pulleys, valves, housings, heater blower assemblies, cooling fans, motors and shrouds, switches, relays, actuators, sensors, modules, wiring harnesses, vacuum lines, cables, circuit-protection devices, ducting, and fasteners and mounting locations, by replacing, refitting, reconditioning, or servicing; and using hand, power, specialized, and electronic service tools, pressure gauge, recover, recycle, vacuum and recharge equipment, and leak-detection devices and materials, according to manufacturers' recommendations, specifications, safety requirements, and government regulations.

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

**U9036.07 Verify the repair of air conditioning systems and components**, including condensers, compressors, refrigerants, lubricants, air conditioning evaporator cores, accumulators, lines, hoses, fittings, seals, o-rings, belts and pulleys, valves, housings, heater blower assemblies, cooling fans, motors and shrouds, switches, relays, actuators, sensors, modules, wiring harnesses, vacuum lines, cables, circuit-protection devices, ducting, and fasteners and mounting locations, by visually inspecting, testing, and analysing performance and function; and using hand, power, specialized, and electronic service tools, recover, recycle, vacuum and recharge equipment, and leak-detection devices and materials, according to manufacturers' recommendations, specifications, safety requirements, and government regulations.



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

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**U9037.0 Repair Frames and Unibody Assemblies**

**General Performance Objective**

Repair frames and unibody systems and components by visually inspecting, diagnosing, troubleshooting, repairing, and verifying the performance and function to ensure structural integrity of the vehicle, according to manufacturers' recommendations, specifications, safety requirements, and government regulations.

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**Skills**

**U9037.01 Perform a visual inspection of frames and unibody systems and components**, identifying system types and applications, including full frames, space frame, sub- frame, unibody, body mounts, corrosion-protection coatings, and fasteners and mounting locations, by checking the type of damage, and checking for bends, kinks, distortion, tears, cracks, misalignment of exterior body panels and suspension, damaged corrosion protection, coatings and sealers, according to manufacturers' recommendations, specifications, safety requirements, and government regulations.

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

**\* For a compulsory trade, a Trainer must hold a certificate of Qualification in that trade as per section 10(1) of BOSTA and be registered with Skilled Trades Ontario.**

**U9037.02 Diagnose and troubleshoot frames and unibody systems and components**, including full frames, space frame, sub-frame, unibody, body mounts, corrosion protection coatings, and fasteners and mounting locations, by visually inspecting, measuring, and analysing performance and function; checking for the extent of damage, and bends, kinks, distortion, tears, cracks, misalignment of exterior body panels and suspension, damaged corrosion protection, coatings and sealers; and using hand, power, specialized, and electronic service tools, lifting, rigging, blocking, and anchoring devices, dimensional specifications chart, and pulling and three-dimensional measuring equipment, according to manufacturers' recommendations, specifications, safety requirements, and government regulations.

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

**U9037.03 Repair frames and unibody systems and components**, including full-frames, space- frame, unibody, body mounts, sub-frame, corrosion protection coatings, sealers, fasteners and mounting locations, by replacing, heating, pulling, fitting, aligning, cutting, welding, bolting, riveting, and restoring corrosion protection; and using hand, power, and specialized tools, lifting, rigging, blocking, and anchoring and/or clamping devices, dimensional specifications chart, pulling and three-dimensional measuring equipment, and heating, cutting, and welding equipment, according to manufacturers' recommendations, specifications, safety requirements, and government regulations.

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

**U9037.04**    **Verify the repair of frames and unibody systems and components**, including full frame, space frame, unibody, body mounts, sub-frame, corrosion-protection coatings, sealers, fasteners and mounting locations, by visually inspecting, measuring points, and analysing performance, function, and fit; and using hand, power, and specialized tools, lifting, rigging, blocking, and anchoring and/or clamping devices, dimensional specifications chart, and three- dimensional measuring equipment, according to manufacturers’ recommendations, specifications, safety requirements, and government regulations.

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

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**U9038.0    Repair Steering and Suspension Systems**

**General Performance Objective**

Repair steering and suspension components by visually inspecting, diagnosing, troubleshooting, repairing, and verifying performance and function, according to manufacturers’ recommendations, specifications, safety requirements, and government regulations.

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**Skills**

**U9038.01**    **Perform a visual inspection of steering and suspension components**, identifying type and application, including steering systems, seals, boots and bearings, power steering fluids, pump, hoses, lines and fittings, belts and pulleys, tie rod ends, column assemblies, steering knuckles and spindles, pitman and idler arms, centre link, and electronic steering assemblies, control arms, bushings, ball joints, spindles, brake assemblies, lines, hoses, and fittings, fluids, struts, springs, shackles, shocks, radius, track and traction bars, trailing axle, drive axle assemblies, rear differential, stabilizer, sway and torsion bars, sway bar links, kingpins, I-beams, wheel and tire assemblies, wheel nuts, electronic levelling controls, switches, relays, actuators, sensors, modules, wiring harnesses, air levelling pump, anti-lock assemblies, and fasteners and mounting locations, by checking for misalignment, fluid levels, leaks, and damaged, cracked, cut, worn, loose, and missing parts, according to manufacturers’ recommendations, specifications, safety requirements, and government regulations.

## Auto Body and Collision Damage Repairer

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

**\* For a compulsory trade, a Trainer must hold a certificate of Qualification in that trade as per section 10(1) of BOSTA and be registered with Skilled Trades Ontario.**

**U9038.02 Diagnose and troubleshoot steering systems and components**, including steering systems, seals, boots and bearings, power-steering fluids, pump, hoses, lines and fittings, belts and pulleys, tie rod ends, column assemblies, control arms, stabilizer/sway bar links, bushings, ball joints, spindles, brake assemblies, wheel and tire assemblies, wheel nuts, struts, springs, shackles, shocks, radius, steering knuckles and spindles, pitman and idler arms, centre link, electronic steering assemblies, and fasteners and mounting locations, by visually inspecting, measuring, and analysing for performance and function; checking for the extent of damage, bends, distortion, wobble, tears, cracks, leaks, diagnostic codes, noise, vibration, misalignment of suspension, and damaged protective coatings; and using hand, power, specialized, and electronic service tools, alignment equipment, and lifting, rigging, and blocking devices, according to manufacturers' recommendations, specifications, safety requirements, and government regulations.

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

**U9038.03 Repair steering systems and components**, including steering systems, seals, boots and bearings, power-steering fluids, pump, hoses, lines and fittings, belts and pulleys, tie rod ends, column assemblies, control arms, stabilizer/sway bar links, bushings, ball joints, brake assemblies, wheel and tire assemblies, wheel nuts, struts, springs, shackles, shocks, radius, steering knuckles and spindles, pitman and idler arms, centre link, electronic steering assemblies, fasteners and mounting locations, by replacing, fitting, aligning, bolting, refilling fluids, and restoring damaged protective coatings; and using hand, power, specialized, and electronic service tools, alignment equipment, and lifting, rigging, and blocking devices, according to manufacturers' recommendations, specifications, safety requirements, and government regulations.

## Auto Body and Collision Damage Repairer

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

**U9038.04** **Verify the repair of steering systems and components**, including steering systems, seals, boots and bearings, power-steering fluids, pump, hoses, lines and fittings, belts and pulleys, tie rod ends, column assemblies, control arms, stabilizer/sway bar links, bushings, ball joints, brake assemblies, wheel and tire assemblies, wheel nuts, struts, springs, shackles, shocks, radius, steering knuckles and spindles, pitman and idler arms, centre link, electronic steering assemblies, fasteners and mounting locations, by visually inspecting, testing, and analysing performance and function; and using hand, power, specialized, and electronic service tools, alignment equipment, and lifting, rigging, and blocking devices, according to manufacturers' recommendations, specifications, safety requirements, and government regulations.

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

**U9038.05** **Diagnose and troubleshoot suspension systems and components**, including control arms, bushings, ball joints, spindles, brake assemblies, lines, hoses, fittings, fluids, struts, springs, shackles, shocks, radius, track and traction bars, trailing axle, drive axle assemblies, rear differential, sway and torsion bars, stabilizer/sway bar links, kingpins, I-beams, wheel and tire assemblies, wheel nuts, electronic levelling controls, switches, relays, actuators, sensors, modules, wiring harnesses, air levelling pump, anti-lock assemblies, and fasteners and mounting locations, by visually inspecting, measuring, and analysing performance and function; and using hand, power, specialized, and electronic service tools, tape measure, tram gauge, alignment equipment, and lifting, rigging, and blocking devices, according to manufacturers' recommendations, specifications, safety requirements, and government regulations.

## Auto Body and Collision Damage Repairer

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

**U9038.06 Repair suspension systems and components**, including control arms, bushings, ball joints, spindles, brake assemblies, lines, hoses, fittings, fluids, struts, springs, shackles, shocks, radius, track and traction bars, trailing axle, drive axle assemblies, rear differential, sway and torsion bars, stabilizer/sway bar links, kingpins, I-beams, wheel and tire assemblies, wheel nuts, electronic levelling controls, switches, relays, actuators, sensors, modules, wiring harnesses, air levelling pump, anti-lock assemblies, and fasteners and mounting locations, by replacing, bleeding, refilling, heating, pulling, fitting, aligning, cutting, bolting, riveting, and restoring corrosion protection; and using hand, power, specialized, and electronic service tools, and heating and cutting equipment, according to manufacturers' recommendations, specifications, safety requirements, and government regulations.

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

**U9038.07 Verify the repair of suspension systems and components**, including control arms, bushings, ball joints, spindles, brake assemblies, lines, hoses and fittings, fluids, struts, springs, shackles, shocks, radius, track and traction bars, trailing axle, rear differential, sway and torsion bars, stabilizer/sway bar links, kingpins, I-beams, wheel and tire assemblies, wheel nuts, electronic levelling controls, switches, relays, actuators, sensors, modules, wiring harnesses, air levelling pump, anti-lock assemblies, and fasteners and mounting locations, by visually inspecting, testing, and analysing performance and function; and using hand, power, specialized, and electronic service tools, according to manufacturers' recommendations, specifications, safety requirements, and government regulations.

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

**U9039.0 Repair Glass and Related Components**

**General Performance Objective**

Remove and install vehicle glass and related components by visually inspecting, diagnosing, troubleshooting, replacing, and verifying the performance and function to ensure the structural integrity of vehicle, according to manufacturers' recommendations, specifications, safety requirements, and government regulations.

**Skills**

**U9039.01 Perform a visual inspection of glass and related components,** identifying the types and applications, including windshields, rear glass, side glass, glass tints, shade and frits, heated windshields, laminated and tempered glass, encapsulated glass, sunroofs, wipers, sun visors, rear-view mirror, mounting pads, switches, circuit-protection devices, relays, sensors, modules, cameras, motors, wiring harnesses, third brake light, defogger grids, trims, primers, damming tapes, urethanes, mouldings, channels, guides, regulator assemblies, weather strips and seals, and fasteners and mounting locations, by checking for cracks, pitting, scratches, bull's-eye, distortion, delamination, clams, burrs, chips, corrosion, cohesion, adhesion, leaks, and worn, loose, damaged, missing, and defective components, according to manufacturers' recommendations, specifications, safety requirements, and government regulations.

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

**\* For a compulsory trade, a Trainer must hold a certificate of Qualification in that trade as per section 10(1) of BOSTA and be registered with Skilled Trades Ontario.**

**U9039.02 Diagnose and troubleshoot glass and related components**, including windshields, rear glass, side glass, glass tints, shade and frits, heated windshields, laminated and tempered glass, encapsulated glass, sunroofs, wipers, sun visors, rear-view mirror, mounting pads, switches, circuit-protection devices, relays, sensors, modules, cameras, motors, wiring harnesses, third break light defogger grids, trims, primers, damming tapes, urethanes, mouldings, channels, guides, regulator assemblies, weather strips and seals, and fasteners and mounting locations, by visually inspecting, testing, and analysing performance and function; checking for cracks, pitting, scratches, bull's eyes, distortion, delamination, clams, burrs, chips, corrosion, cohesion, adhesion, leaks, noise, worn, loose, damaged, missing, and defective components, electrical operation, misalignment, fit, and finish; and using hand, power, specialized, and electronic service tools, and personal protective equipment, according to manufacturers' recommendations, specifications, safety requirements, and government regulations.

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

**U9039.03 Repair or replace glass and related components**, including windshields, rear glass, side glass, glass tints, shade and frits, heated windshields, laminated and tempered glass, encapsulated glass, sunroofs, wipers, sun visors, rear-view mirror, mounting pads, switches, circuit- protection devices, relays, sensors, modules, cameras, motors, wiring harnesses, third brake light defogger grids, trims, primers, damming tapes, urethanes, mouldings, channels, guides, regulator assemblies, weather strips and seals, and fasteners and mounting locations, by removing, repairing, replacing, cleaning, fitting, aligning, applying specified primers and urethanes, protecting installation from contamination, and using hand, power, specialized, and electronic service tools and materials, vehicle protection covers, and specified controlled environment and personal protective equipment, according to manufacturers' recommendations, specifications, safety requirements, and government regulations.

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



**U9039.04**    **Verify the repair of glass and related components**, including windshields, rear glass, side glass, glass tints, shade and frits, heated windshields, laminated and tempered glass, encapsulated glass, sunroofs, wipers, sun visors, rear-view mirror, mounting pads, switches, circuit-protection devices, relays, sensors, modules, cameras, motors, wiring harnesses, third brake light defogger grids, trims, primers, damming tapes, urethanes, mouldings, channels, guides, regulator assemblies, weather strips and seals, and fasteners and mounting locations, by visually inspecting, testing, and analysing performance and function to ensure the structural integrity of vehicle; and using specified air pressure, lighting, soap, water, specified curing times, and specified controlled environment, according to original equipment manufacturers' recommendations, specifications, safety requirements, and government regulations.

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

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**U9040.0    Refinish Vehicle Bodies, Trim, and Components**

**General Performance Objective**

Refinish prepared interior and exterior of vehicle body parts and components by visually inspecting, troubleshooting, and diagnosing the prepared interior and exterior body parts; identifying paint types and colour identification codes; performing refinishing procedures; and verifying the finish and colour match according to manufacturer's recommendations, specifications, and safety requirements.

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**Skills**

**U9040.01**    **Perform a visual inspection of repaired interior and exterior body parts for refinishing**, including dashes, trims, bumpers, hoods, fenders, doors, roofs, quarter panels, trunks, floors, and structural panels, by checking for scratches, checking, swelling, pinholes, runs, rough edges, masking, colour match, paint types, and colour identification codes, according to manufacturers' recommendations, specifications, and safety requirements.

## Auto Body and Collision Damage Repairer

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

**\* For a compulsory trade, a Trainer must hold a certificate of Qualification in that trade as per section 10(1) of BOSTA and be registered with Skilled Trades Ontario.**

**U9040.02 Diagnose and prepare imperfections in the repaired interior and exterior body parts**, including dashes, trims, bumpers, hoods, fenders, doors, roofs, quarter panels, trunks, floors, and structural panels, by checking for scratches, checking, swelling, pinholes, rough edges, masking, and colour match; and using hand and specialized tools, spray guns, degreasers, wipes, masking, sanding, primers, and ground coats, according to manufacturers' recommendations, specifications, and safety requirements.

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

**U9040.03 Refinish prepared interior and exterior body parts**, including dashes, trims, bumpers, hoods, fenders, doors, roofs, quarter panels, trunks, floors, and structural panels, by mixing paint colours and clear coats with reducers and/or hardeners; applying paint colours and clear coats to surfaces; checking and adjusting spray booth environment, atomization, and pattern and flow of spray equipment; and using spray booth, spray guns, air hoses, personal safety equipment, ventilated mixing area, gun-cleaning equipment, and solvent recyclers, according to environmental, manufacturers' recommendations, specifications, safety requirements, and government regulations.

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

**U9040.04**    **Verify the final finish and colour match of interior and exterior body parts**, including dashes, trims, bumpers, hoods, fenders, doors, roofs, quarter panels, trunks, floors, and structural panels, by checking for colour match, runs, sags, dust, gloss, texture, coverage, uniformity, fisheyes, orange peel, overspray, and dry spots; removing masking materials; reinstalling or replacing trim, hardware, pinstriping, and decals; performing required detail cleaning; and using lighting, visual check, solvents and compounds, run shavers, sanding and cleaning materials, hand, power, and specialized tools, and fasteners and mounting locations, according to manufacturers' recommendations, specifications, safety requirements, and government regulations.

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

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**U9041.0**    **Estimate Damage Repair**

**General Performance Objective**

Estimate the cost of repairs by visually inspecting, diagnosing, and troubleshooting damaged vehicle parts and components; calculating and documenting material and labour costs; and verifying the cost of repairs using prescribed specification charts and manuals, according to manufacturers' recommendations, specifications, safety requirements, and government regulations.

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**Skills**

**U9041.01**    **Perform a visual inspection of damaged vehicle interior and exterior parts and components**, identifying the types and applications, including trim, hardware, glass, supplemental restraint systems, electrical and electronic systems, cooling, heating, and air conditioning systems, frames and unibody assemblies, and steering and suspension components, by checking for types of damage, paint finish, misalignment of exterior body panels and suspension, damaged corrosion protection, and damaged, leaking, loose, and missing components; photographing vehicle; recording the direction of impact; and recording direct, indirect, hidden and prior unrelated damage, according to original equipment manufacturers' (OEM) recommendations, specifications, safety requirements, and government regulations.

## Auto Body and Collision Damage Repairer

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

**\* For a compulsory trade, a Trainer must hold a certificate of Qualification in that trade as per section 10(1) of BOSTA and be registered with Skilled Trades Ontario.**

**U9041.02 Diagnose and troubleshoot damaged vehicle interior and exterior parts and components**, including trim, hardware, glass, supplemental restraint systems, electrical and electronic systems, cooling, heating, and air conditioning systems, frames and unibody assemblies, steering and suspension components, by visually inspecting, testing, and analysing performance and function, paint finish; checking for collision energy management, direct, indirect, hidden and prior unrelated damage; and using hand, power, specialized, and electronic tools, and measuring, lifting, rigging, and blocking devices, according to original equipment manufacturers' (OEM) recommendations, specifications, safety requirements, and government regulations.

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

**U9041.03 Estimate repair costs of damaged vehicle parts and components**, including labour, parts, paint and materials, sublets, alignments, towing, storing, freight, rentals, disposals, and taxes, by identifying customer needs, calculating repair costs for direct, indirect, hidden and prior unrelated damages to vehicle parts and components, recording customer, vehicle, and insurance data, date of estimate, and name of estimator; and using damage repair estimating software and manuals, and parts and materials price lists, according to original equipment manufacturers' (OEM) recommendations, specifications, safety requirements, and government regulations.

## Auto Body and Collision Damage Repairer

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

**U9041.04** **Verify the accuracy of estimated repair costs of damaged vehicle parts and components**, including labour, parts, paint and materials, sublets, alignments, towing, storing, freight, rentals, disposals, and taxes, by validating quoted repairs to the vehicle, verifying the calculations of repair costs, and verifying customer, vehicle and insurance data; and using damage repair estimating software and manuals, and parts and materials price lists, according to original equipment manufacturers' (OEM) recommendations, specifications, safety requirements, and government regulations.

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

## 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 Journeyperson 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		
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 #2

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

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

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

Signature: \_\_\_\_\_ Date: (mm/dd/yy) \_\_\_\_\_

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

**\*If you need additional copies of the Sponsor Record, visit [SkilledTradesOntario.ca](http://SkilledTradesOntario.ca) and search Sponsor Record Form.**

**Change of Sponsor Record #3**

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 #4

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

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

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

Signature: \_\_\_\_\_ Date: (mm/dd/yy) \_\_\_\_\_

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

**\*If you need additional copies of the Sponsor Record, visit [SkilledTradesOntario.ca](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 D — Local Service Delivery Offices in Ontario

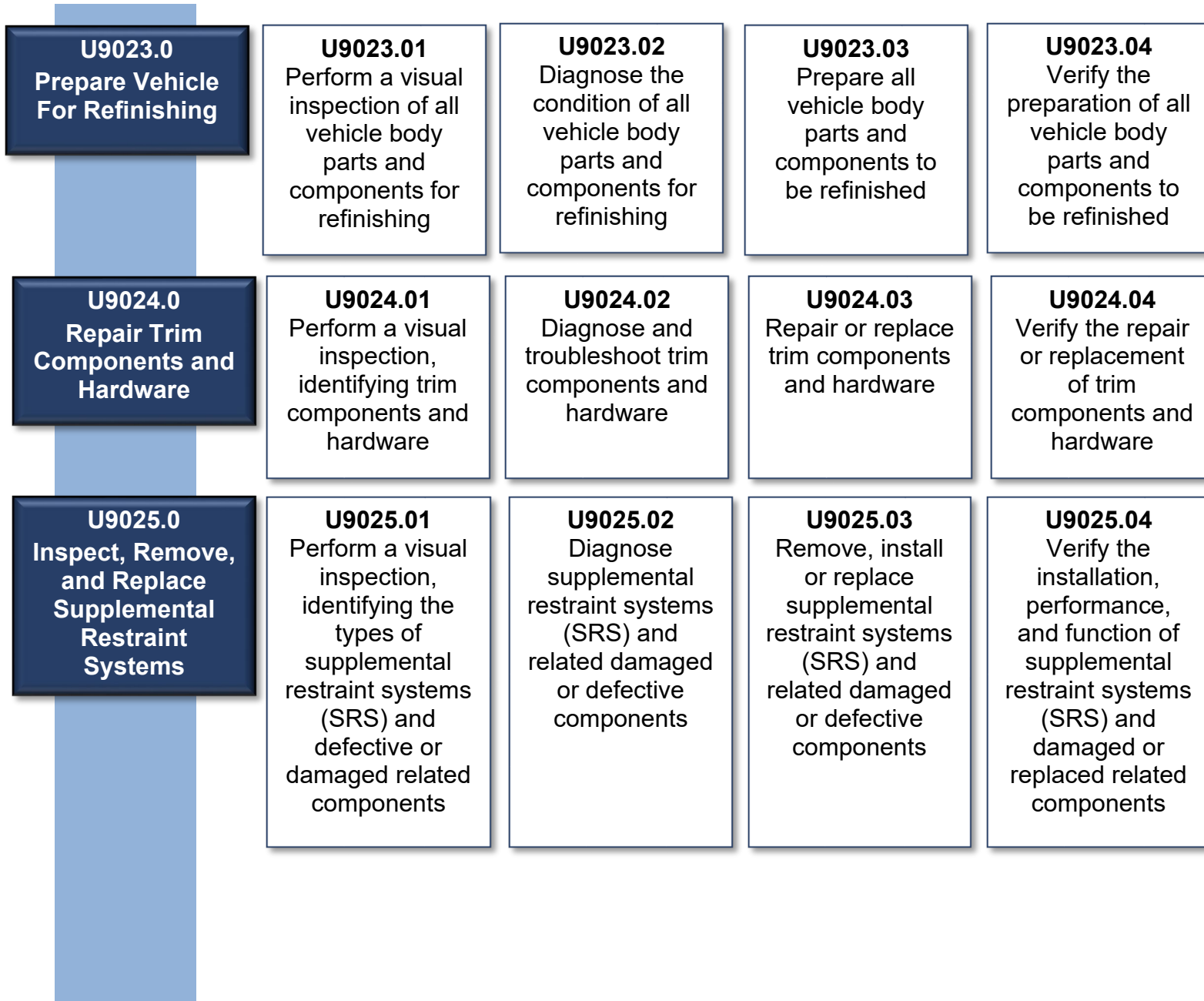
For current office listings visit: [ontario.ca/page/employment-Ontario-apprenticeship-offices](http://ontario.ca/page/employment-Ontario-apprenticeship-offices)

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

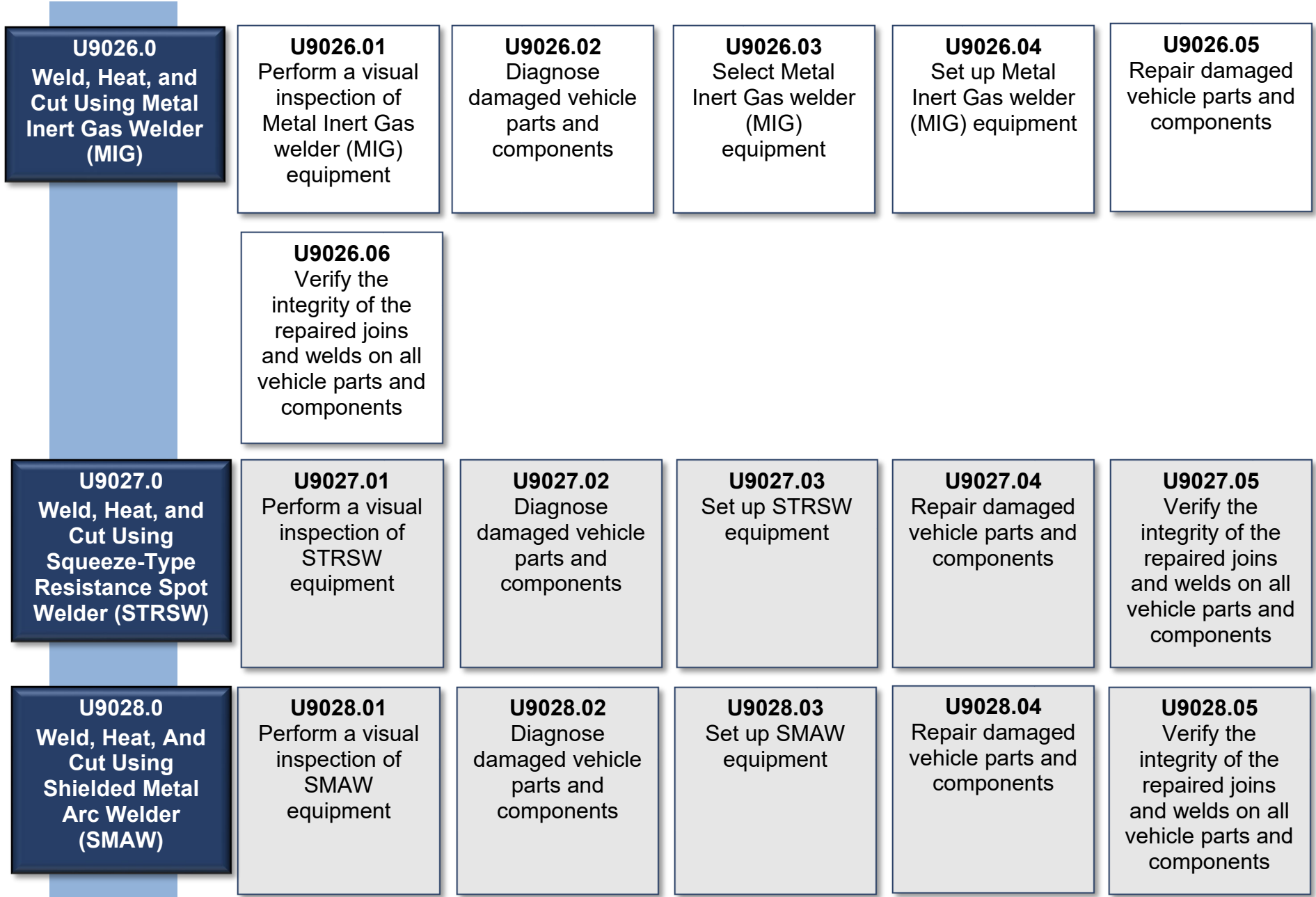
### Competency Analysis Profile (CAP) Chart

<b>U9021.0</b> Protect Self and Others	<b>U9021.01</b> Identify workplace environmental, health, and safety hazards	<b>U9021.02</b> Take preventative action against workplace environmental, health, and safety hazards	<b>U9021.03</b> Handle, store, and recycle hazardous workplace materials	<b>U9021.04</b> Wear and maintain personal protective equipment (PPE)	<b>U9021.05</b> Comply with workplace-related legislation relating to occupational health, safety, environmental protection, and business and trade practices	
	<b>U9021.06</b> Interpret and apply service-related safety information	<b>U9021.07</b> Practice good housekeeping in the workplace by applying fire hazard prevention methods	<b>U9021.08</b> Comply with Workplace Hazardous Materials Information System (WHMIS) guidelines			
	<b>U9022.0</b> Detail Interior and Exterior Vehicle Body and Components	<b>U9022.01</b> Perform a visual inspection of the condition of interior and exterior vehicle body and components	<b>U9022.02</b> Diagnose the condition of interior and exterior vehicle body and components	<b>U9022.03</b> Perform detailing of interior and exterior vehicle body and components	<b>U9022.04</b> Verify the detailing of interior and exterior vehicle body and components	

**Competency Analysis Profile: Auto Body and Collision Damage Repairer 310B** *(all unshaded skill sets must be completed)*



**Competency Analysis Profile: Auto Body and Collision Damage Repairer 310B** *(all unshaded skill sets must be completed)*

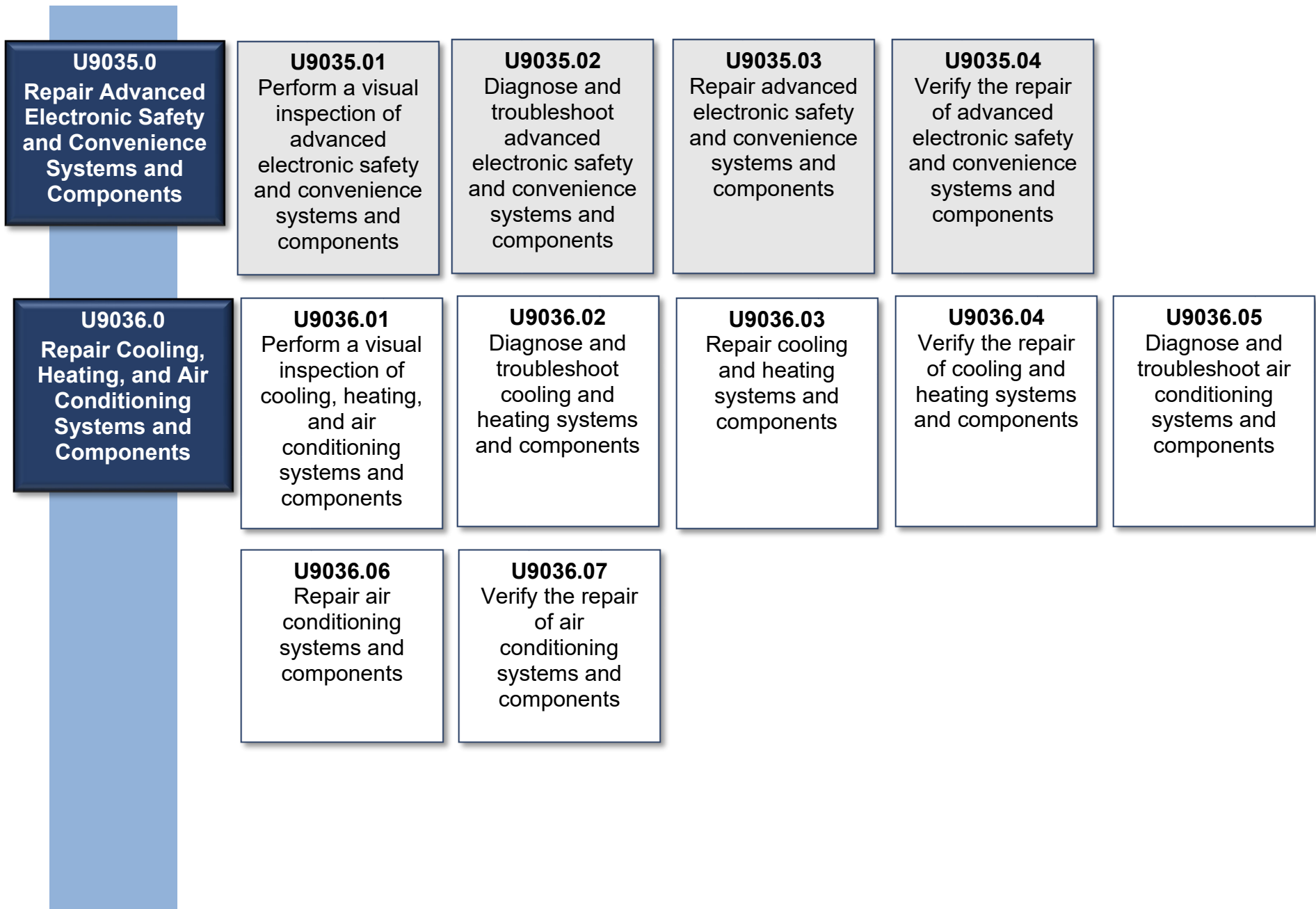


**Competency Analysis Profile: Auto Body and Collision Damage Repairer 310B** (all unshaded skill sets must be completed)

<b>U9029.0</b> Weld, Heat, And Cut Using Oxyfuel Equipment	<b>U9029.01</b> Perform a visual inspection of oxyfuel heating and cutting equipment	<b>U9029.02</b> Diagnose damaged vehicle parts and components	<b>U9029.03</b> Set up oxyfuel heating and cutting equipment	<b>U9029.04</b> Repair damaged vehicle parts and components	<b>U9029.05</b> Verify the condition of heating and cutting repair area by visually inspecting all vehicle parts and components
<b>U9030.0</b> Weld, Heat, and Cut Using Plasma Arc Cutter	<b>U9030.01</b> Perform a visual inspection of plasma arc cutting equipment	<b>U9030.02</b> Diagnose damaged vehicle parts and components	<b>U9030.03</b> Set up plasma arc heating and cutting equipment	<b>U9030.04</b> Repair damaged vehicle parts and components	<b>U9030.05</b> Verify the condition of heating and cutting repair area
<b>U9031.0</b> Repair Vehicle Bodies and Components	<b>U9031.01</b> Perform a visual inspection of vehicle body and components, identifying the types of body parts	<b>U9031.02</b> Diagnose the condition of vehicle body and components	<b>U9031.03</b> Repair vehicle body and components	<b>U9031.04</b> Verify the repair of vehicle body and components	

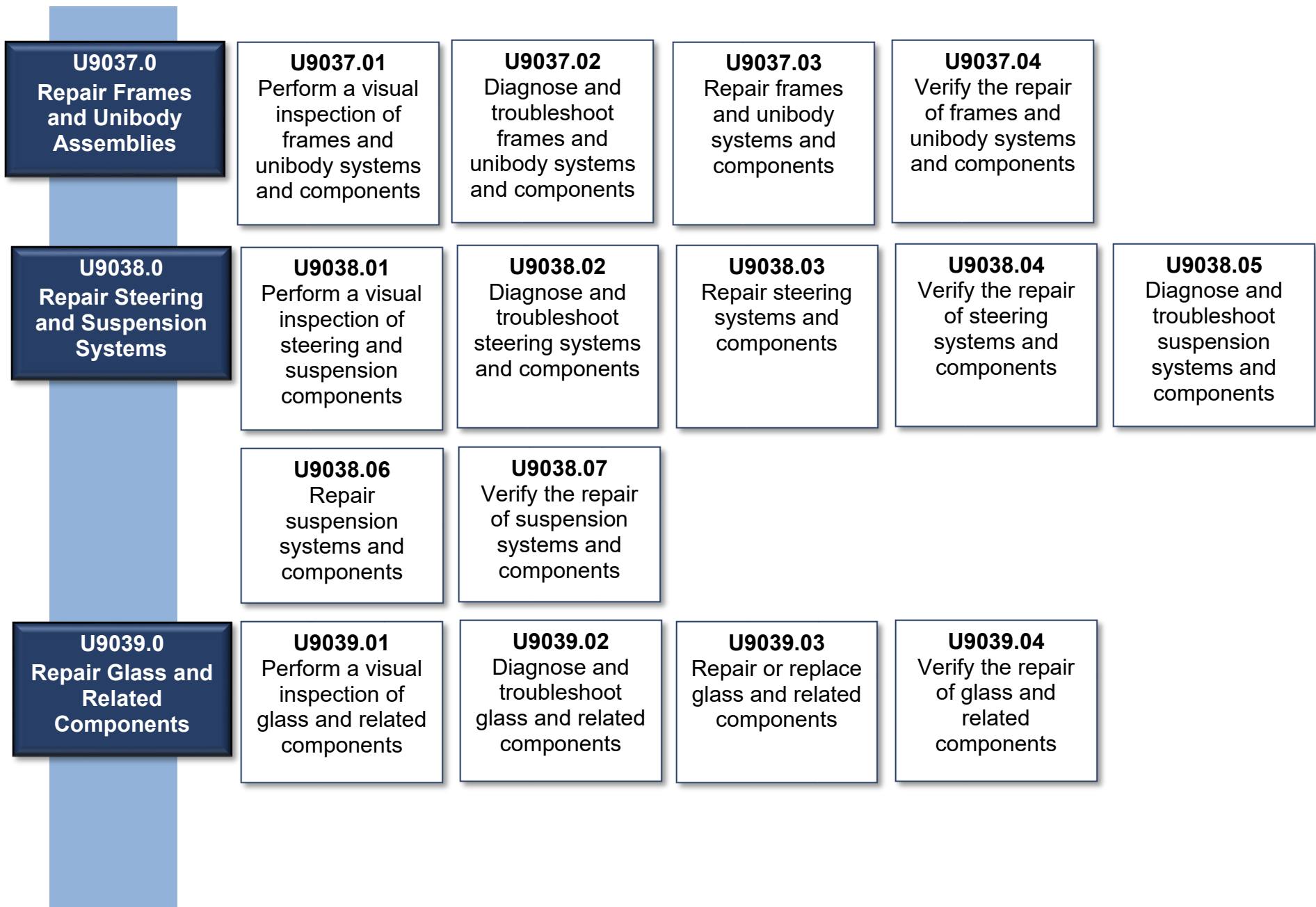
**Competency Analysis Profile: Auto Body and Collision Damage Repairer 310B** *(all unshaded skill sets must be completed)*

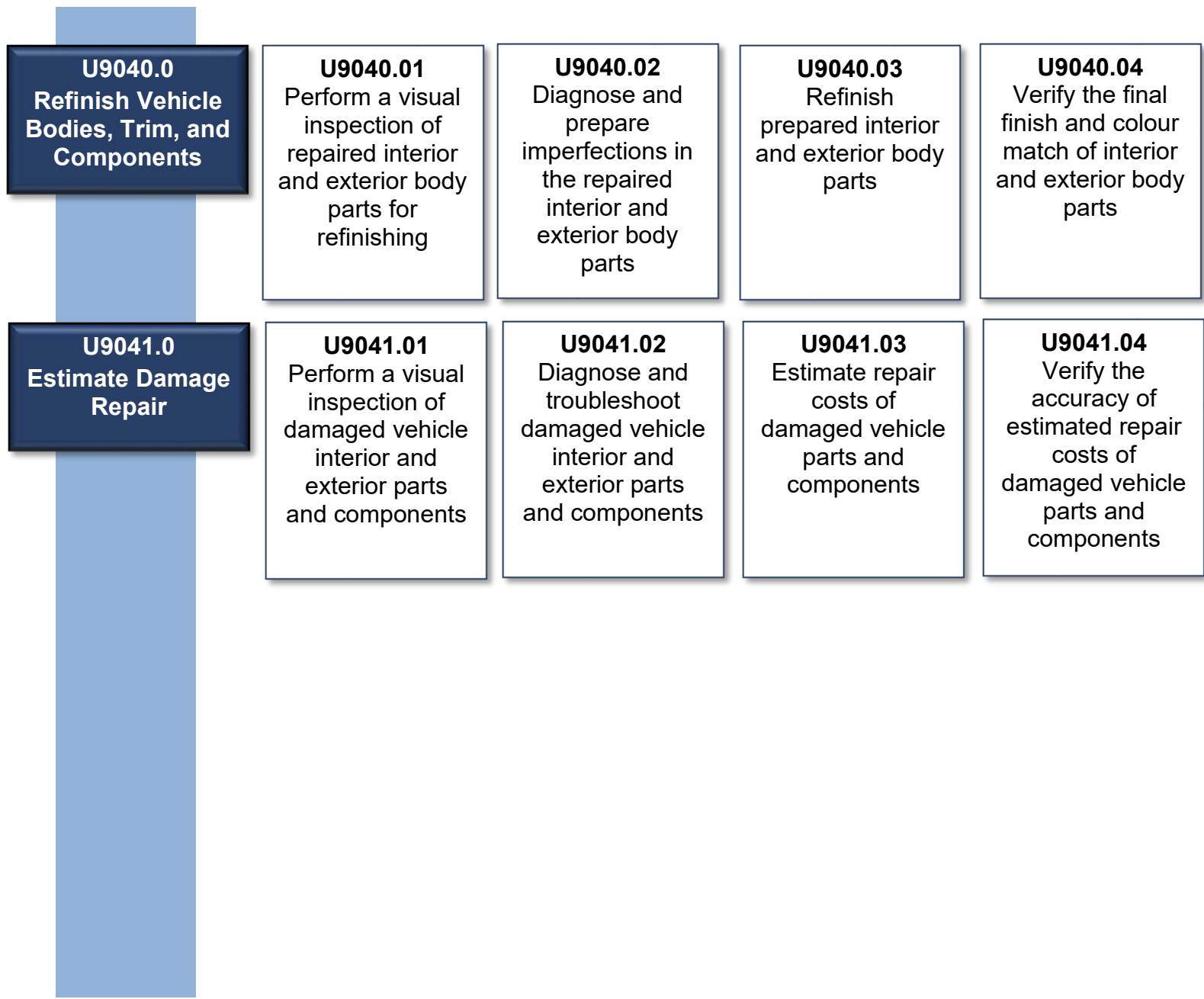
<b>U9032.0</b> <b>Perform Paintless Dent Repair (PDR)</b>	<b>U9032.01</b> Perform a visual inspection of exterior vehicle body panels	<b>U9032.02</b> Diagnose and troubleshoot exterior vehicle body panels	<b>U9032.03</b> Repair dents on exterior vehicle body panels	<b>U9032.04</b> Verify the repair of dents on exterior body panels
<b>U9033.0</b> <b>Repair Plastics and Fibreglass</b>	<b>U9033.01</b> Perform a visual inspection of plastic and fibreglass body parts, identifying the substrate types	<b>U9033.02</b> Diagnose the condition of plastic and fibreglass body parts	<b>U9033.03</b> Prepare repair area to set up and perform structural bonding and finishing	<b>U9033.04</b> Verify the repair of plastic and fibreglass body parts
<b>U9034.0</b> <b>Repair Electrical and Electronic Systems and Components</b>	<b>U9034.01</b> Perform a visual inspection of electrical and electronic systems and components	<b>U9034.02</b> Diagnose and troubleshoot electrical and electronic systems and components	<b>U9034.03</b> Repair electrical and electronic systems and components	<b>U9034.04</b> Verify the repair of electrical and electronic systems and components





**Competency Analysis Profile: Auto Body and Collision Damage Repairer 310B** (all unshaded skill sets must be completed)







# 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)



[SkilledTradesOntario.ca](http://SkilledTradesOntario.ca)



Auto Body and Collision Technician