



**Skilled  
Trades**  
Ontario

**Métiers  
spécialisés**  
Ontario

Apprenticeship  
Schedule of Training  
Logbook

**Drywall Finisher and  
Plasterer**

453A

2008

# Apprenticeship Training Standard

The Apprenticeship Training Standard or herein after referred to as “Logbook” is a document issued to Apprentices who sign a Registered Training Agreement in the Province of Ontario as an official record of training. It is to be used by the Apprentice and Sponsor/trainer to guide the process of skills development in a particular trade.

## Training As An Apprentice

- ✓ Ensure you, your sponsor, and your witness sign a Training Agreement with the Ministry of Labour, Immigration, Training and Skills Development. Once it is registered, you will receive a copy of the registered Training Agreement for your records.
- ✓ Notify the local Service Delivery Office **immediately** if any changes to contact information or training agreement, especially if you change sponsors.
- ✓ Review the Logbook regularly with your trainer and sponsor to discuss your progress, ask questions, seek feedback and have the trainer **sign-off on competencies**
- ✓ Keep an accurate record of the hours you work.
- ✓ Attend classroom training when it is offered.
- ✓ Apply for the financial incentives for which you are eligible.



## Completing Your Logbook

- ✓ **Complete the Sponsor Record Form** – A form must be completed for each Sponsor/Trainer used during your apprenticeship.
- ✓ **Confirm Skill Sign-off is Complete**
  - **You and your trainer** sign-off each required skill to confirm that you have demonstrated competency in that skill.
  - Shaded boxes in your Logbook mean the skills are optional and do not have to be confirmed by your trainer or sponsor. However, you are encouraged to complete them as part of your training.
- ✓ **Confirm Skill Set Sign-off is Complete**
  - After you and your trainer have signed-off all the required skills in a skill set, your sponsor signs the signature box on the form in **Appendix C – “Skill Set Completion for Sponsors”** to confirm your completion of all competencies within each skill set.

This document is the property of the apprentice named inside and represents the official record of your training. For information about completing your apprenticeship, see inside of back cover.



Apprentice Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Trade: \_\_\_\_\_

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

**STO Account No. (for Compulsory trades only):**

**This document is the property of the Apprentice named herein and represents the official record of their training.**

**If you have questions about the use of this Logbook or about your Apprenticeship program, contact your local Service Delivery Office (see Appendix D in this book) or the Employment Ontario hotline at: 1-800-387-5656.**

# Apprenticeship Pathway to a Certificate of Qualification

Phase 1: Registration

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

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

Training agreement signed and registered by both apprentice and sponsor

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

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

Complete on-the-job training

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

Complete in-school training

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

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

Review and finalize your logbook with your sponsor

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

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

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

Certificate of Apprenticeship is issued

Trades without examination

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

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

Provisional Certificate of Qualification issued for a 12 month term

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

Make payment for your Certificate of Qualification examination

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

Schedule a date to write your Examination

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

Pass Certificate of Qualification examination

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

Certificate of Qualification is issued

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

Phase 2: Apprenticeship

Phase 3: Certification

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

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

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

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

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*Maintained with transfer to Skilled Trades Ontario 2008 (V100)*

## **Foreword: Purpose, Terms and Conditions of the registered Training Agreement**

### **Purpose:**

- Prior to starting official apprenticeship activities, the apprentice, sponsor and a witness are required to sign a Training Agreement.
- The Training Agreement that you have signed is an important legal document that outlines your responsibilities as an apprentice and the responsibilities of your sponsor.
- Once registered, this training agreement (or contract) marks the start of your formal agreement between the apprentice, the sponsor and the Ministry.
- For compulsory trades, the apprenticeship registration document must be accessible when working.

### **The Apprentice agrees:**

- **To inform the local Service Delivery Office of any change to your contact information or change in sponsor within 7 days;**
- To follow the Sponsor's and Trainer's lawful instructions and make every effort to acquire the skills identified in the Logbook for the Trade which is part of the apprenticeship program established by Skilled Trades Ontario for the trade;
- To obtain written verification from the Sponsor and the Trainer(s) that the requirements in the Logbook for the trade have been met.
- When you receive an "Offer of Classroom Training", confirm your attendance by following the instructions in the offer. Failure to do so may result in losing your opportunity to attend school which delays the completion of your apprenticeship.

### **The Sponsor agrees:**

- To ensure that the Apprentice is provided with the training required as part of the apprenticeship program established by Skilled Trades Ontario for this trade;
- To review the progress of training with the Apprentice, and with the Trainer(s) where the Sponsor and the Trainer are not the same party.
- Release your apprentice from work to attend in-school training without penalty to the apprentice.
- To maintain the journeyperson/apprentice ratio for your trade, if applicable.
- To monitor their apprentice(s) progress
- To ensure that the Trainer(s) verifies, in writing, when each skill identified in the Logbook for the trade has been successfully completed by the Apprentice;
- To contact the Ministry should any changes in your capacity to train, your contact information, or your apprentice's status in the program change.



## Trade Specific Resources and Links

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 Drywall Finisher and Plasterer 453A and was developed by Skilled Trades Ontario in consultation with representatives from industry. It identifies all the skills associated with and required to learn the trade.

The Logbook is divided into skill sets, which are further divided into skills. These skill sets and skills are written in statements that describe what the Apprentice must perform and to what standard, in order to be considered competent in that skill.

The successful performance of these skills is tracked in the Logbook. Once achieved, this skills’ sign-off, along with the completion of in-school program requirements or equivalent, is how the apprenticeship program is completed and apprentices receive a Certificate of Apprenticeship.

The Sponsor/trainer and Apprentice are required to sign-off and date each skill after the Apprentice has demonstrated proficiency in these skills. However, if a skill is shaded, it is optional and does not need to be signed-off, though it has been defined as a part of the scope of practice for the trade.

All practices described in this standard must be performed by the apprentice according to the specific criteria identified. In general, the standard of performance for this trade is to be performed according to all applicable jurisdictional codes and standards and all health and safety standards must be respected and observed.

All skills within the Apprenticeship Training Standard are to be performed, as applicable, according to and in compliance with the following:

- Occupational Health and Safety Legislation and Regulations;
- Other applicable legislation, regulation, codes and standards;
- Industry best practices;
- Company policies and procedures.

The information presented in this standard is, to the best of our knowledge, current at time of printing and is intended for general application. Please refer to the Skilled Trades Ontario website for the most accurate and up-to-date information: [skilledtradesontario.ca](http://skilledtradesontario.ca)

## Roles and Responsibilities

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

**Skilled Trades Ontario (STO)** is responsible for:

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

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

is responsible for:

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

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

### Roles and Responsibilities of the Apprentice

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

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

### Roles and Responsibilities of Sponsors and Trainers

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

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

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

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

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

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

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

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

### **Health and Safety**

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

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

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

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

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

### **The Internal Responsibility System:**

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

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

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

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

### **Roles and Responsibilities under the Occupational Health and Safety Act**

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

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

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

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

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

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

### **The Three Rights of Workers/Apprentices**

The OHSA gives workers and apprentices three important rights:

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

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

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

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

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

Constructor's duties include the following:

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

### **Ministry of Labour, Immigration, Training and Skills Development**

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



## **Apprenticeship Program Summary/Guidelines**

### **Scope of Practice**

The Scope of Practice for the trade of Drywall Finisher and Plasterer is set out in section 41 of Ontario Regulation 875/21 under BOSTA and reads as follows:

**41.** The scope of practice for the trade of drywall finisher and plasterer includes the following:

1. Surfacing, taping and finishing wallboard.
2. Applying special coatings.
3. Carrying out interior base and finish plastering.
4. Fabricating cast cornices and mouldings.
5. Installing cornice and ornamental plaster moulding, including prefabricated cornice and ornamental plaster moulding.
6. Applying exterior cement plaster or aggregate.
7. Repairing drywall taping and plaster.
8. Installing exterior insulated finishing systems.

\*While the Logbook draws on the scope of practice regulation (Section 41 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 4920 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 480 hours of in-school training as the duration necessary for an Apprentice to complete the in-school curriculum for this program.

#### **Total Training Hours**

5400 hours

### **Journeyperson to Apprentice Ratio**

#### **Ratios in Regulation:**

If a trade has been prescribed as being subject to an apprentice to journeyperson ratio, the number of apprentices who may be sponsored or employed by a person in the trade in relation to the number of journeypersons employed or otherwise engaged by the person in the trade **shall not exceed one apprentice for each journeyperson**; Further information can be found in the Apprenticeship section of the Government of Ontario website at [ontario.ca/page/hire-apprentice](https://www.ontario.ca/page/hire-apprentice)

### **Program Requirements**

#### **Compulsory and Non-compulsory Classification**

Regulations under the *Building Opportunities in the Skilled Trades Act, 2021*, classify each trade as either “compulsory” or non-compulsory.” This trade is non-compulsory.

It is the responsibility of an Apprentice to maintain a training record in the form of a Logbook. The Sponsor and Trainer are required to sign-off when competencies in the trade are achieved.

#### **Skills for Success Summary**

Skills for Success are needed in a quickly changing world for work, learning and life. They are foundational for building other skills and important for effective social interaction. Everyone benefits from having these skills as they help individuals get a job, progress at their current job and change jobs. They also help individuals become active members of their community and succeed in learning.

Through extensive research and consultations, the Government of Canada launched the new Skills for Success model renewing the previous Essential Skills framework to better reflect the needs of the current and future labour market.

The occupational specific Essential Skills profiles are available online. These will be updated over time to align with the new Skills for Success model found here: [Skills for Success model](#)

### Standard of Performance

A Drywall Finisher and Plasterer surfaces, tapes, and finishes wallboard through the application, maintenance, and restoration of plaster and similar materials to produce plain or decorative surfaces by:

- Protecting self and others
- Preparing job for the taping process
- Taping wallboard
- Carrying out special applications
- Performing interior base and finish plastering
- Applying plaster veneer
- Installing cornice moulding and ornamental moulding
- Fabricating cast moulding and cornice
- Installing pre-fabricated cornice moulding and ornamental plaster moulding
- Applying exterior cement plaster base or various finishes
- Repairing drywall, taping, and plaster
- Applying special plaster finishes and specialty coatings

A Drywall Finisher and Plasterer demonstrates knowledge of:

- Applicable Acts, Legislation, Codes, and Regulations
- Manufacturer's recommendations and specifications
- Company policies and procedures

### Benchmark/Guideline Total Training Timeframes: (On-The-Job and Off-The-Job):

#### **5400 hours**

Includes **480** hours of in-school training.

In general, the standard of performance for the trade of Drywall Finisher and Plasterer are to be performed, as applicable, according to and in compliance with the following:

Industry Safety Standards which are based upon:

- Occupational Health and Safety Legislation and Regulations;
- Jurisdictional legislation and regulations, codes and standards (municipal bylaws etc.)
- Company policies and procedures
- All applicable manufacturers specifications and engineering specifications

## Training the Apprentice - Tips for Apprentices, Sponsors and Trainers

### Tips for Apprentices

Remember, it takes time to learn. The following is a list of additional tips and tools to help make the most of your apprenticeship training:

- Practice safe work procedures early to create good habits;
- Use your Logbook as a journal to keep track of the skills you have achieved;
- Review your training plan with your Training Consultant, Trainer, or Sponsor;
- Discuss your training needs with your Trainer and/or Sponsor;
- Listen to the suggestions of your Trainer;
- Ask your Trainer questions if you are unsure of any skill you need to perform or any tools or equipment you need to use to perform your duties;
- Show enthusiasm and develop good work habits; and,
- Upon demonstration of competency, ensure that you and your Trainer sign-off the individual skills.

***To get the most from this mentoring experience, request exposure to the full scope of the trade; meet regularly with your Sponsor/Trainer to discuss your progress, ask questions and seek feedback.***

### Tips for Sponsors

- Select Trainers with good communication skills and who work well with others;
- Ensure that the Apprentice always works under the direction of or has access to a qualified Trainer;
- Encourage Trainers to take upgrading courses (e.g. Train the Trainer, Mentor, Coach, etc.);
- Set out clear expectations and involve both the Apprentice and Trainer in developing the training plan
- Encourage safe work habits;
- Allow time for the Trainer to train and demonstrate skills to the Apprentice;
- Provide opportunities and time for the Apprentice to learn the trade;
- Ensure that the Apprentice receives the varied on-the-job trade training experience outlined in this document;
- Recognize good performance;
- Observe frequently;
- Provide constructive feedback and conduct regular performance reviews involving the Apprentice and Trainer;
- Use the Logbook as a monitoring tool and a part of regular performance evaluations; and,
- Complete the Skill Set Completion Form once the Apprentice has demonstrated competency in the skills.

- The detailed content listed for each skill is not intended to represent an inclusive list; rather, it is included to illustrate the intended direction for the skill acquisition.

### **Tips for Trainers**

Trainers are responsible for ensuring the Apprentice is developing the skills outlined in this document. Here is a list of tips and tools to help Trainers in their supervision of Apprentices:

- Demonstrate model safe work habits;
- Provide opportunities and time for the Apprentice to learn the trade;
- Treat Apprentices fairly and with respect;
- Review the Logbook with the Apprentice and develop a training plan;
- Set out clear expectations and recognize good performance;
- Expose Apprentices to the full scope of the trade by providing training on the skills outlined in this document;
- Encourage and respond to all questions;
- Be patient;
- Explain, show and demonstrate the skill;
- **Meet regularly with the Apprentice to discuss the apprentice's progress**
- Provide continuous feedback;
- Sign-off skills when your Apprentice demonstrates competency, and,
- Use the Logbook as a guide to evaluate competence in each skill area. By using the Logbook, Trainers will be able to guide the process to and assist Apprentices to develop skills outlined in this document.

***The best mentoring experience is when an Apprentice is given as much training/exposure to the full scope of the trade as possible. If this is not possible, help them to determine other ways this may be possible.***

## Notice of Collection of Personal Information

1. At any time during your apprenticeship training, you may be required to show this Logbook to the local Service Delivery Office. You will be required to submit the signed Apprenticeship Completion form to the Service Delivery Office in order to complete your program. The Service Delivery Office will use your personal information to administer and finance Ontario's apprenticeship training system, including confirming your completion and issuing your Certificate of Apprenticeship.
2. The Service Delivery Office will disclose information about your program completion and your Certificate of Apprenticeship to Skilled Trades Ontario, as it is necessary for Skilled Trades Ontario to carry out its responsibilities.
3. Your personal information is collected, used and disclosed by the Ministry of Labour, Immigration, Training and Skills Development under the authority of the *Building Opportunities in the Skilled Trades Act, 2021 (BOSTA)*.
4. Questions about the collection, use and disclosure of your personal information by the Ministry may be addressed to the:

Manager, Employment Ontario Contact Centre  
Ministry of Labour, Immigration, Training and Skills Development  
33 Bloor St. E, 2nd floor, Toronto, Ontario M7A 2S3  
Toll-free: 1-800-387-5656; Toronto: 416-326-5656  
TTY: 1-866-533-6339 or 416-325-4084

**List of Trainers**

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

## On-The-Job Training: General Performance Objectives

### U6186.0 Protect Self and Others

#### Skills

**U6186.01 Identify and report health and safety hazards in the workplace** so that the potential for personal injury and damage to equipment or the environment are prevented and corrective action is taken, as defined in the Occupational Health and Safety Act and company standards/procedures.

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

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

**U6186.02 Wear, adjust, and maintain personal protective equipment**, including (but not limited to) body harnesses and eye, ear, hand, foot and skin protectors to ensure correct fit and optimum protection for the wearer and the task being performed, in compliance with the Occupational Health and Safety Act and company standards/procedures.

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



**U6186.03**    **Wear, adjust, and maintain respiratory protectors** to ensure correct fit and optimum protection in compliance with the Occupational Health and Safety Act and company standards/procedures.

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

**U6186.04**    **Practise safe work habits** by staying inside guards and barricades, wearing required clothing (not loose or torn), confining long hair, and removing jewellery, in accordance with the Occupational Health and Safety Act and company standards/procedures.

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

**U6186.05**    **Follow fire procedures**, including (but not limited to) locating and assessing the severity of the fire, taking appropriate action, suppressing minor fire, activating alarm, and reporting incidents, in compliance with company the Occupational Health and Safety Act and company standards/procedures.

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

**U6186.06 Operate emergency safety equipment**, including (but not limited to) fire extinguishers, respirators, skin protectors, and fire blankets, by ensuring that procedures are carried out in a safe and efficient manner, in accordance with the Occupational Health and Safety Act and company standards/procedures.

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

**U6186.07 Practise industrial hygiene** by wearing required clothing and using eye wash to avoid contamination or injury, in compliance with company the Occupational Health and Safety Act and company standards/procedures.

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

**U6186.08 Practise good housekeeping in the workplace** by cleaning up spills or leaks; keeping work area clean and clear of obstructions; and storing tools, equipment, or material so that tools and equipment are available and in place and the potential for accident or injury is prevented, in compliance with the Occupational Health and Safety Act and company standards/procedures.

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

**U6186.09 Conduct pre-operational check of access equipment** by ensuring that guards and safety devices are in place, secured, and not damaged, in compliance with the Occupational Health and Safety Act and company standards/procedures.

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

**U6186.10 Report injuries to supervisor or first aid personnel** promptly and clearly while ensuring that the injured person is attended to and information is reported precisely and accurately, describing how incident occurred so that future recurrence of similar accidents is prevented, in compliance with the Occupational Health and Safety Act and company standards/procedures.

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

**U6186.11 Follow procedures for applying first aid to treat conditions**, including (but not limited to) sudden illness, burns, cuts, abrasions, sprains, chemical inhalations, falls, and contaminants in eyes, so that the condition of the victim is stabilized and ready for further first aid treatment in compliance with the Occupational Health and Safety Act and company standards/procedures.

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

**U6186.12 Lock out mechanical equipment for repair or maintenance** by shutting down and tagging machine or manufacturing process to ensure that no materials can enter the equipment being repaired or maintained, no damage is caused to the machine, and accidents are prevented, in compliance with the Occupational Health and Safety Act and company standards/procedures.

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

**U6186.13 Handle designated substances or dangerous goods/commodities**, using specified handling and storage equipment, so that the operator is protected from injury, the environment is free of contamination, and safe procedures are followed, in compliance with the Occupational Health and Safety Act, company standards/procedures, and WHMIS.

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

**U6186.14 Operate lifting equipment**, including (but not limited to) hoists, overhead cranes, chain falls, lift pins, eye bolts, slings, cables, and chains, to remove, transport, and store materials, parts, or equipment, in compliance with the Occupational Health and Safety Act and company standards/procedures.

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

**U6186.15 Identify and respond to work site hazards**, including (but not limited to) inadequate ventilation, confined spaces, noxious fumes, dust, high intensity light, elevated work sites, suspended loads, poor lighting, extreme temperatures, and uncontrolled power sources, by identifying hazards, activating alarms, notifying others, and determining means of emergency containment or site evacuation, so that the potential for personal injury and damage to equipment or the environment is prevented, in compliance with the Occupational Health and Safety Act and company standards/procedures.

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

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**U6187.0 Prepare Job for the Taping Process**

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**Skills**

**U6187.01 Select, use, and maintain taping tools**, in accordance with manufacturers' instructions and industry practice.

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

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

**U6187.02**    **Select and place proper lighting for all surface inspections**, according to current industry and American Society of Testing Materials (ASTM) standards, as well as manufacturers' specifications.

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

**U6187.03**    **Consult with supervisor of other trades to determine where drywall finishing can proceed**, in accordance with industry practice.

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

**U6187.04**    **Inspect and prepare wall to ensure quality of substrate** by replacing or tightening loose or missing screws and nails; cutting board blisters and loose paper; and using a hawk, knife, and trowel to apply fast-setting compound to pre-fill damaged board, imperfections, and gaps in butt joints, between factory edges, and inside angles.

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

**U6187.05**    **Select and mix fast-setting compound**, using a hawk, trowel, putty knife, or electrical mixer, depending on quantity required and in accordance with manufacturers' instructions.

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

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**U6188.0**    **Tape Wallboard**

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**Skills**

**U6188.01**    **Fire-proof and gas-proof surfaces** by applying tape compound and embedding tape to seal all openings and prevent drafts, in accordance with job specifications and building codes.

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

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

**U6188.02**    **Install paper bead or metal tape where the regular bead does not fit the existing shape** (e.g., arches and angles other than 90 degrees) or at specified alternative beads by applying filler, cutting paper bead or metal tape to correct length, and attaching either one with taping compound, in accordance with industry practice.

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

**U6188.03**    **Apply correct compound of proper consistency** (by hand or by automatic taping tool) and embed tape on factory edge joints, butt joints, and inside angles, by wiping with a taping knife or trowel to eliminate excess compound, spotting a first coat on fasteners, and filling corner beads, in accordance with industry practice.

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

**U6188.04**    **Apply appropriate compound** using a trowel, taping knife, or finish box to float out butt joints to achieve a flat appearance and level uneven walls by spreading appropriate compound and using a metal straight edge, if required, in accordance with industry practice.

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

**U6188.05**    **Apply a second coat of compound** ("doubling") when the previous coat is dry by scuff-sanding lightly; applying appropriate compound by hand or with finish boxes to the butt and flat joints; covering the tape; filling corner beads; spotting fasteners; coating inside angles, alternating at every three-way corner when hand taping; or coating angles with corner finisher, all in accordance with industry practice.

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



**U6188.06**    **Apply a third coat or skim coat when the second coat is dry** by scuff-sanding lightly; covering butt and flat joints, fasteners, and exterior corners (beads) with appropriate compound by hand or with finish boxes, alternating on inside angles from previous pattern when hand taping; or using a corner finisher and making sure that the feathering overlaps the previous coat, in accordance with industry practice.

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

**U6188.07**    **Fine-sand all surfaces covered by compound**, when dry, with appropriate sandpaper, avoiding damage to the drywall surface; checking for irregularities in surfaces with a light; and correcting as needed, in accordance with industry practice.

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

**U6188.08**    **Wet-sand, where equipment and people must be shielded from dust**, using sponge and water to produce a dust-free finish on the drywall; checking for irregularities on surfaces with a light; and correcting, as needed, in accordance with industry practice.

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

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**U6189.0 Carry Out Special Applications**

**Skills**

**U6189.01 Texture concrete walls and ceilings** by cleaning and making free of all foreign materials; applying a leveling coat with a trowel, if required, or primer paint when specified; making sure surrounding areas are protected with polyethylene or brown paper; and spraying on texture, according to specification, by using a power compressor with different orifice sizes for various texturing, or applying texture manually with hand-texturing tools, in accordance with industry practice.

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

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

**U6189.02 Texture prepared walls and ceilings** (e.g. drywall, plaster, painted, and previously textured) by ensuring surrounding areas are protected with polyethylene, according to specification; and using a power compressor with different orifice sizes for various texturing, or applying texture manually with various hand- texturing tools, in accordance with industry practice.

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

**U6189.03 Produce ornamental plastering, after proper preparation**, by various methods that include, but are not limited to, skip-trowelling, sponging, brushing, knocking- down, swirl texturing, or using graffiato, in accordance with industry practice.

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

**U6189.04 Spray fire proofing** (fire retardant), with special equipment, to cover steel structural components as specified to resist heat, in accordance with industry practice.

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

**U6189.05 Spray non-setting and setting acoustic aggregate and non-aggregate materials on walls and ceilings**, as specified, by sealing surface; mixing and applying bonding material manually or with power equipment; feather-edging; allowing materials to dry; and applying final-spray finish evenly while ensuring that the material does not run; and then cleaning all, in accordance with industry practice.

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

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**U6190.0 Perform Interior Base and Finish Plastering**

**Skills**

**U6190.01 Select, use, and maintain plastering tools;** such as, hawks, trowels ,brushes, sponges, two-foot levels, scrapers, spirit levels, plumb bobs, angle floats, angle paddles, feather edges, floats, mitering tools, and joints.

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

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

**U6190.02 Apply adhesive to concrete** before the base coat application and after ensuring that surface is clean and free of foreign material, in accordance with industry practice.

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

**U6190.03 Apply base coat** by selecting the appropriate base coat plaster material upon identification of suitable substrate conditions and applying it, in accordance with industry practice, over a variety of substrates; such as, bricks, blocks, metal lath, or concrete.

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

**U6190.04    Apply key coat on substrates**, where required, and scratch coat on various types of metal lath, in accordance with industry practice.

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

**U6190.05    Level and straighten base coat plaster** with straight edge, Darby, or slicker to achieve uniform thickness based on existing metal trim or plaster grounds, in accordance with industry practice.

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

**U6190.06    Trowel or float various plastering materials on base coat**, evenly and smoothly, to achieve a desired finished appearance, in accordance with industry practice.

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

**U6190.07    Apply putty coat** by mixing finish lime and plaster of Paris in proper proportion; applying the first coat; feather-edging corners; applying second and skim coats over the prepared base coat; and working the wall to a specified finish with trowel, brush, and water, in accordance with industry practice.

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

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**U6191.0    Apply Plaster Veneer**

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**Skills**

**U6191.01    Apply base coat onto a two-coat system** on specified and prepared substrate by creating a key ("brooming") ready for finish application, in accordance with industry practice.

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

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

**U6191.02    Apply finish coat over the base coat of a two-coat veneer system** in the proper application sequence, by using proper tools and techniques and following manufacturers' specifications.

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

**U6191.03 Apply one coat of plaster veneer systems over approved gypsum wallboard**, following proper taping and preparation and in accordance with manufacturers' specifications.

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

**U6192.0 Install Cornice Moulding and Ornamental Moulding**

**Skills**

**U6192.01 Lay out the location, dimensions and shape of the mould from blueprints** by using a chalk line, measuring tape, carpenter's square, and spirit level to ensure accuracy and trueness, in accordance with industry practice.

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

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

**U6192.02 Make a template** by cutting wood and metal profiles and by combining and attaching the metal profile, stock, slipper, and handle, ensuring that they run square and true, in accordance with industry practice.

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

**U6192.03 Prepare to run mould** by applying screeds to walls and ceiling, snapping lines on ceiling and walls, and installing running rods to the walls, in accordance with industry practice.

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

**U6192.04 Mix plaster by combining finish lime, Plaster of Paris** (fast-set and slow-set), using appropriate proportions and procedures, in accordance with industry practice.

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

**U6192.05 Run template** by applying plaster to the corner; running the template over the plaster forward and along the running rod until the material is set; building up two or three coats/mixes to a proper finish; splashing water onto plaster to achieve a smooth, even finish; stripping off the rods; and cleaning off the wall for a final finish, in accordance with industry practice.

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



**U6192.06 Hand-miter mould corners** (using a margin trowel, mitering rod, other small tools and brushes) by cutting mould ends of square; mixing materials; filling in the corner and working up to the same profile as the mould; and brushing with water to finish, in accordance with industry practice.

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

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**U6193.0 Fabricate Cast Moulding and Cornice**

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**Skills**

**U6193.01 Read and interpret drawings and specifications** to identify the shape, composition, and dimensions of the master, in accordance with industry practice.

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

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

**U6193.02 Mix pure moulding plaster**, using a paddle or portable mixer, in accordance with manufacturers' instructions.

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

**U6193.03**    **Pour moulding plaster into mould and incorporate reinforcing burlap, jute fabric, sisal, or steel wire** while ensuring that the parting agent is spread evenly across the mould before pouring, in accordance with industry practice.

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

**U6193.04**    **Remove the casting from the mould** when it is hard; then square, trim, and repair its edges and surfaces, if required and in accordance with industry practice.

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

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**U6194.0**    **Install Pre-Fabricated Cornice Moulding and Ornamental Moulding**

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**Skills**

**U6194.01**    **Interpret drawings/specifications and inspect the work site** by determining type and location of installation.

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

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

**U6194.02 Prepare general work site**, including inspection and remedy of original surface to ensure it is true and even, in accordance with industry practice.

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

**U6194.03 Erect scaffolding at work site**, according to manufacturers' directions and following appropriate safety legislation.

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

**U6194.04 Lay out location of ornaments on walls or ceiling and miter ends of ornaments**, as specified, by measuring with a tape measure; leveling with a chalk line, hand level, waterline level, or laser; and cutting with a miter box and saw, in accordance with industry practice.

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

**U6194.05**    **Mix and apply plaster, drywall compound, or adhesive to back and butt ends of ornaments**, using proper hand and mixing tools, in accordance with industry practice.

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

**U6194.06**    **Position ornaments on walls or ceiling** along layout lines by keying original surface and erecting or installing temporary support to keep ornament in place until bonding material sets, in accordance with industry practice.

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

**U6194.07**    **Fill nail and screw holes** with plaster or putty and apply second coat, if necessary and in accordance with industry practice.

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

**U6194.08 Trim and repair joints and surfaces to a "true finish"**, with no defects or blemishes, using the appropriate tools, in accordance with project specifications.

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

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**U6195.0 Apply Exterior Cement Plaster Base or Various Finishes**

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**Skills**

**U6195.01 Prepare the surface** by cleaning and removing dirt and loose particles; applying building paper, wire lath, or bonding agent on the substrate; and installing and laying out control joints and flashing details, all in accordance with industry practice.

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

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

**U6195.02 Apply scratch coat** by using cementitious materials mixed to manufacturers' specifications and bringing it to an even finish with a base coat with the use of proper tools, in accordance with industry practice.

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

**U6195.03**    **Apply a final finish** (such as, exposed aggregate, acrylic texture, exterior stucco, or other specified finishes) after base coat has fully cured, as required by specifications and in accordance with industry practice.

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

**U6195.04**    **Repair damaged areas** to match existing surface and prevent water penetration by removing loose materials from walls; mixing a cementitious material in proper proportions; or using alternatively appropriate materials to fill holes, cracks, and other defects, in accordance with industry practice.

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

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**U6196.0 Repair Drywall, Taping, and Plaster**

**Skills**

**U6196.01 Repair holes up to 4 cm (1 5/8") in size** with single tape by buttering, applying, and wiping to the wallboard over the hole; then feathering the edges around the patch with proper tools, in accordance with industry practice.

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

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

**U6196.02 Repair holes 4 to 15 cm (1 5/8" to 5 7/8") in size** by squaring off the hole; cutting wallboard to fit with a one-inch border of face paper around the board; setting it in place with taping filler or fast-setting compound; wiping the edges and floating them out with the same mix; and applying second and skim coat, after allowing previous coat to set or dry, in accordance with industry practice.

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

**U6196.03**    **Repair holes larger than 15 cm (5 7/8") in size** by squaring off hole; screwing backing behind wallboard; cutting wallboard to size of hole and screwing to backing; taping and covering with taping filler or with fast-setting compound; wiping the edges and floating them out with the same mix; and applying second and skim coat, after allowing previous coat to set or dry, in accordance with industry practice.

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

**U6196.04**    **Repair ridged joints** by sanding the surface and refilling the joint, in accordance with industry practice.

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

**U6196.05**    **Repair joint blister or loose tape** by cutting tape out, applying a coat of fast setting compound; re-taping; and finishing, in accordance with industry practice.

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



**U6196.06 Repair fastener popping through wallboard or loose filler** by pushing the board tight to the stud; removing loose fastener; replacing with new fastener; and refilling, in accordance with industry practice.

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

**U6196.07 Repair cracked joints or board fractures** by removing the tape, where possible; re- taping; and re-coating, following standard taping procedures in accordance with industry practice.

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

**U6196.08 Repair a cracked bead** by re-fastening the bead; taping the crack; and refilling the bead, in accordance with industry practice.

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

**U6196.09    Repair water-damaged and fire-damaged wallboard** by cutting out the damaged section; replacing with new wallboard; taping; and coating, following standard taping procedures in accordance with industry practice.

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

**U6196.10    Repair texture-sprayed surfaces** by scraping back the texture beyond the damaged area; feathering the edges; applying a coat of oil primer; and re-texturing to blend the over spray into the old texture and to match existing surfaces, in accordance with industry practice.

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

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**U6197.0    Apply Special Plaster Finishes and Specialty Coatings**

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**Skills**

**U6197.01    Prepare a suitable substrate** by selecting proper tools and materials; protecting surrounding areas; and applying primer, in accordance with industry practice.

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

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

**U6197.02 Apply Venetian Plaster material** by bringing the surface to a monolithic, translucent finish, in accordance with job specifications and manufacturers' standards.

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

**U6197.03 Prepare a suitable substrate for concrete overlay applications** by repairing hairline cracks and holes with cement binder, woven glass fibre mesh, and cementitious materials, in accordance with industry practice.

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

**U6197.04 Apply concrete overlay applications** by laying out specified pattern or design; mixing overlay material; finishing it to achieve texture, pattern, grout lines, colour; and completing with sealer coat, in accordance with job specifications.

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

**U6197.05 Prepare surface to a Level 5 finish for hand-textured ceilings and walls** by applying a soft plaster mix with various tools to achieve the desired texture, in accordance with job specifications.

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

## Curriculum Learning Outcomes

Total of 480 hours of in-school training - Theory 193 hours, Practical 287 hours.

### **S0086 Applied Workplace Practices**

Total 147 hours-Theory 102 hours, Practical 45 hours.

The apprentice is able to describe safe work practices; to know the correct use of safety and lifting equipment; to recall the correct responses to emergent and high- risk work site conditions; and to understand government safety regulations, manufacturers' recommendations and specifications, and approved industry standards.

### **S0087 Processes for the Taping Preparation Techniques**

Total 18 hours- Theory 15 hours, Practical 3 hours.

The apprentice is able to recognize various applications of taping tools and compounds, as well as to understand ceiling and wall inspection and preparation techniques.

### **S0088 Taping Standards and Requirements**

Total 93 hours - Theory 11 hours, Practical 82 hours.

The apprentice is able to describe the standards and requirements in the taping process needed to fire or gas-proofing surfaces, apply paper bead or metal tape and various coats, and perform sand-finishing techniques in keeping with conditions on the work site and industry practices.

### **S0089 Special Application Techniques**

Total 24 hours - Theory 4 hours, Practical 20 hours.

The apprentice is able to describe the process of texturing, applying ornamental plastering, fire-proofing, and spraying non-setting and setting acoustic aggregate or non- aggregate materials on various substrates.

### **S0090 Interior Base and Finishing Plaster Procedures**

Total 9 hours - Theory 9 hours, Practical 0 hours.

The apprentice is able to recognize the context and use of various plastering tools and to describe application procedures for base, key, and putty coats.

### **S0091 Plaster Veneer Systems Procedures**

Total 42 hours- Theory 10 hours, Practical 32 hours.

The apprentice is able to explain the sequence for the application of coats needed in the application of veneer systems.

**S0092 Installation Sequences for Cornice Moulding and Ornamental Moulding**

Total 33 hours- Theory 9 hours, Practical 24 hours.

The apprentice is able to determine the steps required in laying out, creating a template, running moulds and templates, mixing plaster, and hand-mitering mould corners.

**S0093 Cast Moulding and Cornice Production Processes**

Total 30 hours- Theory 14 hours, Practical 16 hours.

The apprentice is able to describe the production of cast moulding and cornices with regard to the specifications of the work site and standards of industry practice.

**S0094 Pre-Fabricated Cornice Moulding and Ornamental Moulding Techniques**

Total 27 Hours - Theory 6 hours, Practical 21 hours.

The apprentice is able to recognize and describe the sequence of planning, installing, and finishing pre-fabricated moulding and ornaments.

**S0095 Applied Exterior Cement Plaster or Aggregate Techniques**

Total 15 hours- Theory 5 hours, Practical 10 hours.

The apprentice is able to describe and explain the preparation, application, and repair of cement or various aggregate finishes to exterior surfaces.

**S0096 Drywall, Taping, and Plaster Repair Processes**

Total 15 hours -Theory 3 hours, Practical 12 hours.

The apprentice is able to interpret damage to wallboard, tape, beads, and joints and understand what steps are required in the repair process, including the selection of appropriate materials.

**S0097 Special Application and Coating Techniques**

Total 27 hours -Theory 5 hours, Practical 22 hours.

The apprentice is able to describe the special procedure and materials used to create Venetian Plaster, concrete overlay applications, and Level 5 finishes for hand- textured ceilings and walls.

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

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

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

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

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

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

### Change of Sponsor Record #4

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 C — Skill Set Completion for Sponsors

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

Skill Set #	Skill Set Title	Signing Authority Signature
U6186.0	Protect Self and Others	
U6187.0	Prepare Job for the Taping Process	
U6188.0	Tape Wallboard	
U6189.0	Carry Out Special Applications	
U6190.0	Perform Interior Base and Finish Plastering	
U6191.0	Apply Plaster Veneer	
U6192.0	Install Cornice Moulding and Ornamental Moulding	
U6193.0	Fabricate Cast Moulding and Cornice	
U6194.0	Install Pre-Fabricated Cornice Moulding & Ornamental	
U6195.0	Apply Exterior Cement Plaster Base or Various Finishes	
U6196.0	Repair Drywall, Taping, and Plaster	
U6197.0	Apply Special Plaster Finishes and Specialty Coatings	

### Learning Outcomes Completion Form

Date of Completion	Organization Name(s)	Signing Authority Signature

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

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

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

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

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

Date \_\_\_\_\_

## Appendix D — Local Service Delivery Offices in Ontario

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

Location	Contact	Location	Contact
<b>Barrie</b> 705-737-1431	55 Cedar Pointe Dr Unit 609, Barrie, ON L4N 5R7	<b>Marathon</b> 807-346-1550	52 Peninsula Road, Suite 103 Marathon, Ontario, P0T 2E0
<b>Belleville</b> 613-968-5558 1-800-953-6885	135 North Front St, Belleville, ON K8P 3B5	<b>Markham</b> 905-513-2695	140 Allstate Parkway, Suite 505, Markham, Ontario L3R 5Y8
<b>Brantford</b> 519-756-5197	505 Park Rd North Suite 201, Brantford, ON N3R 7K8	<b>North Bay</b> 705-495-8515 1-800-236-0744	200 First Ave West, North Bay, ON P1B 3B9
<b>Chatham</b> 519-354-2766 1-800-214-8284	870 Richmond St West 1st Floor, Chatham, ON N7M 5J5	<b>Ottawa</b> 613-731-7100 1-877-221-1220	Preston Square, 347 Preston Street, Suite 310, Ottawa, ON K1S 3H8
<b>Cornwall</b> 613-938-9702 1-877-668-6604	132 Second St East Ste 202, Cornwall, ON K6H 1Y4	<b>Owen Sound</b> 519-376-5790 1-800-838-9468	1450 1st Ave West, Suite 100, Owen Sound, ON N4K 6W2
<b>Dryden</b> 807-456-2665 1-800-734-9572	Provincial Government Building, 479 Government St, Dryden, ON P8N 3K9	<b>Peel</b> 905-279-7333 1-800-736-5520	The Emerald Centre, 10 Kingsbridge Garden Circle, Suite 404, Mississauga, ON L5R 3K6
<b>Durham</b> 905-433-0595 1-800-461-4608	78 Richmond Street West, Oshawa, ON L1G 1E1	<b>Pembroke</b> 613-735-3911 1-800-807-0227	615 Pembroke St East, Pembroke, ON K8A 3L7
<b>Elliot Lake</b> 1-800-236-8817	50 Hillside Dr North, Elliot Lake, ON P5A 1X4	<b>Peterborough</b> 705-745-1918 1-877-433-6555	901 Lansdowne St West, Peterborough, ON K9J 1Z5
<b>Fort Frances</b> 807-274-8634	922 Scott St 2nd Flr, Fort Frances, ON P9A 1J4	<b>Sarnia</b> 519-542-7705 1-800-363-8453	162 Lochiel Street, Suite 101, 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

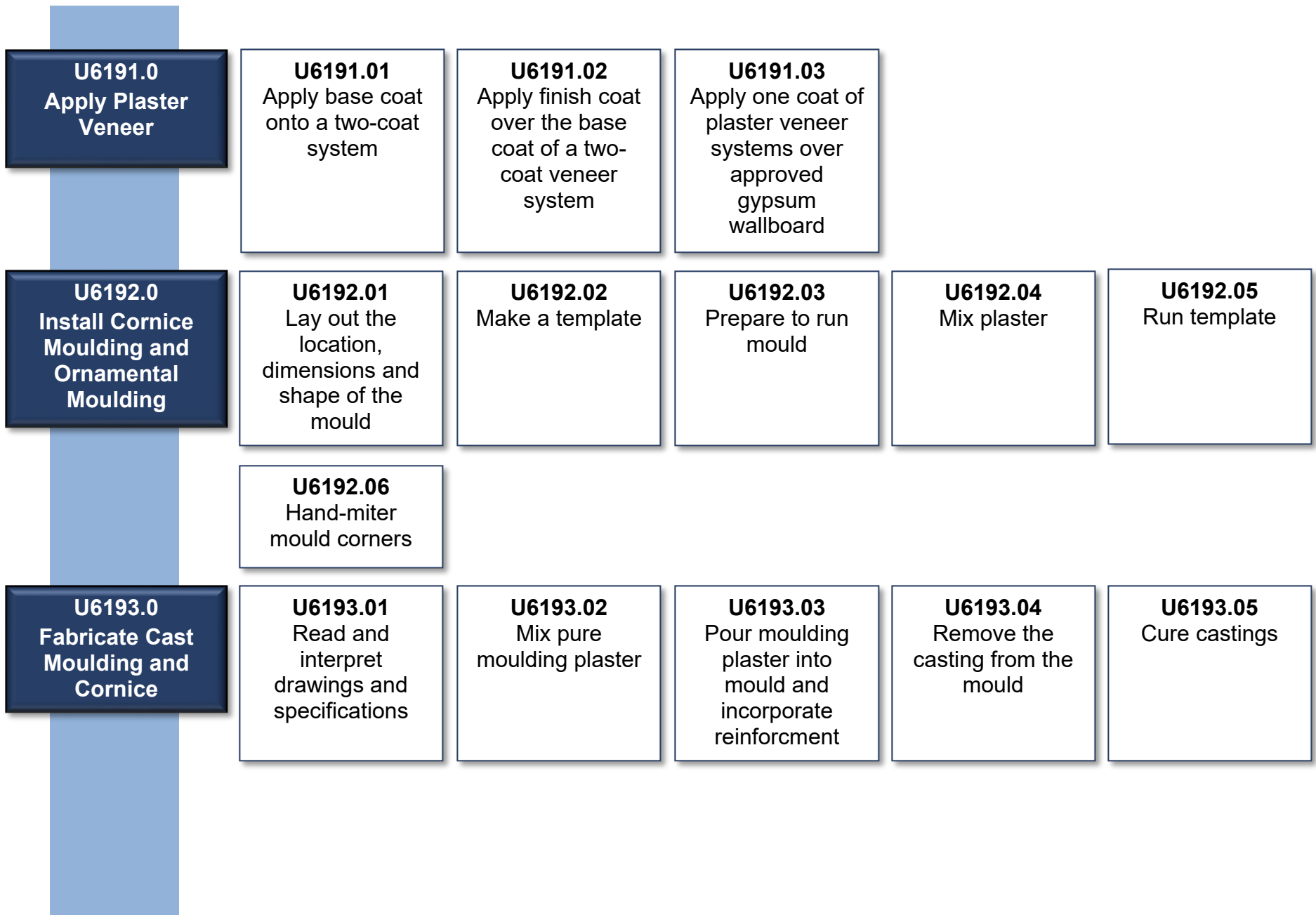
Competency Analysis Profile (CAP) Chart

<b>U6186.0</b> Protect Self and Others	<b>U6186.01</b> Identify and report health and safety hazards	<b>U6186.02</b> Wear, adjust, and maintain personal protective equipment	<b>U6186.03</b> Wear, adjust, and maintain respiratory protectors	<b>U6186.04</b> Practise safe work habits	<b>U6186.05</b> Follow fire procedures
	<b>U6186.06</b> Operate emergency safety equipment	<b>U6186.07</b> Practise industrial hygiene	<b>U6186.08</b> Practise good housekeeping in the workplace	<b>U6186.09</b> Conduct pre-operational check of access equipment	<b>U6186.10</b> Report injuries to supervisor or first aid personnel
	<b>U6186.11</b> Follow procedures for applying first aid	<b>U6186.12</b> Lock out mechanical equipment for repair or maintenance	<b>U6186.13</b> Handle designated substances or dangerous goods/ commodities	<b>U6186.14</b> Operate lifting equipment	<b>U6186.15</b> Identify and respond to work site hazards
<b>U6187.0</b> Prepare Job for the Taping Process	<b>U6187.01</b> Select, use, and maintain taping tools	<b>U6187.02</b> Select and place proper lighting for all surface inspections	<b>U6187.03</b> Consult with supervisor of other trades to determine where drywall finishing can proceed	<b>U6187.04</b> Inspect and prepare wall to ensure quality of substrate	<b>U6187.05</b> Select and mix fast-setting compound

**Competency Analysis Profile: Drywall Finisher and Plasterer 453A** *(all unshaded skill sets must be completed)*

<b>U6188.0</b> <b>Tape Wallboard</b>	<b>U6188.01</b> Fire-proof and gas-proof surfaces	<b>U6188.02</b> Install paper bead or metal tape	<b>U6188.03</b> Apply correct compound of proper consistency	<b>U6188.04</b> Apply appropriate compound	<b>U6188.05</b> Apply a second coat of compound
	<b>U6188.06</b> Apply a third coat or skim coat	<b>U6188.07</b> Fine-sand all surfaces covered by compound, when dry	<b>U6188.08</b> Wet-sand, where equipment and people must be shielded from dust		
	<b>U6189.01</b> Texture concrete walls and ceilings	<b>U6189.02</b> Texture prepared walls and ceilings	<b>U6189.03</b> Produce ornamental plastering	<b>U6189.04</b> Spray fire proofing	<b>U6189.05</b> Spray non-setting and setting acoustic aggregate and non-aggregate materials
<b>U6190.0</b> <b>Perform Interior Base and Finish Plastering</b>	<b>U6190.01</b> Select, use, and maintain plastering tools	<b>U6190.02</b> Apply adhesive to concrete	<b>U6190.03</b> Apply base coat	<b>U6190.04</b> Apply key coat on substrates	<b>U6190.05</b> Level and straighten base coat plaster
	<b>U6190.06</b> Trowel or float various plastering materials on base coat	<b>U6190.07</b> Apply putty coat			

**Competency Analysis Profile: Drywall Finisher and Plasterer 453A** (all unshaded skill sets must be completed)



**Competency Analysis Profile: Drywall Finisher and Plasterer 453A** (all unshaded skill sets must be completed)

<b>U6194.0</b> <b>Install</b> <b>Pre-Fabricated</b> <b>Cornice Moulding</b> <b>and Ornamental</b> <b>Moulding</b>	<b>U6194.01</b> Interpret drawings/specifications and inspect the work site	<b>U6194.02</b> Prepare general work site	<b>U6194.03</b> Erect scaffolding at work site	<b>U6194.04</b> Lay out location of ornaments	<b>U6194.05</b> Mix and apply plaster, drywall compound, or adhesive to back and butt ends of ornaments
	<b>U6194.06</b> Position ornaments on walls or ceiling	<b>U6194.07</b> Fill nail and screw holes	<b>U6194.08</b> Trim and repair joints and surfaces to a "true finish"		
<b>U6195.0</b> <b>Apply Exterior</b> <b>Cement Plaster</b> <b>Base or Various</b> <b>Finishes</b>	<b>U6195.01</b> Prepare the surface	<b>U6195.02</b> Apply scratch coat	<b>U6195.03</b> Apply a final finish	<b>U6195.04</b> Repair damaged areas	
<b>U6196.0</b> <b>Repair Drywall,</b> <b>Taping, and</b> <b>Plaster</b>	<b>U6196.01</b> Repair holes up to 4 cm (1 5/8") in size	<b>U6196.02</b> Repair holes 4 to 15 cm (1 5/8" to 5 7/8") in size	<b>U6196.03</b> Repair holes larger than 15 cm (5 7/8") in size	<b>U6196.04</b> Repair ridged joints	<b>U6196.05</b> Repair joint blister or loose tape
	<b>U6196.06</b> Repair fastener popping through wallboard or loose filler	<b>U6196.07</b> Repair cracked joints or board fractures	<b>U6196.08</b> Repair a cracked bead	<b>U6196.09</b> Repair water-damaged and fire-damaged wallboard	<b>U6196.10</b> Repair texture-sprayed surfaces

**Competency Analysis Profile: Drywall Finisher and Plasterer 453A** *(all unshaded skill sets must be completed)*

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**U6197.0**  
**Apply Special  
Plaster Finishes  
and Specialty  
Coatings**

**U6197.01**  
Prepare a  
suitable  
substrate

**U6197.02**  
Apply Venetian  
Plaster material

**U6197.03**  
Prepare a  
suitable  
substrate for  
concrete overlay  
applications

**U6197.04**  
Apply concrete  
overlay  
applications

**U6197.05**  
Prepare surface  
to a Level 5  
finish for hand-  
textured ceilings  
and walls



Notes

# Completing Your Apprenticeship Program

Once your sponsor agrees you are competent in the required skills, your hours are complete and you have completed all the levels of classroom training required for your trade:

- ✓ Follow the completion instructions on the Completion Form (Appendix A) in the Logbook.
- ✓ Answer any questions that MLITSD staff may have and provide any additional completion documentation that may be required.
- ✓ Once completion is confirmed, MLITSD will issue you a Certificate of Apprenticeship and notify Skilled Trades Ontario.

## After Your Apprenticeship

If you are in a trade with a certification exam, Skilled Trades Ontario will receive notice of your completion.

For compulsory trades, you will be issued a Provisional Certificate of Qualification which will allow you to work legally for up to 12 months until you write and pass your examination.

For a non-compulsory trade, once you pass your examination, you will be issued a Certificate of Qualification for your trade.

## Preparing For Your Exam

- **To pay for a Certificate of Qualification examination, contact Skilled Trades Ontario** Client Services Department at: 647-847-3000 or toll free at 1-855-299-0028
- **To schedule your exam:** Once you have paid, contact your local Service Delivery Office to book your exam.
- **Download Skilled Trades Ontario exam preparation guide at:** [Exam Resources – Skilled Trades Ontario](#) and/or view the exam preparation guide for Red Seal trades at: [red-seal.ca](http://red-seal.ca)



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Drywall Finisher and Plasterer