



**Skilled
Trades**
Ontario

**Métiers
spécialisés**
Ontario

Apprenticeship
Training Standard
Logbook

**Floor Covering
Installer**

448A

2017

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 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.

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Maintained with transfer to Skilled Trades Ontario 2017 (V100)

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

Purpose:

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

The Apprentice agrees:

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

The Sponsor agrees:

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

Trade Specific Resources and Links

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

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

Methodology-Standard Development

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

An essential part of the standard development is the validation process. This is the opportunity to have a broader representation of the sector 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 Floor Covering Installer 448A 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

Roles and Responsibilities

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

Skilled Trades Ontario (STO) is responsible for:

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

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

is responsible for:

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

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

Roles and Responsibilities of the Apprentice

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

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

Roles and Responsibilities of Sponsors and Trainers

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

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

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

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

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

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

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

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

Health and Safety

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

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

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

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

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

The Internal Responsibility System:

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

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

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

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

Roles and Responsibilities under the Occupational Health and Safety Act

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

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

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

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

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

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

The Three Rights of Workers/Apprentices

The OHSA gives workers and apprentices three important rights:

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

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

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

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

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

Constructor's duties include the following:

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

Ministry of Labour, Immigration, Training and Skills Development

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

Apprenticeship Program Summary/Guidelines

Scope of Practice

The Scope of Practice for the trade of Floor Covering Installer is set out in section 53 of Ontario Regulation 875/21 under BOSTA and reads as follows:

53. The scope of practice for the trade of floor covering installer includes the following:

1. Installing and repairing resilient tiles and resilient sheet goods as floor coverings.
2. Installing and repairing direct glue down carpets.
3. Installing and repairing carpets and pads.
4. Installing and repairing wood floors.

*While the Logbook draws on the scope of practice regulation (Section 53 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 5400 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 600 hours of in-school training as the duration necessary for an Apprentice to complete the in-school curriculum for this program.

Total Training Hours

6000 hours

Journeyman to Apprentice Ratio

Ratios in Regulation:

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

Program Requirements

Compulsory and Non-compulsory Classification

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

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

Skills for Success Summary

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

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

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

Standard of Performance

In general, the standard of performance for the trade of Floor Covering Installer 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

Other Suggested or Required Certification(s) and Training

While an apprentice receives health, safety and occupational specific training and/or certification in a variety of fields during their apprenticeship, it is important to be aware that other occupational health and safety training and certification renewal or updating may also be required during their career before performing new types of work.

Training the Apprentice - Tips for Apprentices, Sponsors and Trainers

Tips for Apprentices

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

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

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

Tips for Sponsors

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

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

Tips for Trainers

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

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

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

Notice of Collection of Personal Information

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

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

5281.0 Demonstrate Safe Working Practices and Procedures

General Performance Objective

Demonstrate safe working practices and procedures by complying with acts, regulations, codes, standards, and directives; following company or worksite fire safety procedures; performing housekeeping duties; manually moving equipment, supplies, and components; using hand tools and accessories; maintaining hand tools and accessories; using power tools and accessories; maintaining power tools and accessories; utilizing personal protective equipment; maintaining personal protective equipment; employing simple first aid; reporting injuries to supervisor or first-aid personnel; identifying, handling, storing, and using hazardous materials, in accordance with safety and regulatory requirements, codes, site procedures, manufacturers' recommendations and specifications, and company policies and procedures.

Skills

5281.01 Comply with acts, regulations, codes, standards, and directives, including the *Occupational Health and Safety Act* (OHSA), the *Environmental Protection Act* (EPA), the *Dangerous Goods Transportation Act* (DGTA), the *Workplace Safety and Insurance Act* (WSIA), the *Ontario College of Trades and Apprenticeship Act* (OCTTA), the *National Building Code* (NBC), the *Ontario Building Code* (OBC), the *Workplace Hazardous Materials Information System* (WHMIS), the *Infrastructure Health and Safety Association* (IHSA), municipal requirements, and company policies, by reading, interpreting, and following directions, in accordance with the written content of documents and verbal direction of regulatory authorities.

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.**

5281.02 Follow company or worksite fire safety procedures by determining the potential for fire posed by the work being performed; assessing the type and severity of the fire; taking action to suppress a minor fire; activating the alarm system; reporting the fire; and following prescribed evacuation procedures, in accordance with safety and regulatory requirements, codes, site procedures, manufacturers' recommendations and specifications, and company policies and procedures.

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

5281.03 Perform housekeeping duties by recycling, removing and disposing of excess or unwanted materials; positioning equipment; identifying the location of first-aid supplies and equipment; erecting protective barriers and signs; ensuring work area is free of obstructions; and storing tools and equipment so that the potential for accident or injury is minimized and tools and equipment are in place and available for the next job, in accordance with safety and regulatory requirements, codes, site procedures, manufacturers' recommendations and specifications, and company policies and procedures.

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

5281.04 **Manually move equipment, supplies, and components** by utilizing safe lifting, lowering, carrying, pushing, and pulling techniques to protect self and others against injury, in accordance with safety and regulatory requirements, site procedures, manufacturers' recommendations and specifications, and company policies and procedures.

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

5281.05 **Use hand tools and accessories**, including knee kickers, power stretchers, mini stretchers, hammers, cutting tools, squares, straight edges, tile cutters, scribes, trowels, rollers and seam weights by determining the correct tool for the job; selecting the tool and required components; documenting use in a tool inventory control system; testing it; applying it to the job; and ensuring that tools are used for their intended purpose and are functionally effective, in accordance with job and safety requirements, manufacturers' recommendations and specifications, and company policies and procedures.

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

5281.06 **Maintain hand tools and accessories**, including knee kickers, power stretchers, mini stretchers, hammers, cutting tools, squares, straight edges, tile cutters, scribes, trowels, rollers and seam weights by checking for wear, fit, alignment, and broken parts and accessories; by selecting, inspecting, testing, and analysing performance and function; by using, exchanging, aligning, cleaning, lubricating, reconditioning, and storing or removing tools and accessories from service; and ensuring tools are maintained at a standard of repair that is safe and functionally effective, in accordance with job and safety requirements, manufacturers' recommendations and specifications, and company policies and procedures.

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

5281.07 Use power tools and accessories, including air compressors, nailers, saws, drills, welders, seam irons, electromagnetic seamer, glue guns, grinders, sanders, edgers, floor maintainers, and stripping machines, by determining the correct tool for the job; selecting the tool and required components; documenting its use in a tool inventory control system; testing it; applying it to the job; and ensuring that tools are used for their intended purpose and are functionally effective, in accordance with job and safety requirements, manufacturers' recommendations and specifications, and company policies and procedures.

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

5281.08 Maintain power tools and accessories, including air compressors, nailers, saws, drills, welders, seam irons, electromagnetic seamer, glue guns, grinders, sanders, edgers, floor maintainers, and stripping machines, by checking for wear, fit, alignment, and broken parts and accessories; by selecting, inspecting, testing, and analysing performance and function; by using, exchanging, aligning, cleaning, lubricating, reconditioning, and storing or removing tools and accessories from service; and ensuring tools are maintained at a standard of repair that is safe and functionally effective, in accordance with job and safety requirements, manufacturers' recommendations and specifications, and company policies and procedures.

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

5281.09 Utilize personal protective equipment, including hard hats, gloves, safety glasses, goggles, masks, face shields, ear protectors/plugs, coveralls, reflector vests, safety footwear, knee protectors, fall-protection equipment, harnesses, and breathing apparatuses, by inspecting, selecting, wearing, and adjusting to ensure the safety of self and others, in accordance with safety and regulatory requirements, site conditions, manufacturers' recommendations and specifications, and company policies and procedures.

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

5281.10 Maintain personal protective equipment, including hard hats, gloves, safety glasses, goggles, masks, face shields, ear protectors/plugs, coveralls, reflector vests, safety footwear, knee protectors, fall-protection equipment, respirators, harnesses, and breathing apparatus, by checking for wear, breaks, tears, cracks, leakage, and loose and defective components; by inspecting and analysing performance and function; by storing or noting/tagging deficiencies; and by removing devices and components from service to ensure the safety of self and others, in accordance with safety and regulatory requirements, manufacturers' recommendations and specifications, and company policies and procedures.

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

5281.11 **Employ simple first aid** relating to illness and occupational injury, including sudden illness, burns, cuts, sprains, chemical and smoke inhalations, and contaminants in eyes, so that the condition of the victim is stabilized and prepared for further first-aid treatment; and obtaining emergency medical assistance as required, in accordance with the victim's condition, safety and regulatory requirements, manufacturers' recommendations and specifications, and company policies and procedures.

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

5281.12 **Report injuries to supervisor or first-aid personnel** promptly and clearly, by ensuring that the injured person is attended to, and by describing precisely how the incident occurred, in accordance with regulatory requirements, company policies and procedures, site procedures, and safety requirements.

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

5281.13 Identify, handle, store, and use hazardous materials, including cleaning solvents, adhesives, sealants, and finishes, by ensuring that individuals are protected from injury, the environment is protected from contamination, and that safety practices are followed, in accordance with safety and regulatory requirements (MSDS), manufacturers' instructions, and company policies and procedures.

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

5282.0 Communicate in the Workplace

General Performance Objective

Communicate in the workplace by communicating orally; in writing; by graphics; by computer; communicating by mechanical and electronic devices; building and maintaining interpersonal relationships; presenting a professional image; coaching and mentoring co-workers; and keeping current with the profession, in accordance with job and safety requirements, site conditions, manufacturers' recommendations and specifications, business etiquette, netiquette, workplace standards, and company policies and procedures.

Skills

5282.01 Communicate orally by speaking clearly and concisely; listening attentively; seeking validation of the conversation; ensuring understanding; conveying and summarizing information accurately; and engaging in constructive feedback, in accordance with business etiquette, workplace standards, and company policies and 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.**

5282.02 **Communicate in writing**, using correspondence, memoranda, work and change orders, project reports, check-off forms/sheets, proposals, estimates, and accident forms, by writing clearly and concisely; interpreting and verifying details; editing correspondence/documentation; checking for appropriate language usage, completeness, and accuracy; and confirming that all documentation requiring signature has been completed, in accordance with job requirements, business etiquette, and company policies and procedures.

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

5282.03 **Communicate by graphics**, including sketches, construction drawings, and three- dimensional models, by checking for thoroughness and clarity; and ensuring that communications are detailed, clear, concise, accurate, and timely, in accordance with job requirements, and company policies and procedures.

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

5282.04 **Communicate by computer** by using keyboards, touch screens, Tablets, Internet, e-mail, scanners, and printers, verifying that instructions and procedures are conveyed accurately and efficiently, in accordance with job requirements, manufacturers' recommendations and specifications, netiquette, and company policies and procedures

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

5282.05 **Communicate by mechanical and electronic devices**, including public address systems, telephones, pagers, radios, and wireless devices, by ensuring that clear, concise, and accurate instructions and procedures are conveyed, in accordance with codes, job, safety, and regulatory requirements, site conditions, manufacturers' recommendations and specifications, and company policies and procedures.

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

5282.06 **Build and maintain interpersonal relationships** by networking, maintaining confidentiality, respecting others, collaborating, consulting, participating at meetings, demonstrating availability, utilizing conflict resolution and problem-solving methodologies, identifying and recommending alternative solutions, listening effectively, using verbal and non- verbal methods to convey messages/meaning, using acceptable language in the workplace, recognizing and respecting the chain of authority on the job site, explaining problems and procedures, and obtaining approvals from clients, in accordance with business etiquette, workplace standards, and company policies.

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

5282.07 Present a professional image by wearing clothing and apparel appropriate to the trade; wearing clean clothing; and following a hygiene regimen so that personal appearance and hygiene are not offensive to clients or co-workers, in accordance with workplace standards and company policies.

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

5282.08 Coach and mentor co-workers by demonstrating and/or explaining workplace practices, procedures, and requirements; by promoting company policies and procedures; by assessing workplace performance and progress; and by providing timely feedback; using communication skills and practical demonstrations, in accordance with business etiquette, workplace standards, and company policies and procedures.

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

5282.09 Keep current with the profession by researching and identifying new trends, practices, and applications; and by participating in training programs, product seminars, trade shows, on-line training sessions, and professional development workshops, in accordance with business practices and company standards.

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

5283.0 Plan and Organize Job Site

General Performance Objective

Plan and organize job site by handling materials; storing materials at the job site; assessing job site conditions; identifying work stoppage issues; verifying drawings, written specifications and choice of materials; communicating with client, agent and/or other trades people on-site; and arranging for disposal of materials, in accordance with safety and regulatory requirements, site conditions, manufacturers' recommendations and specifications, and company policies and procedures.

Skills

5283.01 Handle materials to and around the job site, using appropriate motorized and non-motorized vehicles, dollies, hoisting, and rigging equipment, tools, and personal protective equipment; and ensuring materials are correctly secured and in good condition for installation; in accordance with safety and regulatory requirements, site conditions, manufacturers' recommendations and specifications, and company policies and 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.**

5283.02 Store materials at the job site by determining how the work areas and materials can be protected; protecting materials from the elements by covering, sheltering or insulating as required; and ensuring that the work site and materials are safe, secure, and functionally effective for future use; by using hand and power tools and personal protective equipment, in accordance with safety and regulatory requirements, site conditions, manufacturers' recommendations and specifications, and company policies and procedures.

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

5283.03 **Assess job site conditions** by checking for conformance to job specifications, blueprints, and other information received; referring to checklists of questions; measuring equipment parameters; checking for obstructions; substrate stability/instability; checking that power and utilities are available; visually inspecting the site; and verifying accessibility for people and equipment, in accordance with job, safety and regulatory requirements, codes, site conditions, and company policies and procedures.

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

5283.04 **Identify work stoppage issues**, including moisture, unstable substrate, environmental hazards, material imperfections, lack of security, and insufficient light, water, ventilation, or power, by recording and reporting deficiencies or work barriers to supervisors, so that the potential for personal injury and damage to equipment, materials, and the environment is minimised, in accordance with safety and regulatory requirements, site conditions, manufacturers' recommendations and specifications, and company policies and procedures.

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

5283.05 **Verify drawings, written specifications, and choice of materials** for work site location, and designated coverage areas, by identifying drawing, written and product specification deficiencies, such as errors in layout plan, material type, and material quantity, in accordance with job requirements, site conditions, and manufacturers' recommendations and specifications.

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

5283.06 **Communicate with client, agent, and/or other trades people on-site** by verifying the scope of work and design parameters; setting out work sequence; identifying areas of coverage, seam locations, time of completion, and materials required, in order to fulfill contractual obligations; and by ensuring that the installation plan meets client requirements, in accordance with safety and regulatory requirements, site conditions, manufacturers' recommendations and specifications, and company policies and procedures.

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

5283.07 **Dispose of materials**, both removed from the job-site in preparation for installation, and excess remaining after installation, by recycling, removing, and disposing of excess or unwanted material; leaving adequate material with the end user for future repairs; and ensuring that the job site is left in a clean and safe condition; by using hand and power tools and personal protective equipment, in accordance with safety and regulatory requirements, site conditions, manufacturers' recommendations and specifications, and company policies and procedures.

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

5284.0 Prepare Floor

General Performance Objective

Prepare substrate by selecting procedure for substrate preparation; removing existing trim, flooring, and underlayments; installing moisture reduction barriers, smoothing or levelling existing substrate; undercutting interior door casings and jambs; installing underlayments; and cleaning existing floor surfaces, in accordance with safety and regulatory requirements, site conditions, manufacturers' recommendations and specifications, company policies and procedures.

Skills

5284.01 Select procedure for floor preparation by determining substrate suitability, structural and moisture conditions, and existing floor covering layers, by using visual observation, physical testing, and chemical testing, in accordance with site conditions, job specifications, manufacturers' recommendations and specifications, and safety and regulatory requirements.

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.**

5284.02 Remove existing trim, flooring, and underlayments by performing appropriate removal procedures, such as ripping, prying, pulling, cutting, tearing and sanding, ensuring a clean, smooth, and installation-ready surface; and by using hand and power tools, in accordance with site conditions, job specifications, manufacturers' recommendations and specifications, and safety and regulatory requirements.

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

5284.03 Smooth or level existing substrate by patching, self-levelling, sanding, scraping, grinding and stripping; ensuring a clean, smooth, and installation-ready surface; and by using hand and power tools, prescribed materials, and personal protective equipment, in accordance with site conditions, job and safety and regulatory requirements, and manufacturers' recommendations and specifications.

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

5284.04 Undercut interior door casings and jambs by cutting to the required height of finished floor, using hand and power tools, in accordance with site conditions, job and safety and regulatory requirements, and manufacturers' recommendations and specifications.

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

5284.05 **Install underlayments** by cutting, fitting and self-levelling; ensuring correct fit around vertical and horizontal obstructions; providing a base for material installation; and by using direct scribing, pattern scribing, freehand cutting, trowelling, and hand and power tools, in accordance with site conditions, job and safety and regulatory requirements, and manufacturers' recommendations and specifications.

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

5284.06 **Clean existing floor surfaces** by stripping, sweeping, vacuuming, encapsulating, and/or performing other specified procedures; ensuring an appropriate surface for adhesives and underlayments; and by using hand and power tools, required cleaning materials, and personal protective equipment, in accordance with job, safety, and regulatory requirements, site conditions, manufacturers' recommendations and specifications, and company policies and procedures.

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

5285.0 Install and Repair Tile and Luxury Vinyl Tile (LVT)

General Performance Objective

Install and repair resilient tile and luxury vinyl tile (LVT) by inspecting and verifying tile; planning, measuring, and marking for tile and pattern lay-out; applying adhesives; installing resilient tile and Luxury Vinyl Tile (LVT) on substrate; installing resilient tile and Luxury Vinyl Tile (LVT) on stairs installing Static Dissipative Tile (SDT) and Conductive Tile; and repairing resilient tile and Luxury Vinyl Tile (LVT), in accordance with safety and regulatory requirements, site conditions, manufacturers' recommendations and specifications, and company policies and procedures.

Skills

5285.01 Inspect and verify tile by checking that consistency of brand, colour, dye-lot, pattern, sequence, quality, and quantity are in accordance with job specifications.

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

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

5285.02 Plan, measure, and mark for tile and pattern lay-out by determining size, squareness, and starting point of area to be covered; ensuring wastage is minimized; and by using measuring and levelling devices, lasers, chalk lines and straight edges, in accordance with job requirements, site conditions, and manufacturers' recommendations and specifications.

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

5285.03 **Apply adhesives**, including latex-based, asphalt-based, solvent-based, or epoxy, ensuring maximized bonding; by using spraying, rolling, trowelling or spreading techniques and tools; while wearing personal protective equipment, in accordance with job, safety, and regulatory requirements, site conditions, manufacturers' recommendations and specifications, and company policies and procedures.

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

5285.04 **Install resilient tile on substrate**, working from multiple cartons, by cutting and fitting around vertical and horizontal obstructions; ensuring the tiles are set, rolled, and positioned for correct bond and appearance; and by using direct scribing, direct cutting, and related hand and power tools, in accordance with job specifications, site conditions, manufacturers' recommendations and specifications, and safety and regulatory requirements.

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

5285.05 **Install resilient tile on stairs** using specified nosing, coves, adhesives, and tools; ensuring the correct fastening method, bond, and alignment, in accordance with job specifications, site conditions, manufacturers' recommendations and specifications, and safety and regulatory requirements.

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

5285.06 **Install Static Dissipative Tile (SDT)** by using copper grounding strips, dissipative adhesive, specialty tile, dissipative maintenance products, and related hand and power tools; and by ensuring that connection and grounding during installation and maintenance is performed by an electrician, in accordance with job specifications, manufacturers' recommendations and precautions, and regulatory and safety requirements.

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

5285.07 **Install Conductive Tile** by using conductive adhesive, conductive maintenance products, and hand tools; in accordance with job specifications, manufacturers' recommendations and precautions, and regulatory and safety requirements.

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

5285.08 **Install Slip-Resistant Tile** by using manufacturers specified adhesives; and hand tools; in accordance with job specifications, manufacturers' recommendations and precautions, and regulatory and safety requirements.

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

5285.09 **Repair resilient tile** by visually identifying problems such as adhesive bleeding, tile lifting, cracking, debris, glue spots, delamination, buckles, moisture damage, surface or sub- floor discolouration, burns, and damaged tiles; by patching, cleaning, replacing and fixing tiles as required; ensuring flaws are corrected; and by using hand and power tools and materials, in accordance with job specifications, manufacturers' recommended cleaning and repair methods, company policies and procedures, and safety requirements.

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

5286.0 Install and Repair Resilient Sheet Goods

General Performance Objective

Install and repair resilient sheet goods by inspecting and verifying sheet goods; planning, measuring, and marking for sheet goods installation; installing cap moulding and fillet strips; dry laying, measuring, and fitting sheet goods; applying adhesives or fasteners; seaming and sealing sheet goods; installing sheet goods on stairs; completing resilient sheet goods installation; and identifying and repairing resilient sheet goods, in accordance with safety and regulatory requirements, site conditions, manufacturers' recommendations and specifications, and company policies and procedures.

Skills

5286.01 Inspect and verify sheet goods by checking that consistency of brand, colour, dye-lot, pattern, roll sequence, quality, and quantity are in accordance with job specifications.

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

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

5286.02 Plan, measure, and mark for sheet goods installation by determining size, squareness and starting point of area to be covered; ensuring wastage is minimized; and by using measuring and levelling devices, lasers, chalk lines and straight edges, in accordance with job requirements, site conditions, and manufacturers' recommendations and specifications, and safety and regulatory requirements.

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

5286.03 **Install cap mouldings and fillet strips** for application of flash coving, ensuring moulding and strips are level and securely fastened, and by using hand and power tools, in accordance with job specifications, manufacturers' recommendations, and safety and regulatory requirements.

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

5286.04 **Dry lay, measure, and fit sheet goods to rough-in area to be covered,** by pattern scribing, direct scribing, or freehand knifing, and ensuring protection of existing wall finishings, in accordance with job specifications, manufacturers' recommendations, and safety and regulatory requirements.

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

5286.05 **Apply adhesives or fasteners** to provide optimum attachment, ensuring correct trowel notching and bonding; by using spraying, rolling, trowelling, spreading and perimeter installation techniques and tools; and wearing personal protective equipment, in accordance with safety and regulatory requirements, job specifications, site conditions, manufacturers' recommendations and specifications, and company policies and procedures.

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

5286.06 **Seam sheet goods** by butting, double cutting, and recess scribing; ensuring a net fit; and by using hand and power tools, in accordance with job specifications, site conditions, manufacturers' recommendations and specifications, and safety and regulatory requirements.

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

5286.07 **Seal sheet goods** by chemical or heat welding by using hand and power tools, in accordance with job specifications, site conditions, manufacturers' recommendations and specifications, and safety and regulatory requirements.

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

5286.08 **Install sheet goods on stairs** using nosings, cove strips or fillet strips, adhesives, and hand and power tools, ensuring correct fastening, gluing and pattern alignment, in accordance with job and safety and regulatory specifications, site conditions, and manufacturers' recommendations and specifications.

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

5286.09 Complete resilient sheet goods installation by installing wall base mouldings, including rubber, vinyl and wood, by fastening and caulking the mouldings; performing final cleaning and inspection; using hand and power tools and related procedures and materials; and ensuring the installation meets customers' and supervisors' expectations, in accordance with job specifications, manufacturers' recommendations, company policy and procedures, and safety and regulatory requirements.

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

5286.10 Repair resilient sheet goods by visually identifying problems, including adhesive bleeding, edge and seam lifting, sheet tears, cuts, debris, glue spots, delamination, buckles, moisture damage, surface or sub-floor discolouration, and burns; patching, cleaning, replacing, and fixing sheet goods as required; and ensuring flaws are corrected; using hand and power tools and materials, in accordance with job specifications, site conditions, manufacturers' recommended cleaning and repair methods, company policies and procedures, and safety and regulatory requirements.

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

5287.0 Install and Repair Glue-Down Carpets

General Performance Objective

Install and repair glue-down carpets by inspecting and verifying glue-down carpet; installing mouldings; dry laying carpet in the rough-in area; applying adhesives or fasteners; placing carpets into adhesives and rolling; cutting and fitting carpet; seaming and sealing carpet; installing carpet on stairs; upholstering steps and stringers; completing glue-down carpet installation; and repairing glue-down carpet, in accordance with safety and regulatory requirements, site conditions, manufacturers' recommendations and specifications, and company policies and procedures.

Skills

5287.01 Inspect and verify glue-down carpet by checking that consistency of brand, colour, dye-lot, pattern, roll sequence, quality, and quantity are in accordance with job specifications.

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

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

5287.02 Install mouldings to establish the perimeters of area to be covered, by using fastening procedures and materials, such as nap-lock, T-Bars, transition mouldings, and related hand and power tools; ensuring mouldings are securely fastened, in accordance with job specifications, site conditions, manufacturers' recommendations, and safety and regulatory requirements.

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

5287.03 Dry lay carpet in the rough-in area by measuring and cutting; ensuring correct pile direction, shading, roll sequence, and pattern matching; and by using hand and power tools, in accordance with job specifications, site conditions, manufacturers' recommendations, and safety and regulatory requirements.

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

5287.04 Apply adhesives or fasteners by spraying, rolling, trowelling, and/or spreading; verifying correct trowel notching and adhesive; ensuring optimum attachment; and using hand and power tools and personal protective equipment, in accordance with safety and regulatory requirements, job specifications, site conditions, manufacturers' recommendations and specifications, and company policies and procedures.

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

5287.05 Place carpet into adhesive and roll, using rollers and rolling methods, ensuring correct bonding, adhesive transfer, and removal of trapped air bubbles, in accordance with job specifications, site conditions, manufacturers' recommendations, and safety and regulatory requirements.

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

5287.06 **Cut and fit carpet** using free hand knifing tools and techniques, and specialized wall-trimmers, ensuring a net fit to all vertical and horizontal obstructions, in accordance with job specifications, site conditions, manufacturers' recommendations, and safety and regulatory requirements.

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

5287.07 **Seam and seal carpet** by double-cutting, row cutting, or trace cutting; using knives, straight edges, seam cutters, carpet tractors, and seaming adhesives; ensuring optimum bonding, minimal seam visibility, correct pattern matching and a monolithic look, in accordance with job specifications, site conditions, manufacturers' recommendations, and safety and regulatory requirements.

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

5287.08 **Install carpet on stairs** using nosings, cove strips or fillet strips, adhesives, and related hand and power tools; ensuring correct fastening, gluing and pattern alignment, in accordance with job specifications, site conditions, manufacturers' recommendations, and safety and regulatory requirements.

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

5287.09 Upholster steps and stringers by cutting and fitting to shape for various styles, including French Capping, Hollywood and Bird Cage; using hand and power tools; and ensuring correct fastening and alignment, in accordance with job specifications, site conditions, manufacturers' recommendations, and safety and regulatory requirements.

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

5287.10 Complete glue-down carpet installation by installing rubber, vinyl, carpet or wood wall base mouldings; by fastening and caulking the mouldings; and performing final cleaning and inspection; using hand and power tools and related procedures and materials, in accordance with customers' and supervisors' expectations, job specifications, site conditions, manufacturers' recommendations, company policies and procedures, and safety and regulatory requirements.

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

5287.11 Repair glue down carpet by visually identifying problems, such as adhesive bleeding, edge and seam lifting, buckling, tears, cuts, leftover debris, glue spots, delamination, moisture damage, surface discolouration, and burns; by cleaning, replacing, and fixing glue down carpet as required; and by ensuring flaws are corrected; using hand and power tools and materials, in accordance with job specifications, site conditions, manufacturers' recommended cleaning and repair methods, company policies and procedures, and safety and regulatory requirements.

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

5288.0 Install and Repair Carpet Tile

General Performance Objective

Install and repair carpet tile by inspecting and verifying carpet tile; planning, measuring, and marking for carpet tile and pattern lay-out; applying adhesives; installing carpet tile on floors; installing carpet tile on stairs; completing carpet tile installation; and repairing carpet tile, in accordance with safety and regulatory requirements, site conditions, manufacturers' recommendations and specifications, and company policies and procedures.

Skills

5288.01 Inspect and verify carpet tile by checking that consistency of brand, colour, dye- lot, quality, and quantity are in accordance with job specifications.

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

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

5288.02 Plan, measure, and mark for carpet tile and pattern lay-out using measuring and levelling devices, lasers, chalk lines and straight edges, determining size, squareness and starting point of area to be covered; and ensuring wastage is minimized, in accordance with job requirements, site conditions, and manufacturers' recommendations and specifications.

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

5288.03 Apply adhesives by spraying, rolling, trowelling or spreading; ensuring maximized bonding; and using tools and personal protective equipment, in accordance with safety and regulatory requirements, job specifications, site conditions, manufacturers' recommendations and specifications, and company policies and procedures.

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

5288.04 Install carpet tile on substrate, working from multiple cartons, by cutting and fitting; using direct scribing, or direct cutting, and related hand and power tools; for correct fit around vertical and horizontal obstructions; and ensuring tile is set, rolled, and positioned for correct bond and appearance, in accordance with job specifications, site conditions, manufacturers' recommendations, and safety and regulatory requirements.

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

5288.05 **Install carpet tile on stairs** using nosing, cove strips/fillet strips, adhesives, and related hand and power tools, by following fastening and alignment procedures, in accordance with job specifications, site conditions, manufacturers' recommendations, and safety and regulatory requirements.

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

5288.06 **Complete carpet tile installation** by installing wall base mouldings, including rubber, vinyl, carpet tile and wood, by fastening and caulking the mouldings; by performing final cleaning and inspection; using hand and power tools and related procedures and materials, in accordance with customers' and supervisors' expectations, job specifications, site conditions, manufacturers' recommendations, company policies and procedures, and safety and regulatory requirements.

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

5288.07 **Repair carpet tile** by visually identifying problems, such as adhesive bleeding, tile lifting, leftover debris, glue spots, delamination, buckles, moisture damage, surface or sub-floor discolouration, burns, and damaged tiles; by cleaning, replacing, and fixing carpet tile as required; and ensuring flaws are corrected; using hand and power tools and materials, in accordance with job specifications, site conditions, manufacturers' recommended cleaning and repair methods, company policies and procedures, and safety and regulatory requirements.

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

5289.0 Install and Repair Carpet and Cushion

General Performance Objective

Install and repair carpet and cushion by inspecting and verifying carpet; installing tackless strips and mouldings; installing under cushion; dry laying carpet; sealing and seaming carpet; stretching carpet; trimming and tucking carpet; installing carpet and cushion on stairs; upholstering steps and stringers; completing carpet and cushion installation; and repairing carpet and cushion, in accordance with safety and regulatory requirements, site conditions, manufacturers' recommendations and specifications, and company policies and procedures.

Skills

5289.01 Inspect and verify carpet and cushion by checking that consistency of brand, colour, dye-lot, pattern, roll sequence, quality, and quantity are in accordance with job specifications.

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

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

5289.02 **Install tackless strips and mouldings** to establish perimeters of area to be covered, by using fastening procedures and materials, such as nap-lock, T-Bars, transition mouldings, and related hand and power tools; by ensuring mouldings are securely fastened, in accordance with job specifications and manufacturers'

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

5289.03 **Install cushion** by cutting, stapling, gluing or loose-laying; using hand and power tools, such as cutting tools, staple guns, or spray machines; ensuring cushion is secure and in the correct position, in accordance with job specifications and manufacturers' recommendations.

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

5289.04 **Dry lay carpet** in the rough-in area, using measuring and cutting procedures and appropriate tools, ensuring correct pile direction, shading, roll sequence, and pattern matching, in accordance with job specifications and manufacturers' recommendations.

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

5289.05 Seal and seam carpet by double-cutting, row cutting, or trace cutting; using knives, straight edges, seam cutters, carpet tractors, and seaming sealing adhesives, seaming irons, tapes and electromagnetic seamer and/or sewing; ensuring optimum bonding, minimal seam visibility, pattern match and a monolithic look, in accordance with job specifications, and manufacturers' recommendations.

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

5289.06 Stretch carpet by using knee-kickers, mini stretchers and power stretchers, ensuring a snug fit around the perimeter of the covered area, in accordance with job specifications, manufacturers' recommendations and safety and regulatory requirements.

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

5289.07 Trim and tuck carpet using wall trimmers and knives; checking for a uniform appearance; and ensuring correct hooking and attachment to the tackless strip, in accordance with job specifications, manufacturers' recommendations and safety and regulatory requirements.

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

5289.08 **Install carpet and cushion on stairs** using nosings, adhesives, and related hand and power tools; ensuring correct fastening, gluing and pattern alignment, in accordance with job specifications, manufacturers' recommendations and safety and regulatory requirements.

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

5289.09 **Upholster steps and stringers** by cutting and fitting to shape for various styles, such as Waterfall, French Capping, Hollywood and Bird Cage; ensuring correct fastening and alignment; and using hand and power tools, in accordance with job specifications, manufacturers' recommendations, and safety and regulatory regulations.

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

5289.10 **Complete carpet and cushion installation** by installing wall base mouldings, including rubber, vinyl, wood, and carpet, by fastening transition mouldings; performing final cleaning and inspection; using hand and power tools with related procedures appropriate materials, in accordance with job specifications, site conditions, manufacturers' recommendations, company policies and procedures, and safety and regulatory requirements.

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

5289.11 Repair carpet and cushion by visually identifying problems such as adhesive bleeding, lifting, leftover debris, glue spots, delamination, buckles, moisture damage, and burns; by cleaning, replacing, and fixing carpet or cushion as required; ensuring flaws are corrected; using hand and power tools and materials, in accordance with job specifications, site conditions, manufacturers' recommended cleaning and repair methods, company policies and procedures, and safety and regulatory requirements.

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

5290.0 Install and Repair Solid Wood Floors

General Performance Objective

Install and repair wood floors by inspecting and verifying wood grade; planning, measuring; and marking for pattern lay-out; installing mouldings; laying out and securing underlayments; cutting wood; installing wood on floors; installing wood on stairs; preparing floor for finishing; applying sealers, stains, and finishes to wood; completing wood floor installation; and repairing wood floors, in accordance with safety and regulatory requirements, site conditions, manufacturers' recommendations and specifications, and company policies and procedures.

Skills

5290.01 Inspect and verify wood grade by checking that consistency of species, colour and variation, finish, quality, quantity, size, and profile are in accordance with job specifications.

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

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

5290.02 Plan, measure, and mark for pattern lay-out using measuring and levelling devices, lasers, chalk lines and straight edges, by determining size, squareness and starting point of area to be covered; and by ensuring wastage is minimized, in accordance with job specifications, site conditions, manufacturers' recommendations, and safety and regulatory requirements.

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

5290.03 Install mouldings to establish perimeters of area to be covered; by using fastening procedures and materials, including headers, nosings, transition moulding, and related hand and power tools, and by ensuring mouldings are securely fastened, in accordance with job specifications, site conditions, manufacturers' recommendations, and safety and regulatory requirements.

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

5290.04 Lay out and secure underlayments using glue or staple fasteners, ensuring a suitable base for the final installation, in accordance with job specifications, site conditions, manufacturers' recommendations, and safety requirements.

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

5290.05 **Cut wood** using saws and other cutting tools; wearing personal protective equipment; and ensuring minimal wastage, in accordance with job specifications, site conditions, manufacturers' recommendations, company policies and procedures, safety and regulatory requirements.

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

5290.06 **Install wood on floors** by full-spread gluing, stapling, cleating, glue and float, and click-jointing; using power or hand tools; and ensuring optimum fit, floor attachment and racking, in accordance with job specifications, site conditions, manufacturers' recommendations, safety and regulatory requirements.

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

5290.07 **Install wood on stairs** by fastening or gluing; using nosings, mouldings, with hand and power tools, and by ensuring correct attachment and optimum finished appearance in accordance with job specifications, site conditions, manufacturers' recommendations, safety and regulatory requirements.

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

5290.08 Prepare floor for finishing by sanding and filling unfinished wood using tools and materials for sanding, smoothing, repairing and filling; ensuring a smooth and clean floor for staining, sealing, and finishing, in accordance with job specifications, site conditions, manufacturers' recommendations, safety and regulatory requirements.

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

5290.09 Apply sealers, stains, and finishes to wood using tools, materials and procedures; wearing personal protective equipment; and ensuring a smooth, even, and debris- free finish, in accordance with safety and regulatory requirements, job specifications, site conditions, manufacturers' recommendations and specifications, and company policies and procedures.

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

5290.10 Complete wood floor installation by installing wall base moulding and quarter round and fastening transition mouldings; using hand and power tools and product specific procedures and materials; and performing final cleaning and inspection, in accordance with customers' expectations, job site specifications and conditions, manufacturers' recommendations, company policies and procedures, safety and regulatory requirements.

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

5290.11 **Repair wood floors** by visually identifying problems, such as adhesive bleeding, scratches, gouges, indentations, leftover debris, glue spots, delamination, buckles, moisture damage, surface staining, cracked boards, holes, burns, cupping, or peaking; by cleaning, replacing, and fixing wood as required; using hand and power tools and materials, and correct board replacement procedures, ensuring flaws are corrected, in accordance with job specifications, site conditions, manufacturers' recommended cleaning and repair methods, company policies and procedures, safety and regulatory requirements.

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

5291.0 Install and Repair Engineered and Laminate Floors

General Performance Objective

Install and repair engineered and laminate floors by inspecting and verifying engineered and laminate material, planning, measuring, and marking for pattern lay-out; installing mouldings; laying out and securing underlayments; cutting engineered and laminate material; installing engineered and laminate material on floors; installing engineered and laminate material on stairs; completing engineered and laminate floor installation; and repairing engineered and laminate floors, in accordance with safety and regulatory requirements, site conditions, manufacturers' recommendations and specifications, and company policies and procedures.

Skills

5291.01 Inspect and verify engineered and laminate material by checking that consistency of colour, finish, quality, quantity, size, and profile are in accordance with job specifications.

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

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

5291.02 Plan, measure, and mark for pattern lay-out using measuring and levelling devices, lasers, chalk lines and straight edges, by determining size, squareness and starting point of area to be covered; and by ensuring wastage is minimized, in accordance with job specifications, site conditions, manufacturers' recommendations, and safety and regulatory requirements.

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

5291.03 **Install mouldings** to establish perimeters of area to be covered; by using fastening procedures and materials, including headers, nosings, transition moulding, and related hand and power tools, ensuring mouldings are securely fastened, in accordance with job specifications, site conditions, manufacturers' recommendations, safety and regulatory requirements.

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

5291.04 **Lay out and secure underlayments** using glue or tape, ensuring a suitable base for the final installation, in accordance with job specifications, site conditions, manufacturers' recommendations, and safety and regulatory requirements.

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

5291.05 **Cut engineered and laminate material** by using saws and other cutting tools; while wearing personal protective equipment; and ensuring minimal wastage, in accordance with job specifications, site conditions, manufacturers' recommendations, company policies and procedures, and safety and regulatory requirements.

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

5291.06 **Install engineered and laminate material on substrate** by gluing and click- jointing or performing other specified procedures; using power or hand tools; and ensuring correct fit, optimum floor attachment and racking, in accordance with job specifications, site conditions, manufacturers' recommendations, safety and regulatory requirements.

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

5291.07 **Install engineered and laminate material on stairs** by fastening or gluing, ensuring correct attachment and optimum finished appearance, in accordance with job specifications, site conditions, manufacturers' recommendations, safety and regulatory requirements.

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

5291.08 **Complete engineered and laminate floor installation** by installing wall base moulding and quarter round and fastening transition mouldings; using hand and power tools and product specific procedures and materials; and by performing final cleaning and inspection, in accordance with customers' and supervisors' expectations, job specifications, site conditions, manufacturers' recommendations, company policies and procedures, safety and regulatory requirements.

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

5291.09 Repair engineered and laminate floors by visually identifying problems, including adhesive bleeding, scratches, gouges, indentations, leftover debris, glue spots, delamination, buckles, moisture damage, surface staining, cracked boards, holes, burns, cupping, or peaking; by cleaning, replacing, and fixing wood as required; using hand and power tools and materials, and correct board replacement procedures, ensuring flaws are corrected, in accordance with job specifications, site conditions, manufacturers' recommended cleaning and repair methods, company policies and procedures, safety and regulatory requirements.

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

Definitions

Apprentice

- An individual who, pursuant to a registered Training Agreement, is receiving or is to receive training in a trade that is required as part of an apprenticeship program
- Holds a Training Agreement in either a compulsory or non-compulsory trade;
- Are subject to any ratios that have been set out in regulation and or recommended by industry for their trade(s);
- Remain as an Apprentice until they receive their Certificate of Apprenticeship

BOSTA

Building Opportunities in the Skilled Trades Act, 2021 (BOSTA)

Certificate of Apprenticeship (C of A)

A certificate issued to individuals who have demonstrated that they have completed an apprenticeship program in Ontario.

Certificate of Qualification (C of Q)

A certificate issued to an individual who has completed an apprenticeship or equivalent AND passed the Certificate of Qualification examination.

Competence

The ability of an individual to perform a skill, consistently without assistance, in the workplace as set out in the Logbook.

Competency Analysis Profile (CAP Chart)

A chart that identifies the training needs of an individual trade and details the skills/skill sets that must be demonstrated during an apprenticeship program.

Journeyman

Journeyman means an individual who holds a certificate of qualification (in a compulsory or non-compulsory trade) and/or an individual who practices as a journeyman in a non-compulsory trade who does not hold a certificate of qualification and has equivalent experience in that trade.

Mandatory Skill

Status assigned to unshaded individual skills, skill sets or general performance objectives which must be signed-off for the Apprentice to complete their program.

Optional Skill

Status assigned to shaded individual skills, skills sets or general performance objectives for which sign-off is not required for the Apprentice to complete the program.

Provisional Certificates of Qualification

- A Provisional Certificate of Qualification is issued to an individual who has obtained a Certificate of Apprenticeship (in both compulsory and non-compulsory trades) in a program that has a Certificate of Qualification examination, to which the individual has not yet passed the Certificate of Qualification examination.
- A Provisional Certificate of Qualification shall have the prescribed term or, if no term is prescribed, a term of one year.
- In a compulsory trade, the Provisional Certificate of Qualification allows a person to continue working legally in the trade for up to 12 months while they work to pass the certifying exam.
- Individuals with a Provisional Certificate of Qualification are subject to any ratios that have been set out for their trade(s).

Ratios

For the purpose of an Apprenticeship program, a ratio is the maximum number of Journeypersons to Apprentices. The purpose of ratios is to provide consistent supervision, training and continuity of work.

Red Seal Program

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

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

Sign-off

Signature of the Sponsor of record, or an individual to whom that Sponsor has delegated signing authority, (e.g. Trainer) indicating an Apprentice's demonstration of competence.

Skill

Individual competency/task described in the Logbook.

Skill Sets

Group or selection of individual skills found in the Logbook.

Skill Set Completion for Sponsors

Listing for all skill sets and includes space for sign-off by Sponsor of record.

Sponsor

Means a person that has entered into a registered Training Agreement under which the person is required to ensure that an individual is provided with workplace-based training in a trade as part of an apprenticeship program.

Sponsor of Record

Refers to the Sponsor documented as being signatory to the registered Training Agreement or Contract of Apprenticeship. In order for a Sponsor to be considered for the training of Apprentices, they must identify that the workplace has qualified persons or the equivalent on site, and can identify that the workplace has the tools, equipment, materials, and processes which have been identified by the Industry representatives for the trade.

Trainer

An individual who oversees the performance of a task and sets the workplace expectations and practices for the Apprentice. For a compulsory trade, a qualified Trainer is an individual who holds a Certificate of Qualification. In a non-compulsory trade, a Trainer is an individual who either holds a CofQ, CofA, or is considered equivalent.

Ready to Write Your Exam?

Many of the skilled trades in Ontario have a final certification examination that you must pass to become certified in your trade. Passing the examination gives you the right to hold yourself out as a Journeyman and receive a Certificate of Qualification in your trade.

There are two types of trade certification examinations in Ontario:

1. Provincial (Ontario) examinations - which lead to a Certificate of Qualification.
2. Red Seal examinations – which lead to a Certificate of Qualification with an Interprovincial Red Seal endorsement.

If a trade is designated as Red Seal in Ontario, you will be writing the Red Seal examination. To access the Red Seal preparation guide please visit: red-seal.ca

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 and search Sponsor Record Form.**

Change of Sponsor Record #2

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

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

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

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

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

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

Change of Sponsor Record #3

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

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

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

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

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

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

Change of Sponsor Record #4

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

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

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

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

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

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

Appendix A — Instructions for Apprenticeship Program Completion

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

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

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

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

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

Skilled Trades Ontario will receive notification of this completion.

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

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

Appendix B — Apprentice Completion Form

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

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

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

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

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

X _____
Apprentice's Signature Date

X _____
Signature of Sponsor's Signing Authority Date

Appendix D — Local Service Delivery Offices in Ontario

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

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

Competency Analysis Profile (CAP) Chart

5281.0
Demonstrate Safe Working Practices and Procedures

5281.01 Comply with acts, regulations, codes, standards, and directives	5281.02 Follow company or worksite fire safety procedures	5281.03 Perform housekeeping duties	5281.04 Manually move equipment, supplies, and components	5281.05 Use hand tools and accessories
5281.06 Maintain hand tools and accessories	5281.07 Use power tools and accessories	5281.08 Maintain power tools and accessories	5281.09 Utilize personal protective equipment	5281.10 Maintain personal protective equipment
5281.11 Employ simple first aid	5281.12 Report injuries to supervisor or first-aid personnel	5281.13 Identify, handle, store and use hazardous materials		

5282.0
Communicate in the Workplace

5282.01 Communicate orally	5282.02 Communicate in writing	5282.03 Communicate by graphics	5282.04 Communicate by computer	5282.05 Communicate by mechanical and electronic devices
5282.06 Build and maintain interpersonal relationships	5282.07 Present a professional image	5282.08 Coach and mentor co-workers	5282.09 Keep current with the profession	

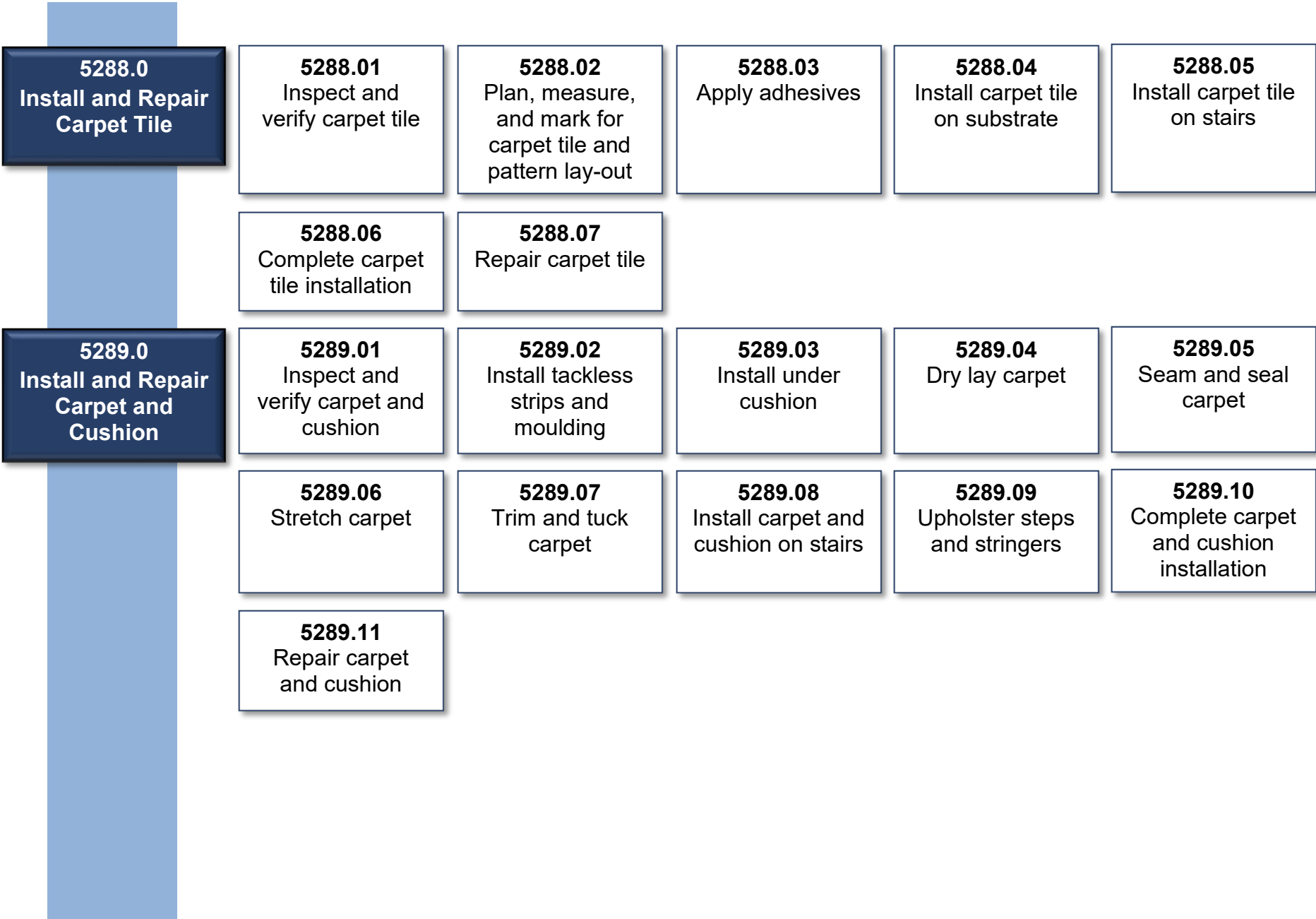
Competency Analysis Profile: Floor Covering Installer 448A *(all unshaded skill sets must be completed)*

5283.0 Plan and Organize Job Site	5283.01 Handle materials	5283.02 Store materials at the job site	5283.03 Assess job site conditions	5283.04 Identify work stoppage issues	5283.05 Verify drawings, written specifications, and choice of materials
	5283.06 Communicate with client, agent and/or other trades people on-site	5283.07 Dispose of materials			
5284.0 Prepare Floor	5284.01 Select procedure for floor preparation	5284.02 Remove existing trim, flooring, and underlayments	5284.03 Smooth or level existing substrate	5284.04 Undercut interior door casings and jambs	5284.05 Install underlayments
	5284.06 Clean existing floor surfaces				
5285.0 Install and Repair Resilient Tile	5285.01 Inspect and verify tile	5285.02 Plan, measure, and mark for tile and pattern lay-out	5285.03 Apply adhesives	5285.04 Install resilient tile on substrate	5285.05 Install resilient tile on stairs
	5285.06 Install Static Dissipative Tile (SDT)	5285.07 Install Conductive Tile	5285.08 Install Slip-resistant Tile	5285.09 Repair resilient tile	

Competency Analysis Profile: Floor Covering Installer 448A (all unshaded skill sets must be completed)

5286.0 Install and Repair Resilient Sheet Goods	5286.01 Inspect and verify sheet goods	5286.02 Plan, measure, and mark for sheet goods installation	5286.03 Install cap mouldings and fillet strips	5286.04 Dry lay, measure, and fit sheet goods	5286.05 Apply adhesives or fasteners
	5286.06 Seam sheet goods	5286.07 Seal sheet goods	5286.08 Install sheet goods on stairs	5286.09 Complete resilient sheet goods installation	5286.10 Repair resilient sheet goods
	5287.0 Install and Repair Glue-Down Carpets	5287.01 Inspect and verify glue-down carpet	5287.02 Install mouldings	5287.03 Dry lay carpet in the rough-in area	5287.04 Apply adhesives or fasteners
	5287.06 Cut and fit carpet	5287.07 Seam and seal carpet	5287.08 Install carpet on stairs	5287.09 Upholster steps and stringers	5287.10 Complete glue-down carpet installation
	5287.11 Repair glue down carpet				

Competency Analysis Profile: Floor Covering Installer 448A *(all unshaded skill sets must be completed)*



Competency Analysis Profile: Floor Covering Installer 448A *(all unshaded skill sets must be completed)*

5290.0 Install and Repair Solid Wood Floors	5290.01 Inspect and verify wood grade	5290.02 Plan, measure, and mark for pattern lay-out	5290.03 Install mouldings	5290.04 Lay out and secure underlayments	5290.05 Cut wood	
	5290.06 Install wood on floors	5290.07 Install wood on stairs	5290.08 Prepare floor for finishing	5290.09 Apply sealers, stains, and finishes to wood	5290.10 Complete wood floor installation	
	5290.11 Repair wood floors					
	5291.0 Install and Repair Engineered and Laminate Floors	5291.01 Inspect and verify engineered and laminate materials	5291.02 Plan, measure, and mark for pattern lay-out	5291.03 Install mouldings	5291.04 Lay out and secure underlayments	5291.05 Cut engineered and laminate material
		5291.06 Install engineered and laminate floors	5291.07 Install engineered and laminate material on stairs	5291.08 Complete engineered and laminate floor installation	5291.09 Repair engineered and laminate floors	

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



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Floorcovering Installer