

## TRADE OF PARTSPERSON

Partspersons manage and sell an inventory of parts for vehicles, appliances, machinery and equipment. They are employed by manufacturing companies, retail and wholesale establishments, mining, forestry and construction companies, repair shops, hospitals and other establishments.

To become certified as a Partsperson in Manitoba, applicants must either; 1) apply for and successfully complete the *Trades Qualification Examination*, or, 2) apply for and successfully complete the *Apprenticeship Program*.

### TRADES QUALIFICATION EXAMINATION

To qualify to write the *Trades Qualification Examination*, applicants must have a minimum of **5 years** (9000 hours) of relevant work experience within the last **10-year period**. Applicants are given two attempts to successfully complete this examination. If, after the second attempt, the applicant is still not successful he/she must successfully complete a program of upgrading approved by the Director of Apprenticeship before he/she will be eligible to write this examination again.

To apply to write the *Trades Qualification Examination* applicants must submit:

- a completed *Trades Qualification* application form (available from Apprenticeship);
- a statement of previous work experience (see application form for more details); and
- a \$250.00 examination fee.

Note: Each additional examination attempt is \$75.00.

When all examination requirements have been successfully completed the applicant is given a Journeyperson Partsperson Interprovincial Certificate of Qualification.

### APPRENTICESHIP PROGRAM

The Partsperson Apprenticeship Program is **3 calendar years** of combined on-the-job and classroom training totalling at least **1,800 hours** in each year. To qualify for apprenticeship, applicants must:

- be employed in the trade in Manitoba; and
- be at least **16 years** of age.

\* Applicants should have Grade 12 or equivalent high school academic standing.

Note: If the applicant does not meet the minimum educational requirement he or she may be permitted to enter the program with the permission of the Director of the Apprenticeship Branch.

Applicants with experience and training as Partspersons who do not qualify to write the *Trades Qualification Examination* may receive credit towards the completion of their apprenticeship training in this trade.

To register for apprenticeship the applicant must submit:

- a completed Apprenticeship Agreement (available from Apprenticeship);
- all educational documents; and
- a \$50.00 registration fee.

\* If documents are not in English or French, notarized translations are required.

When the apprenticeship program **and** the required examinations have been successfully completed the apprentice is given a Journeyperson Partsperson Interprovincial Certificate of Qualification.

- This is a Red Seal Trade. A Journeyperson with a Certificate of Qualification can work in this trade in any Canadian province or territory where the trade is designated Red Seal.

**The fees detailed above are subject to change without notice.**

For more detailed information visit the web site [www.manitoba.ca/tradecareers](http://www.manitoba.ca/tradecareers) or contact the Apprenticeship office nearest you:

#### **Winnipeg**

Room 1010 401 York Avenue R3C 0P8

Phone: (204) 945-3337

Fax: (204) 948-2346

#### **Brandon**

Room 102, 340-9<sup>th</sup> Street, R7A 6C2

Phone: (204) 726-6365

Fax: (204) 726-6912

#### **The Pas**

Box 2550, 305 Fourth Street W, R9A 1M4

Phone: (204) 627-8290

Fax: (204) 627-8137

#### **Thompson**

118-3 Station Road, R8N 0N3

Phone: (204) 677-6346

Fax: (204) 677-6789

#### **Toll-free from Rural Manitoba**

1-877-978-7233 (1-877-97-TRADE)

The Settlement and Labour Market Services Branch has information on 81 other trades and professions. Please contact us at (204) 945-6300.  
5<sup>th</sup> Floor – 213 Notre Dame Avenue, Winnipeg, Manitoba R3B 1N3