

Frequently Asked Questions — Trade Equivalency Assessment

If you believe you have experience and qualifications in a trade that are equivalent to having completed an Ontario apprenticeship program, you may apply with a Trade Equivalency Assessment (TEA). This assessment will look at your previous training and work experience and determine whether you are qualified to write the Certificate of Qualification exam for this trade.

How do I know if I should apply for a Trade Equivalency Assessment?

If any of the following situations apply to you then you may wish to apply for a TEA assessment:

- You do not have an Ontario Certificate of Apprenticeship (CofA) but have what you believe to be equivalent experience or qualifications;
- You hold an authorizing certificate or have a Red Seal in your trade from another province or territory in Canada;
- You hold a Certificate of Military Achievement at the QL5 level in your trade; and/or
- You hold a certification or have relevant experience in your trade in another country.

Why is the Ministry of Training, Colleges and Universities (the Ministry) no longer completing the Trade Equivalency Assessment?

When the College officially opened its doors on April 8, 2013 the TEA assessments became the College's responsibility to administer. It was agreed that the Ministry would continue to conduct the TEA assessments for one-year — until April 7, 2014 — to ensure a smooth transition. The College is now prepared to assume the processing responsibility of the TEA assessments.

What are the benefits of doing a Trade Equivalency Assessment?

The TEA assessment is one way to have your experience and skills compared to apprenticeship programs in Ontario. If your trade is an apprenticeship program, you can submit an application and portfolio to be assessed against the apprenticeship program. If you meet all the requirements of the apprenticeship program you may be permitted to write the Certificate of Qualification examination and passing will result in certification. Trade certification is the industry standard and recognizes a highly skilled worker.

Once I've passed the TEA assessment and apply for certification, am I eligible to work in my trade?

There are two types of trades in Ontario — [voluntary and compulsory](#).

Voluntary trades have credentials but are not required in order to work in that trade. The College does encourage people in voluntary trades to obtain their certification and become a member of the College. Being a member of the College brings an increased level of professional respect and public confidence to you and your trade as well as gives you a stronger voice in setting training and certification standards.

Compulsory trades, however, require that you are a journeyperson or a registered apprentice to be legally permitted to work in that trade. If you apply through the TEA process in a compulsory trade and are deemed to be equivalent, you will have a provisional certificate issued that will permit you to legally work (90 days) in the trade while you write the Certificate of Qualification exam.

If I go through the TEA Assessment and pass the Certificate of Qualification (CofQ) Exam can I work across Canada?

Yes. You will be able to move and work in all provinces and territories in Canada whether you're in a Red Seal trade or other trade (not Red Seal) if that province has the same trade because of the Agreement on Internal trade.

What happens if I apply for a trade through the TEA process that does not have a Certificate of Qualification Exam, can I still receive certification?

There are some trades in Ontario that do not have a CofQ exam for people that have successfully completed an apprenticeship program or the TEA process. In these situations, the people that have completed the apprenticeship program or applied through the TEA Assessment and deemed equivalent will be eligible for membership in the College as a journeyperson without writing a CofQ exam.

What is required of me for the Trade Equivalency Assessment?

You will be responsible for compiling a comprehensive portfolio and make application to the College for assessment. The College will compare all your experience and training to an apprenticeship program in Ontario. This means that you need to get proof of work experience and training that clearly compares to the training an apprentice would have received in the province.

How long does the TEA process take?

The length of the TEA assessment process is largely dependent on the information and completeness of your application and portfolio. The College will be conducting a very thorough assessment verifying all the credentials and letters you have supplied and cannot predict how quickly your references can be

checked out. The College will contact you within 6-10 weeks of receiving your application either for additional information or with your results.

Am I able to appeal the TEA assessment decision if I'm denied?

Yes. The College has introduced an additional step to the TEA process that now allows you to appeal the decision of your assessment. Upon receiving a Proposal of Denial letter, you will have 60 days to request an appeal. If after the 60 days, you have not responded the denial will stand.

I am an experienced worker that has been working in my trade for years, can I get certified?

The TEA assessment is one way to have your experience and skills compared to apprenticeship programs in Ontario. If your trade is an apprenticeship program you can submit an application and portfolio to be evaluated against the apprenticeship program and if you meet all the requirements you will be permitted to write the Certificate of Qualification examination. A pass will result in certification.

I am in a voluntary trade and looking to have my experience assessed through the TEA process prior to the April 8, 2014; where should I go?

The Ministry of Training, Colleges and Universities will conduct the TEA assessments for all trades except voluntary trades without exams until April 7, 2014. After that date all TEA assessments will be done by the College.

Trade Equivalency Assessment — Fee

Is there a fee for the TEA assessment? If so, how much is it?

Yes. It is \$200 to have your experience and skills assessed through the Trade Equivalency Assessment in Ontario. This fee is based on a cost-recovery model for the evaluation services provided.

Why is there now a fee to complete a Trade Equivalency Assessment?

The Ontario College of Trades is a not-for-profit organization that is funded by its members and does not receive funding from the Government of Ontario. The fee is based on a cost-recovery model for the evaluation services provided, so the individual is required to pay for their own assessment rather than the members of the College.

Is the College making a profit on the fees collected for the Trade Equivalency Assessment?

No. The fee for TEA assessment is based on a cost-recovery model for the evaluation services needed to assess the experience and skills of applicants.

Do other provinces and/or territories charge a fee for the Trade Equivalency Assessment?

Yes. All provinces and territories charge a fee for conducting assessments. Some provinces set their fees higher than others in order to recover costs, whereas others choose to subsidize assessment costs through general revenue (i.e. taxpayers). The College's assessment fees reflect the actual costs of conducting those assessments so that neither existing College members, nor Ontario taxpayers are burdened with the costs of conducting Trade Equivalency Assessments for new applicants.

How do I pay?

You can pay your TEA assessment fee to the College using a variety of methods.

Credit Card

The College accepts Visa, MasterCard and American Express.

There are three ways to pay using a credit card:

- **Online** – visit www.collegeoftrades.ca/membership/member-login
- **Via telephone:**
 - Toll-Free** – 1-855-299-0028
 - Greater Toronto Area** – 647-847-3000
- **In-person** at the College (Monday to Friday between 9:00 a.m. to 5:00 p.m.):
 - 655 Bay Street, Suite 600
 - Toronto, ON M5G 2K4

Cheque

Cheques should be made payable to the *Ontario College of Trades*.

Cheques can be mailed to:

Ontario College of Trades
655 Bay Street, Suite 600
Toronto, ON M5G 2K4

Banking

Payment can also be made at most Canadian banks through their online bill payment options or by visiting a branch. Please ensure that you have your invoice ready when submitting any payment using this method.

Debit

The College will accept debit payments **in-person** at the College (Monday to Friday between 9:00 a.m. to 5:00 p.m.):

655 Bay Street, Suite 600
Toronto, ON M5G 2K4

I still have questions. Can I call someone for help?

Yes. You call the College toll-free at 1-855-299-0028 or if you're in the Greater Toronto Area at 647-847-3000 if you have any further questions or need assistance beginning the TEA process.

General — College Membership

If you have successfully completed the TEA process for a compulsory trade (link to compulsory trades) , you are required to be a member of the College. If you are part of a voluntary trade (link to voluntary trades), you may still join the College.

How can I pay my membership fee to the College?

You can pay your membership fee to the College online by visiting our renew membership page at www.collegeoftrades.ca/membership/member-login.

Can I complete my membership application form online?

Yes. You can complete your membership application form online through the College's secure online member portal located at www.collegeoftrades.ca/membership/member-login. To log in to your member account online, please use your Member ID and your Personal Identification Number provided in your letter. You will also need to have a valid email address. If you would like further assistance, please call the College at 1-855-299-0028 (toll free) or 647-847-3000 (in the Greater Toronto Area) and we can help you through the process.

What happens as an apprentice if I don't pay my membership fee to the College?

If you do not pay your College membership fee when it is due, your Registered Training Agreement will expire and your membership will not be in good standing. This means that you will not be able to legally train as an apprentice. You may also need to pay a late fee to reinstate your membership.

Is the College of Trades membership fee fully tax deductible?

Yes. According to Canada Revenue Agency rules, professional fees are tax deductible. Upon payment of the membership fee, a receipt of payment will be available for tax purposes. Separate tax receipts are not issued for membership fees paid. Canada Revenue Agency does not require a receipt to be attached to your tax return.

When will I receive my membership card and Statement of Membership from the College?

The College will issue your membership card and Statement of Membership once we have approved your completed application form and received your required membership fee.

How can I get more information?

By visiting our website, www.collegeoftrades.ca, calling toll-free at 1-855-299-0028 (647-847-3000 in Toronto), or e-mailing info@collegeoftrades.ca.