



ONTARIO COLLEGE OF TRADES  
ORDRE DES MÉTIERS DE L'ONTARIO

# **Apprentice Membership Application Guide**

**July 2021**

## WHO SHOULD APPLY?

This application process is for individuals who have a Registered Training Agreement (RTA) with the Ministry of Labour, Training and Skills Development (MLTSD) to receive training in a trade required as part of an Ontario apprenticeship program.

To be an apprentice in an apprenticeship program established by the Ontario College of Trades (College), you must be a member of the College's Apprentices Class for the duration of your apprenticeship.

You must complete your membership within 90 days of registering a training agreement with the Ministry or your RTA will be cancelled.

## APPLICATION PROCESS

To become a member of the College's Apprentices Class, complete the following steps:

### Step 1: Register a Training Agreement with the Ministry

Ensure that you have a valid Registered Training Agreement (RTA) with the Ministry of Labour, Training and Skills Development (MLTSD). To contact the Ministry, visit [ontario.ca/page/employment-ontario-apprenticeship-offices](http://ontario.ca/page/employment-ontario-apprenticeship-offices) or call 1-800-387-5656.

### Step 2: Receive welcome letter to join Ontario College of Trades

The College will mail you a membership welcome letter. Please ensure the information on this letter is correct. If any information is incorrect, please contact the College to update the information.

### Step 3: Apply for Ontario College of Trades membership

*Option #1:* Apply online through the College's Member Login page following the steps in your welcome letter: [collegeoftrades.ca/membership/member-login](http://collegeoftrades.ca/membership/member-login).

*Option #2:* Apply by submitting a completed [Member Application form](#) by mail, courier, or email (at the end of this guide or online at: [collegeoftrades.ca/guides-forms](http://collegeoftrades.ca/guides-forms)).

Email: [membership@collegeoftrades.ca](mailto:membership@collegeoftrades.ca)

Mail:\*  
Ontario College of Trades  
Membership Applications  
PO Box 20009 RPO Bay Adelaide  
Toronto, ON M5H 0A1

**\*Apply online or submit your application form by email to avoid delays.**

Once received, the College will review your application to make sure it is complete. If complete, the College will determine if you meet the registration requirements for membership in the Apprentices Class. If your application is incomplete, the College will contact you to resolve any outstanding application requirements.

#### **Step 4: Receive your Apprentice Class Statement of Membership and membership card**

If you meet the registration requirements for membership in the Apprentices Class, you will be registered as a member of the College's Apprentice Class and will be issued a Statement of Membership and membership card, which serve as proof of your membership in the College and participation in an apprenticeship program in Ontario.

You can check the status of your membership anytime by visiting [collegeoftrades.ca/public-register-search](https://collegeoftrades.ca/public-register-search) and finding your profile on the Public Register by entering your name and membership ID.

If you are unsure of the status of your application or for more information about this process, email [info@collegeoftrades.ca](mailto:info@collegeoftrades.ca) or call 647-847-3000 or 1-855-299-0028 (toll-free).

#### **CONTACT US**

**Email:** Application submissions: [membership@collegeoftrades.ca](mailto:membership@collegeoftrades.ca)  
General information: [info@collegeoftades.ca](mailto:info@collegeoftades.ca)

**Phone:** (647) 847-3000 (in the GTA)  
1 (855) 299-0028 (toll-free)  
Call Centre Hours: Monday to Friday, 8:30am – 5:00pm

**Mail:** Ontario College of Trades  
PO Box 20009 RPO Bay Adelaide  
Toronto, ON M5H 0A1

#### **MORE INFORMATION**

- For more information about the Ontario College of Trades, visit: [collegeoftrades.ca](https://collegeoftrades.ca)
- For information about apprenticeship, visit: [ontario.ca/page/start-apprenticeship](https://ontario.ca/page/start-apprenticeship)
- For a list of Employment Ontario apprenticeship offices, visit: [ontario.ca/page/employment-ontario-apprenticeship-offices](https://ontario.ca/page/employment-ontario-apprenticeship-offices)



Information provided in or in connection with this application is collected, used and disclosed under the authority of the *Ontario College of Trades and Apprenticeship Act, 2009* (OCTAA), Regulations under the OCTAA, the College's by-laws, and other applicable laws or regulations.

**All applicants please note:** the College will verify information provided as part of any application. Applicants are responsible for ensuring the accuracy of all information provided. If the College determines that false, misleading or incorrect information was provided in relation to an application, the application may be denied, and any related certificates or memberships issued may be cancelled or revoked. Anyone found making false or misleading statements may also be subject to further consequences under the *Ontario College of Trades and Apprenticeship Act, 2009*, including fines of up to \$10,000.

## Section A - Member Identification

Membership Class:  Apprentices  Journeypersons Candidates  Tradespersons  Journeypersons  Apprentices (OYAP)

### 1. Information for All Applicants

Are you already a member of the Ontario College of Trades?  Yes  No If Yes, what is your membership number?

First Name \_\_\_\_\_ Middle Name or Initial \_\_\_\_\_ Last Name \_\_\_\_\_

Former Name (if any) \_\_\_\_\_ Date of Birth (mm/dd/yyyy) \_\_\_\_\_

Preferred Language  English  French Gender  Male  Female  Other  Prefer not to Disclose  Transgender

Email Address \_\_\_\_\_ Primary Phone Number \_\_\_\_\_

Home Address (if more than one please enter your principal residence) \_\_\_\_\_ Secondary Phone Number \_\_\_\_\_

Street Number \_\_\_\_\_ Street Name \_\_\_\_\_ Unit Number \_\_\_\_\_ PO Box \_\_\_\_\_

City / Town \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_ Country \_\_\_\_\_

Business Address (self employed) \_\_\_\_\_ Business telephone number (self employed) \_\_\_\_\_

Street Number \_\_\_\_\_ Street Name \_\_\_\_\_ Unit Number \_\_\_\_\_ PO Box \_\_\_\_\_

City / Town \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_ Country \_\_\_\_\_

Are you self-employed? Yes No If No, what is the name of your current employer? \_\_\_\_\_

Have you ever been issued a Certificate of Apprenticeship, Letter of Permission, Provisional Certificate of Qualification or Certificate of Qualification in Ontario? Yes No If Yes, please detail below. Continue on a separate sheet if necessary.

Certificate Number \_\_\_\_\_ Date of Issue (mm/dd/yyyy) \_\_\_\_\_ Full name as it appears on certificate \_\_\_\_\_

Certificate Number \_\_\_\_\_ Date of Issue (mm/dd/yyyy) \_\_\_\_\_ Full name as it appears on certificate \_\_\_\_\_

As an Ontario College of Trades (the College) member, you have the right to have your statements, receipts and communications provided or made available to you through one of the following methods: electronically through email or paper via postal delivery. By default the College will communicate all statements, receipts and communications electronically when an email address is provided. At any time you may change the delivery method of your statements, receipts and communications by logging into your member account through our online portal or by contacting our Client Service Department at 1-855-299-0028.

By checking this box, I hereby request that the Ontario College of Trades send my statements and receipts by postal mail rather than email.

### 2. Trade Information

Trade(s) Name(s) under which you are applying for membership \_\_\_\_\_

Trade(s) Code(s) under which you are applying for membership \_\_\_\_\_

### 3. Payment Processing

**To avoid processing delays, you are encouraged to not pay by cheque or money order. If possible, pay your membership fees by credit card.**

For credit card payments call 416-673-6524 or 1-855-299-0028 (toll-free).

Type of membership:  Journeyperson Membership fee: \$67.80 (\$60.00 + HST)  Apprenticeship Membership fee: \$0  
 Tradesperson Membership fee: \$0  Employer Membership fee: \$0

Payment method:  I authorize the use of the following credit card to cover fees as follows: Credit Card Type:  Visa  Mastercard  American Express

Credit Card Number: \_\_\_\_\_ Expiry Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ (mm/yyyy)

Print Cardholder's Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Signature of Cardholder: \_\_\_\_\_ Date signed: \_\_\_\_/\_\_\_\_/\_\_\_\_ (mm/dd/yyyy)

I am attaching a cheque or money order to cover fee.\*

\* If unable to pay by credit card, please call the College to pay your membership fees by credit card.

**SECTION B - CONSENT FOR MINORS (If applicant is less than 18 years of age)**

**1. Parent or Guardian Information**

|   |             |                        |                                   |         |
|---|-------------|------------------------|-----------------------------------|---------|
| First Name  |             | Middle Name or Initial | Last Name                         |         |
| Preferred First Name  |             | Former Name (if any)   |                                   |         |
| Relationship to Applicant   |             |                        | Does the Applicant live with you? |         |
| Email Address   |             |                        |                                   |         |
| Home Address (if more than one please enter your principal residence) |             |                        | Home Phone Number                 |         |
| Street Number   | Street Name |                        | Unit Number                       | PO Box  |
| City / Town   |             | Province               | Postal Code                       | Country |
| Business Address  |             |                        | Business telephone number         |         |
| Street Number   | Street Name |                        | Unit Number                       | PO Box  |
| City / Town   |             | Province               | Postal Code                       | Country |

**2. Declaration of Accuracy and Consents for Application by Parent or Guardian**

I declare that I am the custodial parent or guardian of \_\_\_\_\_ ,  
I have read the application completed by \_\_\_\_\_ and confirm that the information contained therein is accurate and consent to the application being filed.

Signature of Parent / Guardian  
**X**

Date (mm/dd/yyyy) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**3. Additional Information**

If you, the Applicant, are not able to have a parent or guardian sign this Consent for Minors, please explain why.

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**SECTION C - VOLUNTARY SELF DECLARATION (STATISTICS COLLECTION)**

Do you wish to self-identify as a member of a designated group?

YES       NO

**Your response to this question is entirely voluntary and will not affect your eligibility for membership.**

The information will be used by the College for policy analysis and statistical purposes related to employment programs and services.

- First Nations
- Métis
- Inuit
- Persons with Disabilities
- Visible Minority
- Newcomer to Canada; if yes, how long? Months \_\_\_\_\_ Years \_\_\_\_\_

## SECTION D - Declarations and Consent

### 1. Declarations of Accuracy and Consents for Application

#### Certification of Accuracy of Information Provided

I declare that by signing below, all information I have provided or will provide to the Ontario College of Trades (the "College") in the future in or in connection with this application is true, accurate and complete. I agree to immediately notify the College regarding any future changes to information I have provided.

I acknowledge that if I provide false or misleading information or documents to the College, or fail to provide information or documents requested by the College:

- I may be denied a Certificate of Qualification, Provisional Certification of Qualification, or a Statement of Membership;
- a Certificate of Qualification, Provisional Certificate of Qualification, or a Statement of Membership issued by the College to me may be suspended, revoked, or made subject to specified terms, conditions or limitations;
- I may be guilty of an offense and on conviction liable for a fine; or
- I may be subject to other proceedings, penalties, costs, or consequences under the Ontario College of Trades and Apprenticeship Act, 2009 (the "OCTAA"), the Regulations under the OCTAA, and the College's by-laws, including but not limited to, professional misconduct proceedings which could result, if I am found guilty, in a range of penalties, including an order directing the Registrar to revoke, suspend or impose terms, conditions or limitations on any Certificate of Qualification, Provisional Certificate of Qualification, or Statement of Membership which the College may issue to me.

#### Consent

I consent that the College may for the purposes of the administration of the OCTAA contact, request information, documents or records from, and provide information to, other sources including:

- my current and former employers;
- governmental bodies, organizations (including departments, boards and agencies) or officials, police forces or military authorities;
- governing, regulatory, self-regulatory, apprenticeship or trades bodies, authorities, agencies or officials;
- educational institutions;
- consumer reporting agencies;
- publicly available sources under applicable laws or regulations;
- any other relevant sources.

I consent that the College may collect, use and disclose any information provided in or in connection with this application for the following purposes:

- verifying the information;
- processing this application;
- administering my file or membership with the College;
- administering and enforcing the OCTAA, the Regulations under the OCTAA, and the College's by-laws;
- conducting inspections or investigations;
- conducting policy analysis, evaluation and research related to apprenticeship and trades certification;
- any other purpose for which the College requests your consent and to which you consent;
- as required or permitted by law

I consent that all information, documents or records requested by the College for the above-noted purposes from other sources may be provided to the College. In addition, I consent that the College may collect, use and disclose my personal information and confidential information provided in or in connection with this application as provided above, as well as in accordance with the College's privacy policy available at <http://www.collegeoftrades.ca/privacy> and as permitted or required by applicable laws or regulations.

### 2. Background Questions

In the following questions, "you" refers both to an individual and to any corporation, partnership, proprietorship, or other organization used by an individual (alone or with others). If you answer "Yes" to any of the following questions, please provide full details, including particulars, dates, results, outcomes, and supporting documents (if you need more space, please attach an extra page).

Have you ever had investigations proceedings or actions commenced against you by an apprenticeship or trades organization, regulatory or self-regulatory body in Canada or elsewhere, in relation to discipline, misconduct, incompetence, or incapacity?

No  Yes If Yes, provide details.

Have you ever been refused membership, a licence, or a permit from an apprenticeship or trades organization, regulatory or self-regulatory body in Canada or elsewhere, on the grounds of discipline, misconduct, incompetence, or incapacity?

No  Yes If Yes, provide details.

Have you ever had your membership, licence, permit or training agreement issued by an apprenticeship or trades organization, regulatory or self-regulatory body in Canada or elsewhere, revoked, suspended, or made subject to specified terms, conditions or limitations on the grounds of discipline, misconduct, incompetence, or incapacity?

No  Yes If Yes, provide details.

Have you ever, as a member or holder of a licence, permit or training agreement of an apprenticeship or trades organization, regulatory or self-regulatory body in Canada or elsewhere, been reprimanded, admonished, fined, found guilty of an offence, received counselling, required to perform training or course of study, subject to any other remedial measures, or resigned, on the grounds of discipline, misconduct, incompetence, or incapacity?

No  Yes If Yes, provide details.

|                       |                   |
|-----------------------|-------------------|
| Signature<br><b>X</b> | Date (mm/dd/yyyy) |
|-----------------------|-------------------|

For staff use only- do not write in this section

Entered into TMS

Staff name: \_\_\_\_\_

Staff signature: \_\_\_\_\_

Date: \_\_\_\_\_  
(mm/dd/yyyy)