



ONTARIO COLLEGE OF TRADES

ORDRE DES MÉTIERS DE L'ONTARIO

Member Application Guide

for Apprentices

WHAT MEMBERSHIP MEANS FOR YOU

You must be a member of the College's Apprentices Class to work as an apprentice in an Ontario apprenticeship program established by the College. To be a member, you must hold a **valid registered training agreement** with the Ministry.

For more information on registered training agreements, please contact the Ministry by visiting their [website](#) or by calling 1-800-387-5514.

Are you in a Technical Standards and Safety Authority (TSSA) regulated trade?

If you are applying to be an apprentice in either the **Elevating Devices Mechanic** trade or the **Ski Lift Mechanic** trade, please note that these trades are regulated by the TSSA.

Before the Ministry will register you as an apprentice, you must complete a TSSA-accredited safety workshop and obtain the relevant Mechanic-in-Training certificate from TSSA.

If you already have this certificate from TSSA and the Ministry has registered your training agreement, you must become a member of the College in the Apprentices Class. Your Statement of Membership will be subject to a term, condition or limitation prohibiting you from practicing your trade unless you obtain and maintain a valid Mechanic-in-Training certificate from TSSA for the duration of your apprenticeship program.

If you are unsure about how to proceed or what it means to be a member of the College in any of these trades, please contact the College using the information on page 5 before you fill out the Member Application Form.

For the most up-to-date information on training and certification requirements for these trades, you can contact TSSA at this toll free number: 1-877-682-TSSA (8772).

As a member of the Apprentices Class, you will receive a Statement of Membership and membership card from the College which serves as proof of your membership in the College. You will be subject to any **wage rates and/or ratios** that may have been set out in regulation for your trade. Regulations outlining apprenticeship program requirements can be found on the College [website](#), or by contacting the College using the information on page 5.

You must remain a member "in good standing" in the Apprentices Class while you are participating in an apprenticeship program under a registered training agreement. Once you have completed all the requirements of your training program and receive your **Certificate of Apprenticeship** (C of A) from the Ministry, you are no longer eligible to remain in the Apprentices Class. Your Statement of Membership will automatically expire at that time.

HOW TO APPLY

Once you have entered into a registered training agreement with the Ministry, the first step to becoming a member of the College's Apprentices Class is to complete a Member Application Form.

Do you practice more than one trade?

Your membership in the College is trade-specific. You may be eligible and/or required to be a member of more than one membership class if you practice more than one trade.

For instance, if you are an apprentice in the Plumber trade, you must apply to the Apprentices Class. If you are also an apprentice in the Sheet Metal Worker trade, you must apply to the Apprentices Class for that trade as well. If you also wish to be recognized as a Journeyman in the Steamfitter trade, you must be a member in the Journeymen Class.

If you are applying for membership in more than one class, you must complete **one application form for each class**. If you are applying for membership in more than one trade, you must complete **one application form for each trade**. However, you are only required to pay one membership fee.

Submitting your application

1. Obtain a copy of our membership application from our site at http://www.collegeoftrades.ca/wp-content/uploads/ApprenticesMembershipGuide_EN.pdf
2. Complete the application with as much detail as possible, if you have any questions or concerns please contact our Client Services Department at Telephone: 416-673-6524 Client Services Direct Line or Toll-free number (within Ontario only): 1 (855) 299-0028
3. Submit your completed Member Application Form to the College using one of the following methods:

- By mail: **Ontario College of Trades
Membership Applications**
Suite 600 - 655 Bay Street
Toronto, ON M5G 2K4

- By email: info@collegeoftrades.ca **NOTE: Do NOT submit applications with credit card information through E-Mail, please contact our client service department to make payment.**

- By fax: 1-647-348-5002

What's next?

Once you have submitted your Member Application Form, the College will review your application to make sure it is complete. If the application is complete, the College will review it and any attached documents to determine if you are eligible for membership and meet the registration requirements for the Apprentices Class. If your application is incomplete, the College will contact you to resolve any outstanding application requirements.

The College's Registrar will make the final decision to accept or refuse your application for membership.

Who is the College's Registrar?

The Registrar of the College is the chief executive officer for the College, and is responsible for overseeing the College's functions, including membership registration, issuing Statements of Membership and C of Qs, maintaining the public register, and serving as the secretariat for the College's governance structure.

Approval of application

If the Registrar is satisfied that all application requirements have been met, and you are eligible for membership, the College will contact you by mail or email notifying you that you can become a member of the College once you pay your membership fees. Details about paying your fees begin on page 10.

Note:

Under section [37\(2\)\(c\) of OCTAA](#), membership cannot be granted until you have paid your annual membership fees. You will become a member "in good standing" of the College in the Apprentices Class once you have paid your fees. The College will mail you a membership welcome package that includes your Statement of Membership and your membership card. Please ensure the information on these documents is correct. If any information is incorrect, please contact the College immediately.

Annual membership fees

Your application for membership in the Apprentices Class must be approved and you will be required to pay an annual fee in order to maintain your membership ensuring that you can continue to legally participate in your apprenticeship program. The College will send you an annual invoice indicating when your membership renewal and membership fees are due, and how you can make payment to the College.

Note:

You are required to become a member of the College's Apprentices Class within **90 days** of registering your training agreement with the Ministry. If you do not do so, your registered training agreement with the Ministry will be cancelled.

Note: If you are a participant in the Ontario Youth Apprenticeship Program your membership fee is waived, do NOT submit payment.

Members who are reservists and veterans of the Canadian Armed Forces (CAF) and new applicants or existing members of the College's Apprentices Class are exempt from annual membership fees up to five cumulative years.

Credit card:

- **On the payment area of the membership form** – Completely fill in the payment portion on the member application form with your credit card information

NOTE: Do NOT submit applications with credit card information through E-Mail, please contact our client service department to make payment.

- **Via telephone:**
Toll-Free – 1-855-299-0028 **GTA** – 416-673-6524 (English) Client Services Direct Line
416-673-6523 (French) Client Services Direct Line
- **In-person** at the College (Monday to Friday between 9:00 a.m. to 5:00 p.m.):
Suite 600 - 655 Bay Street
Toronto, ON M5G 2K4

Cheque

Attach a Cheque, made payable to **The Ontario College of Trades**, to the member application form.

Cheques can be mailed to:

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

STIPULATIONS OF MEMBERSHIP

Once you have paid your annual membership fee and received your Statement of Membership for the Apprentices Class, you are considered a member “in good standing” of the College’s Apprentices Class. As a member, you are subject to certain stipulations that are outlined in this section.

Registered apprentice requirement

If you are an apprentice, to ensure compliance with [OCTAA](#) and its regulations (particularly, [Ontario Regulation 321/12](#)), you must be named in a registered training agreement that is not suspended, and a member “in good standing” of the Apprentices Class for your trade.

Public Register

The College maintains a public register of its members. As a member in the Apprentices Class, your name will appear on this register, along with the following membership information:

- The **type of membership** you hold (i.e. Statement of Membership or C of Q);
- All **trades and classes** you hold a Statement of Membership or C of Q for, as well as any **terms, conditions, and/or limitations** imposed on your membership;

HOW TO CONTACT THE COLLEGE

If you have any questions or concerns regarding any part of the application process, or require further information, please contact us.

- **In-person or by mail:**

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

- **By telephone:**

In the Greater Toronto Area: 416-673-6524 (English) Client Services Direct Line
416-673-6523 (French) Client Services Direct Line
Toll-Free: 1-855-299-0028

- Via **email:** info@collegeoftrades.ca

Apprenticeship Pathway

