

# Apprenticeship Pathway to a Certificate of Qualification

Phase 1: Registration

Submit Application for Apprenticeship Training to local Employment Ontario office offering apprenticeship services

Ministry registers training agreement signed by both apprentice and sponsor

Submit College (Apprentice Class) membership application with annual membership fee

Obtain Apprenticeship Training Standard from College  
collegeoftrades.ca/training-standards

Complete on-the-job training

*Complete the on-the-job training set out in the Apprenticeship Training Standard Log Book established by College*

Complete in-school training

*Complete the in-class training set out in the Curriculum Training Standard established by College at an approved Training Delivery Agent*

Maintain College membership

Submit proof of apprenticeship completion to Ministry

Ministry issues Certificate of Apprenticeship

Trades without examination — Trades with examination\*

College activates 12-month membership in Journeyman Candidates Class

Contact College to make payment to attempt Certificate of Qualification examination

Contact Ministry to schedule Certificate of Qualification examination attempt

Pass Certificate of Qualification examination must receive grade of 70% or higher to pass

College issues Certificate of Qualification and membership in Journeymen's Class

## LEGEND

Ontario College of Trades → College  
Ministry of Advanced Education and Skills Development → Ministry

Apprentices eligible to apply for apprenticeship incentive grants (Red Seal trades), and loans

\*\*Sponsors eligible for the Graduated Apprenticeship Grant for Employers (GAGE). (in specific trades) and other incentives

For information on the proof of completion required for your trade, contact your local Employment Ontario office offering apprenticeship services [ontario.ca](http://ontario.ca)

Download the College's Exam Preparation Guide to help prepare to attempt the Certificate of Qualification examination [collegeoftrades.ca](http://collegeoftrades.ca)

If the exam is failed, another attempt may be scheduled 15 days after previous exam date. An exam fee is required for each attempt. The exam results letter shows areas of strength and weakness to help prepare for the next attempt

Apprentices eligible to apply for Apprenticeship Completion Grant (Red Seal trades), or Non-Red Seal Completion Bonus

\*\*\*Sponsors eligible for Apprenticeship Completion Employer Bonus

Phase 2: Apprenticeship

Phase 3: Certification

\* For a list of trades subject to a certification examination, visit: [collegeoftrades.ca/resources/exam-process](http://collegeoftrades.ca/resources/exam-process)

\*\* Eligible employers with apprentices registered to training agreements with the ministry on or before November 14, 2017, continue to be eligible for the Apprenticeship Training Tax Credit (ATTC) in select trades. Effective November 15, 2017, the ATTC has been replaced with a new Graduated Apprenticeship Grant for Employers (GAGE). For more information on GAGE, visit: <https://www.ontario.ca/page/hire-apprentice#section-6>

\*\*\* Effective November 15, 2017, there have been changes to the Apprenticeship Completion Employer Bonus. Employers eligible for GAGE are not eligible for the employer completion bonus. Employers in trades not eligible for GAGE are eligible for the completion bonus.