



## Frequently Asked Questions – Certificate of Qualification Exam

### **What is a Certificate of Qualification (C of Q) exam?**

A C of Q exam is a test of an individual's knowledge and competency related to the performance of tasks involved with the practice of a trade.

### **Does my trade have a C of Q exam?**

Of the 144 trades in Ontario, 82 trades require a C of Q exam. To find out if your trade has a Certificate of Qualification exam, please visit the Ontario College of Trades [website](#).

### **When do I write the C of Q exam?**

If your trade requires a C of Q exam, you are eligible to write the exam after you have completed an Ontario apprenticeship training program, or after you have been approved through the [Trade Equivalency Assessment \(TEA\)](#) process.

### **Do I need to pass the C of Q exam to legally work in my trade?**

If your trade is designated as compulsory, you must pass the C of Q exam to legally work in the trade. For exceptions to this rule, please visit the Ontario College of Trades [website](#).

If your trade is designated as voluntary, you are not required to pass the C of Q exam to work in the trade.

### **Why should I write the C of Q exam if it's not mandatory?**

There are many benefits to obtaining your C of Q, even if it's not legally required. Obtaining your C of Q shows you are qualified in your trade by having the skills, knowledge and experience that meet industry standards in Ontario, and across Canada. In addition, C of Q holders experience better employment prospects, wages, mobility and advancement opportunities, as well as appear on the College's [Public Register](#).

### **What is the C of Q exam format and how long do I have to write?**

C of Q exam questions are multiple-choice. Exams have between 90 to 150 questions with each question having four answer options to choose from. You will have up to four hours to write your C of Q exam.

### **What does the C of Q exam test?**

Exam questions test your knowledge and competency related to the skills in the provincial Apprenticeship [Training Standard \(Log book\)](#) for your trade. For Red Seal trades you are tested on your knowledge and competency related to the [National Occupational Analyses \(NOA\), or Red Seal Occupational Standard \(RSOS\)](#). Both the provincial Apprenticeship Training Standard and the NOA/RSOS describe trade terminology, concepts, and how skills are performed.

### **What grade do I need to achieve to pass the C of Q exam?**

You need to score at least 70% to pass the C of Q exam.

## **How should I prepare for the C of Q exam?**

The College has developed an [Exam Preparation Guide](#) to help you prepare for your C of Q exam. The Exam Preparation Guide contains a wealth of information including specialized supports, exam preparation resources, information on study plans, exam day tips and requirements, self-assessment checklists, getting your results and more. Please refer to this guide as part of your C of Q exam preparation.

## **How do I schedule my C of Q exam?**

1. Contact the Ontario College of Trades at 1-855-299-0028 to confirm your eligibility to write the exam and to pay your exam fee (\$150+HST).
2. Schedule your C of Q exam by contacting your local Ministry of Labour, Training and Skills Development (MLTSD) [Apprenticeship Office](#).

## **Can I request special accommodations to write the exam?**

Requests for exam accommodations are available, however, you must pay your exam fee to the Ontario College of Trades first, (see #1 above) and the accommodation must be arranged with the MLTSD prior to scheduling your C of Q exam. Accommodations are considered on a case-by-case basis.

Some examples of exam accommodations are; extra time, a separate room, a translator/interpreter/reader, etc.

There are some trades which offer a practical exam as a form of accommodation. A practical exam involves performing the skills of the trade in front of an examiner rather than answering written questions. Please consult the Ontario College of Trades [Exam Preparation Guide](#) for more information on accommodations.

## **On exam day, what do I need to bring and what is provided?**

On the day of writing your exam, arrive at least 15 minutes before your scheduled exam time. You must bring one piece of government-issued photo ID in order to confirm your eligibility.

If you have been approved for special exam accommodations, such as a reader or interpreter, you are responsible for making sure this person has been approved by the Ministry and that they are available at your scheduled exam time.

Pencils, calculators, code books and dictionaries will be provided at the exam site. If you require a specific language dictionary, you must contact the Ministry of Labour, Training and Skills Development exam centre before your exam day to confirm there is a dictionary available in the language you require.

## **I've written my exam. Now what?**

After you've written your exam, the Ontario College of Trades will send your exam results to you by email within 10-15 business days of writing the exam. If you do not have an email address on file with us, your exam results will be mailed to you using the address on file. The Ontario College of Trades does not provide exam results over the phone or in person.

**If you pass the exam and meet the Ontario College of Trades other registration requirements, you will be eligible to obtain your C of Q and membership in the College's Journeypersons Class.**

**If you fail the exam** you must wait at least 15 days before you can re-schedule your next exam attempt. This information will be outlined on your exam results letter. Before scheduling your next C of Q exam, make sure to review your exam results and prepare accordingly.

***If your trade is compulsory***, and you are a member of the Journeyperson Candidates Class, your membership will remain valid for 12-months from your initial start date in that membership class. In the Journeyperson Candidates Class, you can work in your trade while you prepare to challenge the C of Q exam. Please note that if your Journeyperson Candidates Class expires, you are not legally permitted to work in your compulsory trade until you pass your C of Q exam and become a member in the College's Journeypersons Class.

***If your trade is voluntary*** and you have obtained a Certificate of Apprenticeship you may challenge the C of Q exam at any time and become a member of the Journeypersons Class once you pass. If you choose not to write the exam you will be eligible for the College's Tradespersons Class, rather than the Journeypersons Class.

#### **What if I do not have a Certificate of Apprenticeship from Ontario?**

If you are an experienced worker whose skills, knowledge and experience are equivalent to a Certificate of Apprenticeship in Ontario, you have the option of applying for Trade Equivalency Assessment. Please refer to the [Trade Equivalency Assessment \(TEA\)](#) link for more information on challenging the C of Q exam.

**If you pass the Red Seal exam** you will be eligible to identify yourself with the official [Red Seal Endorsement \(RSE\) acronym](#) that confirms your certification and accreditation.

#### **Who can I contact if I still have questions?**

Please consult the Ontario College of Trades [Exam Preparation Guide](#), available at <http://www.collegeoftrades.ca/> for detailed information on the C of Q exam and its process. If you still have questions, please call our Client Services Department at 1-855-299-0028, Monday to Friday, 8:30 a.m. – 5:00 p.m. One of our Client Service Agents will be pleased to assist you.