



## Complaint Form

The College regulates Apprentices, Journeypersons Candidates, Tradespersons, Journeypersons, and Employer/Sponsors classes. The College receives and investigates complaints related to professional misconduct, incapacity and incompetence. The College's Complaints Committee will not consider or investigate complaints that are deemed frivolous, vexatious, or an abuse of process.

**Confidentiality**

The College does not comment on complaints or investigations unless the matter is referred to a public hearing. We encourage you to maintain confidentiality with respect to your concern.

The member you make reference to will be advised of the complaint. If the matter is referred to a hearing, you may be required to testify.

If you would like to proceed with a complaint please fill out the form to the best of your ability, make sure the information you provide is as complete as possible. Please attach additional sheets if you need more space.

**SECTION A:**

<b>Person Registering Complaint</b>	
Name:	
Address:	
City:	
Province:	Postal Code:
Email Address:	
Phone:	

**SECTION B:**

<b>Person or Company you are Making a Complaint Against</b>		
<input type="checkbox"/> Apprentice <input type="checkbox"/> Journeyperson Candidate <input type="checkbox"/> Tradespersons <input type="checkbox"/> Journeyperson <input type="checkbox"/> Employer/Sponsor <input type="checkbox"/> Other <input type="checkbox"/> Not known		
Name:		
OCOT Member ID Number:	Trade:	
Name of Company (If Applicable):		
Address:		
City:	Province:	Postal Code:
Location of Incident:	Date of Incident:	
Email Address:		
Phone:		

**SECTION D:**

<b>Details</b>
<p>On a separate sheet, please provide a brief and legible outline of your concerns, including the following:</p> <ul style="list-style-type: none"> <li>• A chronological description, including the reason(s) you are concerned about the member's actions, behavior, etc.</li> <li>• A description of the events relevant to the complaint</li> <li>• A description of any efforts you have already made to resolve this matter</li> <li>• Any supporting documentation with an explanation of how each document relates to your concern</li> <li>• Please include a description of your relationship to the member(e.g. Employer, customer, co-worker)</li> </ul>
<p><b>This signed form may be scanned and E-Mailed, mailed or faxed to:</b> Ontario College of Trades, Attn: Complaint Reports, 655 Bay Street, Suite 600, Toronto, Ontario M5G 2K4, Fax: (866) 398-0368</p>

Should you wish to speak with someone regarding the complaint reporting process, please contact the Customer Service Department at the College of Trades for further information. Phone: (647) 847-3000 or (855) 299-0028 Email: [complaints@collegeoftrades.ca](mailto:complaints@collegeoftrades.ca)

Signature:	Date:
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