



Member Application - Authorizing Certificate Holders

The 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)*, the Regulations under the OCTAA, the College's by-laws, and other applicable laws or regulations.

As a note to all applicants, the College takes reasonable steps to verify information provided in support of any application. Applicants are responsible for ensuring the accuracy and validity of all information provided. During the assessment of an application, or at any later date, if the College determines that false, misleading or incorrect information was provided, an application may be cancelled, revoked and/or refused. Additionally, if it is found that anyone attesting to an applicant's trade qualifications and/or experience has provided false or misleading statements of any kind, further consequences under the Ontario College of Trades and Apprenticeship Act, 2009, with fines of up to \$10,000 may apply.

Section A - Applicant Identification

Personal Information

First Name		Middle Name or Initial		Last Name	
Preferred First Name (optional)			Date of Birth (mm/dd/yyyy) / /		OCOT Membership ID (if exists)
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female		Preferred Language <input type="checkbox"/> English <input type="checkbox"/> French		Primary Phone Number	Secondary Phone Number
Cell Telephone Number			Email Address		
Street Number	Rural Route	Street Name			Unit Number
City/Town			Province	Postal Code	Country
Name of trade under which you are applying for College membership				Trade code under which you are applying for College membership	
Do you currently have, or have you ever had, a contract of apprenticeship or training agreement in the above trade registered in Ontario? <input type="checkbox"/> No <input type="checkbox"/> Yes					
Contract or Training Agreement Number			Certificate of Apprenticeship Number		

Interprovincial Reciprocal Application Information First

Out-of-Province Certificate (e.g. Red Seal and Provincial C of Qs)

Do you hold an authorizing certificate in the above trade issued in another Canadian province or territory? If yes in what trade? <input type="checkbox"/> No <input type="checkbox"/> Yes					
Certificate Number		Date of Issue (mm/dd/yyyy) / /		If applicable, what is the Red Seal Number?	
Province or territory of issue <input type="checkbox"/> QC <input type="checkbox"/> NB <input type="checkbox"/> NS <input type="checkbox"/> PE <input type="checkbox"/> NL <input type="checkbox"/> MB <input type="checkbox"/> SK <input type="checkbox"/> AB <input type="checkbox"/> BC <input type="checkbox"/> NT <input type="checkbox"/> YT <input type="checkbox"/> NU					
Do you hold an authorizing certificate (Certificate of Qualification) issued by Ontario in another trade? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, in what trade?					
Certificate of Qualification Number		Date of Issue (mm/dd/yyyy) / /		If applicable, what is the Red Seal Number?	
<input type="checkbox"/> Attach a clear and legible copy of your trade certificate and of government issued photo identification to this application.					

Ontario College of Trades Code of Ethics

By submitting this form, you confirm that you have read and agree to comply with the Ontario College of Trades Code of Ethics for Members upon issuance of membership in the College. (See <https://www.collegeoftrades.ca/latest-news/ontario-college-of-trades-launches-first-members-code-of-ethics>)

I agree and understand

Declaration of Accuracy and Acknowledgement**Certification of Accuracy of Information Provided**

By signing below, I declare that 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;
- any 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 request and receive information, documents or records about me from, and provide information, documents or records about me to, persons who may have information relevant to this application including:

- my current and former employers;
- governmental bodies, organizations (including departments, ministries, boards and agencies) or officials, police forces or military authorities;
- governing, regulatory, self-regulatory, apprenticeship or other trades bodies, authorities, agencies or officials;
- educational or training 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, documents or records provided in or in connection with this application for the following purposes:

- verifying the information;
- assessing and 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 <https://www.collegeoftrades.ca/privacy> and as permitted or required by applicable laws or regulations. The information provided in, or in connection with, this application is collected, used and disclosed under the authority of OCTAA, the Regulations under the OCTAA, the College's by-laws, and other applicable laws or regulations.

Membership 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

X

Date (mm/dd/yyyy)

