



ONTARIO COLLEGE OF TRADES

ORDRE DES MÉTIERS DE L'ONTARIO

Member Application Guide

For Applicants who are not Apprentices

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INTRODUCTION

Purpose

Welcome to the Ontario College of Trades (the “College”). This guide is for **all applicants** to the College **except** apprentices. It will help you understand the College’s membership classes, registration requirements and the application process, and will guide you through the steps of filling out the Member Application Form.

If you are applying to be a member in the Apprentices Class, there is a separate guide for you – please refer to the *Member Application Guide for Apprentice Applicants*, which you can download from the College’s [website](#), or by contacting the College using the information on page 19.

As of April 8, 2013, did you hold one of these documents from the ministry?

On April 8, 2013, the College welcomed individuals with valid ministry-issued documents as members. **Individuals holding one or more of the following on April 8th do not need to apply as new members of the College:**

- Valid C of Q in a compulsory trade
- Valid C of A in former *Trades Qualification and Apprenticeship Act* (TQAA) compulsory trades with C of Q exams who have not passed their exam
- Valid Letters of Permission issued by the ministry
- Valid Provisional Certificate issued by the ministry

The College contacted anyone in these situations, informing them of their new status, and providing information about next steps that must be taken to maintain membership.

If any of these categories apply to you, but you have not heard from the College, please contact us using the information on page 19, to find out more about your situation.

The Ontario College of Trades

On April 8, 2013, the College became the regulatory body for the trades system in Ontario. Before that date, the Ontario Ministry of Training, Colleges and Universities (the “ministry”) was responsible for regulating the trades in this province. The ministry classified trades as either “compulsory/restricted” or as “voluntary/unrestricted” and in order to work in a compulsory/restricted trade, you had to either be registered as an apprentice in an Ontario apprenticeship program or you had to hold a Certificate of Qualification (C of Q) issued by the ministry.

The College was created under the *Ontario College of Trades and Apprenticeship Act, 2009* (“OCTAA”). Regulations under OCTAA set out the regulated trades in Ontario and the classification of each trade as either “compulsory” or “voluntary”.

The College is an industry-driven organization with a mandate to protect the public interest by regulating the trades in Ontario. The College:

- Establishes and maintains qualifications for membership in the College;
- Issues C of Qs and Statements of Membership;

- Maintains a public register to ensure public awareness of the qualifications of its members;
- Receives and investigates complaints against its members and disciplines its members as required;
- Establishes apprenticeship programs, training standards and scopes of practice for each trade;
- Facilitates an independent review process to determine journeyperson to apprentice ratios and trade classifications (i.e., compulsory or voluntary);
- Addresses compliance issues with trades legislation (i.e., enforcing prohibitions in OCTAA);
- Promotes the skilled trades as a career of choice; and,
- Conducts research in relation to the trades.

Membership Classes

The *Classes of Members and Registration Regulation (Ontario Regulation 321/12)* outlines what the College's membership structure is and how individuals can register to become members.

The College has the following five classes of membership (see diagram on page 4):

- **Apprentices Class**
- **Journeypersons Class**
- **Journeyperson Candidates Class**
- **Tradespersons Class**
- **Employers/Sponsors Class**

Further information on each membership class is included later in this guide.

Do you practise more than one trade?

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

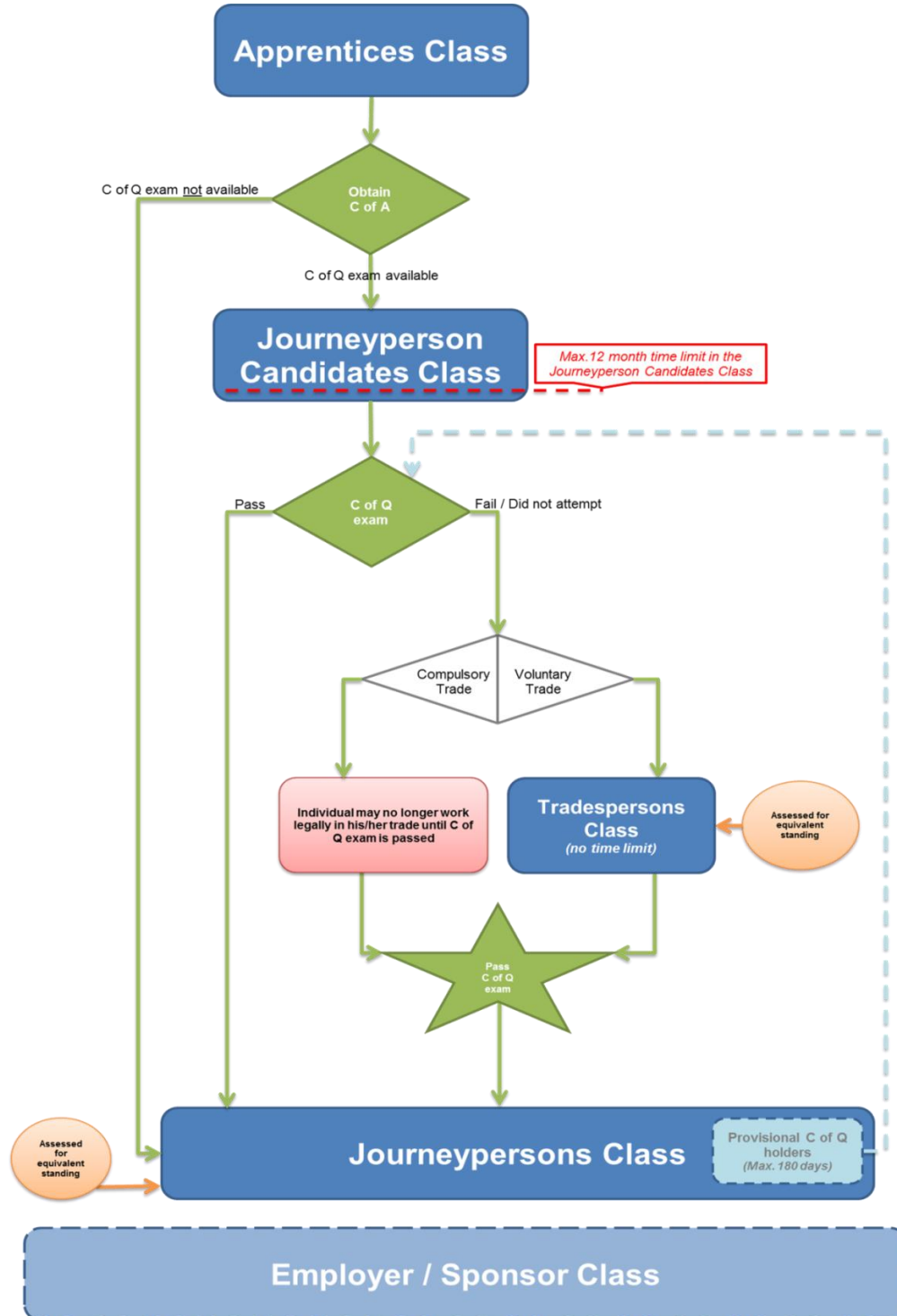
For instance, if you are an apprentice in the Plumber trade, you must apply to the Apprentices Class for that trade. If you are also an apprentice in the Sheet Metal Worker trade, you must apply to the Apprentices Class for that trade as well. If you also wish to be recognized as a Journeyperson in the Steamfitter trade, you must be a member in the Journeypersons 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 only have to pay one membership fee.

For more information on the Apprentices Class, please refer to the College's website, *Member Application Guide for Apprentices*, or contact us using the information on page 19.

Classes of Membership and Pathways to Certification in Ontario

The following diagram illustrates the membership classes and pathways to certification in Ontario. There are several points of entry into the system. This guide will help you understand where you belong in this process.



DETERMINING MEMBERSHIP ELIGIBILITY

Before you fill out the Member Application Form, you must first determine which membership class you should apply to. There are 2 steps in this process.

Step 1: Determine trade classification

You must first determine whether your trade is classified as **compulsory** or **voluntary** under OCTAA. If your trade is voluntary, you must determine whether there is a C of Q exam available for that trade.

To help you find out the classification of your trade, a list of trades and their classifications is included on page 22.

Check which box applies to you:

- My trade is compulsory
- My trade is voluntary and has a C of Q exam
- My trade is voluntary and has no C of Q exam

What does it mean to practise a compulsory trade?

- In order to practise a compulsory trade you have to be a member of the College.
- In order to use the title “Journeyman” or say that you are a “certified Journeyman” or that you have your “Journeyman ticket” in a compulsory trade, you have to be a member of the Journeymen Class.

What does it mean to practise a voluntary trade?

- Membership in the College is not required to practise a voluntary trade.
- However, in order to hold yourself out as holding a C of Q in a voluntary trade, use the title “Journeyman”, say that you are a “certified Journeyman” or that you have your “Journeyman ticket” in a voluntary trade, you must be a member of the College.¹

Step 2: Determine class

Once you have determined whether your trade is compulsory, voluntary with a C of Q exam, or voluntary with no C of Q exam, the next step is to determine which class you should apply to based on the type of documents you have to support your application.

¹ If you held a valid ministry-issued C of Q in a voluntary trade on April 7, 2013, and have not joined the College’s Journeymen Class in the same trade, this does not apply to you.

Review the statements below to help determine which class you should apply to. If you check **at least one** of the boxes, you should use this guide to help you through the membership application process.

I am in a Compulsory Trade

To determine which membership class you may be eligible for, check the box that applies to you:

- I have a C of Q that was issued by the ministry. (See Journeypersons Class on page 8.)
- I have my C of A² and have passed the C of Q exam for my trade, but have not received by C of Q. (See Journeypersons Class on page 8.)
- I have my Ontario C of A in my trade but have not yet passed my C of Q exam, and I have **never been** a member of the College's Journeyperson Candidates Class for this trade. (See Journeyperson Candidates Class on page 9.)
- I have my Ontario C of A in my trade and have not yet passed my C of Q exam, but I have **already been** a member of the College's Journeyperson Candidates Class for this trade. (See the note on page 9.)
- I have an authorizing certificate, C of Q or another document authorizing me to practise my trade from another Canadian province or territory. (See Journeypersons Class on page 8.)
- I have a Certificate of Military Achievement at the QL5 level. (See Trade Equivalency Assessment on page 20.)
- I have a certificate from another country or non-Canadian jurisdiction. (See Trade Equivalency Assessment on page 20.)
- I do not have an Ontario C of A or C of Q, but believe that I have equivalent experience and qualifications. (See Trade Equivalency Assessment on page 20.)
- I am an employer and/or sponsor of journeypersons and/or apprentices. (See Employers/Sponsor Class on page 11.)

² The term "Ontario Certificate of Apprenticeship" (C of A) refers to any certificate issued by the ministry which confirms the successful completion of an Ontario apprenticeship program (this includes certificates and statements that were issued by the ministry under the former *Trades Qualification and Apprenticeship Act* or the *Apprenticeship and Certification Act*).

I am in a Voluntary Trade

To determine which membership class you may be eligible for, check the box that applies to you:

- I have a C of Q that was issued by the ministry. (See Journeypersons Class on page 8.)
- I have my C of A and have passed the C of Q exam for my trade, but have not received my C of Q. (See Journeypersons Class page 8.)
- I have my Ontario C of A in my trade, but have not yet passed the C of Q exam for my trade, and I have **never been** a member of the College's Journeyperson Candidates Class for this trade. (See Journeyperson Candidates Class on page 9.)
- I have my Ontario C of A in my trade but have not yet passed my C of Q exam for my trade, and have **already been** a member of the College's Journeyperson Candidates Class for this trade. (See Tradespersons Class on page 10.)
- I am in a voluntary trade with no C of Q exam. (See Journeypersons Class on page 8.)
- I have an authorizing certificate, C of Q or another document authorizing me to practise my trade from another Canadian province or territory. (See Journeypersons Class on page 8.)
- I have a Certificate of Military Achievement at the QL5 level. (See Trade Equivalency Assessment on page 20.)
- I have a certificate from another country or non-Canadian jurisdiction. (See Trade Equivalency Assessment on page 20.)
- I do not have an Ontario C of A or C of Q, but believe that I have equivalent experience and qualifications. (See Trade Equivalency Assessment on page 20.)
- I am an employer and/or sponsor of journeypersons and/or apprentices. (See Employers/Sponsors Class on page 11.)

If you wish to join the Apprentices Class, please refer to the *Member Application Guide for Apprentice Applicants* by visiting the College's [website](#) or by contacting the College using the information on page 19.

JOURNEYPERSONS CLASS (Certificate of Qualification)

Individuals in this class **hold a C of Q** in either a **compulsory** or **voluntary** trade, and:

- do not hold a Statement of Membership for the same trade in either the Apprentices Class or Journeyperson Candidates Class;
- refer to themselves as Journeypersons or holders of a C of Q.

If you are applying for membership in the Journeypersons Class in a **voluntary trade with no C of Q exam**, to support your application you need a C of A in the trade. If you do not have an Ontario C of A but believe that you may have qualifications or experience equivalent to a C of A in a trade with a C of Q exam, before you can apply for membership in the Journeypersons Class, you must request a Trade Equivalency Assessment. This process is outlined on page 20.

If you are in a **compulsory trade, do not have a C of A**, but believe **you may have qualifications or experience equivalent to a C of A**, in order to continue to work legally in your trade, you will need to request a Provisional Certificate through a Trade Equivalency Assessment. This process is outlined on page 20.

If you are applying for a C of Q in a **trade with a C of Q exam (compulsory or voluntary)**, you will need to provide proof that you:

1. hold an Ontario C of A in your trade AND have achieved a passing grade on the C of Q exam for your trade;
OR
2. previously held a C of Q issued either by the College or the ministry.

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

If you are applying for membership in the Journeypersons Class for either the **Elevating Devices Mechanic** trade or the **Ski Lift Mechanic** trade, please note that these trades are regulated by the TSSA. To work legally in these trades you must obtain and maintain any applicable certifications from TSSA.

While you are welcome to join the College's Journeypersons Class and obtain a C of Q from the College in these two trades, you are **not required to do so** because these trades are voluntary under OCTAA. If you wish to become a member of the College and obtain a College-issued C of Q, please note that your College C of Q will be subject to a term, condition or limitation prohibiting you from practising your trade unless you obtain and maintain a valid TSSA certificate of qualification.

For information on the consequences of violating a term, condition or limitation of your College Certificate of Qualification, please see Stipulations of Membership on page 16.

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 19 before filling 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 the following toll free number: 1-877-682-TSSA (8772).

For information on writing your C of Q exam, please visit the College [website](#), or contact the College using the information provided on page 19.

Applicants from outside Ontario (other province or territory or internationally-trained workers)

If you hold a Red Seal, an authorizing certificate, or have international experience, before you can apply for membership in the Journeypersons Class you must request a Trade Equivalency Assessment. For information on how to request an assessment, please read the section “Trade Equivalency Assessment” on page 20. **If you are from Quebec** and hold an authorizing certificate in any of the trades listed in Annex A on page 26, you **are not required** to be a member of the College. However, you may apply for membership in the Journeypersons Class if you choose to do so.

JOURNEYPerson CANDIDATES CLASS (Statement of Membership)

The Journeyperson Candidates Class is a class for individuals who have completed an Ontario apprenticeship and have a C of A, but have not yet passed the C of Q exam. If you have an Ontario C of A in a voluntary trade **with no exam**, you are **not eligible** for this class because you are eligible for the Journeypersons Class.

To support your application for membership in this class, you need an Ontario C of A.

Note:

You can be a member in this class for a maximum of **12 months**. If you have not passed your C of Q exam by the end of your membership in this class, the College will contact you informing you of your options and next steps:

- If you are in a **compulsory** trade, you will **not be considered a member in good standing of the College**, and will not be able to work legally in your trade until you have passed your C of Q exam. You may continue to attempt the exam, but you may not work in the trade. Once you have passed the C of Q exam, you may become a member of the College’s Journeypersons Class and continue to work legally in your trade.
- If you are in a **voluntary trade with a C of Q exam**, you may continue to work in your trade and you are also eligible to become a member of the Tradespersons Class until you pass your C of Q exam. You may not hold yourself out as a Journeyperson, but may continue to attempt to pass the C of Q exam to become a Journeyperson.

Your membership in this class ends when you become certified as a journeyperson in the same trade. Once you pass your exam, you become eligible for the Journeypersons Class – this is so even if you pass your C of Q exam before your Statement of Membership in the Journeyperson Candidates Class expires. Once you have passed your C of Q exam, you will receive your results from the College. If you are eligible for membership in the Journeypersons Class (i.e., if you meet the registration requirements), you will receive your C of Q, and notification that you are now a member of the Journeypersons Class.

You may only be a member in the Journeyperson Candidates Class once.

For information on writing your C of Q exam, please visit the College [website](#), or contact the College using the information provided on page 19.

Note:

If you are in a **compulsory** trade, you will be treated as an apprentice, with respect to any wage rates and/or ratios for your trade that are prescribed by regulation for your trade. More information on wage rates and ratios for your trade can be found on the College’s [website](#), or by contacting the College using the information on page 19.

TRADESPERSONS CLASS (Statement of Membership)

The Tradespersons Class is for individuals in **voluntary trades with a C of Q exam** who want to be members in the College before they have passed their C of Q exam.

To support your application for membership in this class, you need an Ontario C of A. If you have your Ontario C of A and were previously a member in the Journeyperson Candidates Class but have not passed the required C of Q exam for your trade, you are eligible for this class. Membership in this class is not mandatory.

If you do not have an Ontario C of A but believe that you may have qualifications or experience equivalent to a C of A in a trade with a C of Q exam, before you can apply for membership in the Tradespersons Class, you must request a Trade Equivalency Assessment. For information on how to request an assessment, please read the section “Trade Equivalency Assessment” on page 20.

If you have a C of A in a **voluntary trade with a C of Q exam** but have not been a member in the Journeyperson Candidates Class and have not yet passed the C of Q exam for your trade, you are **not eligible** for the Tradespersons Class, because you are eligible for the Journeyperson Candidates Class.

If you have a C of A in a voluntary trade with no exam, you are **not eligible** for this class because you are eligible for the Journeypersons Class.

Note:

You can remain a member in this class indefinitely (there is no time limit). However, your membership in this class ends when you become certified as a journeyperson in the same trade. Once you have passed your C of Q exam, you will receive your results from the College. If you are eligible for membership in the Journeypersons Class (i.e., if you meet the registration requirements), you will receive your C of Q, and notification that you are now a member of the Journeypersons Class.

For more information on the C of Q exam process, please visit the College’s [website](#), or contact the College using the information on page 19.

EMPLOYERS/SPONSORS CLASS (Statement of Membership)

The Employers/Sponsors Class is open to any employer or sponsor of individuals who are in the Apprentices Class, Tradespersons Class, Journey person Candidates Class or Journey persons Class. Membership in this class is not mandatory.

If you wish to be a member in the Employers/Sponsors Class, you will need to fill out the Member Application Form. Please follow the instructions below.

HOW TO APPLY

Once you have determined which membership class you should apply for, you must complete a Member Application Form. You can do this by downloading and completing a [form](#), or contacting the College using the information on page 19.

The following are instructions for the Member Application Form. Please read these instructions carefully and complete all parts of the form. **Incomplete or illegible applications may not be accepted by the College and will delay your application process.**

Note:

If you are applying for College 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**. As mentioned above, you are only required to pay one membership fee (see “Annual membership fees” on page 14).

All applicants in the Journey person Candidates Class, Tradespersons Class and Journey persons Class are required to complete **all of Section A – Member Identification** and **Section B – Declaration and Consent**.

Note:

Any **false or misleading statements** or declarations included in your application may result in your membership being **denied or revoked**.

Section A – Member Identification

CLASS OF MEMBERSHIP

Use the “Determining membership eligibility” section of this guide, and check the appropriate box for the class of membership for which you are applying.

1. PERSONAL INFORMATION

This information helps the College identify who you are. Please complete all parts, including the following:

- Whether you are already a member of the College (for individuals who are applying for a new membership in a new class or trade);
- First, middle and last name: please enter your name exactly as it is shown on your official government identification;
- Gender;
- Preferred language (English or French);

- Primary contact information;
- Details on any C of A, Letter of Permission, Provisional Certificate of Qualification or Certificate of Qualification *from Ontario*. If you have more than one of these documents, please list all that apply, using a separate page if necessary;
- Self-identification of designated groups: this is a voluntary question and will be used only by the College for analytical and statistical purposes. This information will not affect your eligibility for membership, and the College will maintain confidentiality of your responses in accordance with section 62 of OCTAA.

2. INFORMATION FOR INDIVIDUAL APPLICANTS

Enter the name and code for your trade for which you will be applying for membership.

You can find a list of trade names and their corresponding codes in on page 22 or on the College’s [website](#).

3. EMPLOYER/SPONSOR INFORMATION

Only applicants in the Employers/Sponsors Class are required to complete this section.

Applicants in the Journeyperson Class, Journeyperson Candidates Class or Tradespersons Class, are **not required** to complete this section. Continue to Section B.

Section B – Declarations and Consent

DECLARATIONS

This section outlines the declarations of accuracy and consent for your application. Please read this section carefully. By signing the Member Application Form, you agree to these provisions.

BACKGROUND QUESTIONS

Read each background question and select “**YES**” or “**NO**” for each question.

You are required to answer these questions in order to be granted College membership.

If you answer “**YES**” to any of these provisions, please provide details in the space provided. If you need more space, you may continue on separate pages and attach them to the Member Application Form.

SIGNATURE

Sign and date the application form. If you are under the age of 18, you may be required to have your parent or legal guardian sign an additional form permitting you to join the College. Please refer to our Supplementary Consent Form for Minors, which you can get from the College’s [website](#) or by contacting the College using the information on page 19.

Forms that are not signed and dated will be considered incomplete and this will delay your application process.

Submitting your application

You can 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
- By fax: 1-866-398-0368

What's next?

Once you have submitted your Member Application Form, the College will review your application to ensure 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 your membership class. If your application is incomplete, the College will contact you by phone 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 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 are outlined on the next page.

Note:

Under [section 37\(2\)\(c\) of OCTAA](#), membership cannot be granted until you have paid your annual membership fees.

Once you have paid your fees, you will become a member “in good standing” of the College. The College will mail you a membership welcome package that includes your C of Q or Statement of Membership, and your membership card. Please ensure the information on this document is correct. If any information is incorrect, please contact the College immediately using the information on page 19.

In some cases, the Registrar may decide to issue a Statement of Membership or C of Q which is subject to terms, conditions or limitations in addition to those that apply to all members. If this happens in your case, you will be informed of the conditions and the reasons the Registrar has made that decision. You will be entitled to bring your case to the Registration Appeals Committee, outlined below.

Refusal of application

The College’s Registrar may refuse to issue a C of Q or a Statement of Membership if he or she has reasonable grounds to believe that:

- Your past conduct or actions suggest that you will not perform your duties in accordance with the law. The answers you provide to the “Background Questions” in Section B of the Member Application Form will be considered in making this assessment; and/or
- You do not fulfill the application requirements for membership in the College.

The Registrar will send written notice informing you that he or she intends to refuse your application under these grounds. This notice will include reasons that your application may not be approved.

For more information on the Registrar’s ability to refuse your application, please refer to [sections 37\(4\) and 37\(5\) of OCTAA](#).

Registration Appeals

If you have received notice from the Registrar that your application will be refused, or your Statement of Membership or C of Q will have terms, conditions or limitations placed on it, as an applicant to the College, you may request a review by the **Registration Appeals Committee** (as outlined in [section 39\(4\) of OCTAA](#)) **within 60 days** of being notified of the intent to refuse your application. You will be provided with an appeals package, but you may also request one by contacting the College directly using the contact information on page 19. You can find further information on the appeals process on the College’s [website](#) or by contacting the College.

Annual membership fees

Once your application for membership has been approved, you will be required to pay an annual fee in order to maintain your membership. 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:

Individuals who are members in more than one membership class, or are members of the same class in more than one trade, are **only required to pay one annual fee**. If you are a member in more than one class, you are required to pay only the highest applicable annual fee.

The fee structure for the College's membership classes is as follows:

Membership Class	Annual Membership Fee
Apprentices Class	\$60 + HST
Journeyman Candidates Class	\$60 + HST
Tradespersons Class	\$60 + HST
Journeyman Class	\$120 + HST
Employers / Sponsors Class	\$120 + HST

For example, if you hold membership in the Apprentices Class for the trade of Plumber, but you are also a member in the College's Journeyman Class for the trade of Steamfitter, you will only be required to pay one annual fee of \$120 + HST.

You may be eligible for a tax deduction on your membership fee.

Additional Fees

You may be required to pay additional transactional fees to the College while you are a member. These fees include:

Transaction	Fee
Examination Fee	\$150 + HST
Reinstatement (due to non-payment)	\$60/\$120 + HST (same as membership class fee)
Replacement of membership credentials	\$25 + HST

These fees are in addition to your annual membership fees.

Payment instructions

You can pay your membership or transactional fees to the College using a variety of methods.

Credit Card

The College accepts Visa, MasterCard and American Express.

There are three ways to pay using a credit card:

- **Online** – visit <http://www.collegeoftrades.ca/membership/member-login>
- Via **telephone**:
Toll-Free – 1-855-299-0028
GTA – 647-847-3000
- **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

Cheques must include the invoice stub that you have received from the College, and should be made payable to the *Ontario College of Trades*.

Cheques can be mailed to:

Ontario College of Trades
P.O. Box 4003, Station A
Toronto, ON M5W 0G5

Banking

Payment can also be made at most Canadian Chartered banks through their online bill payment options or by visiting a branch. Please ensure you have your invoice ready when submitting any payment using this method.

STIPULATIONS OF MEMBERSHIP

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

Practising a compulsory trade

If you are in a compulsory trade, to ensure compliance with [OCTAA](#) and its regulations (particularly, [Ontario Regulation 321/12](#)), you must be a member “in good standing” of the College for your trade.

Public Register

The College maintains a public register of its members. As a member, 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, condition, and/or limitations** imposed on your membership;
- Your **standing in the College** – For each class you are a member in, the register will indicate whether your membership is “in good standing”, “suspended”, “cancelled” or “revoked”; and,
- Other information prescribed in College by-laws or OCTAA, such as any findings of professional misconduct, incompetence or incapacity by the College’s Discipline and Fitness to Practise Committees.

Proof of membership

As a member of the College, you are required to carry either your C of Q, Statement of Membership or membership card on you at all times while training or working in your trade. You must show this proof of membership when asked to do so by a College enforcement officer.

Complaints and Discipline

As a member of the College, you have a duty to maintain a standard of professional conduct, and are subject to the College's complaints, discipline and fitness to practise processes. The College's professional misconduct regulation describes the standard of professional conduct that is expected. You can read the regulation [online](#) or contact the College using the information on page 19.

Any person can make a complaint to the College about the conduct of any member of the College. If a written complaint is filed, and the complaint is about "professional misconduct," "incompetence" or "incapacity," the College will have the responsibility to:

- consider and investigate the allegations;
- determine if a hearing is required;
- make a decision; and/or
- discipline the member when appropriate ([see section 44 of OCTAA](#)).

For a definition of incompetence, please see [section 46\(3\) of OCTAA](#).

For a definition of incapacity, please see [section 47\(2\) of OCTAA](#).

For a detailed list of what is considered professional misconduct, please see *Ontario Regulation 97/13*. You can read the regulation [online](#), or contact the College using the information on page 19.

Note:

As a member of the College, you are required to disclose to the Registrar any finding related to professional misconduct, incompetence or incapacity, or other similar findings from other regulatory bodies or jurisdictions. If you do not do this, you may be subject to an investigation of professional misconduct by the College.

If, after a hearing by either the College's Discipline Committee or Fitness to Practise Committee, you are found to be incompetent or guilty of professional misconduct, the Committee may instruct the Registrar to take one or more of the following disciplinary measures:

- Revoke your C of Q or Statement of Membership;
- Impose terms, conditions and limitations on your C of Q or Statement of Membership; and/or
- Suspend your C of Q or Statement of Membership for a specified time period (not longer than 24 months).

Additionally, if you are found to be guilty of professional misconduct, the Discipline Committee may also order one or more of the following disciplinary measures. You may:

- Be reprimanded, cautioned or counselled by the Discipline Committee, possibly to be recorded on the public register, and/or
- Ordered to pay a fine (to a maximum of \$2000) and/or other costs as determined by the Discipline Committee.

These disciplinary measures may be recorded in an official College publication, if the Discipline Committee determines that this is necessary.

You may also be subject to a hearing and investigation by the College's Fitness to Practise Committee. If you are found to be unfit to practise your trade (i.e. incapacitated), you may be subject to one or more of the following actions:

- Your C of Q or Statement of Membership may be revoked or suspended (for up to 24 months);
- You may have terms, conditions and limitations placed on your C of Q or Statement of Membership by the Registrar.

Note:

Any findings or orders by the College's Discipline or Fitness to Practise Committees will appear on the College's public register.

For more information on the College's Complaints and Discipline process, visit our [website](#), or contact the College using the information on page 19.

Suspension of Statement of Membership

In addition to the complaints and discipline process outlined above, your C of Q or Statement of Membership may be suspended if you do not:

- Pay your annual fee; and/or
- Provide any information to the College that may be required by a College by-law (please see section 17) of the College's by-law [online](#) or by contacting the College using the information on page 19.

The College's Registrar will provide 60 days' notice of his or her intention to suspend your C of Q or Statement of Membership under these circumstances before doing so. The suspension ends when you have paid your fees or provided the required information to the College.

Reinstatement

If your C of Q or Statement of Membership was revoked or suspended as a result of a decision by the College's Discipline Committee or Fitness to Practise Committee, you can write to the Registrar and ask to have a new C of Q or Statement of Membership issued, or to have a suspension or any terms, conditions or limitations removed from your membership. This can be done after one year from the date of the Discipline Committee's decision, unless otherwise stated by the Committee. Once you have requested this in writing, the Registrar will refer your request to the Discipline Committee for their consideration.

More information on reinstatement of membership can be found on the College's [website](#), or by contacting the College using the information on page 19.

Resignation

You may resign your C of Q or Statement of Membership by filing your resignation in writing to the Registrar of the College. Once this has been done, your C of Q or Statement of Membership will be cancelled.

- If you are in a **compulsory trade**:
 - You will no longer be able to work legally in your trade;
 - You cannot use the title of your trade; and,
 - You cannot use the title “Journeyman”, say that you are a “certified Journeyman” or that you have your “Journeyman ticket”.
- If you are in a **voluntary trade**:
 - You will no longer be able to hold yourself out as having a C of Q in your trade; and,
 - You cannot use the title “Journeyman”, say that you are a “certified Journeyman” or that you have your “Journeyman ticket”.³

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 **post**:

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

- **By telephone**:

In the Greater Toronto Area: 647-847-3000
Toll-Free: 1-855-299-0028

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

³ If you held a valid ministry-issued C of Q in a voluntary trade on April 7, 2013, and have not joined the College’s Journeymen Class in the same trade, this does not apply to you.

TRADE EQUIVALENCY ASSESSMENT

If any of the following situations apply to you, you will need to complete a separate **Trade Equivalency Assessment Form** before applying for membership in the College:

- You **do not** have an Ontario C of A but have what you believe to be equivalent experience or qualifications;
- You hold an **authorizing certificate** or have a **Red Seal** in your trade from another province or territory in Canada (Note: individuals holding Red Seals in compulsory trades, or who are in trades matched under the *Ontario Labour Mobility Act*, must be members of the College to work in Ontario. Additionally, individuals from Quebec practising in any of the trades listed on page 26 are **not required** to become members of the College);
- You hold a **Certificate of Military Achievement** at the QL5 level in your trade; and/or
- You hold certification or have relevant experience in your trade **in another country or other non-Canadian jurisdiction**.

At this time, the ministry completes assessments for equivalency on behalf of the College.

The first step to completing a Trade Equivalency Assessment Form is to contact your local ministry apprenticeship office:

- At your local apprenticeship [office](#).
- By mail:

Ministry of Training, Colleges and Universities

Employment Ontario Contact Centre

33 Bloor Street East, 2nd Floor

Toronto, ON M7A 2S3

- By telephone:
Toll-Free: 1-800-387-5656
GTA: 416-326-5656
- TTY (phone device for the deaf): 1-866-533-6339
- By email: EmploymentHotlineInquiries@ontario.ca

Meeting with the ministry

You will need to meet with an Employment and Training Officer or Employment and Training Consultant who will guide you through the Trade Equivalency Assessment Form, and inform you of any additional materials or documentation you may need to provide. Once you have provided these documents and a completed form, the ministry will assess your application for completion and then verify your credentials and evaluate for equivalency.

Note:

The trade equivalency assessment process may take **up to six weeks** to complete once the ministry has received all of your supporting documentation.

Once the ministry has completed its assessment, you will be informed of next steps.

- If the ministry has determined that your experience **is equivalent** to a C of A in your trade, they will forward their assessment to the College. The College will then contact you about membership in the College.
- If the ministry has determined that your experience **is not deemed to be equivalent**, a ministry officer will notify you directly and explain what options are available as next steps.

Provisional Certificates

Are you in a **compulsory** trade and:

- Are you an internationally-trained worker?
- Are you someone who was permanently employed in an industrial plant in Ontario, and therefore previously exempt from compulsory certification?
- Were you previously an apprentice from Ontario but did not obtain your C of A?
- Are you a worker who was permanently employed at a federal workplace or federally regulated jurisdiction under the Canada Labour Code (i.e., Armed Forces, First Nations, reserves, etc.)?

If so, you may request a Provisional Certificate once the ministry has notified the College that you have been found to have equivalent standing through the Trade Equivalency Assessment process. A Provisional Certificate will allow you to work legally in your trade for a short period of time while you prepare to write your C of Q exam.

The College may issue a Provisional Certificate if your qualifications and experience gained were obtained legally in their jurisdiction. These certificates are valid for up to **90 days**, but may be extended to a maximum of 180 days upon request, if you have taken the C of Q exam, did not pass it, and have arranged to take it again. Provisional Certificate holders who obtained their qualifications and experience in Ontario are not eligible for an extension.

If you have an Ontario C of A, you are **not eligible** for a Provisional Certificate, because you are eligible for the Journeyperson Candidates Class.

For more information on the Provisional Certificate process, please visit the College's [website](#), or contact the College using the information on page 19.

TRADES IN ONTARIO

Trade Name	Trade Code	Sector	Classification	CofQ Exam?
Aboriginal Child Development Practitioner	620B	Service	Voluntary	No
Agricultural Equipment Technician	425A	Motive Power	Voluntary	Yes
Agricultural - Dairy Herdsperson	640D	Service	Voluntary	No
Agricultural - Fruit Grower	640F	Service	Voluntary	No
Agricultural - Swine Herdsperson	640S	Service	Voluntary	No
Alignment and Brakes Technician	310E	Motive Power	Compulsory	Yes
Appliance Service Technician	445A	Service	Voluntary	Yes
Arborist	444A	Service	Voluntary	Yes
Architectural Glass and Metal Technician	424A	Construction	Voluntary	Yes
Assistant Cook	415B	Service	Voluntary	No
Auto Body and Collision Damage Repairer	310B	Motive Power	Compulsory	Yes
Auto Body Repairer	310Q	Motive Power	Compulsory	Yes
Automotive Electronic Accessory Technician	310K	Motive Power	Compulsory	Yes
Automotive Glass Technician	274L	Motive Power	Voluntary	No
Automotive Painter	410N	Motive Power	Voluntary	Yes
Automotive Service Technician	310S	Motive Power	Compulsory	Yes
Baker	423A	Service	Voluntary	No
Baker-Patisier	423C	Service	Voluntary	Yes
Bearings Mechanic	615A	Industrial	Voluntary	No
Blacksmith	600P	Industrial	Voluntary	No
Brick and Stone Mason	401A	Construction	Voluntary	Yes
Cabinetmaker	438A	Industrial	Voluntary	Yes
Cement (Concrete) Finisher	244G	Construction	Voluntary	No
Chef	415C	Service	Voluntary	No
Child Development Practitioner	620C	Service	Voluntary	No
Child and Youth Worker	620A	Service	Voluntary	No
Computer Numerical Control (CNC) Programmer	670C	Industrial	Voluntary	No
Composite Structures Technician	267G	Industrial	Voluntary	No
Concrete Pump Operator	637C	Construction	Voluntary	No
Construction Boilermaker	428A	Construction	Voluntary	Yes
Construction Craft Worker	450A	Construction	Voluntary	Yes
Construction Millwright	426A	Construction	Voluntary	Yes
Cook	415A	Service	Voluntary	Yes
Developmental Services Worker	620D	Service	Voluntary	No
Die Designer	670D	Industrial	Voluntary	No
Draftsperson – Mechanical	614A	Industrial	Voluntary	No
Draftsperson - Plastic Mould Design	614B	Industrial	Voluntary	No
Draftsperson - Tool and Die Design	614C	Industrial	Voluntary	No
Drywall, Acoustic and Lathing Applicator	451A	Construction	Voluntary	Yes
Drywall Finisher and Plasterer	453A	Construction	Voluntary	Yes
Educational Assistant	620E	Service	Voluntary	No
Electric Motor System Technician	446A	Industrial	Voluntary	Yes
Electrical Control (Machine) Builder	617A	Industrial	Voluntary	No
Electrician (Signal Maintenance)	289F	Industrial	Voluntary	No
Electrician - Construction and Maintenance	309A	Construction	Compulsory	Yes
Electrician - Domestic and Rural	309C	Construction	Compulsory	Yes
Electronic Service Technician	416E	Service	Voluntary	No
Elevating Devices Mechanic	636E	Industrial	Voluntary	No
Entertainment Industry Power Technician	269E	Industrial	Voluntary	Yes
Exterior Insulated Finish Systems Mechanic	455A	Construction	Voluntary	No

Trade Name	Trade Code	Sector	Classification	CofQ Exam?
Facilities Mechanic	255W	Industrial	Voluntary	Yes
Facilities Technician	255B	Industrial	Voluntary	Yes
Fitter – Assembler (Motor Assembly)	661H	Industrial	Voluntary	No
Floor Covering Installer	448A	Construction	Voluntary	Yes
Fuel and Electrical Systems Technician	310C	Motive Power	Compulsory	No
Gemsetter/Goldsmith	606G	Service	Voluntary	No
General Carpenter	403A	Construction	Voluntary	Yes
General Machinist	429A	Industrial	Voluntary	Yes
Hairstylist	332A	Service	Compulsory	Yes
Hardware, Lumber and Building Materials Retailer	606W	Service	Voluntary	No
Hazardous Materials Worker	253H	Construction	Voluntary	Yes
Heat and Frost Insulator	253A	Construction	Voluntary	No
Heavy Duty Equipment Technician	421A	Motive Power	Voluntary	Yes
Heavy Equipment Operator -Dozer	636C	Construction	Voluntary	No
Heavy Equipment Operator -Excavator	636B	Construction	Voluntary	No
Heavy Equipment Operator -Tractor Loader Backhoe	636A	Construction	Voluntary	No
Hoisting Engineer - Mobile Crane Operator 1	339A	Construction	Compulsory	Yes
Hoisting Engineer - Mobile Crane Operator 2	339C	Construction	Compulsory	Yes
Hoisting Engineer - Tower Crane Operator	339B	Construction	Compulsory	Yes
Horse Groom	600H	Service	Voluntary	No
Horse Harness Maker	219D	Service	Voluntary	No
Horticultural Technician	441C	Service	Voluntary	Yes
Hydraulic/Pneumatic Mechanic	277Z	Industrial	Voluntary	No
Industrial Electrician	442A	Industrial	Voluntary	Yes
Industrial Mechanic Millwright	433A	Industrial	Voluntary	Yes
Information Technology - Contact Centre Technical Support Agent	634A	Service	Voluntary	No
Information Technology - Contact Centre Customer Service Agent	634E	Service	Voluntary	No
Information Technology - Hardware Technician	634B	Service	Voluntary	No
Information Technology - Network Technician	634C	Service	Voluntary	No
Information Technology - Contact Centre Sales Agent	634D	Service	Voluntary	No
Institutional Cook	415D	Service	Voluntary	No
Instrumentation and Control Technician	447A	Industrial	Voluntary	Yes
Ironworker - Generalist	420B	Construction	Voluntary	Yes
Ironworker - Structural and Ornamental	420A	Construction	Voluntary	Yes
Light Rail Overhead Contact Systems Linesperson	207S	Industrial	Voluntary	No
Locksmith	259L	Industrial	Voluntary	No
Machine Tool Builder and Integrator	430M	Industrial	Voluntary	Yes
Marine Engine Technician	435B	Motive Power	Voluntary	Yes
Metal Fabricator (Fitter)	437A	Industrial	Voluntary	Yes
Micro Electronics Manufacturer	630A	Service	Voluntary	No
Motive Power Machinist	410K	Motive Power	Voluntary	Yes
Motorcycle Technician	310G	Motive Power	Compulsory	Yes
Mould Designer	670E	Industrial	Voluntary	No
Mould Maker	431A	Industrial	Voluntary	Yes
Mould or Die Finisher	277M	Industrial	Voluntary	No
Native Clothing and Crafts Artisan	296B	Service	Voluntary	No
Native Residential Construction Worker	296A	Construction	Voluntary	No
Network Cabling Specialist	631A	Service	Voluntary	Yes
Optics Technician (Lens and Prism Maker)	225A	Industrial	Voluntary	No

Trade Name	Trade Code	Sector	Classification	CofQ Exam?
Packaging Machine Mechanic	609C	Industrial	Voluntary	No
Painter and Decorator - Commercial and Residential	404C	Construction	Voluntary	Yes
Painter and Decorator - Industrial	404D	Construction	Voluntary	Yes
Parts Technician	240P	Service	Voluntary	Yes
Pattern Maker	443A	Industrial	Voluntary	Yes
Plumber	306A	Construction	Compulsory	Yes
Pool, Hot Tub and Spa - Installer	237T	Service	Voluntary	No
Pool, Hot Tub and Spa - Service Technician	237S	Service	Voluntary	No
Powered Lift Truck Technician	282E	Motive Power	Voluntary	Yes
Powerline Technician	434A	Construction	Voluntary	Yes
Precast Concrete Erector	244K	Construction	Voluntary	No
Precast Concrete Finisher ²	244L	Construction	Voluntary	No
Precision Metal Fabricator	200G	Industrial	Voluntary	No
Pressure Systems Welder	456P	Industrial	Voluntary	Yes
Process Operator - Food Manufacturing	246T	Industrial	Voluntary	No
Process Operator - Power	246R	Industrial	Voluntary	No
Process Operator - Refinery, Chemical and Liquid Processes	246F	Industrial	Voluntary	No
Process Operator - Wood Products	246W	Industrial	Voluntary	No
Pump Systems Installer	263F	Industrial	Voluntary	No
Railway Car Technician	268R	Industrial	Voluntary	Yes
Recreation Vehicle Technician	690H	Motive Power	Voluntary	Yes
Refractory Mason	401R	Construction	Voluntary	No
Refrigeration and Air Conditioning Systems Mechanic	313A	Construction	Compulsory	Yes
Reinforcing Rodworker	452A	Construction	Voluntary	Yes
Relay and Instrumentation Technician	288R	Industrial	Voluntary	No
Residential Air Conditioning Systems Mechanic	313D	Construction	Compulsory	Yes
Residential (Low Rise) Sheet Metal Installer	308R	Construction	Compulsory	Yes
Restoration Mason ²	244H	Construction	Voluntary	No
Retail Meat Cutter	245R	Service	Voluntary	No
Roll Grinder/Turner	602H	Industrial	Voluntary	No
Rofer	449A	Construction	Voluntary	Yes
Saddlery	219C	Service	Voluntary	No
Saw Filer/Fitter	611B	Industrial	Voluntary	No
Sheet Metal Worker	308A	Construction	Compulsory	Yes
Ski Lift Mechanic	297A	Industrial	Voluntary	No
Small Engine Technician	435A	Motive Power	Voluntary	Yes
Special Events Coordinator	297B	Service	Voluntary	No
Sprinkler and Fire Protection Installer	427A	Construction	Voluntary	Yes
Steamfitter	307A	Construction	Compulsory	Yes
Surface Blaster	278B	Industrial	Voluntary	Yes
Surface Mount Assembler	630B	Industrial	Voluntary	No
Terrazzo, Tile and Marble Setter ²	241A	Construction	Voluntary	Yes
Thin Film Technician	225F	Industrial	Voluntary	No
Tire, Wheel and Rim Mechanic ²	295A	Motive Power	Voluntary	No
Tool and Cutter Grinder	602C	Industrial	Voluntary	No
Tool and Gauge Inspector	239B	Industrial	Voluntary	No
Tool and Die Maker	430A	Industrial	Voluntary	Yes
Tool/Tooling Maker	630T	Industrial	Voluntary	Yes
Tractor-Trailer Commercial Driver	638A	Industrial	Voluntary	No
Transmission Technician	310D	Motive Power	Compulsory	Yes
Truck and Coach Technician	310T	Motive Power	Compulsory	Yes
Truck-Trailer Service Technician	310J	Motive Power	Compulsory	Yes
Turf Equipment Technician	421C	Motive Power	Voluntary	No
Utility Arborist	444B	Service	Voluntary	Yes
Water Well Driller	605B	Industrial	Voluntary	No
Welder	456A	Industrial	Voluntary	Yes
Wooden Boat Rebuilder	211W	Service	Voluntary	No

GLOSSARY OF TERMS

C of A	Certificate of Apprenticeship
C of Q	Certificate of Qualification
College	Ontario College of Trades
Ministry	Ministry of Training, Colleges and Universities
OCTAA	<i>Ontario College of Trades and Apprenticeship Act, 2009</i>

APPENDIX A

As per the *Agreement on Labour Mobility and Recognition of Qualifications, Skills and Work Experience in the Construction Industry between Ontario and Quebec*, if you are an individual from Quebec and you hold a certificate issued by the Commission de la construction du Québec (CCQ) or the Ministère de l'Emploi et de la Solidarité Social in any of the following six trades, you **are not** required to become a member of the College to practise in your trade.

If you fall under this scenario, you can still opt to apply and become a member of the College. Please proceed with the Trade Equivalency Assessment process outlined on page 20 of this guide.

Construction Trades that are compulsory in Ontario			
	Quebec Title	Ontario Title	Interprovincial (IP) Red Seal Title
1	Électricien / Electrician (regulated under R-20 and F-5)	Electrician--construction and maintenance / Électricien--construction et entretien *	Construction Electrician / Electricien (construction)
2	Ferblantier / Tinsmith	Sheet metal worker / Tôlier*	Sheet metal worker / Ferblantier
3	Frigoriste ou Tuyauteur – spécialité du frigoriste / Refrigeration mechanic or pipe-fitter – specialty of refrigeration	Refrigeration and air conditioning mechanic/ Mécanicien en réfrigération et en climatisation*	Refrigeration and air conditioning mechanic / Mécanicien de réfrigération et d'air climatisé
4	Tuyauteur – spécialité du plombier / Pipe-fitter – specialty of plumber (regulated under R-20 and F-5)	Plumber / Plombier	Plumber / Plombier
5	Tuyauteur – spécialité du poseur d'appareils de chauffage / Pipe-	Steamfitter / Monteur de tuyaux de vapeur*	Steamfitter – Pipe-fitter / Monteur d'appareils de

	fitter – specialty of the heating systems installer (regulated under R-20 and F-5)		chauffage
6	Opérateur de grue automotrice – sceau rouge	Mobile Crane Operator (red seal) *	Grue automotrice sceau rouge/ Mobile Crane Operator (red seal)

*Ontario no longer offers provincial certification in this trade.