



ONTARIO COLLEGE OF TRADES
ORDRE DES MÉTIERS DE L'ONTARIO

Recognized Canadian Certificate Holder Membership Application Guide

For Journeypersons who hold a recognized Red Seal
Endorsed Certificate of Qualification or other authorizing
certificate issued by another Canadian province or territory

March 2020

ELIGIBILITY

This application process is for journeypersons who hold a Canadian trade certificate, license or other credential that is recognized by the Ontario College of Trades and who wish to obtain an Ontario Certificate of Qualification without further training or examination. You are eligible to apply through this process if you hold a valid recognized certificate.

Recognized certificates

Under the [Ontario College of Trades and Apprenticeship Act, 2009](#), the College is required to recognize individuals who hold certain trade certificates issued in other Canadian provinces and territories as having met the requirements for an Ontario Certificate of Qualification.

To be recognized, a trade certificate, license or credential must meet the legal definition of an 'authorizing certificate' under the [Ontario Labour Mobility Act, 2009](#) and must have an equivalent trade match in Ontario.

Equivalent trade matches

An equivalent trade match is a designated trade in Ontario which is equivalent to a trade in another province. An equivalent trade has no material differences between the trades' scope of practice, and includes:

- 52 [Red Seal](#) trades designated in Ontario
- 21 other trades with equivalent trade matches

If you are unsure whether your credential is recognized, email credentialcheck@collegeoftrades.ca.

APPLICATION PROCESS

If you hold a valid recognized trade certificate and would like to obtain an Ontario trade certificate, complete the following steps:

Step 1: Confirm that your trade certificate is recognized (*see above*)

Step 2: Contact the issuing body and confirm that your recognized trade certificate is valid and has not been revoked, suspended or cancelled.

Step 3: Ensure your submission includes the following:

- Completed application form (*attached at the end of this guide*)
- Photocopy of government-issued photo identification
- Copy of valid recognized trade certificate(s)
- Payment of credential verification fee(s) (*see 'Fees' on page 3*)

Incomplete applications will not be processed, and any fees paid will be refunded.

Step 4: Email, fax, mail, courier or drop off your package to the College.

Email: credentialcheck@collegeoftrades.ca

Fax: 1-647-340-4332 (GTA) or 1-866-398-0368 (toll-free)

Address: Ontario College of Trades
655 Bay Street, Suite 600
Toronto, Ontario M5G 2K4

Step 5: The College will verify with the issuing authority that your certificate is valid and an equivalent match to the trade you are applying for in Ontario.

Step 6: The College will notify you regarding your application by email or mail in about 4-6 weeks. Some applications take longer because of the time it takes to verify your credentials with the issuing regulatory authority. To check on the status of your application, call 647-847-3000 (GTA) or 1-855-299-0028 (toll-free), or email credentialcheck@collegeoftrades.ca.

GUIDELINES

- Applicants are responsible for answering questions accurately and honestly, submitting a complete application including evidence of a valid recognized certificate and the required fee(s), and responding to any requests for additional information within the required time.
- Evidence must be verifiable and authentic. It is the applicant's responsibility to provide evidence that is verifiable by the College. Unverifiable or inauthentic evidence will result in your application being denied, and the College may initiate an investigation if an applicant is suspected of making false representations or submitting inauthentic documentation.
- Copies of documents may be submitted, but be prepared to produce originals upon request. Documents submitted by courier, mail or in person will not be returned to you so it is recommended that you keep the original of all documents.
- If you hold an authorizing certificate in more than one trade, you may submit one application form and provide information for the multiple recognized credential(s) you hold.

FEES

The fee for credential verifications is \$50 plus Harmonized Sales Tax (HST), which is \$56.50.

Please note:

- Fees are in Canadian dollars.
- Annual membership fees are not included and will apply separately and upon verification of your recognized credential and approval of your application.
- Separate fees apply for each trade certificate verification. Applicants applying for certification in more than one trade are required to pay one fee per trade certificate being verified.

- Application fees are waived for veterans and reservists of the Canadian Forces upon submission of a completed [Canadian Forces Veteran/Reservist Fee Exemption Application](#) form and verification of their military service with the Department of National Defence.

CONTACT US

In-person/mail: Ontario College of Trades
655 Bay St., Suite 600
Toronto, ON M5G 2K4
Office Hours: Monday to Friday, 8:30am – 5:00pm

Telephone: (647) 847-3000 (in the GTA)
1 (855) 299-0028 (toll-free)
Call Centre Hours: Monday to Friday, 8:30am – 5:00pm

Email: Application submissions: credentialcheck@collegeoftrades.ca
General information: info@collegeoftades.ca

MORE INFORMATION

- For more information about this process, visit: collegeoftrades.ca/trade-assessment
- For more information about the Ontario College of Trades, visit: collegeoftrades.ca
- For information about apprenticeship, visit: ontario.ca/page/start-apprenticeship
- For a list of Employment Ontario apprenticeship offices, visit: ontario.ca/page/employment-ontario-apprenticeship-offices

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.

All applicants please note: the College will verify information provided as part of any application. Applicants are responsible for ensuring the accuracy of all information provided. If the College determines that false, misleading or incorrect information was provided in relation to an application, the application may be denied, and any related certificates or memberships issued may be cancelled or revoked. Anyone found making false or misleading statements may also be subject to further consequences under the *Ontario College of Trades and Apprenticeship Act, 2009*, including fines of up to \$10,000.

Section A - Applicant Information

Personal Information										
First Name			Middle Name or Initial			Last Name				
Date of Birth (mm/dd/yyyy)		Gender		Preferred Language English French			OCOT Identification # (if applicable)			
Cell Telephone Number			Home Telephone Number			Business Telephone Number				
Email Address										
Street Number	Rural Route	Street Name					Unit Number		PO Box	
City/Town				Province		Postal Code		Country		
Ontario or Red Seal trade name						Ontario trade code				
Trade Credential Information										
<p>Do you hold a recognized trade certificate (authorizing certificate) issued by another Canadian province or territory?</p> <p>Provide information for the trade certificate(s) you hold and for which you are applying for Ontario certification (attach additional pages if needed)</p> <p>Note: If you do not hold a valid recognized certificate of qualification or other license issued by a regulatory authority in another Canadian province or territory, then you are not eligible for this process. For help finding the right process for you, please contact Client Services by phone: 1-855-299-0028 or email: info@collegeoftrades.ca</p>										
① Trade name							Province or territory of issue			
Certificate Number			Date of Issue			Red Seal Number (if applicable)				
② Trade name							Province or territory of issue			
Certificate Number			Date of Issue			Red Seal Number (if applicable)				

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 (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.

Consents

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 <http://www.collegeoftrades.ca/privacy> and as permitted or required by applicable laws or regulations.

Background Questions/Declarations

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.

SECTION B - Declarations and Consents (cont'd)

Background Questions/Declarations (continued)

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.

Have you read and do you agree to comply with the Ontario College of Trades Code of Ethics for Members upon issuance of College membership? (www.collegeoftrades.ca/wp-content/uploads/Guide-to-Code-of-Ethics-for-Members-of-the-College_FINAL.pdf)

Yes No

Signature

Date

X

SECTION C - Fees and Payment

Application Fees and Payment Information

Verification fee*: \$50 (+ HST) = \$56.50

*** Note: a separate verification fee applies for each trade certificate being verified**

I have attached a certified cheque or money order

 Certified Cheque or Money Order Number

or

I authorize the use of the following credit card

 Credit Card Number

Visa MasterCard American Express

Print Cardholder's Name: _____

Expiry Date: _____
 (mm/yyyy)

Cardholder Signature: _____

Date Signed: _____

Notes:

- All payments to be made to the 'Ontario College of Trades'.
- Fees are in Canadian dollars and are non-refundable. Fees are subject to change.
- Do not email credit card information. For credit card payments call (1-855-299-0028) or fax (1-866-398-0368).
- Examination and Membership fees are not included.
- Canadian Forces veterans and reservists are exempt from application fees. If you are a Canadian Forces veteran or reservist, submit a completed [Canadian Forces Veteran/Reservist Fee Exemption Application](#) form and do not include payment.