



**ONTARIO COLLEGE OF TRADES**  
**ORDRE DES MÉTIERS DE L'ONTARIO**

# **Trade Equivalency Assessment**

## **Application Guide & Form**

For experienced tradespeople who have not completed an Ontario apprenticeship but have equivalent qualifications and experience

**June 2021**

## Table of Contents

1. WHO SHOULD APPLY? .....	2
2. REQUIREMENTS .....	3
2.1 Evidence Requirements .....	3
2.1.1 <i>Employment experience</i> .....	3
2.1.2 <i>Self-employment experience</i> .....	3
2.1.3 <i>Canadian military trade qualification holders</i> .....	4
2.1.4 <i>Refugees, refugee claimants, and other exceptional cases</i> .....	4
2.2 Requirements for all trades .....	4
2.3 Additional requirements for certain trades .....	5
2.4 Other information .....	5
3 FEES .....	6
4 APPLICATION PROCESS .....	6
Step 1: Confirm you meet the requirements for your trade .....	6
Step 2: Prepare your application and supporting documents .....	6
Step 3: Submit your application to the College .....	6
Step 4: The College conducts its assessment .....	7
5 REASSESSMENT .....	8
CONTACT US .....	9
MORE INFORMATION .....	9
Organizations that offer application support services .....	9
APPENDIX A: Identification Requirements .....	10
APPENDIX B: Additional Trade-Specific Requirements .....	12
Electrician Trades .....	12
Hoisting Engineer Trades .....	13
Welder (456A) .....	14
Culinary Trades .....	15
Other trades that require prerequisite certification .....	16
APPENDIX C: Recognized Hours Credits for Related Trades .....	17
APPLICATION FORM .....	(1-3)

## 1. WHO SHOULD APPLY?

The Trade Equivalency Assessment process is for experienced tradespeople who have not completed an Ontario apprenticeship but have equivalent qualifications and experience in a trade, and who want to become eligible to challenge the certification examination to obtain an Ontario Certificate of Qualification (C of Q) and/or become a member of the College.

To be approved, you must demonstrate that you have the practical skills and experience required to complete an apprenticeship in Ontario.

You should not apply for a Trade Equivalency Assessment if:

- You hold an Ontario Certificate of Apprenticeship (C of A) indicating you have completed an Ontario apprenticeship for the same trade. You may [apply to attempt the certification examination for your trade or apply directly for College membership](#).
- You hold a C of Q or other authorizing certificate issued by another Canadian province or territory in the same trade. You may [apply directly for a C of Q and College membership](#).
- You are not able to provide sufficient proof that you meet the requirements as described in this guide. You may [consider becoming registered as an apprentice](#).

If you have questions or require support email [tea-info@collegeoftrades.ca](mailto:tea-info@collegeoftrades.ca).

### **Important information about apprenticeship:**

Please note that some apprentices receive advanced standing in their apprenticeship—beginning with hours and skills already credited towards completion. During the registration process, Ministry of Labour, Training and Skills Development (MLTSD) staff will conduct a prior learning assessment and you may be able to get credit for your trade experience and skills recognized by your sponsor.

There are many benefits to apprenticeship, including on-the-job training with an Ontario sponsor, government-paid technical training, financial grants and tax deductions, and employer tax credits.

To become an apprentice, you must first find a sponsor who will train you as an apprentice, and then you and your sponsor must register a training agreement with the MLTSD. To learn more about apprenticeship, please visit: [ontario.ca/page/start-apprenticeship](http://ontario.ca/page/start-apprenticeship).

### **Note to active apprentices:**

If you are currently a registered apprentice in Ontario or other Canadian jurisdiction and are considering this process, please be aware that there is no guarantee that your Trade Equivalency Assessment application will be approved, and for certain trades, this may affect your ability to legally work in the trade.

If you are an apprentice from another Canadian jurisdiction and wish to continue your apprenticeship in Ontario, the training and work experience you complete in Ontario will count towards completion of your apprenticeship. However, you should contact the apprenticeship authority in your home jurisdiction and Ontario's MLTSD to ensure you are properly registered in both jurisdictions.

To contact a MLTSD Apprenticeship Office, visit: [ontario.ca/page/employment-ontario-apprenticeship-offices](http://ontario.ca/page/employment-ontario-apprenticeship-offices)

## 2. REQUIREMENTS

Trade Equivalency Assessment applicants are held to the same on-the-job training standard that is required to complete an apprenticeship in Ontario, including providing verifiable evidence that demonstrates their competency in the full scope of the trade and the required experience.

To be approved, you must provide sufficient and verifiable evidence that you have:

- **Competency** in the trade's skills, as defined by the trade's Training Standard; and
- **Experience** in the trade that is at least equal to the prescribed or recommended total training time (including on-the-job and in-school hours).

To find out what the requirements are for your trade, download the trade's Training Standard (or Schedule of Training), available online at [collegeoftrades.ca/training-standards](http://collegeoftrades.ca/training-standards).

If you have questions about the requirements for your trade, email [tea-info@collegeoftrades.ca](mailto:tea-info@collegeoftrades.ca).

### 2.1 Evidence Requirements

To be approved under this process you must submit the following evidence of your trade skills and experience—which varies depending on the nature of your trade experience:

#### 2.1.1 *Employment experience*

- **Reference letter(s) written by past or present employer(s)** confirming your trade experience, with each letter including:
  - Company name, address, phone number and email address,
  - Details for each position and/or project worked, including:
    - Start and end date,
    - Total number of hours of worked,
    - Detailed description of the tasks performed with specific examples,
  - Signed and dated by the employer or representative who can confirm the information in the letter (including the person's full name, job title, email address and phone number).

Letters may be written by your employer or a representative (e.g. a manager or supervisor) but whoever writes a letter should have first-hand knowledge of the facts of your work experience and have personally witnessed you competently perform the tasks they describe in their letter.

#### 2.1.2 *Self-employment experience*

- **Detailed resume of previous trade experience**, including:
  - Names and contact information of contractors and/or customers,
  - Details for trade experience, including:
    - Start and end dates for each job or project worked,
    - Total number of hours of worked,
    - Detailed description of the tasks performed with specific examples,
  - Supporting documents that that prove your business' existence (e.g. business number) and show the type of work performed (e.g. contracts, customer and supplier invoices).

### 2.1.3 Canadian military trade qualification holders

- **Canadian Forces Certificate of Military Achievement** with a Qualification Level 5 (QL5) or Developmental Period 2 (DP2) rating in one of nine matched trades:
  - Construction Technician
  - Cook
  - Electrical Distribution Technician
  - Electrical Technician
  - Marine Engineering Technician
  - Materials Technician
  - Plumbing and Heating Technician
  - Refrigeration and Mechanical Technician
  - Vehicle Technician

You must provide your Canadian Forces trade qualification information and Service Number on the application form. The College will then request and receive a copy of your Member's Personnel Record Resume (MPRR) directly from the Department of National Defence (DND).

For a list of trade matches, visit the [Veterans page](#) of the College's website.

### 2.1.4 Refugees, refugee claimants, and other exceptional cases

If it can be verified that you cannot obtain evidence of work experience and demonstrated skills in your trade for reasons beyond your control—such as with refugees, refugee claimants, or immigrants to Canada from war-torn or natural-disaster-affected regions—you may provide alternate/additional documentation as evidence of your qualifications and experience, including:

- **Detailed resume of previous experience**, including:
  - Names and contact information of contractors, employers, and/or customers,
  - Details for each position worked, including:
    - Start and end date,
    - Total number of hours of worked,
    - Detailed description of the tasks performed and the context of the scope of work,
- **Any available documents or information that helps prove your skills/experience**,
- **Written explanation of the reason(s) that evidence of skills/experience cannot be provided**,
- **Confirmation of status from a recognized issuing authority** including: Immigration, Refugees and Citizenship Canada, Canada Border Security Agency, Canada's Immigration and Refugee Board, or United Nations Security Council (if applicable).

## 2.2 Requirements for all trades

- **Evidence must be verifiable and authentic** – it is your responsibility to provide evidence that is verifiable by the College. Your application will not be approved if you submit unverifiable or inauthentic evidence. If the College determines that false representations were made in relation to an application, any related certificates/memberships may be cancelled or revoked and anyone who makes false representations may be subject to legal consequences including fines.
- **Work experience must be in the practise of a trade** – experience must show time spent practising the trade, rather than as a supervisor or a manager, or time spent in school.
- **Reference letters must be written by the signatories**—not by you (the applicant) or a third party—and should be written in a language they are fluent in and then translated if needed.

- **Documents must be in English or French** – documents in any other language must be translated by a professional translator who is a member of a recognized Canadian association of translators, and both the translated and original documents must be included.
- **Hours of work experience applied to and skills demonstrated in a previous application in a trade may be applied towards an application in another trade.** There must be significant overlap in terms of scope of practice between the trades and you must hold a valid Certificate of Qualification in the other trade for the hours and skills to be considered. Formally recognized hours credits for trades with recognized overlaps can be found in [Appendix C](#).

### 2.3 Additional requirements for certain trades

In addition to the requirements for all trades above, you must meet additional requirements if you are applying for an assessment in the following trades:

- Electrician trades (309A, 309C, 442A)
- Hoisting Engineer (339A, 339B, 339C)
- Tool and Gauge Inspector (239B)
- Refractory Mason (401R)
- Pressure Systems Welder (456P)
- Welder (456A)
- Cook trades (415A, 415B, 415C, 415D, 423A, 423C)
- Die Designer (670D)
- Mould Designer (670E)
- Computer Numerical Control Programmer (670C)

Additional trade-specific requirements are outlined in [Appendix B](#).

### 2.4 Other information

- **You are encouraged to provide additional, relevant documentation** which help prove your experience working in your trade, including but not limited to: government-issued licenses, business registration or employment documents, official records of employment, technical training certificates, trade school transcripts, and additional references of your competency and experience by certified journeypersons in your trade.
- **Additional evidence may be required** to support your skill and experience claims, such as references from employers/references of your trade competency, or government-issued business registration or employment documents. You will be notified if additional documentation is needed to support your application.
- **Requests by applicants unable to provide required evidence are considered case-by-case** and additional evidence or alternative assessment methods may be required to confirm you have the required skills and experience.
- **Submit copies of documents but be prepared to produce originals upon request.** Copies of certificates may be submitted, but only original letters of evidence are acceptable. If you email your application, you must be able to produce original letters of evidence upon request. Any hard-copy documents submitted will not be returned to you.
- **You must communicate directly with the College during the application process.** For privacy reasons and because the College is required to obtain accurate and verifiable information, it is important to communicate directly with applicants. Please note that the College will accommodate persons with disabilities who require assistance from a third-party or where translation support is required. For information about requesting an accommodation please visit [collegeoftrades.ca/accessible-customer-service](http://collegeoftrades.ca/accessible-customer-service) or email [info@collegeoftrades.ca](mailto:info@collegeoftrades.ca) and/or submit your request in writing along with your application.

### 3 FEES

The fee for Assessments is \$235 (plus HST). The fee for Reassessments is \$100 (plus HST).

Please note:

- All fees are in Canadian dollars, are non-refundable, and are subject to change.
- Application fees are waived for veterans and reservists of the Canadian Forces.
- The College will refund any application fees except where an assessment has not already begun.

### 4 APPLICATION PROCESS

If you meet the skills and experience requirements for your trade and would like to apply for a Trade Equivalency Assessment for the trade, you must complete the following steps:

#### Step 1: Confirm you meet the requirements for your trade

To be approved, you must provide adequate proof that you have hours of experience and demonstrated skills in your trade that are equal to or exceed the standard of training that an Ontario apprentice receives in completion of an apprenticeship program.

**The standard that must be met for each trade is defined by the trade's Training Standard.**

To download the Training Standard for your trade, visit: [collegeoftrades.ca/training-standards](http://collegeoftrades.ca/training-standards)

#### Step 2: Prepare your application and supporting documents

Ensure your submission includes the following:

- **Application form** (attached at end of guide—must be complete, signed and dated)
- **Assessment fee** —\$235 plus HST (\$265.55) (see [section 3—Fees](#) for more information)
- **Identification** (copy of photo identification—see [Appendix A—Identification Requirements](#))
- **Evidence of on-the-job experience and trade skills** (see [section 2—Requirements](#) above)
- **Proof trade-specific requirements have been met—if applicable** (see [section 2.3](#) above)

Please ensure you meet the requirements for your trade. Incomplete applications will not be accepted.

#### Step 3: Submit your application to the College

Submit your completed application with all the required documentation to the College by email or mail/courier by using the information at the end of this guide and on the application form. **Submitting by email is strongly recommended to avoid delays with your application.**

Once your completed application has been received and determined to be complete, the College will process your application fee payment and begin assessing your application. Incomplete applications will not be assessed.

**Note:** If you have employment or a current job offer from an Ontario employer in the trade in which you are applying and would like to request priority service, provide proof of your job offer to the College along with your initial application.

## Step 4: The College conducts its assessment

The College will begin conducting a skill and experience assessment based on the documents you provide. Assessments may also include additional verifications of your skills and experience in addition to the documentation you submit with your application:

- **Your employer reference(s) will be contacted** – the College or a third-party may conduct telephone interviews with your references. Any questions about the background checks should be directed to the College. Three attempts will be made to contact references, and failure to make contact may result in these references not being included in your assessment.
- **You may be required to complete one or more interviews** – the College may conduct in-person or telephone interviews with you regarding your application. If an interview is required, the College will attempt to accommodate your schedule and your language needs, but failure to participate in a required interview will result in your application being not approved. Any attempt to have another person impersonate you will result in your application being not approved and may make you ineligible to apply in the future.

Once the College completes its assessment, you will be notified by email or by mail (if the College does not have a valid email address on your file). Please note that some applications may take longer because of the time it takes to contact references or temporary variations in the number of applications received by the College.

### Approved

If your application is approved, you will receive instructions on how to finalize your application for membership and how schedule your certification examination (if applicable, as not all trades require passing an exam to qualify for a Certificate of Qualification).

You will need to first contact the College to pay the \$150 (plus HST) C of Q exam fee, then contact a Ministry of Labour, Training and Skills Development (MLTSD) apprenticeship office to schedule your examination attempt: [ontario.ca/page/employment-ontario-apprenticeship-offices](https://ontario.ca/page/employment-ontario-apprenticeship-offices)

For information about examinations, including which trades have certification exams and how to prepare, visit [collegeoftrades.ca/resources/exam-process](https://collegeoftrades.ca/resources/exam-process).

### Not approved

If your application is not approved, your notification letter will provide the reason(s) and options.

If your trade is compulsory, you will not be permitted to work in your trade until you are either approved under this process or you become a registered apprentice. For more information about starting an apprenticeship, contact the MLTSD using the information at the end of this guide.

You may also apply to have your application reassessed (see the next section for more information).

For additional support, email [tea-info@collegeoftrades.ca](mailto:tea-info@collegeoftrades.ca).

## 5 REASSESSMENT

To qualify for a reassessment, you must be able to provide substantial new evidence of skills and experience and/or references in your reassessment application that would alter the initial assessment decision.

You must submit a completed *Reassessment Application* form along with your new evidence and include payment for the reassessment fee of \$100 plus HST to have your request for reassessment considered.

You are encouraged to provide additional, relevant documentation which provides further proof of your experience working in your trade, including but not limited to:

- government-issued trade licenses or certificates,
- business license or registration documents,
- official records of employment or other employment documents,
- technical training certificates or trade school transcripts,
- references of your competency/experience by certified journeypersons in your trade.

If you qualify, the College will conduct a reassessment of your application. If you do not qualify, you will be informed of the reason(s), which may include, for example, that you were not able to provide new evidence of skills and experience or references or because we cannot verify evidence in your application.

It is your responsibility to ensure that your references provide verification of the evidence submitted. If the College is unable to reach your references, your application will not be approved.

If you are successful, you will be approved (see [‘Approved’](#) above). If you fail to submit sufficient evidence to satisfy the College’s requirements, your application will not be approved, and your file will be closed.

## CONTACT US

Email: Application submissions: [tea-app@collegeoftrades.ca](mailto:tea-app@collegeoftrades.ca)  
General information: [tea-info@collegeoftades.ca](mailto:tea-info@collegeoftades.ca)

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

Mail: Ontario College of Trades  
PO Box 20009 RPO Bay Adelaide  
Toronto, ON M5H 0A1

**Please note: it is recommended that applications be submitted by email to avoid delays.**

## MORE INFORMATION

- For information about this process, visit: [collegeoftrades.ca/trade-assessment](http://collegeoftrades.ca/trade-assessment)
- For information about apprenticeship, visit: [ontario.ca/page/start-apprenticeship](http://ontario.ca/page/start-apprenticeship)
- For a list of Ministry of Labour, Training and Skills Development (MLTSD) Apprenticeship Offices, visit: [ontario.ca/page/employment-ontario-apprenticeship-offices](http://ontario.ca/page/employment-ontario-apprenticeship-offices)

### Organizations that offer application support services

There are organizations that may be able to assist with your application. Getting help from one of these organizations will not guarantee that your application will be approved, but it may reduce delays due to potential errors in your application.

The College recognizes the following organizations as having experience assisting individuals with their application preparation:

- **Skills for Change** ([skillsforchange.org](http://skillsforchange.org)) – Immigrant and Refugee support services; Trades Win Support Program
- **YMCA** ([ymca.ca](http://ymca.ca)) – Immigrant and Refugee support services offered by some locations. Contact your local YMCA for more information.

## **APPENDIX A: Identification Requirements**

You must submit clear and legible copies of recognized government-issued photo identification with your application.

If you are approved under this process, you will then be required have your identification authenticated by a recognized individual (see [“Do I need to authenticate my identification?”](#) below).

Additionally, if your identification is not in either of Canada’s official languages—English or French, it must be translated by a professional translator who is a member of a recognized Canadian association of translators.

### **What is considered an acceptable identification?**

Identification must have been issued by a federal, provincial, territorial, or state government authority and must be valid (not expired). Documents must be original and valid. Photocopies and expired documents are not acceptable. To be acceptable, identification must include legal name, date of birth, photo, and signature.

### **Which forms of valid identification are acceptable?**

The following documents are acceptable forms of identification (if it shows your legal name, date of birth, photo, and signature):

- Passport (Canadian or international)
- Canadian Citizenship Card
- Secure Certificate of Indian Status Card
- Canadian Provincial or Territorial driver's license or identification card
- Permanent immigration documents\*, including:
  - Permanent Resident Card (PRC)
  - Record of Landing (Form 1000)
  - Confirmation of Permanent Residence (Form IMM 5292)
- Temporary immigration documents\*, including:
  - Student Authorization (IMM 1442)
  - Employment Authorization (IMM 1442)
  - Visitor Record (IMM 1442)
  - Temporary Resident's Permit (IMM 1442)
  - Report Pursuant to the Immigration Act (IMM 1442)
  - Single Journey Travel Document (SJTD) for Resettlement to Canada (IMM 5485)

\*must be issued by an Immigration, Refugees and Citizenship Canada or Canada Border Services Agency office, Case Processing Centre, or Canadian visa office outside Canada.

## Do I need to authenticate my identification?

You are not required to provide authenticated identification with your initial application. You will be required to have your identification authenticated only once your trade equivalency application is approved.

## How to authenticate my identification?

After your assessment and only if your application is approved, you will be required to authenticate your identification. You will not be eligible to attempt the certification examination or receive College certification until your identification is authenticated as outlined in these guidelines.

The way to authenticate your identification depends on the trade in which you are applying:

- **If you are applying for certification in a trade with an examination requirement**, you will be required to show original identification in person to the Ministry of Labour, Training and Skills Development (MLTSD) representative who is invigilating your examination on the day you attempt it.

For a list of trades subject to an examination, visit the [Exam Process](#) page of the website.

- **If you are applying in a trade with no examination requirement**, you must show original identification in person to a Canadian notary public or lawyer and it notarized as authentic, and then submit it to the Ontario College of Trades at some point during the application/registration process and before certification/membership will be issued. Identification must be notarized by either:

- a) Canadian notary public regulated under Canadian provincial/territorial law (for example, the Ontario [Notaries Act](#)),
- b) Lawyer in good standing with a Canadian provincial/territorial law society (for example, the [Law Society of Ontario](#)).

If you have questions about authenticating your identification, contact the College by phone at 1-855-299-0028 (Monday-Friday, 8:30am to 5:00pm EST).

## Prospective immigrants to Ontario

Please note that applicants are not required to be Canadian citizens or landed immigrants, making it easier for those from outside of Canada to apply for certification in Ontario.

If you are not in Canada to access a Canadian notary public in person, you may still submit your Trade Equivalency Assessment application and your application will be processed—however, Ontario certification or membership will not be issued until you provide authenticated identification as outlined in these guidelines.

If you are having issues authenticating your identification, or for more information on how to start your Trade Equivalency Assessment application before immigrating to Ontario, contact the College at 1-855-299-0028 (Monday-Friday, 8:30am to 5:00pm EST).

## APPENDIX B: Additional Trade-Specific Requirements

Electrician Trades	
<ul style="list-style-type: none"> <li>• Electrician—Construction and Maintenance (309A)</li> <li>• Electrician—Domestic and Rural (309C)</li> <li>• Industrial Electrician (442A)</li> </ul>	
Requirement	Description/Timelines
<p><b>Submit evidence of knowledge of the Canadian Electrical Code (CE Code), including <u>either</u>:</b></p> <p><b>A.</b> proof of legal work experience in the electrician trade in Canada (for example, as an apprentice or working under an exemption)</p> <p><b>or</b></p> <p><b>B.</b> proof of completion of a Canadian Electrical Code course or program from a recognized Canadian training institution</p>	<p>If you are providing proof of work experience in the electrician trade in Canada (<b>option A</b>), you must ensure the evidence of trade experience you submit with your application clearly describes your experience using/applying the CE Code.</p> <p>If you are providing proof, you have completed a CE Code course (<b>option B</b>), you must ensure it meets the following criteria:</p> <ul style="list-style-type: none"> <li>• adequate rigor and focus; training must: <ul style="list-style-type: none"> <li>○ provide an understanding of, and ability to apply, the latest requirements of the CE Code, and</li> <li>○ be a minimum of 12 hours focused on the CE Code.</li> </ul> </li> <li>• must be delivered (in-person or online) by a recognized training Canadian institution including a Canadian College of Applied Arts and Technology, Private Career College, or other organization such as the Canadian Standards Association (CSA).</li> </ul> <p><u>If you have already completed training</u> that you believe meets the above criteria, you may submit proof of completion of training along with your application and the College will review the training course and determine if it is acceptable.</p> <p><u>If you have <b>not</b> yet completed training</u> that meets the above criteria, you must identify a training course or program that does. Several Ontario training providers offer trades training programs which meet these requirements. For the list of recognized courses/programs, contact <a href="mailto:tea-info@collegeoftrades.ca">tea-info@collegeoftrades.ca</a>.</p> <p><u>If you have identified a course that you believe meets the criteria,</u> you may request that the College review your proposed training course before you enroll. To request a review, email a detailed course description or syllabus with your request to: <a href="mailto:tea-info@collegeoftrades.ca">tea-info@collegeoftrades.ca</a>.</p> <p>The College also recognizes the Canadian Standards Association (CSA) Group’s Canadian Electrical Code Essentials Course as sufficiently meeting this requirement. Visit the CSA’s website for more information: <a href="https://csagroup.org/store/canadian-electrical-code-training-options/">csagroup.org/store/canadian-electrical-code-training-options/</a></p>

## Hoisting Engineer Trades

- Hoisting Engineer—Mobile Crane Operator 1 (339A)
- Hoisting Engineer—Mobile Crane Operator 2 (339C)
- Hoisting Engineer—Tower Crane Operator (339B)

Requirement	Description/Timelines
<b>Submit a completed <u>Statement of Experience form</u></b> indicating your hours of experience on various crane types.	Must be submitted with your initial application. Applications submitted without a completed form included will not be accepted by the College.
<p><i>After your initial assessment –</i></p> <b>Pass a three-part Demonstration of Skills Test (DOST).</b> <ol style="list-style-type: none"><li>1. <u>Hand Signal Test</u> (confirmation of knowledge of safety signals for crane operation)</li><li>2. <u>Load Chart Test</u> (confirmation of knowledge of maximum safe loads)</li><li>3. <u>Demonstration on Equipment Test</u> (practical demonstration of safety, care and operation of equipment)</li></ol>	<p>You will be eligible to begin attempting the tests only after your initial assessment is completed. The College will inform you if/when you are approved to attempt the tests.</p> <p>Tests #1 and #2 must be scheduled with a local Ministry of Training, Colleges, and Universities (MTCU) Apprenticeship Office and must be passed before attempting test #3.</p> <p>Test #3 (Demonstration on Equipment) must be arranged with an approved testing centre. A list of testing centres will be provided following the initial assessment.</p> <p>Please note that test #3 may be taken a maximum of three (3) times.</p> <p>If you have questions or require support, email: <a href="mailto:tea-info@collegeoftrades.ca">tea-info@collegeoftrades.ca</a></p>

<b>Welder (456A)</b>	
<b>Requirement</b>	<b>Description/Timelines</b>
<p><b>Submit a valid certificate indicating you have completed the welder practical assessment</b> with a recognized testing centre on the following six welding processes:</p> <ol style="list-style-type: none"> <li>1. Shielded Metal Arc Welding (SMAW - 3G)</li> <li>2. Shielded Metal Arc Welding (SMAW - 3F &amp; 4G)</li> <li>3. Gas Metal Arc Welding (GMAW - 1G)</li> <li>4. Gas Tungsten Arc Welding (GTAW - 2G)</li> <li>5. Flux Cored Arc Welding (FCAW - 3F &amp; 4G)</li> <li>6. Oxy-Fuel Cutting</li> </ol>	<p>You must complete the welder practical assessment at a designated testing centre and submit proof of completion to the College as part of your application.</p> <p>You must schedule your assessment with one of seven approved testing centres in Ontario:</p> <p><b>Greater Toronto Area (GTA) Region:</b></p> <ul style="list-style-type: none"> <li>• UA Local 46 – 936 Warden Avenue, Scarborough, ON Contact: Dave Hardy (<a href="mailto:dhardy@ualocal46.org">dhardy@ualocal46.org</a>)</li> <li>• Institute of Technical Trades – 749 Warden Avenue Scarborough, ON Contact: T. Hall (<a href="mailto:markosh@sympatico.ca">markosh@sympatico.ca</a>)</li> </ul> <p><b>Eastern Ontario:</b></p> <ul style="list-style-type: none"> <li>• UA Local 71 – 1250 Agnes Drive Ottawa, ON; Contact: Eric Turpin (<a href="mailto:eric@ualocal71.com">eric@ualocal71.com</a>)</li> <li>• Durham College – 2000 Simcoe Street North, Oshawa, ON Contact: Rebecca Milburn (<a href="mailto:rebecca.milburn@durhamcollege.ca">rebecca.milburn@durhamcollege.ca</a>)</li> </ul> <p><b>Northern Ontario:</b></p> <ul style="list-style-type: none"> <li>• UA Local 800 – 1640 Bancroft Drive, Sudbury, ON Contact: Tony Iannucci (<a href="mailto:anthony.iannucci@ualocal800.com">anthony.iannucci@ualocal800.com</a>)</li> <li>• UA Local 628 – 969 Alloy Drive, Thunder Bay, ON Contact: Dan Rojik (<a href="mailto:dan628@tbaytel.net">dan628@tbaytel.net</a>)</li> </ul> <p><b>Southwestern Ontario:</b></p> <ul style="list-style-type: none"> <li>• UA Local 527 – 225 Frobisher Drive, Waterloo, ON Contact: Chris Descoteaux (<a href="mailto:chris.descoteaux@ua527.com">chris.descoteaux@ua527.com</a>)</li> <li>• Technical Training Group – 428 Forman Avenue, Stratford, ON Contact: Shawn Bontaine (<a href="mailto:sbontaine@technicaltraininggroup.org">sbontaine@technicaltraininggroup.org</a>)</li> <li>• Mohawk College – 481 Barton Street Stoney Creek, ON Contact: C. Mastroianni (<a href="mailto:claudio.mastroianni@mohawkcollege.ca">claudio.mastroianni@mohawkcollege.ca</a>)</li> <li>• UA Local 67 – 195 Dartnall Road, Hamilton, ON Contact: Dale McGavin (<a href="mailto:dmcgavin@ualocal67.com">dmcgavin@ualocal67.com</a>)</li> </ul> <p><b>**Please note that fees may vary between testing centers</b></p>

<b>Culinary Trades</b>	
<ul style="list-style-type: none"> <li>• Cook (415A)</li> <li>• Assistant Cook (415B)</li> <li>• Chef (415C)</li> </ul>	<ul style="list-style-type: none"> <li>• Institutional Cook (415D)</li> <li>• Baker (423A)</li> <li>• Baker-Pâtissier (423C)</li> </ul>
Requirement	Description/Timelines
All culinary trades (415A, 415B, 415C, 415D, 423A, and 423C)	
<p><b>Submit proof you have completed a recognized Food Handler Training and Certification program in the past 3 years</b></p>	<p>You must complete a training program and obtain certification from a food handler training and certification programs that is recognized by the Ontario Ministry of Health and Long-Term Care (MOHLTC), including:</p> <ul style="list-style-type: none"> <li>• Programs offered by or on behalf of Ontario public health units that qualify for a Provincial Food Handler Certification Card.</li> <li>• Programs recognized by the MOHLTC as equivalent to the training and certification offered by local public health units.</li> </ul> <p>More information including a list of local public health units and programs recognized by MOHLTC is available online:  <a href="http://www.health.gov.on.ca/en/pro/programs/publichealth/enviro/">www.health.gov.on.ca/en/pro/programs/publichealth/enviro/</a></p>
Chef (415C)	
<p><b>Submit proof you hold an Ontario Certificate of Qualification in the trade of Cook (415A)</b></p>	<p>Copy of Cook (415A) C of Q must be included with your initial application.</p>

### Other trades that require prerequisite certification

- Computer Numerical Control Programmer (670C)
- Die Designer (670D)
- Mould Designer (670E)
- Pressure Systems Welder (456P)
- Refractory Mason (401R)
- Tool and Gauge Inspector (239B)

Requirement	Description/Timelines
<b>Computer Numerical Control Programmer (670C)</b>	
Submit proof you hold an Ontario Certificate of Qualification in one of the following trades: <ul style="list-style-type: none"> <li>• General Machinist (429A)</li> <li>• Tool and Die Maker (430A)</li> <li>• Mould Maker (431A)</li> <li>• Tool/Tooling Maker (630T)</li> </ul>	Copy of your C of Q in one of four trades/programs must be included with your initial application.
<b>Die Designer (670D)</b>	
Submit proof you hold an Ontario Certificate of Qualification in trade of Tool and Die Maker (430A)	Copy of your Tool and Die Maker (430A) C of Q must be included with your initial application.
<b>Mould Designer (670E)</b>	
Submit proof you hold an Ontario Certificate of Qualification in trade of Mould Maker (431A)	Copy of your Mould Maker (431A) C of Q must be included with your initial application.
<b>Pressure Systems Welder (456P)</b>	
Submit proof you hold an Ontario Certificate of Qualification in trade of Welder (456A)	Copy of your Welder (456A) C of Q must be included with your initial application.
<b>Refractory Mason (401R)</b>	
Submit proof you hold an Ontario Certificate of Qualification in trade of Brick and Stone Mason (401A)	Copy of your Brick and Stone Mason (401A) C of Q must be included with your initial application.
<b>Tool and Gauge Inspector (239B)</b>	
Submit proof you hold an Ontario Certificate of Qualification in trade of Tool and Die Maker (430A)	Copy of your Tool and Die Maker (430A) C of Q must be included with your initial application.

## APPENDIX C: Recognized Hours Credits for Related Trades

Trade in which applicant is applying:	Existing certificate held by applicant:	Additional hours required
Auto Body and Collision Damage Repairer	Auto Body Repairer	2,000
Auto Body and Collision Damage Repairer	Automotive Painter	4,000
Auto Body Repairer	Automotive Painter	3,000
Construction Millwright	Industrial Mechanic Millwright	2,000
Electrician—Construction and Maintenance	Electrician—Domestic and Rural	2,000
Electrician—Construction and Maintenance	Industrial Electrician	1,800
Hoisting Engineer - Mobile Crane Operator 1	Hoisting Engineer - Mobile Crane Operator 2	5,100
Hoisting Engineer - Mobile Crane Operator 1	Hoisting Engineer - Tower Crane Operator	4,000
Hoisting Engineer - Mobile Crane Operator 2	Hoisting Engineer - Tower Crane Operator	1,000
Hoisting Engineer - Tower Crane Operator	Hoisting Engineer - Mobile Crane Operator 1	1,000
Hoisting Engineer - Tower Crane Operator	Hoisting Engineer - Mobile Crane Operator 2	2,000
Industrial Electrician	Electrician—Construction and Maintenance	1,800
Industrial Mechanic Millwright	Construction Millwright	2,000
Ironworker — Generalist	Ironworker — Structural and Ornamental	2,000
Ironworker — Generalist	Reinforcing Rodworker	6,000
Ironworker — Structural and Ornamental	Reinforcing Rodworker	4,000
Painter-Decorator — Commercial and Residential	Painter-Decorator — Industrial	2,000
Painter-Decorator — Industrial	Painter-Decorator — Commercial and Residential	2,000
Refrigeration and Air Conditioning Systems Mechanic	Residential Air Conditioning Systems Mechanic	4,500
Reinforcing Rodworker	Ironworker — Structural and Ornamental	2,000



## Trade Equivalency Assessment Application

For instructions on completing this application, please refer to the *Trade Equivalency Assessment Application Guide*, available online at [www.collegeoftrades.ca/trade-assessment](http://www.collegeoftrades.ca/trade-assessment)

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		College ID # (if applicable)			
Cellular 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			
Trade name							Trade code		
Trade Credential/Apprenticeship Information									
Do you currently, or have you had, a contract of apprenticeship or training agreement in the above trade in Ontario?									
Contract or Training Agreement Number					Certificate of Apprenticeship Number (if completed training)				
Do you hold a Canadian Forces Certificate of Military Achievement with a QL5 or DL2 rating in a matched trade?									
Military trade name					Service Number (SN)			Years of service	
I consent that a copy of my Member's Personnel Record Resume (MPRR) be released to the College by the Department of National Defence in accordance with the <i>Privacy Act, 1985</i> .					Signature <b>X</b>				

**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? ([https://www.collegeoftrades.ca/wp-content/uploads/Guide-to-Code-of-Ethics-for-Members-of-the-College\\_FINAL.pdf](https://www.collegeoftrades.ca/wp-content/uploads/Guide-to-Code-of-Ethics-for-Members-of-the-College_FINAL.pdf))

No      Yes

Signature

Date (mm/dd/yyyy)

X

**SECTION C – Fees and Payment**

**Application Fees Payment Information**

**Trade Equivalency Assessment fee:**  
**\$235 (plus HST) = \$265.55**

**\* Note: a separate assessment fee applies for each trade**

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: \_\_\_\_\_   
 (dd/mm/yyyy)

Notes:

- All payments to be made to the 'Ontario College of Trades'
- Fees are in Canadian dollars and 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