



## Trade Equivalency Assessment Reassessment Application

For instructions on completing this application, please refer to the 'Reassessment' section of 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.

**Note:** the College will verify the information provided as part of any application. Applicants are responsible for ensuring the accuracy and validity of all information provided. During the assessment of an application, or at any later date, if the College determines that false, misleading or incorrect information was provided, an application may be cancelled, revoked and/or refused. Additionally, if it is found that anyone attesting to an applicant's trade qualifications and/or experience has provided false or misleading statements of any kind, further consequences under the *Ontario College of Trades and Apprenticeship Act, 2009* (including fines of up to \$10,000) may apply.

Applicant Information									
First Name			Middle Name or Initial			Last Name			
Date of Birth (mm/dd/yyyy)		College Identification Number				Note: If your address, email, or phone number has changed since submitting your initial application, please provide your current information, otherwise skip ahead to 'Reassessment Information' section below.			
Cell Telephone Number			Home Telephone Number			Work Telephone Number			
Email Address									
Street Number	Rural Route	Street Name				Unit Number		PO Box	
City/Town			Province		Postal Code		Country		
Reassessment Information									
Trade Name							Trade Code		
Reason(s) for Reassessment:									
<input type="checkbox"/> Submitting new evidence of trade skills and/or experience <input type="checkbox"/> Submitting new attestations from references (such as an employer) <input type="checkbox"/> Submitting updated contact information for references who could not be reached <input type="checkbox"/> Submitting other documentation as specified on notification <input type="checkbox"/> Other (provide detailed explanation below)									
Description/Explanation (attach additional pages if needed)									

## Application Fees and Payment Information

**Reactivation/Reassessment fee: \$100 plus HST = \$113.00**

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/yy)

Cardholder Signature: \_\_\_\_\_      Date Signed: \_\_\_\_\_  
(mm/dd/yyyy)

### 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

## Application Submission

Complete applications (including any supporting documentation) may be submitted by one of the following methods:

By email:                                      assessments@collegeoftrades.ca

By mail, courier, or in person:        Ontario College of Trades  
655 Bay St., #600  
Toronto, Ontario  
Canada M5G 2K4