



Section A – Applicant Identification

All applicants are required to complete this section of the application, including the following mandatory fields:

PERSONAL INFORMATION

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

- First, middle and last name: please print exactly as it is shown on your official government identification
- Date of Birth
- College membership identification number, if you already hold membership in another trade or class
- Primary contact information
- Name and code of the trade in which you are applying for equivalency
(list of trade names and codes can be found on the College's website under "Trades in Ontario")
- Details on any apprenticeship or registered training agreement you have held in Ontario
- Attach a copy of government issued photo ID

INTERPROVINCIAL RECIPROCAL or DND INFORMATION

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

This section is only for applicants who hold an authorizing certificate from another Canadian province or territory, and who wish to work in Ontario. Once you have completed this section, skip to Section C – Declarations, Consent and Membership Questions

- Attach photocopy of Certificate of Qualification or licence

Department of National Defence - Certificate of Military Achievement

This section is only for applicants who have received their Certificate of Military Achievement at the QL5 Level. Once you have completed this section, skip to Section B – Work Experience and Education.

- Attach photocopy of Member Personnel Record Resume (MPRR)

Section B – Work Experience and Education

All applicants except those with an authorizing certificate from another Province or Territory are required to complete this section.

- Attach sufficient evidence of trade skills and work experience (employment letters, resume of work, etc.)
Ensure you provide evidence that meets the hours and skill requirements of your trade as per the apprenticeship training standard
- Formal Instruction/Education Information
- Credentials Held Outside Canada (Attach photocopy of your certificate or credential)
- Additional Requirements for Hoisting Engineer Trades (339A, 339B, 339C) and Welder (456A)

Section C – Declarations, Consent and Membership Questions

This section outlines declarations of accuracy for your application, as well as consents for application and notice of collection of personal information. Please read these statements carefully.

- Answer all four membership questions, sign and date prior to submitting application

Section D – Fees, Payment and Correspondence Information

All applicants are required to complete this section.

- Include payment with your application

I confirm that I have read and understand the *Trade Equivalency Assessment (TEA) Application Guide*, and have completed my application and provided the required supporting documentation in accordance with the Guide. I also acknowledge that if my TEA application is approved AND I am currently enrolled in an RTA in the trade for which I am a submitting an application for, my RTA will be cancelled without notice to facilitate exam scheduling.

Signature	Date (mm/dd/yyyy)
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Completed *Trade Equivalency Assessment and Membership Application* forms may be submitted with supporting documentation to the College in person, by mail, courier, fax (1-866- 398-0368) or by email: TEA-APP@collegeoftrades.ca



Trade Equivalency Assessment Application

The information provided in or in connection with this application is collected, used and disclosed under the authority of the *Ontario College of Trades and Apprenticeship Act, 2009 (OCTAA)*, the Regulations under the OCTAA, the College's by-laws, and other applicable laws or regulations.

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

Section A - Applicant Identification

Personal Information

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

Interprovincial Reciprocal or Department of National Defence Application Information^{First}

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

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

2. Department of National Defence - Certificate of Military Achievement (QL5)

Do you hold a Certificate of Military Achievement at the QL5 level in this or another trade? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, in what trade?					
Certificate Number		Date of Issue (mm/dd/yyyy) / /		If yes, what rank did you attain?	

Attach photocopy of Member Personnel Record Resume (MPRR)

SECTION B – Work Experience and Education

Work Experience

Work experience must be attached to this application in the form of a TYPED letter from the original employer (if possible), a separate letter should be included for each employer. If possible a Competency Analysis Profile (CAP Chart), available at <http://www.collegeoftrades.ca/training-standards>, should also be included with each work experience letter signed by the employer. To avoid delays and a possible denial of your application the work experience letters must include the following details:

- What is/was your job title?
- Work Start Date (mm/dd/yyyy)
- Work End Date (mm/dd/yyyy)
- Total hours worked excluding breaks, lunches (note: the Ontario College of trades allows for a maximum of 1850 experience hours per year without additional support evidence)
- A detailed description of your duties while working with this employer. Please describe skills, tools, equipment, types of projects, customers, etc.
- Legal Name of Employer
- Operating Name of Employer (if different from legal name)
- Complete address of employer
- Name and day time contact information for a direct supervisor, owner or human resources individual authorized to verify this documentation. (Note: if the College feels it necessary we may reach out to other company contacts independently.)
- Language that the contact can communicate effectively in

Formal Instruction/Education

Describe any formal instruction (courses, classes, academic training) you have had in the trade you are applying for. Please start with the most recently completed (if you need more space, please attach an extra page). Please provide a COPY of your transcript, diploma, degree or certificate.

Course or Program Name

Name of educational or training institution (e.g. college, technical college, private career college, union training centre, university, etc.)

City/Town	Province/State	Country	Length of Course
Start Date (mm/dd/yyyy) / /	End Date (mm/dd/yyyy) / /	Did you successfully complete the course or program? <input type="checkbox"/> No <input type="checkbox"/> Yes	

Credentials held outside of Canada

Do you hold a certificate or credential issued by another country or non-Canadian jurisdiction in this or another trade?

No Yes If yes, in what trade?

Certificate Number	Date of Issue (mm/dd/yyyy) / /	If yes, please indicate country, state, province or other local jurisdiction
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Please indicate the name of the certification body

Please attach a COPY of the credentials or certificate to this application

Additional Requirements Hoisting Engineer Trades (339A, 339B, 339C) and Welder (456A)

In addition to the required documentation listed above, applicants in the following trades are required to meet additional requirements:

- **Hoisting Engineer trades (339A, 339B, 339C)**

If you are applying for a TEA in the Hoisting Engineer trades (339A, 339B, 339C), you must submit a [Statement of Experience](#) form with your TEA application as evidence of the hours you have worked on various types of hoisting equipment. After the College verifies your experience, you will be required to complete a series of Demonstration of Skills Tests (DOST), including: Hand Signal and Load Chart assessments administered by the MTCU, and, if passed, a Practical Demonstration arranged by the College at a testing center.

- **Welder (456A) - Effective March 1, 2017**

If you are applying for a TEA in the trade of Welder (456A), you must submit a copy of a valid certificate indicating you have already passed a practical assessment for the following processes:

1. Shielded Metal Arc Welding (SMAW - 3G)
2. Shielded Metal Arc Welding (SMAW - 3F and 4G)
3. Gas Metal Arc Welding (GMAW - 1G)
4. Gas Tungsten Arc Welding (GTAW - 2G)
5. Flux Cored Arc Welding (FCAW - 3F and 4G)
6. Oxy-Fuel Cutting

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

By signing below, I declare that all information I have provided or will provide to the Ontario College of Trades (the College) in the future in, or in connection with, this application is true, accurate and complete. I agree to immediately notify the College regarding any future changes to information I have provided. I acknowledge that if I provide false or misleading information or documents to the College, or fail to provide information or documents requested by the College:

- I may be denied a Certificate of Qualification, Provisional Certification of Qualification, or a Statement of Membership;
- any Certificate of Qualification, Provisional Certificate of Qualification, or a Statement of Membership issued by the College to me may be suspended, revoked, or made subject to specified terms, conditions or limitations;
- I may be guilty of an offense and on conviction liable for a fine; or
- I may be subject to other proceedings, penalties, costs, or consequences under the *Ontario College of Trades and Apprenticeship Act, 2009* (the OCTAA), the Regulations under the OCTAA, and the College's by-laws, including but not limited to, professional misconduct proceedings which could result, if I am found guilty, in a range of penalties, including an order directing the Registrar to revoke, suspend or impose terms, conditions or limitations on any Certificate of Qualification, Provisional Certificate of Qualification, or Statement of Membership which the College may issue to me."

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. The information provided in, or in connection with, this application is collected, used and disclosed under the authority of OCTAA, the Regulations under the OCTAA, the College's by-laws, and other applicable laws or regulations.

Membership Background Questions

In the following questions, "you" refers both to an individual and to any corporation, partnership, proprietorship, or other organization used by an individual (alone or with others).

If you answer "Yes" to any of the following questions, please provide full details, including particulars, dates, results, outcomes, and supporting documents (if you need more space, please attach an extra page).

Have you ever had investigations proceedings or actions commenced against you by an apprenticeship or trades organization, regulatory or self-regulatory body in Canada or elsewhere, in relation to discipline, misconduct, incompetence, or incapacity?

No Yes If Yes, provide details.

Have you ever been refused membership, a licence, or a permit from an apprenticeship or trades organization, regulatory or self-regulatory body in Canada or elsewhere, on the grounds of discipline, misconduct, incompetence, or incapacity?

No Yes If Yes, provide details.

Have you ever had your membership, licence, permit or training agreement issued by an apprenticeship or trades organization, regulatory or self-regulatory body in Canada or elsewhere, revoked, suspended, or made subject to specified terms, conditions or limitations on the grounds of discipline, misconduct, incompetence, or incapacity?

No Yes If Yes, provide details.

Have you ever, as a member or holder of a licence, permit or training agreement of an apprenticeship or trades organization, regulatory or self-regulatory body in Canada or elsewhere, been reprimanded, admonished, fined, found guilty of an offence, received counselling, required to perform training or course of study, subject to any other remedial measures, or resigned, on the grounds of discipline, misconduct, incompetence, or incapacity?

No Yes If Yes, provide details.

Signature

X

Date (mm/dd/yyyy)

SECTION D – Fees and Payment

Application Fees

Fee Type	Applicable Fee
Trade Equivalency Assessment (‘equivalency to apprenticeship’ assessment for experienced workers)	\$235 + HST = \$265.55
Credential verification for authorizing certificate (e.g. out-of-province C of Qs)	\$50 + HST = \$56.50
Verification of qualifications and/or experience in a language other than English or French (if applicable; in addition to the assessment fee)	\$100 + HST = \$113
Reactivation / Reassessment (if applicable; in addition to the assessment fee)	\$100 + HST = \$113

Please note: Examination and Membership fees are not included in the above fees.

Application Payment Processing (Note: all payments to be made to the 'Ontario College of Trades')

Application payment type (choose one):

Trade Equivalency Assessment
(\$235 + HST = \$265.55)

Credential Verification
(\$50 + HST = \$56.50)

Re-Assessment
(\$100 + HST = \$113.00)

I have attached a certified cheque or money order to cover fees Cheque or Money Order Number: _____

I authorize the use of the following credit card to cover fees

Credit Card Type:

Visa

MasterCard

American Express

Credit Card Number

Expiry Date: _____ / _____
(mm/yyyy)

Print Cardholder's Last Name: _____

First Name: _____

Cardholder Signature: _____

Date Signed: _____ / _____ / _____
(mm/dd/yyyy)

FOR YOUR PROTECTION:

Please do not EMAIL credit card information. For Credit Card payments call or fax to the numbers at the top of this form.