



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

# Trade Equivalency Assessment (TEA) Application Guide

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**For experienced workers who have not completed an Ontario apprenticeship, but want to obtain a Certificate of Qualification and/or College membership, including:**

- **Canadian and International workers with qualifications or experience equivalent to an Ontario apprenticeship; and**
- **Out-of-province Certificate of Qualification or Red Seal holders.**

**March 2015**

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## The TEA Process

### Step 1: Obtain the TEA and Membership Application form

The *Trade Equivalency Assessment and Membership Application* form is available on the Ontario College of Trades (the College) [website](#), or can be obtained by email, mail, or in-person using the contact information at the end of this guide, as well as from local Ministry of Training, Colleges, and Universities (MTCU) Apprenticeship Offices.<sup>1</sup>

### Step 2: Review the Training Standard for your trade

In order for your TEA application to be approved, you MUST provide adequate proof that you have the experience and skills in your trade that is equal to or exceeds the standard of training that an Ontario apprentice receives in completion of an apprenticeship. This is defined by the on-the-job Training Standard for each trade.<sup>2</sup>

### Step 3: Prepare your TEA application and supporting documentation

You must ensure that your application is complete and includes all the required documentation in your submission to avoid having your application denied. To be complete, your submission must include:

1. **Application form** (completed, signed and dated)
2. **Assessment fee** (different fee depending on applicant; see ‘Assessment fees’)
3. **Identification** (government-issued photo identification)
4. **Evidence of experience and skills** (evidence varies depending on applicant; see ‘Submission Requirements’ to ensure you are providing the proper documentation)

### Step 4: Submit your TEA application to the College

Submit your completed application with all the required documentation to the College by mail, courier, fax, in-person, or by email using the information at the end of this guide.

**Note:** Electronic copies MUST be sent only to: [TEA-APP@collegeoftrades.ca](mailto:TEA-APP@collegeoftrades.ca). Do NOT submit your application to multiple email addresses as this will only delay your assessment.

### Step 5: Wait for the College to conduct its assessment

Once you have submitted your application, payment, and required documentation, the College will begin its assessment and will notify you of the assessment decision in approximately 8 to 10 weeks. Note that some applications may take longer as the College cannot control the time it takes to contact your references to verify your qualifications, experience and skills. Once the College has completed its assessment, you will be informed of the assessment decision:

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<sup>1</sup> To download the TEA and Membership Application form and other relevant resources, visit: [collegeoftrades.ca/trade-assessment](http://collegeoftrades.ca/trade-assessment);  
For a list of MTCU Apprenticeship Offices throughout Ontario, visit: [services.findhelp.ca/eo/tcu/appoff](http://services.findhelp.ca/eo/tcu/appoff)

<sup>2</sup> To download the on-the-job Training Standard for your trade, visit: [collegeoftrades.ca/membership/resources/training-standards](http://collegeoftrades.ca/membership/resources/training-standards)

### ➤ **Approved**

If your application contains all of the required documents and the College determines that your experience and qualifications are equivalent to an Ontario apprenticeship, your application will be approved, and you will be notified by mail. Once you receive notification of approval, contact the College to finalize your application for membership, and if applicable, pay your Certificate of Qualification (C of Q) examination fee.<sup>3</sup>

### ➤ **Not Approved**

If your application is missing pertinent information or necessary documents or if the College determines that your experience and qualifications are not equivalent to an Ontario apprenticeship, your application will not be approved, and you will be sent a '*Propose to Deny*' notification by email and by regular mail providing the reasons your application was not approved. Once the notification is sent, you will have 40 days to submit additional items, otherwise your TEA application will be denied. If new items are received within 40 days, it may take up to an additional 8 to 10 weeks to complete your assessment.

## **Submission Requirements**

In order to be approved, it is critical for your TEA submission to be complete with all required documentation. To be complete, your submission must include:

### **1. Application form**

The application form must be complete, signed and dated. Information must be printed clearly in ink, using block letters, or completed online and downloaded. Note that incomplete or unreadable applications will be denied.

### **2. Assessment fee**

The TEA fee varies depending on the type of assessment being conducted; you must pay only one assessment fee per trade and ensure you are paying the correct fee for your situation:

- For applicants who have a C of Q or Interprovincial Red Seal issued by another Canadian province or territory in a trade recognized in Ontario, or a Certificate of Military Achievement with a QL5 rating in one of nine matched trades, a credential verification fee of \$25 (plus HST) applies;
- For all other applicants, the assessment requires a more complex verification of qualifications and experience, and an assessment fee of \$200 (plus HST) applies.

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<sup>3</sup> Note that not all trades have C of Q examinations available. For information about C of Q examinations, including which trades have exams, and how to schedule and prepare to write an exam, visit: [collegeoftrades.ca/resources/exam-process](https://collegeoftrades.ca/resources/exam-process)

### 3. Identification

Photocopies of government-issued photo identification must be submitted to verify your identity. Examples of acceptable identification include a Driver's Licence, Passport, First Nations Status Card, etc. Contact the College for a list of acceptable documentation.

### 4. Evidence of experience and skills

The evidence you submit must prove that you have been a skilled worker in your trade long enough to meet the industry-approved minimum time requirements and that you have demonstrated the competencies as indicated in the Training Standard for your trade. Insufficient evidence will result in your application being denied.

**Note:** Documents submitted will NOT be returned to you so it is recommended that you keep a copy of all documents. Copies of certificates may be submitted, but only original letters of evidence are acceptable; if you email your application to the College you must be able to produce original letters of evidence upon request.

Depending on your situation, the evidence of qualifications and experience you must submit varies:

- **For applicants who have a C of Q or an Interprovincial Red Seal issued by another Canadian province or territory** in a trade recognized in Ontario,<sup>4</sup> the only evidence required is a copy of your out-of-province C of Q; once submitted, the College will verify the validity of your certification with the issuing jurisdiction and issue an Ontario C of Q for the same trade.
- **For applicants who have a Department of National Defense Certificate of Military Achievement with a QL5 rating and rank of corporal** in one of nine matched trades (below), a copy of your Member's Personnel Record Resume (MPRR) is sufficient evidence of your qualifications and experience; once submitted, the College will verify the validity of your certification and approve you to write the C of Q exam without further training.

Military Trade	Ontario (Red Seal) Trade(s)
Marine Engineering Technician	<ul style="list-style-type: none"> <li>• Industrial Mechanic Millwright (433A)</li> <li>• General Machinist (429A)</li> </ul>
Electrical Technician	<ul style="list-style-type: none"> <li>• Industrial Electrician (442A)</li> </ul>
Vehicle Technician	<ul style="list-style-type: none"> <li>• Automotive Service Technician (310S)</li> <li>• Heavy Duty Equipment Technician (421A)</li> <li>• Truck and Coach Technician (310T)</li> </ul>
Materials Technician	<ul style="list-style-type: none"> <li>• Welder (456A)</li> </ul>
Refrigeration and Mechanical Technician	<ul style="list-style-type: none"> <li>• Refrigeration and Air Conditioning Systems Mechanic (313A)</li> </ul>
Electrical Distribution Technician	<ul style="list-style-type: none"> <li>• Construction and Maintenance Electrician (309A)</li> </ul>
Plumbing and Heating Technician	<ul style="list-style-type: none"> <li>• Plumber (306A)</li> </ul>
Construction Technician	<ul style="list-style-type: none"> <li>• General Carpenter (403A)</li> </ul>
Cook	<ul style="list-style-type: none"> <li>• Cook (415A)</li> </ul>

<sup>4</sup> For a list of all trades recognized in Ontario, visit: [collegeoftrades.ca/about/trades-in-ontario](http://collegeoftrades.ca/about/trades-in-ontario)

- **For all other applicants**, the assessment requires a more complex verification of qualifications and experience. You must provide evidence that you have the experience and skills that are the same or exceed that which an apprentice obtains in the completion of an Ontario apprenticeship in your trade.

Depending on your trade, training, and work experience, you are required to provide different evidence:

➤ ***Employment (Canadian or International)***

**Evidence must include letters of evidence from past or present employers**, which must be:

- dated original documents on company letterhead, in English or French, or translated by a professional translator (See ‘Language of Your Documents’)
- signed by a company representative who can confirm the information in the letter which includes:
  - the company’s representative’s name, job title and contact information
  - the company’s name, address and telephone number
  - a description of the business operation (put into context the nature of the business and the work it performs)
  - the name, start and end dates, and total number of hours worked for each position held that supports your application
  - a DETAILED description of your job duties for each position (hands-on experience ONLY; not work as a supervisor or foreman)
- accompanied by a Competency Analysis Profile (CAP) for your trade (or Training Standard if there is no CAP available),<sup>5</sup> signed off by a Journeyperson (or equivalent, for voluntary trades) with whom you have worked (i.e. current or former employer or co-worker) indicating his or her contact information, as well as the certification number, name and location of certifying body (if applicable)

*Additional, optional documents (do not replace mandatory documentation):*

- copies of certificates or other documents that prove successful completion of education, training or workshops related to your trade (original documents will not be returned, please do not send them)
- descriptions of community or volunteer work in which you practised your trade
- samples or photographs of your work (e.g. menus if your trade is cook) or newspaper clippings or magazine articles in which your work is referenced
- evidence of previous employment (e.g. Records of Employment (ROEs), T4 slips, income tax returns); if you have lost or misplaced these government documents, you can request additional copies through Service Canada (toll-free: 1-800-206-7218)

<sup>5</sup> To download the Training Standard or CAP for your trade, visit: [collegeoftrades.ca/membership/resources/training-standards](http://collegeoftrades.ca/membership/resources/training-standards)

➤ ***Self-employed (Canadian or International)***

**Evidence must include:**

- a Competency Analysis Profile (CAP) for your trade (or Training Standard if there is no CAP available), signed by you as an attestation of your experience and skills<sup>6</sup>
- a detailed resume of completed jobs, including names of customers and their contact information, descriptions and locations of the jobs and how long each took to complete
- documents that show the type of work you performed for customers (e.g. contracts, formal quotations for jobs)
- invoices to customers, invoices from suppliers (sampling covering the years in business)
- your GST/HST account number and/or your Business Number from the Canada Revenue Agency
- a signed statement from your accountant or lawyer certifying the name of your business, the type of business, its location, the date you became self-employed and your role in the business

*Additional, optional evidence may include:*

- letters of reference from satisfied customers and/or contractors and the names and phone numbers for each reference
- documents showing the volume of your business (e.g., tax returns, financial statements)
- your Workplace Safety and Insurance Board account number and/or
- evidence of your membership in a business or industry association

➤ ***Refugees, refugee claimants, and immigrants from war-torn countries***

If you cannot obtain documents that provide evidence of work experience and demonstrated skills in your trade for reasons beyond your control, such as being a refugee, a refugee claimant, or having immigrated to Canada from a war-torn country, your application's **evidence must include:**

- a Competency Analysis Profile (CAP) for your trade (or Training Standard if there is no CAP available), signed by you as an attestation of your experience and skills<sup>6</sup>
- confirmation of your status from Canada's Immigration and Refugee Board or Citizenship and Immigration Canada
- a written explanation of why you have no documentation of skills and work experience
- photocopy of your passport or other acceptable government issued identification

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<sup>6</sup> To download the Training Standard or CAP for your trade, visit: [collegeoftrades.ca/membership/resources/training-standards](http://collegeoftrades.ca/membership/resources/training-standards)

### ➤ *Applicants for a TEA in a trade with additional requirements*

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)**

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 passed a practical Shielded Metal Arc Welding (SMAW) all-position test administered by an examiner certified by either the Canadian Welding Bureau (CWB) or the Technical Standards and Safety Authority (TSSA).

### ➤ *Applicants for a TEA in a 'post-certification' trade*

In addition to the required documentation listed above, if you are applying for a TEA in the following 'post-certification' trades, you must provide proof that you already hold an Ontario C of Q (or equivalent C of Q or Red Seal issued by another Canadian province or territory) in a pre-requisite trade:

Trade	Pre-requisite(s)
Chef (415C)	<ul style="list-style-type: none"> <li>• Cook (415A)</li> </ul>
Computer Numerical Control Programmer (670C)	<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>
Die Designer (670D)	<ul style="list-style-type: none"> <li>• Tool and Die Maker (430A)</li> </ul>
Mould Designer (670E)	<ul style="list-style-type: none"> <li>• Mould Maker (431A)</li> </ul>
Pressure Systems Welder (456P)	<ul style="list-style-type: none"> <li>• Welder (456A)</li> </ul>
Refractory Mason (401R)	<ul style="list-style-type: none"> <li>• Brick and Stone Mason (401A)</li> </ul>
Tool and Gauge Inspector (239B)	<ul style="list-style-type: none"> <li>• Tool and Die Maker (430A)</li> </ul>

## Language of Your Documents

All documents you include must be in either English or French. If your documents are in any other language, you must have them translated into one of these two languages and include both the translated document and the original document with your TEA submission.

Translations must be performed by a professional certified and verifiable translator (in Canada or your home country) who is a member of a recognized association of professional translators (e.g. the Association of Translators and Interpreters in Ontario). Translations by anyone else are NOT acceptable. If the College is required to obtain an interpreter for the purposes of verifying employment or other credentials, you may be charged an additional fee of \$100.00.

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## 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 (within the GTA); 1 (855) 299-0028 (toll-free)  
(Call Centre Hours: Monday to Friday, 7:00am – 7:00pm)
- Email:** TEA application submissions: [TEA-APP@collegeoftrades.ca](mailto:TEA-APP@collegeoftrades.ca)  
General information: [info@collegeoftades.ca](mailto:info@collegeoftades.ca)

## More Information

For information about the Ontario College of Trades, visit:  
[collegeoftrades.ca](http://collegeoftrades.ca)

For information about the College's legislation and regulations, visit:  
[collegeoftrades.ca/about/legislation-and-regulations](http://collegeoftrades.ca/about/legislation-and-regulations)

For information about apprenticeship training programs in Ontario, visit:  
[tcu.gov.on.ca/eng/apprentices/faq.html](http://tcu.gov.on.ca/eng/apprentices/faq.html)

For a list of MTCU Apprenticeship Offices throughout Ontario, visit:  
[services.findhelp.ca/eo/tcu/appoff](http://services.findhelp.ca/eo/tcu/appoff)