

Trade Equivalency Assessment and Membership 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.

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		Home Telephone Number	Business Telephone Number
Cell Telephone Number			Email Address	
Street Number	Street Name			Unit Number PO Box
City/Town		Province	Postal Code	Country
Name of trade under which you will be applying for College membership			Trade code under which you are applying for College membership	
Have you ever had a contract of apprenticeship or training agreement registered in Ontario? <input type="checkbox"/> No <input type="checkbox"/> Yes				
Contract or Training Agreement Number			Certificate of Apprenticeship Number	

Trade Credential Information

1. Provincial and Red Seal (Interprovincial)

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		
Authorizing 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 QL5 Trade Credentials Information

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 are you?

3. Non Canadian Jurisdiction

Do you hold an authorizing certificate issued by another country or non-Canadian jurisdiction in this or another trade? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, in what trade?		
Authorizing Certificate Number	Date of Issue (mm/dd/yyyy) / /	If yes, please indicate country, state, province or other local jurisdiction
Please indicate the name of the certification body		

SECTION B – Work Experience and Education**Work Experience and Formal Instruction in the Trade (Do not complete this Section if you answered yes to Question 1 in Section A)****Employment 1 - Start with your most recent trade-related position**

What is/was your job title?	Work Start Date (mm/dd/yyyy) / /	Work End Date (mm/dd/yyyy) / /
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Provide a detailed description of your duties while working with this employer. Please describe skills, tools, equipment, types of projects, customers, etc. (if you need more space, please attach an extra page)

Legal Name of Employer

Operating Name of Employer (if different from legal name)

Street Number	Street Name	Unit Number	PO Box
City/Town	Province	Postal Code	Country
Daytime Telephone Number	Email Address	Website	Total Number of Hours Worked

Name of Contact Person (This person should be able to verify your description of job duties.)

Last Name	First Name	Job Title
Daytime Telephone Number	Work Email Address	What language does this contact person speak? <input type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Other: Please specify _____

Employment 2 (Please attach additional trade-related employment on separate sheets)

What was your job title?	Work Start Date (mm/dd/yyyy) / /	Work End Date (mm/dd/yyyy) / /
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Provide a detailed description of your duties while working with this employer. Please describe skills, tools, equipment, types of projects, customers, etc. (if you need more space, please attach an extra page)

Legal Name of Employer

Operating Name of Employer (if different from legal name)

Street Number	Street Name	Unit Number	PO Box
City/Town	Province	Postal Code	Country
Daytime Telephone Number	Email Address	Website	Total Number of Hours Worked

Name of Contact Person (This person should be able to verify your description of job duties)

Last Name	First Name	Job Title
Daytime Telephone Number	Work Email Address	What language does this contact person speak? <input type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Other: Please specify _____

SECTION B – Work Experience and Education continued

Formal Instruction

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?
 No Yes

SECTION C – Fees, Payment and Correspondence Information

Trade Equivalency Assessment Fees

	Type of Trade Equivalency Application	Applicable Fee
Type 1	Authorizing certificate granted by another province or territory (eg. Red Seal, Reciprocal) including Department of National Defence (QL5) qualifications	\$25 + HST = \$28.25
Type 2	Verification of other qualifications and or experience obtained within or outside Ontario (Trade Equivalency Assessment)	\$200 + HST = \$226
Type 3	Verification of qualifications and/or experience in a language other than English or French	\$100 + HST = \$113 (this fee if applicable is in addition to the assessment fee)

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

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

Type of payment

Type 1: Reciprocal
\$25 + HST = \$28.25

Type 2: Trade Equivalency Assessment
\$200 + HST = \$226

Type 3: Verification of qualifications/experience in a language other than English or French (if applicable)
\$100 + HST = \$113

I am attaching a cheque or money order to cover fees

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

Credit Card Payment Type:

Visa

MasterCard

American Express

Credit Card Number:

Expiry Date:

/ /
(mm/yyyy)

Print Cardholder's Last Name:

First Name:

Signature of Cardholder:

Date Signed:

/ /
(mm/dd/yyyy)

Membership Correspondence

As an Ontario College of Trades (the College) member, you have the right to have your statements, receipts and communications provided or made available to you through one of the following methods: electronically through email or paper via postal delivery. By default the College will communicate all statements, receipts and communications electronically when an email address is provided. At any time you may change the delivery method of your statements, receipts and communications by logging into your member account through our online portal or by contacting our Client Services Department at 1 (855) 299-0028.

By checking this box, I hereby request that the College of Trades send my statements and receipts by postal mail rather than e-mail.

SECTION D – Declaration, Consent and Membership Questions

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)

Completing the Trade Equivalency Assessment and Membership Application

Section A – Applicant Identification

All applicants are required to complete this section.

PERSONAL INFORMATION

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

- First, middle and last name: please enter your name exactly as it is shown on your official government identification
- Date of Birth
- Your College membership identification number, if you already hold membership in the College for another trade or class
- Gender (optional)
- Preferred language of correspondence
- Primary contact information
- The name and code of the trade you are applying for. A list of trade names and codes are included in the Trade Equivalency Assessment Guide under “Trades in Ontario”
- Details on any apprenticeship or registered training agreement you have held in Ontario.

TRADE CREDENTIAL INFORMATION

1. Provincial and Red Seal

This section is only for applicants who hold a C of Q from another Canadian province or territory, and who wish to work in Ontario. Once you have completed this section, skip to Section C – Fees, Payment and Correspondence Information

2. Department of National Defence QL5 Trade Credentials

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.

3. Non-Canadian Jurisdiction

If you have trade experience from outside Canada, please indicate your trade and any certification information you may have.

Section B – Work Experience and Education

All applicants **except those applying with a Red Seal or authorizing certificate from another Canadian province or territory** are required to complete this section.

Include as much information as possible relating to your previous employment and training. If you require more space, please attach additional pages. An application submitted without supporting documents will be returned as incomplete.

Section C – Fees, Payment and Correspondence Information

All applicants are required to complete this section. Please include payment with your application.

Section D – Declarations, Consent and Membership Questions

All applicants are required to complete this section.

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.

All applicants must answer the four membership questions prior to submitting this application.

Submission of Trade Equivalency Assessment and Membership Application

Please sign and date the application. Completed Trade Equivalency Assessment and Membership Applications **with supporting documentation** can be dropped off at the College, forwarded by mail, courier, fax (1-866-398-0368) or sent electronically to: TEA-APP@collegeoftrades.ca