

Trade Equivalency Assessment Application Form

This form is for experienced tradespeople who have not completed an Ontario apprenticeship but have equivalent qualifications or experience in a trade, and who want to attempt the certifying examination required to obtain an Ontario Certificate of Qualification.

For instructions on completing this application, review the [Trade Equivalency Assessment Application Guide](#), available online at skilledtradesontario.ca/experienced-workers/trade-equivalency-assessment.

Section A – Applicant Information

First name		Middle name or initial	Last name	
Date of birth (mm-dd-yyyy)	Gender	Preferred language English French		Account # (if applicable)
Cellular telephone number		Home telephone number		Business telephone number
Email address			Rural route/PO box	
Street number	Street name			Unit number
City/town		Province	Postal code	Country
Ontario trade in which you are applying				
Trade name in Ontario				Trade code

* for Ontario trade names and trade codes, see [Appendix B—Trade-Specific Requirements](#)

Do you have, or have you had, a registered training agreement in the above trade in Ontario?		
Yes	Contract or training agreement number	Certificate of Apprenticeship # (if completed)
No		
Do you hold a Canadian Forces Trade Qualification with a QL5/DL2 rating in a matched trade? *		
Yes	Canadian Forces trade name	Service Number (SN)
No		

* If yes attach a copy of your Member's Personnel Record Resume and do not complete Section B of this form. For Ontario-Canadian Forces trade matches, see the [Canadian Forces](#) section of Skilled Trades Ontario's website.

Section B – Requirements

Evidence of on-the-job experience and trade skills (see Requirements and Appendix B)			
#1	Reference name	Verification form attached* Verification letter attached	
Business name		Email address	
Phone number	Reference's preferred language	Work start date	Work end date
Relationship between applicant and reference			
#2	Reference name	Verification form attached* Verification letter attached	
Business name		Email address	
Phone number	Reference's preferred language	Work start date	Work end date
Relationship between applicant and reference			
#3	Reference name	Verification form attached* Verification letter attached	
Business name		Email address	
Phone number	Reference's preferred language	Work start date	Work end date
Relationship between applicant and reference			

* Download [Appendix D—Work Experience Verification Form](#) and provide a copy to each reference.

List any additional required documentation attached to your application
<p>You must ensure you include all required documentation. Incomplete applications will not be approved. See Requirements and Appendix B of the <i>Application Guide</i> for the requirements for your trade.</p>

Section C – Declaration and Consent

Collection of use of personal information

Information provided in or in connection with this application is collected, used, and disclosed under the authority of the *Building Opportunities in the Skilled Trades Act, 2021* (BOSTA), the Regulations under BOSTA, Skilled Trades Ontario's by-laws, and other applicable laws or regulations.

Declaration of accuracy of information provided

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

- I may be denied a Certificate of Qualification or Provisional Certification of Qualification;
- any Certificate of Qualification or Provisional Certificate of Qualification issued by Skilled Trades Ontario 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 *Building Opportunities in the Skilled Trades Act, 2021* (BOSTA), the Regulations under the BOSTA, and Skilled Trades Ontario's by-laws, which could result, if I am found guilty, in a range of penalties, including having the Registrar revoke, suspend or impose terms, conditions or limitations on any Certificate of Qualification or Provisional Certificate of Qualification which Skilled Trades Ontario may issue to me.

Consent

I consent that Skilled Trades Ontario 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 Skilled Trades Ontario may collect, use and disclose any information, documents or records provided in or in connection with this application, including personal information and confidential information, for the following purposes:

- verifying the information;
- assessing and processing this application;
- administering my file or membership with Skilled Trades Ontario;
- administering and enforcing the BOSTA, Regulations under BOSTA, and Skilled Trades Ontario's by-laws;
- conducting inspections or investigations;
- conducting policy analysis, evaluation and research related to apprenticeship and trades certification;
- any other purpose for which Skilled Trades Ontario requests your consent and to which you consent;
- as required or permitted by law.

Section C – Declaration and Consent (continued)

I consent that all information, documents or records requested by Skilled Trades Ontario for the above-noted purposes from other sources may be provided to Skilled Trades Ontario.

Skilled Trades Ontario collects, uses and discloses personal information in accordance with the *Freedom of Information and Protection of Privacy Act, 1990*, and sections 62 and 63 of *BOSTA*. The collection, use and disclosure of your personal information will be limited to only what is necessary for the purposes specified above.

Applicant signature	Date signed
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Important: attach a copy of photo identification that complies with the [Identification Requirements](#) otherwise your application will not be considered complete. Incomplete applications will not be assessed.

Section D – Fee Payment

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

Payment options:

Credit card

Call 647-847-3000 or 1-855-299-0028 (toll-free in Ontario). Do not email or mail credit card information.
or

Certified cheque or money order

Enter number and attach to application.

Certified cheque or money order number
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Notes:

- All payments to be made to the 'Skilled Trades Ontario'.
- Fees are in Canadian dollars and are subject to change.
- A separate assessment fee applies for each trade application.
- Examination and certification fees are not included.
- Canadian Forces veterans and reservists are exempt from application fees. If you are a Canadian Forces veteran/reservist, submit a completed [Canadian Forces Veteran/Reservist Fee Exemption Application Form](#) and do not include payment.