

ONTARIO COLLEGE OF TRADES
ORDRE DES MÉTIERS DE L'ONTARIO

Apprenticeship
Training Standard
Log Book

**Automotive
Painter**

410N

What Is This About?

The Apprenticeship Training Standard Log Book identifies all the skills associated with your trade in Ontario. It is written in statements that describe how you, the apprentice, must perform each skill in order to be considered competent in that skill.

Training As An Apprentice

- ✔ Notify Ministry of Training, Colleges and Universities (MTCU) staff **immediately** of any changes to contact information or training agreement, especially if you change sponsors.
- ✔ Review the Log Book regularly with your trainer and sponsor to track your progress.
- ✔ Keep an accurate record of the hours you work.
- ✔ Attend classroom training when it is offered.
- ✔ Apply for the financial incentives for which you are eligible.
- ✔ Pay your annual membership fee to the Ontario College of Trades and keep your membership in good standing.



Completing Your Log Book

There are two types of signatures required in your Log Book:

Skill Confirmation

You and your trainer sign off each required skill to confirm that you have demonstrated competency in that skill.

Skill Set Confirmation

After you and your trainer have signed off all the required skills in a skill set, **your sponsor** signs the signature box at the end of each skill set to confirm your competency in the skill set.

Shaded boxes in your Log Book mean the skills are optional and do not have to be confirmed by your trainer or sponsor. However, you are encouraged to complete them as part of your training.

Changing Sponsors

- ✔ Contact the MTCU immediately if you change sponsors as you will need to sign a new Registered Training Agreement.
- ✔ Record your original Sponsor's information in Sponsor Record #1 (the sponsor who has signed your initial Registered Training Agreement).



This document is the property of the apprentice named inside and represents the official record of your training. For information about completing your apprenticeship, see inside of back cover.



ONTARIO COLLEGE OF TRADES
ORDRE DES MÉTIERS DE L'ONTARIO

Apprentice Name: _____

Address: _____

Phone Number: _____

Email Address: _____

Trade: _____

Ministry of Training, Colleges and Universities Registered Training Agreement #:

OCOT Membership #:

This document is the property of the Apprentice named herein and represents the official record of their training.

If you have questions about the use of this Training Standard Log Book or about your Apprenticeship program, contact your Apprenticeship office (see Appendix D in this book) or the Employment Ontario hotline at: 1-800-387-5656.

You must become a member of the College of Trades Apprentices Class and maintain your membership in good standing while you complete your training. For more information on membership, please visit the College of Trades website at: collegeoftrades.ca

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Any updates to this publication are available on-line; to download this document in PDF format, please follow the link: collegeoftrades.ca.

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TERMS AND CONDITIONS AS PER REGISTERED TRAINING AGREEMENT

The Apprentice agrees:

- to inform the Ministry of Training, Colleges and Universities of any change to their contact information or change in sponsor within 7 days;
- to follow the Sponsor's and Trainer's lawful instructions and make every effort to acquire the skills identified in the Apprentice Training Standard Log Book (Log Book) for the Trade which is part of the apprenticeship program established by the Ontario College of Trades for the trade;
- to obtain written verification from the Sponsor and the Trainer(s) that the requirements in the Log Book for the trade have been met.

The Sponsor agrees:

- to ensure that the Apprentice is provided with the training required as part of the apprenticeship program established by the College of Trades for this trade;
- to ensure that the Trainer(s) verifies, in writing, when each skill identified in the Log Book for the trade has been successfully completed by the Apprentice;
- to review the progress of training with the Apprentice, and with the Trainer(s) where the Sponsor and the Trainer are not the same party.

RESOURCE	LINK
Red Seal Program	red-seal.ca
Ministry of Training, Colleges and Universities	tcu.gov.on.ca
Employment Ontario	tcu.gov.on.ca/eng/employmentontario.ca
Service Canada	servicecanada.gc.ca
Ontario College of Trades and Apprenticeship Act, 2009	<i>Ontario College of Trades and Apprenticeship Act, 2009</i>
Ontario Ministry of Labour – Health and Safety Partners	labour.gov.on.ca
College of Trades Appointments Council	cot-appointments.ca
Essential Skills Ontario	essentialskillsontario.ca
Exam Preparation Guide	collegeoftrades.ca

INTRODUCTION TO THE LOG BOOK

On April 8th, 2013, the Ontario College of Trades (College) became responsible for the development and maintenance of Log Books in the Province of Ontario.

Please refer to the College of Trades website for the most accurate and up-to-date information: collegeoftrades.ca

This Log Book is intended to be used by the Apprentice and Sponsor as an official record of training. The completion of this document is necessary to complete your apprenticeship and receive your Certification of Apprenticeship.

The Log Book identifies skills required for this trade and its related training program. It has been written in statements which describe how you, the Apprentice, must perform each skill in order to become competent in your trade.

The Trainer and Apprentice are required to sign off and date each skill after the Apprentice has proven competence in these skills. However, if a skill is shaded, it is optional and does not need to be signed off.

This on-the-job Log Book is a document issued to Apprentices who sign a Registered Training Agreement in the Province of Ontario. It is designed to record an Apprentice's acquired skills and time worked for the trade to which they are registered. This Log Book is developed by the Ontario College of Trades and used by the Ministry of Training, Colleges and Universities.

This Apprenticeship Training Standard for Auto Body & Collision Damage Repairer was developed in consultation with representatives from industry and may include members from a related Trade Board/Working Committees.

The information presented in this standard is, to the best of our knowledge, current at time of printing and is intended for general application.

ROLES AND RESPONSIBILITIES

Ontario College of Trades

Under the [Ontario College of Trades and Apprenticeship Act, 2009 \(OCTAA\)](#), the College of Trades is responsible for:

- Establishing and maintaining qualifications for membership;
- Issuing Certificates of Qualification and Statements of Membership;
- Maintaining a [Public Register](#) of members;
- Receiving and investigating complaints, and determining disciplinary action;
- Establishing Apprenticeship Programs, Training Standards and Scopes of Practice for each trade;
- Conducting Trade Equivalency Assessments;
- Determining Journeyperson-to-Apprentice ratios;
- Addressing compliance with legislation (OCTAA) and regulations; and,
- Promoting the skilled trades and conducting research.

For any matters related to your membership in the Apprentices class, you must contact the College of Trades directly at: (647) 847-3000 or toll free at: 1(855) 299-0028.

Ministry of Training, Colleges and Universities

Is responsible for:

- Registering Training Agreements;
- Approving which persons may provide apprenticeship training;
- Approving Training Delivery Agents;
- Issuing Certificates of Apprenticeship;
- Administering Certificate of Qualification examinations;
- Promoting skilled trades and apprenticeship;
- Conducting policy development, evaluation and research; and,
- Passing regulations.

For any matter related to your Registered Training Agreement or completing your apprenticeship, you must contact your Local Apprenticeship Office at the Ministry of Training, Colleges and Universities.

Roles and Responsibilities of the Apprentice

An Apprentice is an individual who has entered into an Registered Training Agreement with a Sponsor to receive training in a trade as part of an apprenticeship program established by the College of Trades.

As an Apprentice, you have certain roles and responsibilities to follow throughout your apprenticeship training:

Steps:

1. You must become a member of the College of Trades Apprentices Class and maintain your membership in good standing while you complete your training. For more information on membership, please visit the College of Trades website at: collegeoftrades.ca
2. As an Apprentice, you are responsible for completing skills or skill sets in this Log Book and ensuring that they are dated and signed by both you and your Trainer.
3. You must also ensure your Skill Set Completion Form is completed and signed by your current Sponsor once you have demonstrated competence in all the mandatory skills in this Log Book. Once this is done, we recommend you submit the Log Book to your local Ministry of Training, Colleges and Universities office.
4. You are responsible for informing the staff at your local Ministry of Training, Colleges and Universities office regarding changes to the following:
 - Your Sponsor's address;
 - Your name and address; and/or,
 - Your Sponsor, including starting employment with a new Sponsor.
5. You must present the Apprentice Completion Form (Please refer to Appendix B), once all unshaded skills and skill sets have been completed within this document, along with your authorized Log Book to your local Ministry of Training, Colleges and Universities office.

Roles and Responsibilities of Sponsors and Trainers

Log Books identify the on-the-job skills required for a trade and its related training program.

This Log Book has been written in concise statements which describe how well an Apprentice must perform each skill in order to become competent. Competence means being able to perform to the required standard.

By using this Log Book, Trainers will be able to ensure that the Apprentice is developing skills detailed for the trade.

Trainers and Apprentices are required to sign-off and date the skills following each successful acquisition.

The detailed content listed for each skill is not intended to represent an inclusive list; rather, it is included to illustrate the intended direction for the skill acquisition.

The Trainer must provide their signature based on their assessment and professional judgment that the apprentice is competent in the skills described above. The Trainer's signature is not a general warranty or guarantee of the apprentice's future conduct.

Sponsors participating in this training program will be designated as the Signing Authority and are required to attest to successful achievement by signing the appropriate box included at the end of each skill set.

SAFETY

Safe working procedures and conditions, accident prevention and the preservation of health are of primary importance for apprenticeship programs in Ontario. These responsibilities are shared and require the joint efforts of government, sponsors, employers, employees and the public. Therefore, it is imperative that all parties become aware of circumstances that may lead to injury or harm. Safe learning experiences and environments can be created by controlling the variables and behaviours that may contribute to or cause an accident or injury.

It is generally recognized that a safe attitude contributes to an accident free environment. Everyone will benefit as a result of a healthy attitude towards prevention of accidents.

A tradesperson is possibly exposed to more hazards than any other person in the work force and, therefore, should be familiar with and apply Occupational Health and Safety Act and Regulations dealing with personal safety and the personal safety rules applying to each task.

Legal and Administrative Aspects of Safety:

Accident prevention and the provisions of safe working conditions are the responsibilities of an employer and employee.

Employer's Responsibilities - The employer is responsible for:

- Providing and maintaining safety equipment and protective devices;
- Ensuring proper safe work clothing is worn;
- Enforcing safe working procedures;
- Providing safeguards for machinery, equipment and tools;
- Observing all accident prevention regulations; and,
- Training employees in the safe use and operation of equipment.

Employee's Responsibilities - The employee is responsible for:

- Working in accordance with the safety regulations pertaining to the job environment;
- Working in such a way as not to endanger themselves or fellow employees and the public.

Workplace Health and Safety's Responsibilities:

- Workplace Health and Safety (Ontario's Ministry of Labour) will conduct periodic inspections of the workplace to ensure that safety regulations for industry are being observed.

APPRENTICESHIP PROGRAM SUMMARY/GUIDELINES

AUTOMOTIVE PAINTER

The Scope of Practice for the trade of Automotive Painter is set out in Section 9 of Ontario Regulation 277/11 under OCTAA, 2009 and it includes the following:

1. Painting vehicles.
2. Preparing surfaces for painting by sanding then masking the work areas.
3. Treating different surfaces, such as steel, plastic and aluminium, to achieve durable, attractive finishes. O. Reg. 277/11, s. 9.

While the Log Book draws on the scope of practice regulation (Section 9 of Ontario Regulation 277/11 under OCTAA) the Training Standard does not purport to add to or modify the scope of practice as provided in regulation.

Program Guidelines

On-the-Job Training Duration (*for apprentices*)

Industry has identified **4560** hours as the duration necessary for any Apprentice to become competent in the skills required. There may be circumstances in which the duration varies from this guideline.

In-School Training Duration

Industry has identified **240** hours of in-school training as the duration necessary for an Apprentice to complete the in-school curriculum for this program.

Journeyman to Apprentice Ratio

While some of the trades regulated under OCTAA are subject to Journeyman to Apprentice ratios (ratios) set out in regulation, this trade is **not** one of them. Instead, industry has recommended a Journeyman to Apprentice ratio guideline of 1 Journeyman (or individuals who are deemed equivalent to a journeyman status) to 1 Apprentices as the ratio necessary for an Apprentice to be properly trained on the job in this program.

Program Requirements

Compulsory and Voluntary Classification

Regulations under OCTAA set out the regulated trades in Ontario and the classification of each trade as either “compulsory” or “voluntary.” The trade of Automotive Painter is voluntary.

Eligibility for Apprenticeship Program Completion

The Apprentice must:

- Achieve competency in all mandatory (unshaded) skills as identified in the Log Book
- Complete the in-school training as outlined in the industry and Ministry of Training, Colleges and Universities approved Curriculum Standard

It is the responsibility of an Apprentice to maintain a training record in the form of an Ontario College of Trades Apprenticeship Training Standard Log Book. The Sponsor and Trainer are required to sign-off when competencies in the trade are achieved.

ESSENTIAL SKILLS SUMMARY

Essential skills are needed for work, learning and life. They provide the foundation for learning all other skills and enable people to evolve with their jobs and adapt to workplace change. Through extensive research, the Government of Canada and other national and international agencies have identified and validated nine essential skills. These skills are used in nearly every occupation and throughout daily life in different ways.

A series of tools endorsed by the Canadian Council of Directors of Apprenticeship (CCDA) have been developed to support apprentices in their training and to be better prepared for a career in the trades. The tools can be used independently or with the assistance of a tradesperson, trainer, employer, teacher or mentor to:

- Understand how essential skills are used in the trades;
- Learn about individual essential skills strengths and areas for improvement, and,
- Improve essential skills and increase success in an apprenticeship program.

A link to the complete essential skills profile for Red Seal trades can be found at red-seal.ca.

TRAINING THE APPRENTICE

Tips for Apprentices

Remember, it takes time to learn. The following is a list of additional tips and tools to help make the most of your apprenticeship training:

- Practice safe work habits;
- Use your Apprenticeship Log Book as a journal to keep track of the skills you have achieved;
- Listen to the suggestions of your Trainer;
- Discuss your training needs with your Sponsor;
- Review your training plan with your Training Consultant, Trainer, or Sponsor;
- Ask your Trainer questions if you are unsure of any skill you need to perform or any tools or equipment you need to use to perform your duties;
- Show enthusiasm and develop good work habits; and,
- Upon demonstration of competency, ensure that you and your Trainer sign-off the individual skills. Once a 'set of skills' have been signed off, ensure your Sponsor signs off this area as well.

Sponsor

Sponsors are responsible for ensuring all terms are met as per the Registered Training Agreement. They are named on the Registered Training Agreement as the entity responsible for ensuring Apprentices receive the training required as part of an apprenticeship program. As a signatory to this agreement, they are designated as the 'Signing Authority' for the Apprentice's Skill Set Completion Form, and are required to attest to successful achievement by signing the appropriate box at the completion of each skill set.

Tips for Sponsors

- Select Trainers with good communication skills and who work well with others;
- Ensure that the Apprentice always works under the direction of or has access to a qualified Trainer;
- Encourage Trainers to take upgrading courses (e.g. Train the Trainer, Mentor, Coach, etc.);
- Encourage safe work habits;
- Provide time for the Trainer to demonstrate skills to the apprentice;
- Provide opportunities and time for the Apprentice to learn the trade;
- Ensure that the Apprentice receives the varied on-the-job trade training experience outlined in this document;
- Set out clear expectations, and recognize good performance;
- Involve both the Apprentice and Trainer in developing the training plan and observe frequently;
- Provide constructive feedback and conduct regular performance reviews involving the Apprentice and Trainer;
- Use the Log Book as a monitoring tool and a part of regular performance evaluations; and,
- Complete the Skill Set Completion Form once the Apprentice has demonstrated competency in the skills.

Trainer

A Trainer is an individual who oversees the performance of a task and sets the workplace expectations and practices for the Apprentice. In compulsory trades, a Trainer must hold a valid Certificate of Qualification and be a member of the College of Trades Journeypersons Class.

In voluntary trades, a Trainer is an individual who holds one of the following:

- A valid Certificate of Qualification and is a member of the College of Trades Journeypersons Class; or,
- Holds a Statement of Membership in the College of Trades Tradespersons Class; or,
- Holds a Certificate of Qualification previously issued by Ministry of Training, Colleges and Universities; or,
- Holds a Certificate of Apprenticeship in the trade; or,
- Has completed both the workplace-based training (competencies and/or hours as applicable) and classroom training components of the trade's apprenticeship program; or,
- Has workplace experience equivalent to the apprenticeship program (eligible to apply to College membership in the Journeypersons or Tradespersons Classes) or has the skills outlined in the Log Book.

A classroom instructor is not permitted to sign-off the skills contained within this Log Book.

Tips for Trainers

Trainers are responsible for ensuring the Apprentice is developing the skills outlined in this document. Here is a list of tips and tools to help Trainers in their supervision of Apprentices:

- Demonstrate model safe work habits;
- Provide opportunities and time for the Apprentice to learn the trade;
- Treat Apprentices fairly and with respect;
- Review the Log Book with the Apprentice and develop a training plan;
- Set out clear expectations and recognize good performance;
- Ensure that the Apprentice receives on-the-job trade training experience as outlined in this document;
- Encourage and respond to all questions;
- Be patient;
- Explain, show and demonstrate the skill;
- Provide continuous feedback;
- Sign-off skills when your Apprentice demonstrates competency, and,
- Use the Log Book as a guide to evaluate competence in each skill area. By using the Log Book, Trainers will be able to ensure that the Apprentice is developing skills outlined in this document.

NOTICE OF COLLECTION OF PERSONAL INFORMATION

1. At any time during your apprenticeship training, you may be required to show this Log Book to the Ministry of Training, Colleges and Universities. You will be required to submit the signed Apprenticeship Completion form to the Ministry of Training, Colleges and Universities in order to complete your program. The Ministry of Training, Colleges and Universities will use your personal information to administer and finance Ontario's apprenticeship training system, including confirming your completion and issuing your Certificate of Apprenticeship.
2. The Ministry of Training, Colleges and Universities will disclose information about your program completion and your Certificate of Apprenticeship to the Ontario College of Trades, as it is necessary for the College of Trades to carry out its responsibilities.
3. Your personal information is collected, used and disclosed by the Ministry under the authority of the *Ontario College of Trades and Apprenticeship Act, 2009*.
4. Questions about the collection, use and disclosure of your personal information by the Ministry may be addressed to the:

Manager, Employment Ontario Contact Centre
Ministry of Training, Colleges and Universities
33 Bloor St. E, 2nd floor, Toronto, Ontario M7A 2S3
Toll-free: 1-800-387-5656; Toronto: 416-326-5656
TTY: 1-866-533-6339 or 416-325-4084.

COMPETENCY ANALYSIS PROFILE Automotive Painter – 410N
(All unshaded skill sets must be demonstrated/completed.)

SKILL SETS

SKILLS

<p>PROTECT SELF AND OTHERS</p> <p>U9021.0</p>	<p>Identify workplace environmental, health and safety hazards</p> <p>U9021.01</p>	<p>Take preventative action against workplace environmental, health, and safety hazards</p> <p>U9021.02</p>	<p>Handle, store, and recycle hazardous workplace materials</p> <p>U9021.03</p>	<p>Wear and maintain personal protective equipment (PPE)</p> <p>U9021.04</p>	<p>Comply with workplace-related legislation relating to occupational health, safety, environmental protection, and business and trade practices</p> <p>U9021.0</p>
	<p>Interpret and apply service-related safety information</p> <p>U9021.06</p>	<p>Practise good housekeeping in the workplace by applying fire hazard prevention methods</p> <p>U9021.07</p>	<p>Comply with Workplace Hazardous Materials Information System (WHMIS) guidelines</p> <p>U9021.08</p>		
<p>DETAIL INTERIOR AND EXTERIOR VEHICLE BODY AND COMPONENTS</p> <p>U9022.0</p>	<p>Perform a visual inspection of the condition of interior and exterior vehicle body and components</p> <p>U9022.01</p>	<p>Diagnose the condition of interior and exterior vehicle body and components</p> <p>U9022.02</p>	<p>Perform detailing of interior and exterior vehicle body and components</p> <p>U9022.03</p>	<p>Verify the detailing of interior and exterior vehicle body and components</p> <p>U9022.04</p>	
<p>PREPARE VEHICLE FOR REFINISHING</p> <p>U9023.0</p>	<p>Perform a visual inspection of all vehicle body parts and components for refinishing</p> <p>U9023.01</p>	<p>Diagnose the condition of all vehicle body parts and components for refinishing</p> <p>U9023.02</p>	<p>Prepare all vehicle body parts and components to be refinished</p> <p>U9023.03</p>	<p>Verify the preparation of all vehicle body parts and components to be refinished</p> <p>U9023.04</p>	
<p>REPAIR TRIM COMPONENTS AND HARDWARE</p> <p>U9024.0</p>	<p>Perform a visual inspection, identifying trim components and hardware</p> <p>U9024.01</p>	<p>Diagnose and troubleshoot trim components and hardware</p> <p>U9024.02</p>	<p>Repair or replace trim components and hardware</p> <p>U9024.03</p>	<p>Verify the repair or replacement of trim components and hardware</p> <p>U9024.04</p>	
<p>REFINISH VEHICLE BODIES, TRIM, AND COMPONENTS</p> <p>U9040.0</p>	<p>Perform a visual inspection of all repaired interior and exterior body parts for refinishing</p> <p>U9040.01</p>	<p>Diagnose and prepare any imperfections in the repaired interior and exterior body parts</p> <p>U9040.02</p>	<p>Refinish prepared interior and exterior body parts</p> <p>U9040.03</p>	<p>Verify the final finish and colour match of all interior and exterior body parts</p> <p>U9040.04</p>	

U9021 PROTECT SELF AND OTHERS**GENERAL PERFORMANCE OBJECTIVE**

Comply with occupational health and safety procedures by identifying potential workplace health and safety hazards; handling, storing, and disposing of hazardous materials; wearing and maintaining personal protective equipment; complying with workplace-related legislation; interpreting and applying service-related information; practising good housekeeping in the workplace; complying with the *Environmental Protection Act* and Workplace Hazardous Materials Information System (WHMIS) guidelines, according to the *Occupational Health and Safety Act*, manufacturers' specifications, recommendations, safety requirements, and government regulations.

SKILLS

U9021.01 Identify workplace environmental, health, and safety hazards, including excessive exhaust and explosive fumes, gas and alternate fuels, paint, primer, epoxy, urethanes, fillers and dust fumes, sand blasting, sound levels, undeployed air bags, sensors, welding fumes, and electrical and mechanical hazards (i.e., damaged or faulty air lines or inadequate ventilation), use and knowledge of fire suppression equipment so that the potential for personal injury and damage to equipment, vehicles, and the environment are minimized, according to manufacturers' recommendations, specifications, safety requirements, and government regulations.

(mm/dd/yy)	Journeyperson Signature	College of Trades Member I.D.#
(mm/dd/yy)	Apprentice Signature	College of Trades Member I.D.#

U9021.02 Take preventative action against workplace environmental, health, and safety hazards, including excessive exhaust and explosive fumes, gas and alternate fuels, paint, primer, epoxy, urethanes, fillers and dust fumes, sand blasting, sound levels, undeployed air bags, sensors, welding fumes, and electrical and mechanical hazards (i.e., damaged or faulty air lines or inadequate ventilation), use and knowledge of fire suppression equipment so that the potential for personal injury and damage to equipment, vehicles, and the environment are minimized, according to manufacturers' recommendations, specifications, safety requirements, and government regulations.

(mm/dd/yy)	Journeyperson Signature	College of Trades Member I.D.#
(mm/dd/yy)	Apprentice Signature	College of Trades Member I.D.#

U9021.03 Handle, store, and recycle hazardous workplace materials, including paint and primer materials, hardeners, solvents, antifreeze, new and used lubricants and fluids, brake and filler dust, battery acid, Freon, gases, undeployed air bags, and welding tanks, by using personal protective equipment and specified handling, storage, and recycling procedures, so that individuals are protected from injury and the environment from contamination, and safety procedures are followed, according to manufacturers’ recommendations, specifications, safety requirements, and government regulations.

(mm/dd/yy)	Journeyperson Signature	College of Trades Member I.D.#
(mm/dd/yy)	Apprentice Signature	College of Trades Member I.D.#

U9021.04 Wear and maintain personal protective equipment (PPE), including eye, ear, hand, respiratory, body, and foot protection, ensuring that the fit is correct and optimum protection is provided to the wearer for the specific task performed, according to *Occupational Health and Safety Act*, manufacturers’ recommendations, specifications, safety requirements, and government regulations.

(mm/dd/yy)	Journeyperson Signature	College of Trades Member I.D.#
(mm/dd/yy)	Apprentice Signature	College of Trades Member I.D.#

U9021.05 Comply with workplace-related legislation relating to occupational health, safety, environmental protection, and business and trade practices, including the *Occupational Health and Safety Act*, *Motive Vehicle Repair Act*, *Highway Traffic Act*, and *Environmental Protection Act*, by identifying the personal and legal liabilities of technicians and the employer when performing work estimates, repairing or replacing damaged parts, conducting vehicle safety and structural inspections, and conducting road testing, according to manufacturers’ recommendations, specifications, safety requirements, and government regulations.

(mm/dd/yy)	Journeyperson Signature	College of Trades Member I.D.#
(mm/dd/yy)	Apprentice Signature	College of Trades Member I.D.#

U9021.06 Interpret and apply service-related safety information, including service bulletins, manuals, and parts catalogues, by accessing computerized service information systems, so that service or repair is performed according to manufacturers’ recommendations, specifications, safety requirements, and government regulations.

(mm/dd/yy)	Journeyperson Signature	College of Trades Member I.D.#
(mm/dd/yy)	Apprentice Signature	College of Trades Member I.D.#

U9021.07 Practice good housekeeping in the workplace by applying fire hazard prevention methods, including maintaining a clean and orderly work area; identifying, removing, and disposing of potential fire hazards; cleaning up grease, oil spills, and fluids; ensuring work area is free of obstructions; and safely using, storing, and maintaining tools and equipment to minimize accident or injury to self and others, according to manufacturers’ recommendations, specifications, safety requirements, and government regulations.

(mm/dd/yy)	Journeyperson Signature	College of Trades Member I.D.#
(mm/dd/yy)	Apprentice Signature	College of Trades Member I.D.#

U9021.08 Comply with Workplace Hazardous Materials Information System (WHMIS) guidelines, by reading and interpreting labels and Material Safety Data Sheets (MSDS) and ensuring training in WHMIS regulations and practices, according to the *Occupational Health and Safety Act*, and manufacturers’ recommendations, specifications, safety requirements, and government regulations.

(mm/dd/yy)	Journeyperson Signature	College of Trades Member I.D.#
(mm/dd/yy)	Apprentice Signature	College of Trades Member I.D.#

SPONSOR CONFIRMATION FOR U9021: PROTECT SELF AND OTHERS		
Date Completed (mm/dd/yy)	Sponsor Name (Print)	Sponsor Signature

U9022.0 DETAIL INTERIOR AND EXTERIOR VEHICLE BODY AND COMPONENTS**GENERAL PERFORMANCE OBJECTIVE**

Detail the interior and exterior vehicle body and components by performing a visual inspection and diagnosing and verifying the detailing performance according to manufacturers' recommendations, specifications, safety requirements, and government regulations.

SKILLS

U9022.01 Perform a visual inspection of the condition of interior and exterior vehicle body and components, including trim, upholstery, carpet, trunk and engine compartment, exterior trim, wheels, stripes, decals, mouldings and glass, paint finish, underbody, and fasteners and mounting locations, by checking for staining, discolouration, mould growth, bacteria and other biological substances, dirt, glass fragments, odours, overspray, undercoating, paint imperfections, chemical discoloration, rail dust, environmental contamination, and loose, damaged, and missing components, according to manufacturers' recommendations, specifications, safety requirements, and government regulations.

(mm/dd/yy)	Journeyperson Signature	College of Trades Member I.D.#
(mm/dd/yy)	Apprentice Signature	College of Trades Member I.D.#

U9022.02 Diagnose the condition of interior and exterior vehicle body and components, including trim, upholstery, carpet, trunk and engine compartment, exterior trim, wheels, stripes, decals, mouldings and glass, paint finish, underbody, and fasteners and mounting locations, by visually inspecting, testing, and analysing performance and function; checking for types of stains, discolouration, mould growth, bacteria and biological substances, odours chemical and environmental contamination, and loose, damaged, and missing components; and using magnifying devices, lights, wipes, and chemical agents, according to manufacturers' recommendations, specifications, safety requirements, and government regulations.

(mm/dd/yy)	Journeyperson Signature	College of Trades Member I.D.#
(mm/dd/yy)	Apprentice Signature	College of Trades Member I.D.#

U9022.03 Perform detailing of interior and exterior vehicle body and components, including trim, upholstery, carpet, trunk and engine compartment, exterior trim, wheels, stripes, decals, mouldings and glass, paint finish, underbody, and fasteners and mounting locations, by vacuuming, shampooing, and stain removing; disinfecting, deodorizing, buffing, and washing; and using chemical agents, air, hand, power and specialized tools and equipment, according to manufacturers’ recommendations, specifications, safety requirements, and government regulations.

(mm/dd/yy)	Journeyman Signature	College of Trades Member I.D.#
(mm/dd/yy)	Apprentice Signature	College of Trades Member I.D.#

U9022.04 Verify the detailing of interior and exterior vehicle body and components, including trim, upholstery, carpet, trunk and engine compartment, exterior trim, wheels, stripes, decals, mouldings and glass, paint finish, underbody, and fasteners and mounting locations, by visually inspecting, testing, and analysing performance and function of detailing methods and materials; and using lighting and wipes, according to manufacturers’ recommendations, specifications, safety requirements, and government regulations.

(mm/dd/yy)	Journeyman Signature	College of Trades Member I.D.#
(mm/dd/yy)	Apprentice Signature	College of Trades Member I.D.#

SPONSOR CONFIRMATION FOR U9022: DETAIL INTERIOR AND EXTERIOR VEHICLE BODY AND COMPONENT		
Date Completed (mm/dd/yy)	Sponsor Name (Print)	Sponsor Signature

U9023.0 PREPARE VEHICLE FOR REFINISHING**GENERAL PERFORMANCE OBJECTIVE**

Diagnose the condition of and prepare all vehicle body parts and components for refinishing, by visually inspecting and diagnosing the condition; applying protective masking; preparing the areas for the appropriate finish; and verifying the paint types and colour identification codes, according to manufacturers' recommendations, specifications, safety requirements, and government regulations.

SKILLS

U9023.01 Perform a visual inspection of all vehicle body parts and components for refinishing, by identifying the types, including, trim, bumpers, hoods, fenders, doors, roofs, quarter panels, trunks, floors, and structural panels; checking for scratches, delamination, swelling, oxidation, distortion, discoloration, and environmental damage, according to manufacturers' recommendations, specifications, safety requirements, and government regulations.

(mm/dd/yy)	Journeyperson Signature	College of Trades Member I.D.#
(mm/dd/yy)	Apprentice Signature	College of Trades Member I.D.#

U9023.02 Diagnose the condition of all vehicle body parts and components for refinishing, including, trim, bumpers, hoods, fenders, doors, roofs, quarter panels, trunks, floors, and structural panels, by visually inspecting, testing, and analysing performance and function; checking for paint types, colour identification codes, paint thickness, and type of body material; and using paint gauge and proper lighting, according to manufacturers' recommendations, specifications, safety requirements, and government regulations.

(mm/dd/yy)	Journeyperson Signature	College of Trades Member I.D.#
(mm/dd/yy)	Apprentice Signature	College of Trades Member I.D.#

U9023.03 Prepare all vehicle body parts and components to be refinished, including, trim, bumpers, hoods, fenders, doors, roofs, quarter panels, trunks, floors, and structural panels, by removing necessary trim, hardware, pinstriping, and decals; protecting non-affected areas; washing with detergent and chemicals; stripping and sanding; applying specified ground coats; resanding and cleaning; and apply final masking; and using hand, power, and specialized tools; spray guns; wipes; masking, sanding, and stripping materials; and primers and ground coats, according to manufacturers’ recommendations, specifications, safety requirements, and government regulations.

(mm/dd/yy)	Journeyperson Signature	College of Trades Member I.D.#
(mm/dd/yy)	Apprentice Signature	College of Trades Member I.D.#

U9023.04 Verify the preparation of all vehicle body parts and components to be refinished, including trim, bumpers, hoods, fenders, doors, roofs, quarter panels, trunk lids, floors, and structural panels, by visually inspecting, testing, and analysing readiness for refinishing; and verifying the paint types and colour identification codes, according to manufacturers’ recommendations, specifications, safety requirements, and government regulations.

(mm/dd/yy)	Journeyperson Signature	College of Trades Member I.D.#
(mm/dd/yy)	Apprentice Signature	College of Trades Member I.D.#

SPONSOR CONFIRMATION FOR U9023: PREPARE VEHICLE FOR REFINISHING		
Date Completed (mm/dd/yy)	Sponsor Name (Print)	Sponsor Signature

U9024.0 REPAIR TRIM COMPONENTS AND HARDWARE

GENERAL PERFORMANCE OBJECTIVE

Repair and or replace trim components and hardware by visually inspecting, diagnosing, troubleshooting, repairing, and verifying the repair or replacement of trim components and hardware, according to manufacturers’ recommendations, specifications, safety requirements, and government regulations.

SKILLS

U9024.01 Perform a visual inspection, identifying trim components and hardware, including exterior and interior trim, panels, handles, hinges, locks, latches, weather stripping, dashboard assemblies, headliners, all windows and glass, wheel covers and alloy wheels, bumper covers, windshield wiper assemblies, mirrors, sunroof, roof racks, convertible tops and related components, lighting and lighting trim assemblies, steps, handholds, floor coverings, seats, seat belts, switches, and fasteners and mounting locations, by checking for alignment, damage, wear, corrosion, distortion, fractures, burns, stains, noises, leaks, vibration, and missing components, according to manufacturers’ recommendations, specifications, safety requirements, and government regulations.

(mm/dd/yy)	Journeyman Signature	College of Trades Member I.D.#
(mm/dd/yy)	Apprentice Signature	College of Trades Member I.D.#

U9024.02 Diagnose and troubleshoot trim components and hardware, including exterior and interior trim, panels, handles, hinges, locks, latches, weather stripping, dashboard assemblies, headliners, all windows and glass, wheel covers and alloy wheels, bumper covers, windshield wiper assemblies, mirrors, sunroof, roof racks, convertible tops and related components, lighting and lighting trim assemblies, steps, handholds, floor coverings, seats, seat belts, switches, and fasteners and mounting locations, by visually inspecting, testing, and analysing performance and function; checking for alignment, damage, wear, corrosion, distortion, fractures, burns, stains, noise, leaks, vibration, and missing components; and using hand, power, specialized, precision, and electronic service tools, lifting devices, and safety stands, according to manufacturers’ recommendations, specifications, safety requirements, and government regulations.

(mm/dd/yy)	Journeyman Signature	College of Trades Member I.D.#
(mm/dd/yy)	Apprentice Signature	College of Trades Member I.D.#

U9024.03 Repair or replace trim components and hardware, including exterior and interior trim, panels, handles, hinges, locks, latches, weather stripping, dashboard assemblies, headliners, all windows and glass, wheel covers and alloy wheels, bumper covers, windshield wiper assemblies, mirrors, sunroof, roof racks, convertible tops and related components, lighting and lighting trim assemblies, steps, handholds, floor coverings, seats, seat belts, switches, and fasteners and mounting locations, by reconstructing, replacing, fitting, and cleaning; using hand, power, specialized, precision, and electronic service tools, lifting devices, and safety stands, according to manufacturers’ recommendations, specifications, safety requirements, and government regulations.

(mm/dd/yy)	Journeyperson Signature	College of Trades Member I.D.#
(mm/dd/yy)	Apprentice Signature	College of Trades Member I.D.#

U9024.04 Verify the repair or replacement of trim components and hardware, including exterior and interior trim, panels, handles, hinges, locks, latches, weather stripping, dashboard assemblies, headliners, all windows and glass, wheel covers and alloy wheels, bumper covers, windshield wiper assemblies, mirrors, sunroof, roof racks, convertible tops and related components, lighting and lighting trim assemblies, steps, handholds, floor coverings, seats, seat belts, switches, and fasteners and mounting locations, by visually inspecting, testing, and analysing performance and function; and using hand, power, specialized, precision, and electronic service tools, lifting devices, and safety stands, according to manufacturers’ recommendations, specifications, safety requirements, and government regulations.

(mm/dd/yy)	Journeyperson Signature	College of Trades Member I.D.#
(mm/dd/yy)	Apprentice Signature	College of Trades Member I.D.#

SPONSOR CONFIRMATION FOR U9024: REPAIR TRIM COMPONENTS AND HARDWARE		
Date Completed (mm/dd/yy)	Sponsor Name (Print)	Sponsor Signature

U9040.0 REFINISH VEHICLE BODIES, TRIM, AND COMPONENTS**GENERAL PERFORMANCE OBJECTIVE**

Refinish prepared interior and exterior of vehicle body parts and components by visually inspecting, troubleshooting, and diagnosing the prepared interior and exterior body parts; identifying paint types and colour identification codes; performing refinishing procedures; and verifying the finish and colour match according to manufacturer's recommendations, specifications, and safety requirements.

SKILLS

U9040.01 Perform a visual inspection of repaired interior and exterior body parts for refinishing, including dashes, trims, bumpers, hoods, fenders, doors, roofs, quarter panels, trunks, floors, and structural panels, by checking for scratches, checking, swelling, pinholes, runs, rough edges, masking, colour match, paint types, and colour identification codes, according to manufacturers' recommendations, specifications, and safety requirements.

(mm/dd/yy)	Journeyperson Signature	College of Trades Member I.D.#
(mm/dd/yy)	Apprentice Signature	College of Trades Member I.D.#

U9040.02 Diagnose and prepare imperfections in the repaired interior and exterior body parts, including dashes, trims, bumpers, hoods, fenders, doors, roofs, quarter panels, trunks, floors, and structural panels, by checking for scratches, checking, swelling, pinholes, rough edges, masking, and colour match; and using hand and specialized tools, spray guns, degreasers, wipes, masking, sanding, primers, and ground coats, according to manufacturers' recommendations, specifications, and safety requirements.

(mm/dd/yy)	Journeyperson Signature	College of Trades Member I.D.#
(mm/dd/yy)	Apprentice Signature	College of Trades Member I.D.#

U6059.03 Refinish prepared interior and exterior body parts, including dashes, trims, bumpers, hoods, fenders, doors, roofs, quarter panels, trunks, floors, and structural panels, by mixing paint colours and clear coats with reducers and/or hardeners; applying paint colours and clear coats to surfaces; checking and adjusting spray booth environment, atomization, and pattern and flow of spray equipment; and using spray booth, spray guns, air hoses, personal safety equipment, ventilated mixing area, gun-cleaning equipment, and solvent recyclers, according to environmental, manufacturers’ recommendations, specifications, safety requirements, and government regulations.

(mm/dd/yy)	Journeyperson Signature	College of Trades Member I.D.#
(mm/dd/yy)	Apprentice Signature	College of Trades Member I.D.#

U9040.04 Verify the final finish and colour match of interior and exterior body parts, including dashes, trims, bumpers, hoods, fenders, doors, roofs, quarter panels, trunks, floors, and structural panels, by checking for colour match, runs, sags, dust, gloss, texture, coverage, uniformity, fisheyes, orange peel, overspray, and dry spots; removing masking materials; reinstalling or replacing trim, hardware, pinstriping, and decals; performing required detail cleaning; and using lighting, visual check, solvents and compounds, run shavers, sanding and cleaning materials, hand, power, and specialized tools, and fasteners and mounting locations, according to manufacturers’ recommendations, specifications, safety requirements, and government regulations.

(mm/dd/yy)	Journeyperson Signature	College of Trades Member I.D.#
(mm/dd/yy)	Apprentice Signature	College of Trades Member I.D.#

SPONSOR CONFIRMATION FOR U9040: REFINISH VEHICLE BODIES, TRIM, AND COMPONENTS

Date Completed (mm/dd/yy)	Sponsor Name (Print)	Sponsor Signature
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DEFINITIONS

Apprentices Class

Individuals in this class:

- Hold one or more valid Registered Training Agreements with the Ministry of Training, Colleges and Universities in either compulsory or voluntary trades;
- Hold a valid statement of membership with the Ontario College of Trades in the Apprenticeship class;
- Are subject to any ratios or wage rates that have been set out in regulation for their trade(s);
- Can remain in this class until they receive their Certificate of Apprenticeship;
- Can hold themselves out as Apprentices.

Certificate of Apprenticeship (C of A)

A certificate issued by the Minister of Training, Colleges and Universities to individuals who have demonstrated that they have completed an apprenticeship program in Ontario.

Certificate of Qualification (C of Q)

A certificate issued by the Registrar on behalf of the College of Trades to a Journeyperson. A Certificate of Qualification will serve as proof of having met any testing/program requirements and membership in the College's Journeypersons Class.

Competence

The ability of an individual to perform a skill repeatedly and without assistance in the workplace as set out in the Log Book.

Competency Analysis Profile (CAP Chart)

A chart that identifies the training needs of an individual trade and details the skills/skill sets that must be demonstrated during an apprenticeship program.

Competent Person

A competent person is defined by the *Occupational Health and Safety Act* as being a person who:

- Is qualified because of their knowledge, training and experience to organize the work and its performance;
- Is familiar with the Occupational Health and Safety Act and its regulations that apply to the work; and has knowledge of any potential or actual danger to health or safety in the workplace.

Competent Worker

A competent worker is defined by the *Occupational Health and Safety Act* as being a person who:

- Is qualified because of knowledge, training and experience to perform the work;
- Is familiar with the *Occupational Health and Safety Act* and with the provisions of the regulations that apply to the work; and
- Has knowledge of all potential or actual danger to health or safety in the work.

Sponsor

Means a person that has entered into a Registered Training Agreement under which the person is required to ensure that an individual is provided with workplace-based training in a trade as part of an apprenticeship program established by the College of Trades.

Sponsor of Record

Refers to the Sponsor documented as being signatory to the current training agreement or contract. In order for a Sponsor to be considered for the training of Apprentices, they must identify that the workplace has qualified Journeypersons or the equivalent on site, and can identify that the workplace has the tools, equipment, materials, and processes which have been identified by the Industry representatives for the trade.

Incompetence

According to the *Ontario College of Trades and Apprenticeship Act, 2009*, a member of the College of Trades may be found to be incompetent by the College Of Trades Discipline Committee if the Committee feels that the member has displayed a lack of knowledge, skill or disregard for another person's welfare while practising their trade. If this happens, the individual may be found unfit to practise their trade and their Statement of Membership/Certificate of Qualification may be revoked, suspended, or be subject to terms, conditions or limitations.

Journeyperson

Compulsory Trades Journeyperson:

- Someone who holds a valid Certificate of Qualification in the trade and who is a member in good standing of the College of Trades Journeypersons Class for the same trade; or
- Someone who holds a valid Provisional Certificate of Qualification in the trade and who is a member in good standing of the College of Trades Journeypersons Class for the same trade.

Voluntary Trades Journeyperson:

- Someone who holds a valid Certificate of Qualification in the trade and who is a member in good standing of the College of Trades Journeypersons Class for the same trade; or
- Someone who holds a Certificate of Qualification in the trade that was issued by the Ministry of Training, Colleges and Universities prior to April 8, 2013 (membership in the College of Trades is not required in this scenario).

Journeyperson Candidates Class

An individual who has completed an Ontario apprenticeship program (Certificate of Apprenticeship) in a voluntary or compulsory trade that has a Certificate of Qualification examination, but has not passed the Certificate of Qualification examination for their trade. There is a maximum time limit of one year to remain in the Journeyperson Candidates Class. Individuals in this class:

- are subject to any ratios and/or wage rates that have been set out for their trade(s), if they practise a compulsory trade.
- Can continue to work legally in their trade if they are in a compulsory trade, as they prepare to write their examination (individuals in voluntary trades do not have to be members of the College of Trades to work legally); and can hold themselves out as Journeyperson Candidates (they are neither Apprentices nor Journeypersons).
- Can remain in this class for a maximum of one year or until they pass the Certificate of Qualification exam and become members of the Journeypersons class. However, they can only remain in this class for a maximum of one year. After one year they can move into the Tradespersons Class if they are in a voluntary trade. If they are in a compulsory trade and have been in the Journeyperson Candidates Class for one year, they can no longer work legally in that trade until they pass the Certificate of Qualification examination.

Mandatory Skill

Status assigned to unshaded individual skills, skill sets or general performance objectives which must be signed off for the Apprentice to complete their program.

OCTAA

Ontario College of Trades and Apprenticeship Act, 2009

Optional Skill

Status assigned to shaded individual skills, skills sets or general performance objectives for which sign-off is not required for the Apprentice to complete the program.

Ratios

For up to date information regarding Journeyperson to Apprentice ratios, please visit:

collegeoftrades.ca

Red Seal Program

The Interprovincial Standards Red Seal Program (also known as the Red Seal Program) was established more than 50 years ago to provide greater mobility across Canada for skilled workers and represents a standard of excellence for industry. Through the program, individuals are able to obtain a Red Seal endorsement on their provincial/territorial certificates by successfully completing an interprovincial Red Seal examination. The Interprovincial Standards Red Seal Program acknowledges their competence and ensures recognition of their certification throughout Canada without further examination. There are currently over 50 Red Seal designated trades. The Red Seal Program is recognized as the interprovincial *standard of excellence* in the skilled trades. The Interprovincial Standards Red Seal Program is a partnership between the Government of Canada, the Provinces, the Territories and various stakeholders.

Sign-off

Signature of the Sponsor of record, or an individual to whom that Sponsor has delegated signing authority, (e.g. Trainer) indicating an Apprentice's demonstration of competence.

Skill

Individual skill described in the Log Book (note: does not mean the larger skill groups referred to in the Log Book as Skill Sets, Training Units, or General Performance Objectives, but the individual skills that make up those groups).

Skill Sets

Group of individual skills found in the Log Book (may also be called Training Unit or General Performance Objective).

Skill Set Completion for Sponsors

Listing for all skill sets and includes space for sign-off by Sponsor of record.

Supervisor

An individual who oversees the performance of a task and oversees the actions or work of others.

Trade Board

Under the *Ontario College of Trades and Apprenticeship Act, 2009*, the [College of Trades Appointments Council](#) (COTAC) may appoint a Trade Board for each designated trade, composed of Employee and Employer representatives from the industry. Trade Boards are responsible for advising and making recommendations to the College of Trades Divisional Boards on issues relating to their trade. When there is no appointed trade board for a trade, the respective sector Divisional Board will act as the default Trade Board for the trade.

Tradespersons Class

A Class of Membership for individuals who practise in a voluntary trade which may or may not have a Certificate of Qualification examination.

Individuals in this class:

Have been members of the Journeyperson Candidates Class or are not eligible for Journeyperson Candidates Class and have been assessed to have experience and/or qualifications that are equivalent to a Certificate of Apprenticeship in that trade

- Are preparing to write/have no plans to write/have not passed the available Certificate of Qualification exam for their trade(s);
- Can remain in this class indefinitely or until they pass the available Certificate of Qualification exam for their trade(s); and
- Can hold themselves out as tradespersons (they are neither apprentices nor journeypersons).

Note: Individuals in the Tradespersons Class are considered Journeypersons for the purpose of determining ratios for that trade.

Trainer

A qualified Trainer in a compulsory trade is a Journeyperson with a Certificate of Qualification. In a voluntary trade, a Trainer is an individual who is considered equivalent to a Journeyperson with a Certificate of Qualification.

READY TO WRITE YOUR EXAM?

Many of the skilled trades in Ontario have a final certification examination that you must pass to become certified in your trade. Passing the examination gives you the right to join the Journeypersons class of members at the Ontario College of Trades and receive a Certificate of Qualification in your trade.

There are two types of trade certification examinations in Ontario:

1. Provincial (Ontario) examinations - which lead to a Certificate of Qualification.
2. Red Seal examinations – which lead to a Certificate of Qualification with an Interprovincial Red Seal endorsement.

If a trade is designated as Red Seal in Ontario, you will be writing the Red Seal examination. To access the Red Seal preparation guide please visit: red-seal.ca

You will write an Ontario-only examination when your trade is not designated as Red Seal trade in Ontario.

Ontario's Exam Preparation Guide

collegeoftrades.ca

Basic Examination Details for You to Know

You will have **up to four hours to write your examination**. If you need more time, you must ask for it when you schedule the examination, not on the day of your examination. You can leave the examination centre if you complete the examination in less than four hours.

You need a mark of 70% to pass.

Exam questions are multiple choice with four options from which you must choose the correct answer. Your examination may have between 90 and 150 multiple choice questions.

Scheduling Your Examination

The examination scheduling process is currently outlined in detail on the College of Trades website: collegeoftrades.ca

Remember these 3 basic steps:

1. Confirm your eligibility to write the examination with the College of Trades.
2. Contact Client Services at the College of Trades to pay your examination fee.
3. Contact the local Ministry apprenticeship office to schedule your examination in their examination centre: <http://services.findhelp.ca/eo/tcu/appoff>

INSTRUCTIONS FOR RECORDING A CHANGE IN SPONSOR

1. Record your first sponsor's information in Sponsor Record #1 – this would be the sponsor who has signed your initial apprenticeship Training Agreement for this trade.
2. If you do change sponsors prior to completing this apprenticeship, please contact your local Ministry of Training, Colleges and Universities Apprenticeship Office immediately to update your sponsor record.
3. Please make sure you do record all of the information regarding any additional sponsors of record towards your apprenticeship using the Sponsor Records on the following pages (if applicable).

You must fill out a CHANGE OF SPONSOR RECORD each time you change your sponsor.

SPONSOR RECORD #1

SPONSOR INFORMATION	
Apprentice Name	
Registered Training Agreement #	
Sponsor Name	
Address	
Telephone	
E-mail Address	

SUMMARY OF TRAINING	
Employment Start Date	
Employment End Date	
Total hours of training & instruction between dates of employment.	
Skill Sets Completed (e.g. UXXXX)	

As the Sponsor, I hereby confirm that the above information is true and accurate to the best of my knowledge.

Signature: _____ Date: (mm/dd/yy) _____

The Sponsor is required to sign off and date the skills after the Apprentice has proven competence in those skills. However, if a skill is shaded, it is optional and does not need to be signed off.

****If you need additional copies of the Sponsor Record, please photocopy as needed or visit collegeoftrades.ca and search Sponsor Record Form.***

CHANGE OF SPONSOR RECORD #2

SPONSOR INFORMATION	
Apprentice Name	
Registered Training Agreement #	
Sponsor Name	
Address	
Telephone	
E-mail Address	

SUMMARY OF TRAINING	
Employment Start Date	
Employment End Date	
Total hours of training & instruction between dates of employment.	
Skill Sets Completed (e.g. UXXXX)	

As the Sponsor, I hereby confirm that the above information is true and accurate to the best of my knowledge.

Signature: _____ Date: (mm/dd/yy) _____

The Sponsor is required to sign off and date the skills after the Apprentice has proven competence in those skills. However, if a skill is shaded, it is optional and does not need to be signed off.

****If you need additional copies of the Sponsor Record, please photocopy as needed or visit collegeoftrades.ca and search Sponsor Record Form.***

CHANGE OF SPONSOR RECORD #3

SPONSOR INFORMATION	
Apprentice Name	
Registered Training Agreement #	
Sponsor Name	
Address	
Telephone	
E-mail Address	
SUMMARY OF TRAINING	
Employment Start Date	
Employment End Date	
Total hours of training & instruction between dates of employment.	
Skill Sets Completed (e.g. UXXXX)	

As the Sponsor, I hereby confirm that the above information is true and accurate to the best of my knowledge.

Signature: _____ Date: (mm/dd/yy) _____

The Sponsor is required to sign off and date the skills after the Apprentice has proven competence in those skills. However, if a skill is shaded, it is optional and does not need to be signed off.

****If you need additional copies of the Sponsor Record, please photocopy as needed or visit collegeoftrades.ca and search Sponsor Record Form.***

CHANGE OF SPONSOR RECORD #4

SPONSOR INFORMATION	
Apprentice Name	
Registered Training Agreement #	
Sponsor Name	
Address	
Telephone	
E-mail Address	
SUMMARY OF TRAINING	
Employment Start Date	
Employment End Date	
Total hours of training & instruction between dates of employment.	
Skill Sets Completed (e.g. UXXXX)	

As the Sponsor, I hereby confirm that the above information is true and accurate to the best of my knowledge.

Signature: _____ Date: (mm/dd/yy) _____

The Sponsor is required to sign off and date the skills after the Apprentice has proven competence in those skills. However, if a skill is shaded, it is optional and does not need to be signed off.

****If you need additional copies of the Sponsor Record, please photocopy as needed or visit collegeoftrades.ca and search Sponsor Record Form.***

INSTRUCTIONS FOR APPRENTICESHIP PROGRAM COMPLETION (Appendix A)

Once an Apprentice has completed all the classroom training and on-the-job hours specified for the trade, and has acquired all the mandatory skills included in this Log Book:

1. The Apprentice and the Sponsor complete the Apprentice Completion Form and the Skill Set Completion for Sponsors Form located on the following pages.
2. They sign the forms and submit them to their local Ministry of Training, Colleges and Universities apprenticeship office. To find the closest office, check the contact information at <http://services.findhelp.ca/eo/tcu/appoff> or call the *Employment Ontario* toll free number at (1-800-387-5656).
3. Since this trade is competency based, all mandatory skills in the Log Book must be signed off. If the Sponsor is completing the Apprentice before the industry recommended training hours are done, Ministry staff may request further information regarding the Apprentice's on-the-job training. An example of a request would be a letter from the Sponsor confirming the Apprentice worked for some time in the trade before the initial Training Agreement was registered, thereby acquiring some skills beforehand.

If Apprentices are submitting the completion request form and supporting documentation to their local Ministry of Training, Colleges and Universities apprenticeship office by mail, fax, or email (as a scanned document), they should not include their Log Book; if they are presenting this form in person at the local apprenticeship office, they should bring their Log Book with them.

After Ministry staff verifies all the information in the completion request, they may contact either the Apprentice or the Sponsor for further information or documentation. Once the completion has been confirmed, the Ministry will issue a Certificate of Apprenticeship to the Apprentice.

The Ontario College of Trades will receive notification of this completion, and complete the individual's membership in the Apprentices class for the trade. If the Apprentice has completed a program in a compulsory trade, the College of Trades will automatically register the Apprentice as a member of the Journeyman Candidates class so the Apprentice can continue to work legally for one year while preparing for the certification examination. If an apprentice completes their apprenticeship in a voluntary trade **and** there is no Certificate of Qualification exam, they can apply for membership in the Journeymen's Class at the Ontario College of Trades. If there is a Certificate of Qualification exam, they must write and pass the exam in order to enter the Journeymen's Class at the Ontario College of Trades.

For permission to schedule an exam once completion is confirmed by the Ministry, the individual must first contact the College of Trades Client Services Department at 647-847-3000 or toll free at 1-855-299-0028 to pay the certification examination fee.

APPRENTICE COMPLETION FORM (Appendix B)

Please fill out both sides of this form, including the Skill Set Completion for Sponsors (see back of form). Once both sides are completed, submit the form to your local Ministry of Training, Colleges and Universities apprenticeship office (find contact information at <http://services.findhelp.ca/eo/tcu/appoff> or by calling Employment Ontario at (1-800-387-5656).

APPRENTICE INFORMATION	
Name (print)	
Client ID # Issued by Ministry	
Telephone Number(s)	

SPONSOR INFORMATION	
Legal Name	
Address	
Telephone Number(s)	
Sponsor's Signing Authority (<i>print name</i>)	
E-mail Address	

PROGRAM INFORMATION			
Trade Name			
Number of hours required as per Training Agreement (<i>for hours-based trades only</i>)			
Hours completed? (<i>documentation attached</i>)	Yes ()	No ()	Not applicable ()
Classroom training completed or exempt?	Yes ()	No ()	Not applicable ()

I hereby confirm that the information submitted on both sides of this form is true and accurate.

X _____
Apprentice's signature Date

X _____
Signature of Sponsor's Signing Authority Date

**SKILL SET COMPLETION FOR SPONSORS (Appendix C)
AUTOMOTIVE PAINTER – 410N**

You will find the skill set numbers and titles in the Log Book’s Table of Contents. By signing off each skill set in the table below, you are providing final confirmation, as the Apprentice’s Sponsor, that the Apprentice has demonstrated competency in all the mandatory skills included in the skill set.

SKILL SET #	SKILL SET TITLE	SIGNING AUTHORITY SIGNATURE
U9021	PROTECT SELF AND OTHERS	
U9022	DETAIL INTERIOR AND EXTERIOR VEHICLE BODY AND COMPONENTS	
U9023	PREPARE VEHICLE FOR REFINISHING	
U9024	REPAIR TRIM COMPONENTS AND HARDWARE	
U9040	REFINISH VEHICLE BODIES, TRIM, AND COMPONENTS	

MINISTRY OF TRAINING, COLLEGES AND UNIVERSITIES USE ONLY:

Sponsor verified as most recent sponsor of record: Yes () No ()
 Documentation to support completion of hours attached: Yes () No ()
 Completion of classroom training verified: Yes () No ()

Staff Name _____ Signature _____ Date _____

**MINISTRY OF TRAINING, COLLEGES AND UNIVERSITIES
APPRENTICESHIP OFFICES IN ONTARIO (Appendix D)**

Location	Contact	Location	Contact
Barrie 705-737-1431	55 Cedar Pointe Dr Unit 609, Barrie, ON L4N 5R7	North Bay 705-495-8515	200 First Ave West, North Bay, ON P1B 3B9
Belleville 613-968-5558	135 North Front St, Belleville, ON K8P 3B5	Ottawa 613-731-7100	Preston Square, 347 Preston St 3rd Flr, Ottawa, ON K1S 3H8
Brantford 519-756-5197	505 Park Rd North Suite 201, Brantford, ON N3R 7K8	Owen Sound 519-376-5790	1450 1st Ave West Suite 100, Owen Sound, ON N4K 6W2
Chatham 519-354-2766	870 Richmond St West 1st Floor, Chatham, ON N7M 5J5	Pembroke 613-735-3911	615 Pembroke St East, Pembroke, ON K8A 3L7
Cornwall 613-938-9702	132 Second St East Ste 202, Cornwall, ON K6H 1Y4	Peterborough 705-745-1918	901 Lansdowne St West, Peterborough, ON K9J 1Z5
Dryden 807-223-4632	Provincial Government Building, 479 Government St, Dryden, ON P8N 3K9	Pickering (City of) 905-837-7721	1420 Bayly St Unit 1, Pickering, ON L1W 3R4
Elliot Lake 705-848-4661	50 Hillside Dr North, Elliot Lake, ON P5A 1X4	Sarnia 519-542-7705	Bayside Mall, 150 Christina St North, Sarnia, ON N7T 7W5
Fort Frances 807-274-8634	922 Scott St 2nd Flr, Fort Frances, ON P9A 1J4	Sault Ste. Marie 705-945-6815	477 Queen St East 4th Flr, Sault Ste Marie, ON P6A 1Z5
Hamilton Central 905-521-7764	Ellen Fairclough Bldg, 119 King St West 8th Flr, Hamilton, ON L8P 4Y7	St Catharines 905-704-2991	Garden City Tower, 301 St Paul St 10th Flr, St Catharines, ON L2R 7R4
Kapuskasing 705-337-4381	Ontario Government Complex, 122 Government Rd West, Kapuskasing, ON P5N 2X8	Sudbury 705-564-3030	159 Cedar St Ste 506, Sudbury, ON P3E 6A5
Kenora 807-468-2879	227 1/2 Second St South, Kenora, ON P9N 1G4	Thunder Bay 807-346-1550	189 Red River Rd Suite 103, Thunder Bay, ON P7B 1A2
Kingston 613-548-1151	Cornell Corporate Centre, 299 Concession St Ste 201, Kingston, ON K7K 2B9	Timmins 705-235-1950	Ontario Government Complex, 5520 Highway 101 East Wing B, South Porcupine, ON P0N 1H0
Kitchener 519- 653-5758	4275 King St East Ste 200, Kitchener, ON N2P 2E9	Toronto Central 416-326-5800	625 Church St 1st Fl, Toronto, ON M7A 2B5
London 519-675-7788	1200 Commissioners Rd E Unit 72, London, ON N5Z 4R3	Windsor Central 519-973-1441	Roundhouse Centre, 3155 Howard Ave 2nd Fl, Ste 200, Windsor, ON N8X 4Y8
Mississauga (City of) 905-279-7333	The Emerald Centre, 10 Kingsbridge Garden Cir Ste 404, Mississauga, ON L5R 3K6		

For current office listings, please visit: <http://services.findhelp.ca/eo/tcu/appoff>

Completing Your Apprenticeship Program

Once your sponsor agrees that your hours are complete and you are competent in the required skills, and you have completed all the levels of classroom training required for your trade:

- ✔ Check the Ontario College of Trades Public Register to make sure your Apprentices class membership is still active:
<https://tmsportal.collegeoftrades.ca/web/ocot-public-services-v3/public-registry>
- ✔ Follow the completion instructions on the Completion Form (Appendix A) in the Log Book.
- ✔ Answer any questions that MTCU staff may have, and provide any additional completion documentation they may require.
- ✔ Once they confirm completion, MTCU will issue you a Certificate of Apprenticeship and notify the Ontario College of Trades of your completion.

After Your Apprenticeship

If you are in a trade with a certification exam, the College of Trades will **automatically** complete your membership in the Apprentices class and activate your 12-month membership in the Journeyman Candidates class. This change will be reflected on your account with the College as well as on the College's Public Register.

Membership in the Journeyman Candidates class will allow you to continue practising in a compulsory trade for 12 months while you prepare for and write your exam; if you are in a voluntary trade, it is your automatic approval to challenge the certification exam.

The College will send you a Journeyman Candidates class welcome letter within 3 weeks of completion that outlines any/all of your future requirements for membership and examination as appropriate (different situations for voluntary and compulsory trades).

If you complete an apprenticeship program for which there is no exam, you can submit an application to become a member of the College's Journeymen class on the basis of having earned a Certificate of Apprenticeship in the trade.

Preparing For Your Exam

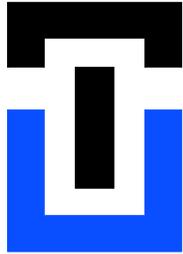
Find out if your trade has a Certificate of Qualification exam at:

www.collegeoftrades.ca/wp-content/uploads/tradesOntarioTradesCodes_En.pdf

For permission to schedule an exam once completion is confirmed by MTCU, you must first contact the College's Client Services Department at 647-847-3000 or toll free at 1-855-299-0028 to pay the certification exam fee. Once you have paid, contact your local MTCU Apprenticeship office to book your exam.

Download Ontario College of Trades exam preparation guide at:

www.collegeoftrades.ca/resources/exam-process and/or view the exam preparation guide for Red Seal trades at: www.red-seal.ca/w.2lc.4m.2@-eng.jsp



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