

## Transition from the Ontario College of Trades to Skilled Trades Ontario

**Skilled Trades Ontario is a new Crown agency which replaced the Ontario College of Trades.** It is responsible for skilled trades certification in Ontario, which includes:

- **Establishing apprenticeship programs**, including training standards, curriculum standards and certification exams
- **Assessing experience and qualifications** of individuals who have not completed an apprenticeship program in Ontario
- **Issuing Certificates of Qualification** in all trades with certifying exams
- **Renewing Certificates of Qualification** in compulsory trades
- **Maintaining a Public Register** of people authorized to work in compulsory trades
- **Conducting research** in relation to apprenticeship and the trades

The Ministry of Labour, Training and Skills Development has oversight of trades legislation and regulation, including prescribing/de-prescribing trades, scopes of practice, trade classifications and ratios. The Ministry has also assumed responsibility for compliance and enforcement through its Occupational Health and Safety Inspectorate.

Other significant changes include the following:

- Unlike the Ontario College of Trades, Skilled Trades Ontario is **not a professional regulatory college and does not operate on a membership model**. If you were a member in good standing with the Ontario College of Trades on January 1, 2022, please refer to the [Member Transition](#) section of this document for specific information about what this transition means for you.
- The Skilled Trades Ontario **Public Register will only show the information of persons practicing compulsory trades**; the information of persons practicing non-compulsory trades is no longer included.
- **A new 'one-window' online portal is in development** to support the streamlining of services. [Learn more](#) about which services are currently available.

For other transition-related questions and answers, please see the [Transition Qs & As](#) section of this document.

## Member Transition

### Compulsory Trades

#### Apprentices Class – Statement of Membership (compulsory trade)

If you held a valid statement of membership in the **Apprentices Class** of the Ontario College of Trades on January 1, 2022 in a **compulsory trade**, you do not have to take any action to continue working in your trade or to continue with your apprenticeship.

- You have automatically been registered with Skilled Trades Ontario
- You no longer have to hold a Statement of Membership and no renewals are required
- Your **Registered Training Agreement** with the Ministry of Labour, Training and Skills Development continues to be valid and is proof that you can practice your trade
- Your information appears on the Skilled Trades Ontario [Public Register](#) and shows that you hold a Registered Training Agreement
- Your information is available to you through the Skilled Trades Ontario [online portal](#)

#### Journeyman Candidates Class – Statement of Membership (compulsory trade)

If you held a valid statement of membership in the **Journeyman Candidates Class** of the Ontario College of Trades on January 1, 2022 in a **compulsory trade**, you do not have to take any action to continue working in your trade.

- You have automatically been registered with Skilled Trades Ontario
- Your Statement of Membership is automatically considered to be a **Provisional Certificate of Qualification** issued by Skilled Trades Ontario and can be used for compliance and enforcement purposes
- If your Statement of Membership has an expiry date between December 1, 2021 to July 30, 2022, you have been given an extension under the new trades legislation and your Statement of Membership/Provisional Certificate of Qualification now expires on July 31, 2022. Skilled Trades Ontario will be sending you more information in the coming weeks
- Your information appears on the Skilled Trades Ontario [Public Register](#) and shows that you hold a Provisional Certificate of Qualification and also shows when it expires
- You may continue to practice your trade under a Provisional Certificate of Qualification while you attempt your [certifying exam](#) to obtain a Certificate of Qualification. Exam fees still apply
- Your information is available to you through the Skilled Trades Ontario [online portal](#)

## Journeypersons Class – Certificate of Qualification (compulsory trade)

If you had a valid membership in the **Journeypersons Class** of the Ontario College of Trades on January 1, 2022 in a **compulsory trade**, you do not have to take any action to continue working in your trade.

- You have automatically been registered with Skilled Trades Ontario
- Your **Certificate of Qualification** issued by the Ontario College of Trades is considered to be a Certificate of Qualification issued by Skilled Trades Ontario
- Your Certificate of Qualification is still valid until its expiry date and can be used for compliance and enforcement purposes
- Your information appears on the Skilled Trades Ontario [Public Register](#) and shows that you hold a Certificate of Qualification
- Certificates of Qualification in compulsory trades will need to be renewed annually and Skilled Trades Ontario will send you relevant notifications. The cost of the annual renewal is \$60 + HST
  - Please note that during the transition to Skilled Trades Ontario, clients will receive a renewal receipt that will serve as proof of holding a valid Certificate of Qualification with Skilled Trades Ontario. Until further notice, *clients will not receive annual expiry stickers*. However, the Public Register will display the updated expiry date of Certificates of Qualification when they are renewed
  - Skilled Trades Ontario is not able to issue replacement certificates or wallet cards at this time
- Your information is available to you through the Skilled Trades Ontario [online portal](#)

## Member Transition

### Non-compulsory Trades (Previously Called Voluntary Trades)

#### Apprentices Class – Statement of Membership (non-compulsory trade)

If you held a valid Statement of Membership in the **Apprentices Class** of the Ontario College of trades on January 1, 2022 in a **non-compulsory trade**, you do not need to take any action to continue your apprenticeship.

- You have automatically been registered with Skilled Trades Ontario
- You no longer have to hold a Statement of Membership and no renewals are required
- Your **Registered Training Agreement** continues to be valid with the Ministry of Labour, Training and Skills Development
- Your information will NOT appear on the Skilled Trades Ontario Public Register
- Your information is available to you through the Skilled Trades Ontario [online portal](#)

#### Tradespersons Class – Statement of Membership (non-compulsory trade)

If you held a Statement of Membership in the **Tradespersons Class** there is no equivalent registration under Skilled Trades Ontario.

- Your information is available to you through the Skilled Trades Ontario online portal
- You continue to be eligible to [take the certifying exam](#) to obtain your Certificate of Qualification from Skilled Trades Ontario
- If you have a Certificate of Apprenticeship, it continues to be recognized

#### Journeyman Candidates Class – Statement of Membership (non-compulsory trade)

If you held a valid Statement of Membership in the **Journeyman Candidates Class** of the Ontario College of Trades on January 1, 2022 in a **non-compulsory trade**, you do not have to take any action to continue working in your trade.

- You have automatically been registered with Skilled Trades Ontario
- Your Statement of Membership is automatically considered to be a **Provisional Certificate of Qualification** issued by Skilled Trades Ontario
- If your Statement of Membership has an expiry date between December 1, 2021 to July 30, 2022, you have been given an extension under the new trades legislation and your Statement of Membership/Provisional Certificate of Qualification now expires on July 31, 2022. Skilled Trades Ontario will be sending you more information in the coming weeks
- Your information does NOT appear on the Skilled Trades Ontario Public Register
- You do not require a Provisional Certificate of Qualification to practice your trade
- You may continue to attempt your [certifying exam](#) to obtain a Certificate of Qualification. Exam fees still apply
- Your information is available to you through the Skilled Trades Ontario [online portal](#)

## Journeypersons Class – Certificate of Qualification (non-compulsory trade)

If you held a valid Statement of Membership in the **Journeypersons Class** of the Ontario College of Trades on January 1, 2022 in a **non-compulsory trade**, you do not have to take any action to continue working in your trade.

- You have automatically been registered with Skilled Trades Ontario
- Your Certificate of Qualification issued by the Ontario College of Trades is considered to be a Certificate of Qualification issued by Skilled Trades Ontario
- Your Certificate of Qualification no longer expires and does NOT need to be renewed to be valid
- Your information does NOT appear on the Skilled Trades Ontario Public Register
- Your information is available to you through the Skilled Trades Ontario [online portal](#)

## Employers/Sponsors Class – Statement of Membership (all trades)

There is no equivalent registration available for employers/sponsors under Skilled Trades Ontario. However, sponsors can use the Skilled Trades Ontario [online portal](#) to:

- Submit applications on behalf of their apprentices
- Save applications to continue at a later time
- See a summary of applications submitted

## Transition Qs & As

### **General**

**Q: What are the requirements under Skilled Trades Ontario if I work in a compulsory trade?**

**A:** To work in one of the 23 compulsory trades in Ontario, you must hold:

- A Certificate of Qualification issued by Skilled Trades Ontario that is not suspended; or
- A Provisional Certificate of Qualification issued by Skilled Trades Ontario that is not suspended; or
- A Registered Training Agreement (RTA) issued by the Ministry of Labour, Training and Skills Development that is not suspended.

Your information must also appear on the Public Register maintained by Skilled Trades Ontario.

Certificates of Qualification issued by the Ontario College of Trades are considered to be Certificates of Qualification issued by Skilled Trades Ontario. Skilled Trades Ontario is not able to issue replacement certificates at this time.

**Q: Are voluntary trades still recognized under Skilled Trades Ontario? What are the requirements for these trades?**

**A:** Yes. Voluntary trades are now called non-compulsory trades under the new skilled trades legislation.

Under the new Skilled Trades Ontario legislation:

- Certificates of Qualification in non-compulsory trades do not expire and annual renewal is not required or available.
- Individuals holding certificates of qualification, provisional certificates or registered training agreements in non-compulsory trades will Not appear on the Public Register.

Certificates of Qualification issued by the Ministry prior to April 8, 2013 and those issued by the Ontario College of Trades are considered to be Certificates of Qualification issued by Skilled Trades Ontario. Skilled Trades Ontario is not able to issue replacement certificates at this time.

**Q: I was a member of the Ontario College of Trades. Can I access my information through the Skilled Trades Ontario online portal?**

**A:** Yes. If you were a member of the Ontario College of Trades, you can access your information through the Skilled Trades Ontario Portal. To do this, you will need to create an account through the Skilled Trades Ontario [online portal](#). Please note the following important information when creating your account:

- Your membership number with the Ontario College of Trades is now your account number with Skilled Trades Ontario
- Please use the same email address you used when you created an account with the Ontario College of Trades. To avoid creating a duplicate record, if you are not sure which email address you used please call us at (647)-847-3000 or toll-free (Ontario only) 1-855-299-0028, 8:30 am to 5:00 pm EST.
- [Learn more](#) about what services are currently available through the online portal.

**Q: Is Skilled Trades Ontario responsible for naming new trades and deprecating trades?**

**A:** No. The Ministry of Labour, Training and Skills Development has oversight of trades legislation and regulation which includes naming new and deprecating existing trades.

**Q: Is Skilled Trades Ontario responsible for establishing or changing scopes of practice for trades?**

**A:** No. The Ministry of Labour, Training and Skills Development has oversight of trades legislation and regulation which includes scopes of practice.

**Q: Is Skilled Trades Ontario responsible for the classification of trades?**

**A:** No. The Ministry of Labour, Training and Skills Development has oversight of trades legislation and regulation which includes the classification of trades as compulsory or non-compulsory.

**Q: Is Skilled Trades Ontario responsible for establishing ratios for trades?**

**A:** No. The Ministry of Labour, Training and Skills Development has oversight of trades legislation and regulation which includes ratios.

## **Apprenticeship**

**Q: As an apprentice, do I have to pay any fees to Skilled Trades Ontario?**

**A:** No. Apprentices are not required to pay any fees to Skilled Trades Ontario.

**Q: Are apprentices required to submit an application to Skilled Trades Ontario as part of the apprenticeship registration process?**

**A:** No. Apprentices are not required to submit an application of any kind to Skilled Trades Ontario as part of the apprenticeship registration process. As long as the individual has submitted an Application for Apprenticeship to the Ministry of Labour, Training and Skills Development and has Registered a Training Agreement with the Ministry they can move forward with their apprenticeship program.

Apprentices in all trades are automatically registered with Skilled Trades Ontario. Apprentices in compulsory trades will appear on the [Public Register](#).

For any inquiries regarding an apprenticeship program, please contact the Ministry of Labour, Training and Skills Development via their [website](#) or by phone toll-free at 1-800-387-5656.

**Q: If I have any questions about my apprenticeship, who should I contact?**

**A:** Contact your [local apprenticeship office](#) with any inquiries about your apprenticeship, such as your Registered Training Agreement, on-the-job hours, in-school training and scheduling or change of sponsor.

**Q: I am an apprentice and want to update or review information pertaining to my apprenticeship. Can I do so through the Skilled Trades Ontario online portal?**

**A:** Yes. Once you have created your online account through the Skilled Trades Ontario portal, you are able to view and update some of your apprenticeship information. [Learn more](#) about what services are currently available online. You may also have to contact your local Employment Ontario apprenticeship office to ensure that your personal information has been updated on their end.

For assistance with portal access, please contact Skilled Trades Ontario at (647)-847-3000 or toll-free (Ontario only) 1-855-299-0028, 8:30 am to 5:00 pm EST.

For assistance with any concerns about your apprenticeship related to your Registered Training Agreement, including sponsor and school scheduling information, please contact Employment Ontario toll-free at 1-800-387-5656 or your local [Employment Ontario Apprenticeship office](#).

**Q: What happens when I complete my Apprenticeship in a trade with a certifying exam? Will I become a member of the Journeyperson Candidates Class?**

**A:** No. Because Skilled Trades Ontario is not operating on a membership model the Journeyperson Candidates Class is no longer available.

However, when you complete your apprenticeship program in a trade with a certifying exam and you are issued a Certificate of Apprenticeship by the Ministry of Labour, Training and Skills Development, Skills Trade Ontario will automatically issue you a Provisional Certificate of Qualification. This Provisional Certificate of Qualification is valid for 12 months.

If you practice a compulsory trade, this Provisional Certificate of Qualification allows you to continue to work while you challenge the certifying exam for your trade. Your information will continue to appear on the Public Register, which will automatically be updated to show that you hold a Provisional Certificate of Qualification.

**Q: Is Skilled Trades Ontario accepting applications for the Tradesperson Class?**

**A:** No. If you have submitted an application for the Tradesperson class, please note that because Skilled Trades Ontario is not operating on a membership model, this class is no longer available.

If your trade has a certifying exam, you are eligible to [take the exam](#) to obtain your Certificate of Qualification from Skilled Trades.

**Q: Do I need to do anything if I had a valid statement of membership in the Journeyperson Candidates Class with the Ontario College of Trades on January 1, 2022?**

**A:** No action is required. Your Statement of Membership in the Journeyperson Candidates Class is automatically considered to be a Provisional Certificate of Qualification issued by Skilled Trades Ontario. You do not need to apply or pay any fees. If you practice a compulsory trade, the [Public Register](#) will show that you hold a Provisional Certificate of Qualification.

If your Statement of Membership has an expiry date between December 1, 2021 and July 30, 2022, you have been given an extension under the new trades legislation and your Statement of Membership/Provisional Certificate of Qualification now expires on July 31, 2022. Skilled Trades Ontario will be sending you more information in the coming weeks.

**Q: What do I do if I was an expired Journeyperson Candidate in a compulsory trade under the College of Trades? Am I eligible for an extension in my status or a new Provisional Certificate under Skilled Trades Ontario?**

**A:** No. Expired Journeyperson Candidates are not eligible for a Provisional Certificate of Qualification from Skilled Trades Ontario or an extension of their Statement of Membership.

Expired Journeyperson Candidates in compulsory trades are not authorized to engage in the practice of their trade while they attempt the certifying exam.

Expired Journeyperson Candidates may still challenge the [certifying exam](#) for their trade.

## **Certifying Exams**

**Q : I am eligible to write the Certificate of Qualification exam for my trade. What are my next steps?**

**A:** If you have been approved to write the certifying exam for your trade, contact Skilled Trades Ontario at (647)-847-3000 or toll free (Ontario only) 1-855-299-0028, Monday to Friday 8:30 am to 5:00 pm EST to make your exam payment. Subsequently, contact your local [Employment Ontario apprenticeship office](#) to schedule your exam.



**Q: I hold a Certificate of Qualification in a non-compulsory trade: am I able to obtain a Red Seal endorsement?**

**A:** If you hold a Certificate of Qualification in a non-compulsory trade for which a Red Seal examination is available, you may be eligible to challenge the Red Seal examination to obtain the Red Seal endorsement for your existing Certificate of Qualification.

To confirm your eligibility and to find out next steps, please call Skilled Trades Ontario at (647)-847-3000 or toll free (Ontario only) 1-855-299-0028, Monday to Friday 8:30 am to 5:00 pm EST.

## **Certificates of Qualification**

**Q: What is the annual fee to renew my Certificate of Qualification (license)? Will I be notified of my next renewal date?**

**A:** Certificates of Qualification only need to be renewed in compulsory trades. The annual renewal fee is \$60 + HST.

Future Certificate of Qualification renewals will be completed through Skilled Trades Ontario, and we will send you relevant notifications. The expiry date of your Certificate of Qualification is listed on the Skilled Trades Ontario [Public Register](#) and can also be confirmed through your Skilled Trades Ontario [online account](#).

**Q : Do I need to do anything if I had a valid membership in the Journeypersons Class in a compulsory trade, with the Ontario College of Trades on January 1, 2022?**

**A:** No. Your Certificate of Qualification issued by the Ontario College of Trades is considered to be a Certificate of Qualification issued by Skilled Trades Ontario and can be used for compliance and enforcement purposes.

Certificates of Qualification in compulsory trades need to be renewed annually. The expiry date of your Ontario College of Trades-issued Certificate of Qualification continues to apply.

**Q: Will I be receiving a renewal sticker for my current wallet card/wall certificate? Will Skilled Trades Ontario be sending me a replacement certificate?**

**A:** No. During this transition period and until further notice, Skilled Trades Ontario is not able to send annual renewal stickers and is also not able to issue replacement wall certificates or wallet cards. When you renew a Certificate of Qualification in a compulsory trade, you will receive a renewal receipt that will serve as holding a Certificate of Qualification with Skilled Trades Ontario. The Public Register will show the updated expiry date of your Certificate of Qualification when it has been renewed.

Over the coming months, Skilled Trades Ontario will be reviewing the renewal model and related materials such as certificates, stickers and wallet cards and will provide further information as it becomes available.

## **Compliance & Enforcement**

**Q: Is Skilled Trades Ontario responsible for compliance and enforcement of compulsory trade requirements?**

**A:** No. The Ministry of Labour, Training and Skills Development has assumed responsibility for compliance and enforcement through its Occupational Health and Safety Inspectorate.

If you would like to report that work in a trade was not completed according to safety regulations or is not within the scope of practice for that trade, please contact the Occupational Health and Safety Contact Centre within the Ministry of Labour, Training and Skills Development toll-free at: 1-877-202-0008. Alternatively, you can file a workplace health and safety complaint [online](#).

**Q: Where can I report unlicensed individuals working in a compulsory trade?**

**A:** Please contact the Occupational Health and Safety Contact Centre within the Ministry of Labour, Training and Skills Development toll-free at: 1-877-202-0008. Alternatively, you can file a workplace health and safety complaint [online](#).

**Q: What are the possible fines/penalties for unauthorized individuals performing compulsory trade work or engaging individuals to perform compulsory trade work?**

**A:** Please refer to [Ontario Regulation 872/21](#) made under the *Building Opportunities in the Skilled Trades Act, 2021* for additional information regarding potential Administrative Penalties and Compliance Orders.

For more information, you may also contact the Occupational Health and Safety Contact Centre within the Ministry of Labour, Training and Skills Development toll-free at: 1-877-202-0008.

**Q: Are there any exemptions to the compulsory trade/certification requirements?**

**A:** Yes, there are exemptions to compulsory trade requirements.

Please refer to [Ontario Regulation 877/21: General](#), made under the *Building Opportunities in the Skilled Trades Act, 2021* for information regarding exemptions.

**Q: Can members of the public make a complaint about professional misconduct, incompetence or incapacity against a licensed individual?**

**A:** No. Unlike the Ontario College of Trades, Skilled Trades Ontario is not a professional regulatory college and does not operate on a membership model. We therefore cannot accept complaints about licensed individuals with regards to allegations of professional misconduct, incompetence or incapacity.