

Recognized Canadian Certificates

Application Guide

For certified journeypersons who hold a recognized certificate or license issued by a regulatory authority in another Canadian province or territory

January 2022

WHO SHOULD APPLY?

This application process is for journeypersons who hold a trade certificate or license issued in another Canadian province or territory that is recognized by Skilled Trades Ontario and who wish to obtain an Ontario Certificate of Qualification without further training or examination. You are eligible to apply through this process if you hold a valid recognized certificate.

REQUIREMENTS

To be approved under this process, you must hold a valid recognized certificate, submit a completed application form, and pay a credential verification fee of \$50 plus tax (\$56.50).

Recognized certificates

To be recognized, a trade certificate or license must meet the legal definition of an 'authorizing certificate' under the *Ontario Labour Mobility Act, 2009*, must have an equivalent trade match in Ontario, and must be valid and has not been revoked, suspended or cancelled in the province or territory where it was issued.

Equivalent trade matches

An equivalent trade match is a designated trade in Ontario which is equivalent to a trade in another Canadian province or territory. An equivalent trade has no material differences between the trades' scope of practice and includes 52 Red Seal trades and 21 other trades with equivalent trade matches.

If you are unsure whether your certificate is recognized, email credentialcheck@skilledtradesontario.ca.

APPLICATION PROCESS

If you hold a valid recognized trade certificate and would like to obtain an Ontario Certificate of Qualification you must complete the following steps:

Step 1: Confirm that your trade certificate is recognized (*see above*)

Step 2: Contact the issuing body to make sure that your recognized trade certificate is valid and has not been revoked, suspended or cancelled.

Step 3: Prepare your application for submission, ensuring it includes the following:

- Completed application form (*attached at the end of this guide*)
- Copy of valid recognized trade certificate(s)
- Photocopy of government-issued photo identification (*according to Identification Requirements*)
- Payment of verification fee(s) – \$50 plus HST (\$56.50)

Incomplete applications will not be processed, and any fees paid will be refunded.

Step 4: Submit your application to Skilled Trades Ontario by email, mail or courier:

Email: credentialcheck@skilledtradesontario.ca

Mail: Skilled Trades Ontario
PO Box 2354, RPO SQ1 Shoppers
Mississauga, ON L5B 3C8

*** It is recommended that you submit your application by email to avoid delays.**

Step 5: Skilled Trades Ontario will verify with the issuing authority that your certificate is valid and an equivalent match to the trade you are applying for in Ontario.

Step 6: Skilled Trades Ontario will notify you regarding your application by email or mail.

Some applications take longer because of the time it takes to verify your certificate with the issuing regulatory authority. To check the status of your application, call 647-847-3000 or 1-855-299-0028 (toll-free in Ontario), or email credentialcheck@skilledtradesontario.ca.

GUIDELINES

- Applicants are responsible for answering questions accurately and honestly, submitting a complete application including evidence of a valid recognized certificate and the required fee(s), and responding to any requests for additional information within the required time.
- Evidence must be verifiable and authentic. Unverifiable or inauthentic evidence will result in your application being denied, and Skilled Trades Ontario may initiate an investigation if an applicant is suspected of making false representations or submitting inauthentic documentation.
- Copies of documents may be submitted but be prepared to produce originals upon request. Documents submitted by courier, mail or in person will not be returned to you so keep originals of all documents.
- If you hold a recognized certificate in more than one trade, you may submit one application form and provide information for the multiple recognized certificate(s) you hold. Separate verification fees are applicable for each trade application/verification.

CONTACT US

Email: Application submissions and questions: credentialcheck@skilledtradesontario.ca

Telephone: (647) 847-3000
1 (855) 299-0028 (toll-free in Ontario)
Monday to Friday, 8:30am – 5:00pm (EST)

Mail: Skilled Trades Ontario
PO Box 2354, RPO SQ1 Shoppers
Mississauga, ON L5B 3C8

MORE INFORMATION

- For information about Skilled Trades Ontario, visit: skilledtradesontario.ca
- For information about apprenticeship, visit: ontario.ca/page/start-apprenticeship

APPENDIX A: Identification Requirements

You must submit clear and legible copies of recognized government-issued photo identification with your application.

What is considered an acceptable identification?

Identification must have been issued by a national/federal, provincial, territorial, or state government authority and must be valid (not expired). Documents must be original and valid. Photocopies and expired documents are not acceptable. To be acceptable, identification must include legal name, date of birth, photo, and signature.

If your identification is not in either of Canada's official languages—English or French, it must be translated by someone who is a valid member of a recognized Canadian association of translators.

Which forms of valid identification are acceptable?

The following documents are acceptable forms of identification (if it shows your legal name, date of birth, photo, and signature):

- Passport (Canadian or international)
- Canadian Citizenship Card
- Secure Certificate of Indian Status Card
- Canadian Provincial or Territorial driver's license or identification card
- Permanent immigration documents*, including:
 - Permanent Resident Card (PRC)
 - Record of Landing (Form 1000)
 - Confirmation of Permanent Residence (Form IMM 5292)
- Temporary immigration documents*, including:
 - Student Authorization (IMM 1442)
 - Employment Authorization (IMM 1442)
 - Visitor Record (IMM 1442)
 - Temporary Resident's Permit (IMM 1442)
 - Report Pursuant to the Immigration Act (IMM 1442)
 - Single Journey Travel Document (SJTD) for Resettlement to Canada (IMM 5485)

* must be issued by an Immigration, Refugees and Citizenship Canada or Canada Border Services Agency office, Case Processing Centre, or Canadian visa office outside Canada.

Recognized Canadian Certificates Application Form

This form is for individuals who hold a recognized certificate or license issued by a regulatory authority in another Canadian province or territory and want to obtain an Ontario Certificate of Qualification.

For instructions on completing this application, refer to the [Recognized Canadian Certificates Application Guide](#) also available online at skilledtradesontario.ca/experienced-workers/recognized-canadian-certificates.

Section A – Applicant Information

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

* for Ontario trade names and trade codes, see skilledtradesontario.ca/about-trades/trade-information

Do you hold a recognized trade certificate issued by another Canadian province or territory? Provide information for the recognized trade certificate(s) you hold (attach additional pages if needed).		
Trade name		Province or territory of issue
Certificate number	Issue date	Red Seal number (if applicable)

Note: If you do not hold a valid recognized certificate or license issued by a regulatory authority in another Canadian province or territory then you are not eligible for this process. For help finding the right process, call 647-847-3000 or 1-855-299-0028 (toll-free in Ontario) or email info@skilledtradesontario.ca.

Section B – Declaration and Consent

Collection of use of personal information

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

Declaration of accuracy of information provided

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

- I may be denied a Certificate of Qualification or Provisional Certification of Qualification;
- any Certificate of Qualification or Provisional Certificate of Qualification issued by Skilled Trades Ontario to me may be suspended, revoked, or made subject to specified terms, conditions or limitations;
- I may be guilty of an offense and on conviction liable for a fine; or
- I may be subject to other proceedings, penalties, costs, or consequences under the *Building Opportunities in the Skilled Trades Act, 2021* (BOSTA), the Regulations under the BOSTA, and Skilled Trades Ontario's by-laws, which could result, if I am found guilty, in a range of penalties, including having the Registrar revoke, suspend or impose terms, conditions or limitations on any Certificate of Qualification or Provisional Certificate of Qualification which Skilled Trades Ontario may issue to me.

Consent

I consent that Skilled Trades Ontario may request and receive information, documents or records about me from, and provide information, documents, or records about me to, persons who may have information relevant to this application including:

- my current and former employers;
- governmental bodies, organizations (including departments, ministries, boards and agencies) or officials, police forces or military authorities;
- governing, regulatory, self-regulatory, apprenticeship or other trades bodies, authorities, agencies or officials;
- educational or training institutions;
- consumer reporting agencies;
- publicly available sources under applicable laws or regulations;
- any other relevant sources.

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

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

Section C – Declaration and Consent (continued)

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

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

Applicant Signature:	Date Signed:
----------------------	--------------

Important: you must attach a copy of photo identification that complies with the *Identification Requirements* otherwise your application will be considered incomplete. Incomplete applications will not be assessed.

Section D – Fee Payment

Verification fee: \$50 (plus HST) = \$56.50

Payment options:

Credit Card

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

Certified Cheque or Money Order

Enter number and attach to application

Certified Cheque or Money Order Number
--

Notes:

- All payments to be made to the 'Skilled Trades Ontario'.
- Fees are in Canadian dollars and are subject to change.
- A separate verification fee applies for each trade certificate being verified.
- Certification fees are not included and will apply separately and upon verification of your recognized credential and approval of your application.
- Canadian Forces veterans and reservists are exempt from application fees. If you are a Canadian Forces veteran/reservist, submit a completed *Canadian Forces Veteran/Reservist Fee Exemption Application Form* and do not include payment.