

Trade Equivalency Assessment Application Guide

For experienced tradespeople who have not completed an Ontario apprenticeship but have equivalent qualifications and experience

January 2022

Table of Contents

WHO SHOULD APPLY? 2

REQUIREMENTS 2

 Employment experience 3

 Self-employment experience 3

APPLICATION PROCESS 4

 Step 1: Confirm you meet the requirements/prepare your supporting documents 4

 Step 2: Submit your application to Skilled Trades Ontario 5

 Step 3: Make assessment fee payment 5

 Step 4: Skilled Trades Ontario conducts its assessment 5

 Step 5: You will be notified of the assessment result 5

CONTACT US 6

MORE INFORMATION 6

APPENDIX A: Identification Requirements 7

APPENDIX B: Trade-Specific Requirements 8

 B1 – Additional Requirements for Electrician Trades 10

 B2 – Additional Requirements for Hoisting Engineer Trades 11

 B3 – Additional Requirements for Welder 12

 B4 – Additional Requirements for Culinary Trades 13

APPENDIX C: Recognized Hours Credits for Related Trades 14

APPENDIX D: Work Experience Verification Form 15

APPLICATION FORM (1-3)

WHO SHOULD APPLY?

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

You should **not** apply for a Trade Equivalency Assessment if:

- a Certificate of Qualification is not available in your trade. For trades without a certifying examination, the highest level of certification available is a Certificate of Apprenticeship which may only be obtained by completing an apprenticeship. For trades that are eligible for a Trade Equivalency Assessment, see [Appendix B](#). For information on becoming an apprentice, [contact your local Employment Ontario apprenticeship office](#).
- You already hold an Ontario Certificate of Apprenticeship indicating you have completed an Ontario apprenticeship for the same trade. You may [apply to attempt the certifying exam for your trade](#).
- You hold a recognized trade certificate or licence issued in another Canadian province or territory in the same trade. You may [apply directly for an Ontario Certificate of Qualification](#).
- You are not able to provide sufficient proof that you meet the requirements as described in this guide. Instead, you may [consider becoming registered as an apprentice](#). Completing an apprenticeship program may be the best option, even if you have significant work experience. Experienced tradespeople can receive advanced standing in their apprenticeship—beginning with hours and skills already credited towards completion. For compulsory trades, apprenticeship lets you to legally work in your trade while you gain additional experience and/or references to verify your work experience.

If you have questions or require additional support, email assessments-info@skilledtradesontario.ca.

Note to active apprentices:

If you are currently a registered apprentice in Ontario or other Canadian jurisdiction and are considering this process, please be aware that there is no guarantee that your Trade Equivalency Assessment application will be approved, and for certain trades, this may affect your ability to work in the trade. [Contact a local Employment Ontario apprenticeship office](#) to speak with an Employment and Training Consultant about your apprenticeship before proceeding with this application.

REQUIREMENTS

Trade Equivalency Assessment applicants are held to the same on-the-job training standard that is required to complete an apprenticeship in Ontario, including providing verifiable evidence that demonstrates their competency in the full scope of the trade and the required experience.

To be approved, you must provide sufficient and verifiable evidence that you have:

- **Competency** in the skills of the trade, as defined by the trade's Training Standard or Schedule of Training (available online at skilledtradesontario.ca/about-trades/trades-information); and
- **Experience** in the trade that is at least equal to the prescribed or recommended total training time (including on-the-job and in-school hours).

For the skills and hours requirements for your trade, see [Appendix B – Trade-Specific Requirements](#).

To be approved under this process you must submit the following evidence of your trade skills and experience—which varies depending on the nature of your trade experience:

Employment experience

- **Work Experience Verification(s) provided by past or present employer(s) confirming your trade experience and competency**, with each reference providing details for each position and/or project worked, including:
 - Start and end dates and total number of months and hours worked, and
 - Detailed description of the tasks performed with specific examples providing context.

Self-employment experience

- **Detailed resume of previous trade experience**, including:
 - Details of trade experience, including for each job/project worked:
 - Start and end dates and total number of months and hours worked, and
 - Detailed description of the tasks performed with specific examples providing context,
 - Supporting documents that prove your business' existence (e.g., business number) and show the type of work performed (e.g., contracts, customer and supplier invoices).
- **Work Experience Verification(s) provided by other trades businesses** that have used your services confirming your trade experience and competency.

Work Experience Verifications may be provided by a supervisor who has trade knowledge (preferably a certified journey person) and who has direct knowledge of your work experience and trade competency.

Verifications may be provided in one of two ways:

- **Work Experience Verification Form** ([Appendix D](#)), completed by each reference.
- Written letters including the required information, completed by each reference.

Verifications must be written by the references themselves—not by the applicant or a third party—and written in a language they are fluent in and then translated if needed (by a member of a recognized Canadian association of translators).

Work experience must be in the practise of a trade – experience must show time spent practising the trade, rather than as a supervisor or a manager, or time spent in school.

Please note:

- **If you hold a Canadian Forces Certificate of Military Achievement with a Qualification Level 5 (QL5) or Developmental Period 2 (DP2) rating in one of nine matched trades**, you are eligible for a streamlined assessment and do not need to provide Work Experience Verifications as your Canadian Forces trade qualification will be accepted as evidence of your trade skills and experience. You must include a copy of your Member's Personnel Record Resume (MPRR) as part of your application. Once your trade qualification has been verified, you will be approved to attempt the matched trade's certifying examination. For trade matches, see the [Canadian Forces section of the website](#).
- **If you cannot obtain evidence of work experience and demonstrated skills in your trade because you are a refugee, refugee claimant, or immigrant from a war-torn or natural-disaster-affected region**, you may be eligible for exemptions from certain requirements. Requests are considered on an individual basis and alternative assessment methods may be used to confirm your competency and experience. For more information, contact assessments-info@skilledtradesontario.ca.

- **Additional evidence may be required to support your skill and experience claims**, such as verifications/declarations from employers/references, government-issued business registration or employment documents. You will be notified if additional documentation is needed.
- **Evidence must be verifiable and authentic.** It is your responsibility to provide evidence that is verifiable by Skilled Trades Ontario. Your application will not be approved if you submit unverifiable or inauthentic evidence. If it is determined that false representations were made in relation to an application, any related certificates/memberships may be cancelled or revoked and anyone who makes false representations may be subject to legal consequences including fines.
- **You are encouraged to provide additional, relevant documentation** which help prove your experience working in your trade, including (but not limited to): government-issued licenses, business registration, or employment documents, technical training certificates, trade school transcripts, and additional verifications of your trade experience by certified journeypersons in your trade.
- **You must communicate directly with Skilled Trades Ontario during the application process.** For privacy reasons and to obtain accurate and verifiable information, it is important to communicate directly with applicants. Please note that Skilled Trades Ontario will accommodate persons with disabilities who require assistance from a third-party or where translation support is required. For information about requesting an accommodation, email assessments-info@skilledtradesontario.ca and/or submit your request in writing along with your application.
- **Documents must be in English or French** – documents in any other language must be translated by a professional translator who is a member of a recognized Canadian association of translators, and both the translated and original documents must be included.

APPLICATION PROCESS

If you meet the skills and experience requirements for your trade and would like to apply for a Trade Equivalency Assessment for the trade, you must complete the following steps:

Step 1: Confirm you meet the requirements/prepare your supporting documents

Ensure you have the minimum required hours of hands-on work experience and competency in the trade you are applying for and that you can provide all the required documentation.

To be approved, you must provide adequate proof that you have hours of experience and demonstrated skills in your trade that are equal to or exceed the on-the-job training standard that is required to complete an apprenticeship in Ontario.

Make you have all the required documentation before submitting your application, including:

- **Evidence of trade experience and skills** (see [Requirements section](#) above and [Appendix B – Trade-Specific Requirements](#) for the evidence and documentation requirements for each trade); and
- **Identification** (copy of photo identification—see [Appendix A—Identification Requirements](#))

Incomplete applications will not be accepted.

Step 2: Submit your application to Skilled Trades Ontario

Submit your completed application with all the required documentation to Skilled Trades Ontario either by:

- **email, mail, or courier** using the [*Application Form \(attached at end of guide\)*](#)*; or
- **online** by visiting skilledtradesontario.ca, selecting 'Log In', then 'Trade Equivalency Assessment Application' (Canadian applicants only—requires Social Insurance Number)

* Submitting by email or online is recommended to avoid a delay with your application.

Once your application has been received, Skilled Trades Ontario will verify that it is complete. If it is determined to be complete, you will be then required to make your assessment fee payment.

Step 3: Make your assessment fee payment

The Trade Equivalency Assessment fee is \$235 plus HST (\$265.55). You may pay either by credit card (by phone or online) or by certified cheque or money order (by mail/courier).

If paying by credit card, you may pay either online or by phone, however, your fee payment cannot be processed until after your application has first been reviewed and determined to be complete and ready for assessment. Go online or call to check the status of your application so you know when to make payment.

Step 4: Skilled Trades Ontario conducts its assessment

Skilled Trades Ontario will begin conducting a skill and experience assessment based on the documents you provide. Assessments may also include additional verifications of your skills and experience, including:

- **Contacting your reference(s)**– Skilled Trades Ontario or a third-party may conduct telephone interviews with your reference(s). Any questions about the background checks should be directed to Skilled Trades Ontario. Three attempts will be made to contact references, and failure to make contact may result in these references not being included in your assessment.
- **Requiring you to complete one or more interviews** – Skilled Trades Ontario may conduct in-person or telephone interviews with you regarding your application. If an interview is required, Skilled Trades Ontario will attempt to accommodate your schedule and your language needs, but failure to participate in a required interview will result in your application being not approved.

Step 5: You will be notified of the assessment result

Once your assessment is complete, you will be notified of the result and your next steps by email (or by mail if there is no valid email address on your file). Please note that some applications take longer because of the time it takes to contact references or temporary fluctuations in the number of applications received.

Important: If your trade is compulsory, you will not be permitted to work in your trade until you are either approved under this process and pass the certifying examination, or you become a registered apprentice. For more information about starting an apprenticeship, contact the Ministry using the information at the end of this guide.

CONTACT US

Email: Application submissions: assessments@skilledtradesontario.ca
Assessment questions: assessments-info@skilledtradesontario.ca

Telephone: (647) 847-3000
1 (855) 299-0028 (toll-free in Ontario only)
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
- For a list of Employment Ontario apprenticeship offices, visit: ontario.ca/page/employment-ontario-apprenticeship-offices

APPENDIX A: Identification Requirements

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

If you are approved under this process, you will then be required to show original identification in person to the Ministry of Labour, Training and Skills Development representative who is invigilating your examination on the day you attempt it.

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.

APPENDIX B: Trade-Specific Requirements

Trade	Experience required	Competencies required	Additional requirements
Agricultural Equipment Technician (425A)	7000 hrs	Training Standard	
Alignment and Brakes Technician (310E)	5880 hrs	n/a	
Appliance Service Technician (445A)	6000 hrs	Training Standard	
Arborist (444A)	6120 hrs	Training Standard	
Architectural Glass and Metal Technician (424A)	8000 hrs	Training Standard	
Auto Body and Collision Damage Repairer (310B)	8000 hrs	Training Standard	
Auto Body Repairer (310Q)	6000 hrs	Training Standard	
Automotive Electronic Accessory Technician (310K)	3240 hours	Training Standard	
Automotive Painter (410N)	4800 hours	Training Standard	
Automotive Service Technician (310S)	7220 hours	Training Standard	
Baker-Pâtissier (423C)	7000 hours	Training Standard	Appendix B4
Brick and Stone Mason (401A)	5600 hours	Training Standard	
Cabinetmaker (438A)	8000 hours	Training Standard	
Cement (Concrete) Finisher (244G)	4980 hours	Training Standard	
Concrete Pump Operator (637C)	2159 hours	Schedule of Training	
Construction Boilermaker (428A)	6600 hours	Training Standard	
Construction Craft Worker (450A)	2880 hours	Training Standard	
Construction Millwright (426A)	8000 hours	Training Standard	
Cook (415A)	6000 hours	Training Standard	Appendix B4
Drywall Finisher and Plasterer (453A)	5400 hours	Schedule of Training	
Drywall, Acoustic and Lathing Applicator (451A)	5400 hours	Training Standard	
Electric Motor System Technician (446A)	8000 hours	Schedule of Training	
Electrician – Construction and Maintenance (309A)	9000 hours	Training Standard	Appendix B1
Electrician – Domestic and Rural (309C)	7200 hours	Training Standard	Appendix B1
Entertainment Industry Power Technician (269E)	5000 hours	Training Standard	
Facilities Mechanic (255W)	6000 hours	Training Standard	
Facilities Technician (255B)	8000 hours	Training Standard	
Floor Covering Installer (448A)	6000 hours	Training Standard	
General Carpenter (403A)	7200 hours	Training Standard	
General Machinist (429A)	8000 hours	Training Standard	
Hairstylist (332A)	3500 hours	Training Standard	
Hazardous Materials Worker (253H)	3000 hours	Schedule of Training	
Heat and Frost Insulator (253A)	6400 hours	Schedule of Training	
Heavy Duty Equipment Technician (421A)	7000 hours	Training Standard	
Heavy Equipment Operator – Dozer (636C)	2500 hours	Schedule of Training	
Heavy Equipment Operator – Excavator (636B)	2500 hours	Schedule of Training	
Heavy Equipment Operator – Tractor Loader Backhoe (636A)	2500 hours	Schedule of Training	
Hoisting Engineer – Mobile Crane Operator 1 (339A)	6000 hours	Training Standard	Appendix B2
Hoisting Engineer – Mobile Crane Operator 2 (339C)	1000 hours	Training Standard	Appendix B2
Hoisting Engineer – Tower Crane Operator (339B)	3000 hours	Training Standard	Appendix B2
Horticultural Technician (441C)	6120 hours	Training Standard	

Industrial Electrician (442A)	9000 hours	Training Standard	Appendix B1
Industrial Mechanic Millwright (433A)	8000 hrs	Training Standard	
Institutional Cook (415D)	3960 hrs	Training Standard	Appendix B4
Instrumentation and Control Technician (447A)	8000 hrs	Training Standard	
Ironworker – Generalist (420B)	8000 hrs	Training Standard	
Ironworker – Structural and Ornamental (420A)	6000 hrs	Training Standard	
Machine Tool Builder and Integrator (430M)	8000 hrs	Training Standard	
Marine Engine Technician (435B)	5000 hrs	Training Standard	
Metal Fabricator (Fitter) (437A)	5400 hrs	Training Standard	
Motive Power Machinist (410K)	6060 hrs	Training Standard	
Motorcycle Technician (310G)	6000 hrs	Training Standard	
Mould Maker (431A)	8000 hrs	Training Standard	
Network Cabling Specialist (631A)	4576 hours	Training Standard	
Painter and Decorator – Commercial and Residential (404C)	6000 hours	Training Standard	
Painter and Decorator – Industrial (404D)	6000 hours	Schedule of Training	
Parts Technician (240P)	6000 hours	Training Standard	
Pattern Maker (443A)	8000 hours	Training Standard	
Plumber (306A)	9000 hours	Training Standard	
Powered Lift Truck Technician (282E)	7000 hours	Training Standard	
Powerline Technician (434A)	8000 hours	Training Standard	
Pressure Systems Welder (456P)	5760 hours	Training Standard	
Railway Car Technician (268R)	8000 hours	Training Standard	
Recreation Vehicle Technician (690H)	7000 hours	Training Standard	
Refrigeration and Air Conditioning Systems Mechanic (313A)	9000 hours	Training Standard	
Reinforcing Rodworker (452A)	4000 hours	Training Standard	
Residential (Low Rise) Sheet Metal Installer (308R)	4500 hours	Training Standard	
Residential Air Conditioning Systems Mechanic (313D)	4500 hours	Training Standard	
Roofer (449A)	4000 hours	Training Standard	
Sheet Metal Worker (308A)	9000 hours	Training Standard	
Small Engine Technician (435A)	5000 hours	Training Standard	
Sprinkler and Fire Protection Installer (427A)	7200 hours	Training Standard	
Steamfitter (307A)	9000 hours	Training Standard	
Surface Blaster (278B)	2600 hours	Training Standard	
Terrazzo, Tile and Marble Setter (241A)	5600 hours	Training Standard	
Tool and Die Maker (430A)	8000 hours	Training Standard	
Tool/Tooling Maker (630T)	8000 hours	Training Standard	
Transmission Technician (310D)	6480 hours	Training Standard	
Truck and Coach Technician (310T)	6720 hours	Training Standard	
Truck-Trailer Service Technician (310J)	4480 hours	Training Standard	
Utility Arborist (444B)	6000 hours	Training Standard	
Welder (456A)	6000 hours	Training Standard	Appendix B3

* If you still have questions about the requirements, email assessments-info@skilledtradesontario.ca

B1 – Additional Requirements for Electrician Trades

- Electrician—Construction and Maintenance (309A)
- Electrician—Domestic and Rural (309C)
- Industrial Electrician (442A)

Requirement	Description/Timelines
<p>Submit evidence of knowledge of the Canadian Electrical Code (CE Code), including <u>either</u>:</p> <p>A. proof of legal work experience in an electrician trade in Canada (for example, as an apprentice or working under an exemption)</p> <p>or</p> <p>B. proof of completion of a Canadian Electrical Code course or program from a recognized Canadian training institution</p>	<p>If you are providing proof of work experience in the electrician trade in Canada (option A), you must ensure the evidence of trade experience you submit with your application clearly describes your experience using/applying the CE Code.</p> <p>If you are providing proof that you have completed a CE Code course (option B), you must ensure it meets the following criteria:</p> <ul style="list-style-type: none">• adequate rigor and focus; training must:<ul style="list-style-type: none">○ provide an understanding of, and ability to apply, the latest requirements of the CE Code, and○ be a minimum of 12 hours focused on the CE Code.• must be delivered (in-person or online) by a recognized training Canadian institution including a Canadian College of Applied Arts and Technology, Private Career College, or other organization such as the Canadian Standards Association (CSA). <p><u>If you have already completed training</u> that you believe meets the above criteria, you may submit proof of completion of training along with your application and Skilled Trades Ontario will review the training course and determine if it is acceptable.</p> <p><u>If you have not yet completed training</u> that meets the above criteria, you must identify a training course or program that does. Several Ontario training providers offer trades training programs which meet these requirements. For the list of recognized courses/programs, contact assessment-info@skilledtradesontario.ca.</p> <p><u>If you have identified a course that you believe meets the criteria</u>, you may request that Skilled Trades Ontario review your proposed training course before you enroll. To request a review, email a detailed course description or syllabus with your request to: assessment-info@skilledtradesontario.ca.</p> <p>Skilled Trades Ontario also recognizes the Canadian Standards Association (CSA) Group’s Canadian Electrical Code Essentials Course as sufficiently meeting this requirement. Visit the CSA’s website for more information: csagroup.org/store/canadian-electrical-code-training-options/</p>

B2 – Additional Requirements for Hoisting Engineer Trades

- Hoisting Engineer—Mobile Crane Operator 1 (339A)
- Hoisting Engineer—Mobile Crane Operator 2 (339C)
- Hoisting Engineer—Tower Crane Operator (339B)

Requirement	Description/Timelines
Submit a completed <u>Statement of Experience form</u> indicating your hours of experience on various crane types.	Must be submitted with your initial application. Applications submitted without a completed form included will not be accepted.
After your initial assessment – Pass a three-part Demonstration of Skills Test (DOST). 1. <u>Hand Signal Test</u> (confirmation of knowledge of safety signals for crane operation) 2. <u>Load Chart Test</u> (confirmation of knowledge of maximum safe loads) 3. <u>Demonstration on Equipment Test</u> (practical demonstration of safety, care, and operation of equipment)	<p>You will be eligible to begin attempting the tests only after your initial assessment is completed. Skilled Trades Ontario will inform you if/when you are approved to attempt the tests.</p> <p>Tests #1 and #2 must be scheduled with a local Ministry of Labour, Training and Skills Development Apprenticeship Office and must be passed before attempting test #3.</p> <p>Test #3 (Demonstration on Equipment) must be arranged with an approved testing centre. A list of testing centres will be provided following the initial assessment.</p> <p>Please note that test #3 may be taken a maximum of three (3) times.</p> <p>If you have questions or require support, email: assessment-info@skilledtradesontario.ca.</p>

B3 – Additional Requirements for Welder

- Welder (456A)

Requirement	Description/Timelines
Submit a valid certificate indicating you have completed the welder practical assessment with a recognized testing centre on the following six welding processes:	You must complete the welder practical assessment at a designated testing centre and submit proof of completion to Skilled Trades Ontario as part of your application. You must schedule your assessment with one of seven approved testing centres in Ontario:
1. Shielded Metal Arc Welding (SMAW - 3G)	Greater Toronto Area (GTA) Region: <ul style="list-style-type: none">• UA Local 46 – 936 Warden Avenue, Scarborough, ON Contact: Dave Hardy (dhardy@ualocal46.org)• Institute of Technical Trades – 749 Warden Avenue Scarborough, ON Contact: T. Hall (markosh@sympatico.ca)
2. Shielded Metal Arc Welding (SMAW - 3F & 4G)	
3. Gas Metal Arc Welding (GMAW - 1G)	Eastern Ontario: <ul style="list-style-type: none">• UA Local 71 – 1250 Agnes Drive Ottawa, ON; Contact: Eric Turpin (eric@ualocal71.com)• Durham College – 2000 Simcoe Street North, Oshawa, ON Contact: Rebecca Milburn (rebecca.milburn@durhamcollege.ca)
4. Gas Tungsten Arc Welding (GTAW - 2G)	
5. Flux Cored Arc Welding (FCAW - 3F & 4G)	Northern Ontario: <ul style="list-style-type: none">• UA Local 800 – 1640 Bancroft Drive, Sudbury, ON Contact: Tony Iannucci (anthony.iannucci@ualocal800.com)• UA Local 628 – 969 Alloy Drive, Thunder Bay, ON Contact: Dan Rojik (dan628@tбайtel.net)
6. Oxy-Fuel Cutting	Southwestern Ontario: <ul style="list-style-type: none">• UA Local 527 – 225 Frobisher Drive, Waterloo, ON Contact: John Smit (jsmit@ua527.com)• Technical Training Group – 428 Forman Avenue, Stratford, ON Contact: Shawn Bontaine (sbontaine@technicaltraininggroup.org)• Mohawk College – 481 Barton Street Stoney Creek, ON Contact: C. Mastroianni (claudio.mastroianni@mohawkcollege.ca)• UA Local 67 – 195 Dartnall Road, Hamilton, ON Contact: Dale McGavin (dmcgavin@ualocal67.com)
	<i>* Please note that fees may vary between testing centers</i>

B4 – Additional Requirements for Culinary Trades

- Cook (415A)
- Institutional Cook (415D)
- Baker-Pâtissier (423C)

Requirement	Description/Timelines
Submit proof you have completed a recognized Food Handler Training and Certification program in the past 3 years	<p>You must complete a training program and obtain certification from a food handler training and certification program that is recognized by the Ontario Ministry of Health and Long-Term Care (MOHLTC), including:</p> <ul style="list-style-type: none">• Programs offered by or on behalf of Ontario public health units that qualify for a Provincial Food Handler Certification Card.• Programs recognized by the MOHLTC as equivalent to the training and certification offered by local public health units. <p>More information including a list of local public health units and programs recognized by MOHLTC is available online: www.health.gov.on.ca/en/pro/programs/publichealth/enviro/</p>

APPENDIX C: Recognized Hours Credits for Related Trades

Trade in which applicant is applying:	Existing certificate held by applicant:	Additional hours required
Auto Body and Collision Damage Repairer	Auto Body Repairer	2,000
Auto Body and Collision Damage Repairer	Automotive Painter	4,000
Auto Body Repairer	Automotive Painter	3,000
Construction Millwright	Industrial Mechanic Millwright	2,000
Electrician—Construction and Maintenance	Electrician—Domestic and Rural	2,000
Electrician—Construction and Maintenance	Industrial Electrician	1,800
Hoisting Engineer - Mobile Crane Operator 1	Hoisting Engineer - Mobile Crane Operator 2	5,100
Hoisting Engineer - Mobile Crane Operator 1	Hoisting Engineer - Tower Crane Operator	4,000
Hoisting Engineer - Mobile Crane Operator 2	Hoisting Engineer - Tower Crane Operator	1,000
Hoisting Engineer - Tower Crane Operator	Hoisting Engineer - Mobile Crane Operator 1	1,000
Hoisting Engineer - Tower Crane Operator	Hoisting Engineer - Mobile Crane Operator 2	2,000
Industrial Electrician	Electrician—Construction and Maintenance	1,800
Industrial Mechanic Millwright	Construction Millwright	2,000
Ironworker — Generalist	Ironworker — Structural and Ornamental	2,000
Ironworker — Generalist	Reinforcing Rodworker	6,000
Ironworker — Structural and Ornamental	Reinforcing Rodworker	4,000
Painter-Decorator — Commercial and Residential	Painter-Decorator — Industrial	2,000
Painter-Decorator — Industrial	Painter-Decorator — Commercial and Residential	2,000
Refrigeration and Air Conditioning Systems Mechanic	Residential Air Conditioning Systems Mechanic	4,500
Reinforcing Rodworker	Ironworker — Structural and Ornamental	2,000

**APPENDIX D:
Work Experience Verification Form**

Section 1: Applicant Information (must be completed by applicant before being sent to reference)

Applicant name	Applicant date of birth
Trade name:	Trade code
Self-employment experience Employment experience	Note: you may be required to provide proof of your relationship to your reference, such as payroll records, government tax documents, or contracts or invoices.

Instructions for references:

This form is for a person who is providing a verification of an applicant’s work experience and competency in the practice of the trade in which they are applying for certification.

A verification must be provided by a former employer, manager, supervisor, or other person who has trade knowledge (preferably as a certified journey person), and who has direct knowledge of the applicant’s experience and competency in the trade in which they are applying. Only work experience practising a trade will be considered (rather than as a supervisor/manager).

Once this form is completed, it should be sent directly to Skilled Trades Ontario by the reference. Please send completed forms to assessments@skilledtradesontario.ca. Skilled Trades Ontario (or a third-party) will contact each reference to verify the authenticity and content of the experience verification being provided.

Section 2: Reference Information (must be completed by applicant’s reference)

Reference name	Certificate # (if applicable)
Reference position/title in business	Reference’s relationship to applicant
Legal name of reference’s business (or employer)	
Operating name of reference’s business (or employer)	
Business address	Business phone number
Business website	

Work start date	Work end date	Full-time Part-time Seasonal Contract
Total months worked	Total hours worked	
<p>Describe the details about the applicant's trade experience for each position worked, including a detailed description of the tasks/skills performed and the context of the work. For the skills requirements for each trade, see Appendix B or visit skilledtradesontario.ca/about-trades/trades-information.</p>		
<i>Attach additional pages if needed</i>		
Reference signature	Date signed	

Important: When signed, this is considered a legal attestation of the signatory's knowledge of the applicant's experience and competence in the trade. Note that it is an offense to make or assist with the making of a false representation or submit false information with respect to an application for trade certification under the *Building Opportunities in the Skilled Trades Act, 2021* (BOSTA), s. 37.

If Skilled Trades Ontario determines that false, misleading, or incorrect information was provided, an application may be cancelled, revoked and/or refused. Additionally, if it is found that anyone attesting to an applicant's trade qualifications and/or experience has provided false or misleading statements of any kind, further consequences under BOSTA (including fines of up to \$10,000) may apply.

Trade Equivalency Assessment Application Form

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

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

Section A – Applicant Information

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

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

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

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

Section B – Requirements

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

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

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

Section C – Declaration and Consent

Collection of use of personal information

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

Declaration of accuracy of information provided

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

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

Consent

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

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

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

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

Section C – Declaration and Consent (continued)

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

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

Applicant signature	Date signed
---------------------	-------------

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

Section D – Fee Payment

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

Payment options:

Credit card

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

Certified cheque or money order

Enter number and attach to application.

Certified cheque or money order number
--

Notes:

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