

## Provisional Certificate of Qualification - Application for Extension

A Provisional Certificate of Qualification holder may be granted a six-month extension after submitting an application form, if the Registrar is satisfied that **extenuating circumstances outside the individual's control prevented them from scheduling or writing the certifying examination** in the trade.

Extenuating circumstances include, without limitation, the existence of any barrier within the meaning of the [Accessibility for Ontarians with Disabilities Act, 2005](#) and circumstances where the certifying examinations cannot be administered for technical or operational reasons.

Your application for a six-month extension:

- **Must be submitted by 11:59 p.m. EST on the day that your Provisional Certificate of Qualification expires. Applications submitted after that date and time will not be considered.**
- **May be denied by Skilled Trades Ontario if you do not write your exam prior to the expiry date of your Provisional Certificate of Qualification.**

**You can still attempt the certifying examination even if your Provisional Certificate of Qualification has expired.**

### Section A – Applicant Information

First name		Middle name or initial	Last name	
Date of birth (mm-dd-yyyy)	Gender	Preferred language English <input type="checkbox"/> French <input type="checkbox"/>		STO ID/Account #
Telephone number	Exam Fee Paid Yes                      No		Exam Date Booked Yes                      No	
Email address			Rural route/PO box	
Street number	Street name			Unit number
City/town		Province	Postal code	Country

### Section B – Declaration of Extenuating Circumstances

By signing below, I declare that since the issuance of the Certificate of Apprenticeship in my trade, extenuating circumstances, outside of my control, have prevented me from scheduling or writing the certifying examination in my trade. I acknowledge that if I fail to provide the requested information or documents or provide false or misleading information or documents to Skilled Trades Ontario, my extension may be refused, and I may be subject to other consequences or proceedings under <i>BOSTA</i> .	
Applicant signature	Date signed
Trade Code(s) & Trade Name(s) of trade extensions required	
Use the space below or attach additional documents to provide details of those extenuating circumstances	

## Section C – Declaration and Consent

### Collection of use of personal information

Information provided 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, any by-laws made by Skilled Trades Ontario's Board of Directors, and other applicable laws or regulations.

### Declaration of accuracy of information provided

By signing below, I declare all information I provide, or will provide to Skilled Trades Ontario in the future, in connection with this application, is true, accurate and complete. I acknowledge that if I fail to provide the requested information or documents, or provide false or misleading information or documents to Skilled Trades Ontario, in this, or future applications for certification under BOSTA, or fail to provide information or documents requested by Skilled Trades Ontario:

- I may be denied a certificate, renewal or extension thereof;
- a certificate issued to me by Skilled Trades Ontario may be suspended, revoked, or made subject to specified terms, conditions or limitations;
- I may be guilty of an offense and, on conviction, liable to a fine; or
- I may be subject to other proceedings, costs or consequences under BOSTA and its regulations, or any by-laws made by Skilled Trades Ontario's board of directors, which could result in a range of penalties, including having the Registrar revoke, suspend or impose terms, conditions or limitations on certificates 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 with Skilled Trades Ontario;
- administering BOSTA and its regulations, or any by-laws made by Skilled Trades Ontario's board of directors;
- 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 otherwise required or permitted by law.

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

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

Applicant signature	Date signed
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### **Submit your Application for Extension to Skilled Trades Ontario by mail:**

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