



Trade Qualifier

Application Guide

For experienced tradespeople who have not completed an Ontario apprenticeship but have equivalent qualifications or experience in their trade and want to obtain an Ontario Certificate of Qualification.

WHO CAN APPLY

The Trade Qualifier application process is for experienced tradespeople who have not completed an Ontario apprenticeship but have equivalent qualifications or experience in their trade and want to obtain an Ontario Certificate of Qualification in the trade.

To become certified in a trade as a Trade Qualifier, applicants must go through a Trade Equivalency Assessment to have their trade qualifications and experience assessed against the trade's apprenticeship training standard to determine if it is equivalent to a completed apprentice.

You can apply through this process if:

- **A Certificate of Qualification is available in your trade.** See [Appendix A](#) for a list of trades in which a Certificate of Qualification can be issued. For all other trades, the highest level of certification is a Certificate of Apprenticeship obtainable only by completing an apprenticeship. For more information, [contact your local Employment Ontario apprenticeship office](#).
- **You do not hold an Ontario Certificate of Apprenticeship** (i.e., have not completed an Ontario apprenticeship) for the same trade. If you have already completed an apprenticeship, you can [apply to take the certifying exam for your trade](#).

- You do not hold a recognized trade certificate issued in another Canadian province or territory in the same trade. If you have been certified or licensed in a matched trade in another province or territory, you can [apply directly for an Ontario Certificate of Qualification](#).

If you do not qualify:

If you do not meet the requirements through the Trade Qualifier process, you may consider [becoming registered as an apprentice](#). Apprenticeship can be a great option even if you have significant trade experience as you can receive advanced standing in the program, beginning with hours and skills already credited towards completion.

For [compulsory trades](#), apprenticeship allows 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 a registered apprentice in Ontario or another Canadian province or territory, please note that there is no guarantee that your Trade Qualifier application will be approved and your application could impact your relationship with your employer/sponsor, and for certain trades, could affect your ability to work in the trade.

[Contact your local Employment Ontario apprenticeship office](#) to speak with an Employment and Training Consultant about your apprenticeship before proceeding with your application.

2

WHAT QUALIFIED APPLICANTS NEED TO INCLUDE

To be assessed under this process, you must provide:

1. Evidence of trade experience and skills
2. Identification

1. Evidence of Trade Experience and Skills

You must provide sufficient and verifiable evidence that you have:

- **Competency** in the skills of the trade, as defined by its [Training Standard](#), and
- **Experience** in the trade that is at least equal to the required or recommended minimum training time (see [Appendix A](#) for the hours required for each trade and [Appendix B](#) for a list of recognized hour credits between related trades).

Skills and experience requirements vary by trade and the nature of your trade experience. For the requirements for each trade, see [Appendix A: Trade-Specific Requirements](#).

You must submit one or more work experience verifications from references who can speak to your work experience in the trade. You must provide as many work experience verifications as needed to prove you have the required trade competency and hours of experience.

Work experience verifications must be provided in one of the following two ways: •

[Work Experience Verification Form](#), or

- Written letter, including company name and phone number, reference's name, job title, email address and phone number and a detailed description for each position you worked.

References must provide details for each position and/or project worked, including:

- Start and end dates and total number of months and hours worked, and
- Detailed descriptions of the tasks performed with specific examples to provide context.

If you are applying with employment experience, work experience verifications must be provided by a supervisor or manager who has trade knowledge (preferably a certified journeyperson) and who has direct knowledge of your work experience and trade competency.

If you are applying with self-employment experience, work experience verifications must be provided by other trades businesses that have used your services confirming your trade experience and competency. You will also need to provide the following additional documentation:

- Detailed resume of your previous trade experience, including:
 - Start and end dates and total number of months and hours worked for each job/project,
 - Detailed description of the tasks performed with specific examples to provide context.
- Supporting documents to prove your business exists (e.g., business number) and show the type of work performed (e.g., contracts, customer, and supplier invoices).

Notes re: Work Experience Verifications:

- **Work experience must be in the practice of a trade.** Experience must show time spent practicing the trade, rather than as a supervisor or manager, or time spent in school.
- **Verifications must be written by the references and not by the applicant or a third party.** Verifications must be in a language the reference is fluent in and then translated to either English or French (if needed) by a member of a [recognized Canadian association of translators](#).
- **If you hold a Canadian Forces Certificate of Military Achievement** with a Qualification Level 5 (QL5) or Developmental Period 2 (DP2) in one of nine matched trades, you do not need to provide work experience verifications or pay assessment fee. You must include a copy of your Member's Personnel Record Resume (MPRR) as part of your application to skip steps 3 and 4 below. Once your trade qualification is verified, you will be approved to take the matched trade's certifying examination. For trade matches, see [Canadian Forces page of the website](#).
- **If you cannot provide evidence of work experience and demonstrated skills in your trade** because you are a refugee, refugee claimant, or immigrant from a war-torn area or region impacted by natural disaster, you may be eligible for exemptions from certain requirements. For more information, email assessments-info@skilledtradesontario.ca.

Note re: evidence:

While not required, you can provide additional documentation to help prove your trade experience. This could include providing copies of government-issued licenses, business registration or employment documents, technical training certificates, trade school transcripts, and other, additional verifications of your trade experience by certified journeypersons in your trade.

2. Identification

You must submit a legible copy of a recognized, government-issued photo identification with your application (at least one piece of identification).

What is acceptable identification?

Valid, original identification must be issued by a national, federal, provincial, territorial, or state government authority. Photocopies and expired documents are not acceptable. Identification must include your legal name, date of birth, photo, and signature. If not in English or French, identification must be translated by a valid member of a [recognized Canadian association of translators](#).

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

- Passport (Canadian or international)
- Canadian Citizenship Card
- Secure Certificate of Indian Status Card
- Canadian provincial or territorial driver's license or identification card
- Canadian immigration documents (issued by an Immigration, Refugees and Citizenship Canada or Canada Border Services Agency office, Case Processing Centre, or Canadian visa office) including:
 - Permanent Resident Card (PRC) ○ Record of ○ Visitor Record (IMM 1442)
 - Landing (Form 1000) ○ ○ Temporary Resident's Permit (IMM 1442) ○
 - Confirmation of PR (Form IMM 5292) ○ Report Pursuant to Immigration Act (IMM 1442) ○
 - Student Authorization (IMM 1442) ○ Single Journey Travel Document (SJTD) for
 - Employment Authorization (IMM 1442) Resettlement to Canada (IMM 5485) **HOW**

TO APPLY

If you meet the skill and experience requirements for your trade and want to apply for a Trade Equivalency Assessment for that trade, complete the following steps:

Step 1: Confirm you meet the requirements and 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 the required hours of experience and demonstrated skills in your trade, to equal or exceed the on-the-job training standard required to complete an apprenticeship in Ontario.

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

- **Evidence of trade experience and skills** — see [What Qualified Applicants Need to Include](#) (above) and [Appendix A: Trade Requirements](#) (below) for the requirements for your trade, and
- **Identification** (copy of photo identification) — see [Identification Requirements](#) (above).

Incomplete applications will not be accepted.

Step 2: Submit your completed application to Skilled Trades Ontario

Submit your application with the required documentation in one of two ways:

- **Complete the [Application Form](#)** and submit it by email to: assessments@skilledtradesontario.ca or
- **Apply online on the Skilled Trades Ontario Portal (skilledtradesontario.ca)**. Select 'Log in' (top right), then under 'Certification', select 'Sign-in to existing portal account' or 'Create new portal account', then select 'New application', and then 'Trade Equivalency Assessment'.

On receipt of your application, Skilled Trades Ontario will verify that it is complete. If it is determined to be complete, you will need to make your assessment fee payment.

Step 3: Make your assessment fee payment

The Trade Equivalency Assessment fee is \$265.55 (HST included). You can pay by credit card (online or by phone), or by certified cheque or money order (by mail):

- **Online on the Skilled Trades Ontario Portal (skilledtradesontario.ca):** Select 'Log in' (top right), then under 'Certification', select either 'Sign-in to existing portal account' or 'Create new portal account' if you do not already have an account, then select 'Fees' (top of the page).
- **By phone:** (647) 847-3000 or 1 (855) 299-0028 (toll-free in Ontario), Monday to Friday, 8:30am–5:00pm
- **By mail:** PO Box 2354, RPO SQ1 Shoppers, Mississauga, ON L5B 3C8

When paying by credit card, your fee payment cannot be processed until after your application has first been reviewed and determined to be complete and ready for assessment. You can check the status of your application [online](#) or by calling us, so you know when to make payment.

Step 4: Skilled Trades Ontario conducts its assessment

An assessment of your skills and experience will be conducted based on the documents you submit with your application. **Assessments may also include additional verifications, including:**

- **Contacting your reference(s)** – Skilled Trades Ontario or a third-party may conduct telephone interviews with your reference(s). Any questions about these background checks should be directed to Skilled Trades Ontario. Three attempts will be made to contact references. Failure to make contact may result in exclusion of the reference from your assessment.
- **Requiring your participation in one or more interviews** – Skilled Trades Ontario may conduct inperson or telephone interviews with you regarding your application. If an interview is required, Skilled Trades Ontario will attempt to accommodate your schedule and language needs, but failure to participate in a required interview will result in your application being denied.

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.

If your trade is compulsory, you will not be permitted to work in your trade until you either: pass the certifying examination; are approved under this process; or become a registered apprentice.

For more information about apprenticeship, visit ontario.ca/page/start-apprenticeship or contact a [local Employment Ontario apprenticeship office](#).

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, 8:30 am – 5:00 pm (EST)

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

- 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: Trade Requirements - Below Required Hours are based on approximately 1,800 hours per year of full-time employment.

Trade Name and Code	Required Hours	Required Competencies	Additional Requirements
Agricultural Equipment Technician (425A)	7,000 hours	Training Standard	
Alignment and Brakes Technician (310E)	5,880 hours	n/a	
Appliance Service Technician (445A)	6,000 hours	Training Standard	
Arborist (444A)	6,120 hours	Training Standard	
Architectural Glass and Metal Technician (424A)	8,000 hours	Training Standard	
Auto Body and Collision Damage Repairer (310B)	8,000 hours	Training Standard	
Auto Body Repairer (310Q)	6,000 hours	Training Standard	
Automotive Electronic Accessory Technician (310K)	3,240 hours	Training Standard	
Automotive Painter (410N)	4,800 hours	Training Standard	
Automotive Service Technician (310S)	7,220 hours	Training Standard	
Baker-Pâtissier (423C)	7,000 hours	Training Standard	Appendix F
Brick and Stone Mason (401A)	5,600 hours	Training Standard	
Cabinetmaker (438A)	8,000 hours	Training Standard	
Cement (Concrete) Finisher (244G)	4,980 hours	Training Standard	
Concrete Pump Operator (637C)	2,159 hours	Schedule of Training	
Construction Boilermaker (428A)	6,600 hours	Training Standard	
Construction Craft Worker (450A)	2,880 hours	Training Standard	
Construction Millwright (426A)	8,000 hours	Training Standard	
Cook (415A)	6,000 hours	Training Standard	Appendix F
Drywall Finisher and Plasterer (453A)	5,400 hours	Schedule of Training	

Drywall, Acoustic and Lathing Applicator (451A)	5,400 hours	Training Standard	
Electric Motor System Technician (446A)	8,000 hours	Schedule of Training	
Electrician – Construction and Maintenance (309A)	9,000 hours	Training Standard	Appendix C
Electrician – Domestic and Rural (309C)	7,200 hours	Training Standard	Appendix C
Entertainment Industry Power Technician (269E)	5,000 hours	Training Standard	
Facilities Mechanic (255W)	6,000 hours	Training Standard	
Facilities Technician (255B)	8,000 hours	Training Standard	
Floor Covering Installer (448A)	6,000 hours	Training Standard	
General Carpenter (403A)	7,200 hours	Training Standard	
General Machinist (429A)	8,000 hours	Training Standard	
Hairstylist (332A)	3,500 hours	Training Standard	
Hazardous Materials Worker (253H)	3,000 hours	Schedule of Training	
Heat and Frost Insulator (253A)	6,400 hours	Schedule of Training	
Heavy Duty Equipment Technician (421A)	7000 hours	Training Standard	

Heavy Equipment Operator – Dozer (636C)	2,500 hours	Schedule of Training	
Heavy Equipment Operator – Excavator (636B)	2,500 hours	Schedule of Training	
Heavy Equipment Operator – Tractor Loader Backhoe (636A)	2,500 hours	Schedule of Training	
Hoisting Engineer – Mobile Crane Operator 1 (339A)	6,000 hours	Training Standard	Appendix D
Hoisting Engineer – Mobile Crane Operator 2 (339C)	1,000 hours	Training Standard	Appendix D
Hoisting Engineer – Tower Crane Operator (339B)	3,000 hours	Training Standard	Appendix D
Horticultural Technician (441C)	6,120 hours	Training Standard	
Industrial Electrician (442A)	9,000 hours	Training Standard	Appendix C

Industrial Mechanic Millwright (433A)	8,000 hours Training Standard	
Institutional Cook (415D)	3,960 hours Training Standard	Appendix F
Instrumentation and Control Technician (447A)	8,000 hours Training Standard	
Ironworker – Generalist (420B)	8,000 hours Training Standard	
Ironworker – Structural and Ornamental (420A)	6,000 hours Training Standard	
Machine Tool Builder and Integrator (430M)	8,000 hours Training Standard	

Marine Engine Technician (435B)	5,000 hours Training Standard	
Metal Fabricator (Fitter) (437A)	5,400 hours Training Standard	
Motive Power Machinist (410K)	6,060 hours Training Standard	
Motorcycle Technician (310G)	6,000 hours Training Standard	
Mould Maker (431A)	8,000 hours Training Standard	
Network Cabling Specialist (631A)	4,576 hours Training Standard	
Painter and Decorator – Commercial and Residential (404C)	6,000 hours Training Standard	
Painter and Decorator – Industrial (404D)	6,000 hours Schedule of Training	
Parts Technician (240P)	6,000 hours Training Standard	
Pattern Maker (443A)	8,000 hours Training Standard	
Plumber (306A)	9,000 hours Training Standard	
Powered Lift Truck Technician (282E)	7,000 hours Training Standard	
Powerline Technician (434A)	8,000 hours Training Standard	
Pressure Systems Welder (456P)	5,760 hours Training Standard	
Railway Car Technician (268R)	8,000 hours Training Standard	
Recreation Vehicle Technician (690H)	7,000 hours Training Standard	

Refrigeration and Air Conditioning Systems Mechanic (313A)	9,000 hours	Training Standard
Reinforcing Rodworker (452A)	4,000 hours	Training Standard
Residential (Low Rise) Sheet Metal Installer (308R)	4,500 hours	Training Standard
Residential Air Conditioning Systems Mechanic (313D)	4,500 hours	Training Standard
Roofer (449A)	4,000 hours	Training Standard
Sheet Metal Worker (308A)	9,000 hours	Training Standard
Small Engine Technician (435A)	5,000 hours	Training Standard
Sprinkler and Fire Protection Installer (427A)	7,200 hours	Training Standard
Steamfitter (307A)	9,000 hours	Training Standard
Surface Blaster (278B)	2,600 hours	Training Standard
Terrazzo, Tile and Marble Setter (241A)	5,600 hours	Training Standard
Tool and Die Maker (430A)	8,000 hours	Training Standard
Tool/Tooling Maker (630T)	8,000 hours	Training Standard
Transmission Technician (310D)	6,480 hours	Training Standard
Truck and Coach Technician (310T)	6,720 hours	Training Standard
Truck-Trailer Service Technician (310J)	4,480 hours	Training Standard
Utility Arborist (444B)	6,000 hours	Training Standard
Welder (456A)	6,000 hours	Training Standard Appendix E

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

Appendix B: Recognized Hour Credits for Related Trades

Existing certificate	Trade you are applying for	Additional required hours
Auto Body Repairer	Auto Body and Collision Damage Repairer	2,000
Automotive Painter	Auto Body and Collision Damage Repairer	4,000
Automotive Painter	Auto Body Repairer	3,000
Industrial Mechanic Millwright	Construction Millwright	2,000
Electrician—Domestic and Rural	Electrician—Construction and Maintenance	2,000
Industrial Electrician	Electrician—Construction and Maintenance	1,800
Hoisting Engineer—Mobile Crane Operator 2	Hoisting Engineer—Mobile Crane Operator 1	5,100
Hoisting Engineer—Tower Crane Operator	Hoisting Engineer—Mobile Crane Operator 1	4,000
Hoisting Engineer—Tower Crane Operator	Hoisting Engineer—Mobile Crane Operator 2	1,000
Hoisting Engineer—Mobile Crane Operator 1	Hoisting Engineer—Tower Crane Operator	1,000
Hoisting Engineer—Mobile Crane Operator 2	Hoisting Engineer—Tower Crane Operator	2,000
Electrician—Construction and Maintenance	Industrial Electrician	1,800

Construction Millwright	Industrial Mechanic Millwright	2,000
Ironworker—Structural and Ornamental	Ironworker—Generalist	2,000
Reinforcing Rodworker	Ironworker—Generalist	6,000
Reinforcing Rodworker	Ironworker—Structural and Ornamental	4,000
Painter-Decorator—Industrial	Painter-Decorator—Commercial and Residential	2,000
Painter-Decorator—Commercial and Residential	Painter-Decorator—Industrial	2,000

Residential Air Conditioning Systems Mechanic	Refrigeration and Air Conditioning Systems Mechanic	4,500
Ironworker—Structural and Ornamental	Reinforcing Rodworker	2,000

C:

Appendix Additional Requirements for Electrician Trades

- [Electrician—Construction and Maintenance \(309A\)](#)
- [Electrician—Domestic and Rural \(309C\)](#)
- [Industrial Electrician \(442A\)](#)

Requirement:

You must submit evidence of knowledge of the Canadian Electrical Code (CEC), including **either**:

- **Option A:** Proof of legal work experience in an electrician trade in Canada (for example, as an apprentice or working under an exemption). Submit evidence of trade experience with your application that clearly describes using/applying the CEC.
- **Option B:** Proof of completion of a Canadian Electrical Code course or program from a recognized Canadian training institution that:
 - provides an understanding of, and ability to apply, the latest requirements of the CEC, ○ is a minimum of 12 hours focused on the CEC, and
 - is 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).

If you have already completed training that meets the above criteria, submit proof of completion of training with your application and Skilled Trades Ontario will determine if it is acceptable.

If you have **not** completed training that meets the above criteria, you must identify an acceptable training course or program. Several Ontario training providers offer training programs that meet these requirements. If you have identified a course that meets the criteria, you can request a review of the training before you enroll by emailing a detailed description of the training to: assessments-info@skilledtradesontario.ca.

Skilled Trades Ontario also recognizes the Canadian Standards Association (CSA) Group's Canadian Electrical Code Essentials Course. [Search the CSA course catalogue for "2021 Canadian Electrical Code Essentials \(STO\) – Online Training"](#).

12

Appendix 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 \(339B\)](#)

D:

Requirement:

You must submit a completed Declaration of Experience form with your initial application, indicating your hours of experience on various crane types. Applications submitted without a complete form will not be accepted.

After your initial assessment, you will need to pass a three-part Demonstration of Skills Test:

1. Hand Signal Test (confirmation of knowledge of safety signals for crane operation)
2. Load Chart Test (confirmation of knowledge of maximum safe loads)
3. Demonstration on Equipment Test (practical demonstration of safety, care, operation of equipment)

You will be eligible to begin attempting the tests only after your initial assessment is completed. Skilled Trades Ontario will inform you when you are approved to begin taking the tests.

Tests #1 and #2 must be scheduled with a local, Ontario Ministry of Labour, Immigration, Training and Skills Development Apprenticeship Office and must be passed before attempting Test #3.

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.

Please note that the Hand Signal, Load Chart and Demonstration on Equipment Tests may be taken a **maximum of three times each.**

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

13

Appendix Additional Requirements for Welder Trades •

Welder (456A)

Requirement:

You must submit a valid certificate indicating you have completed the welder practical assessment with a recognized testing centre on the following six welding processes:

1. Shielded Metal Arc Welding (SMAW - 3G)
2. Shielded Metal Arc Welding (SMAW - 3F & 4G)
3. Gas Metal Arc Welding (GMAW - 1G)

E:

4. Gas Tungsten Arc Welding (GTAW - 2G)
5. Flux Cored Arc Welding (FCAW - 3F & 4G)
6. Oxy-Fuel Cutting

You must complete the welder practical assessment at a designated testing centre and submit proof of completion to Skilled Trades Ontario with your initial application.

You must schedule your assessment with one of eleven testing centres in Ontario (fees vary).

Central Ontario:

1. Durham College – 1610 Champlain Ave, Whitby, ON (practicals@durhamcollege.ca)
2. Institute of Technical Trades – 1320 Ellesmere Rd, #1, Scarborough, ON (practicalsitt@gmail.com)
3. UA Local 46 – 936 Warden Avenue, Scarborough, ON (weldassessment@ualocal46.org)

Eastern Ontario:

4. St. Lawrence College – 2 St. Lawrence Dr, Cornwall, ON (skilledtrades@sl.on.ca)
5. UA Local 71 – 1250 Ages Dr, Ottawa, ON (practicals@ualocal71.com)

Northern Ontario:

6. UA Local 628 – 969 Alloy Dr, Thunder Bay, ON (local628@tbaytel.net)
7. UA Local 800 – 1640 Bancroft Dr, Sudbury, ON (sud-practicals@ualocal800.com)
8. UA Local 800 – 165 Northern Ave E., Sault Ste Marie, ON (ssm-practicals@ualocal800.com)

Western Ontario:

9. Mohawk College – 481 Barton St, Stoney Creek, ON (practicals@mohawkcollege.ca)
10. Technical Training Group – 428 Forman Ave, Stratford, ON (info@technicaltraininggroup.org)
11. UA Local 67 – 195 Dartnall Rd, Hamilton, ON (local67@ualocal67.com)
12. UA Local 527 – 225 Frobisher Dr, Waterloo, ON (practicals@ua527.com)

Appendix F: Additional Requirements for Culinary Trades

- [Cook \(415A\)](#)
- [Institutional Cook \(415D\)](#)
- [Baker-Pâtissier \(423C\)](#)

Requirement:

You must submit proof you have completed a recognized Food Handler Training and Certification program in the past three years.

To meet this requirement, 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:

- 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.

For a list of public health units and recognized programs, visit the [Food Handler Training and Certification webpage](#).

