

D. Becoming Certified in Ontario

Objectives

- To review the certification requirements and process in Ontario
- To identify three possible paths toward employment in the automotive trade
- To facilitate preliminary participants' assessment of their own status in the certification process

Materials

- ✓ Handout 13 “Glossary of Apprenticeship Terms”
- ✓ Handout 14 “How Do I Get There From Here”

a. Guest Speakers

Possible guest speakers might be representatives from:

- Apprenticeship and Client Services
- Centennial College

b. Discussion

You are a foreign-trained skilled tradesperson. You want to work in the automotive service sector in Ontario.

- What are the possible paths you can take toward finding employment in the AST trade?
 - i. Provisional certificate*
 - ii. Registering as an apprentice*
 - iii. MAP*
- What steps do you need to take along each path?

c. Individual Assignment

Distribute Handout 13 “Glossary of Apprenticeship Terms” and Handout 14 “How Do I Get There From Here”. Ask participants to work through the exercises.

d. Debrief

- Which path seems most appropriate for each person?
- What kind of investment will each have to make in terms of time and money?

GLOSSARY OF APPRENTICESHIP TERMS

Apprenticeship is an agreement between an individual who wants to learn a skill and an employer who needs a skilled worker.

Apprenticeship training is based on provincial standards developed by industry and endorsed by the Ontario government. The standards define the specific skills an apprentice must learn to become a skilled worker.

About 90% of an apprentice's time is spent learning practical skills on the job, while supervised by a qualified journeyman. The rest is spent learning theoretical and technical aspects of the trade.

Compulsory Trade

You must pass a written exam and obtain a Certificate of Qualification to work in a compulsory trade in Ontario. Only a worker with a Certificate of Qualification or a registered apprentice may work in these trades.

Anyone working in a compulsory trade who does not have a certificate or is not registered as an apprentice may be fined.

Modified Apprenticeship Programs (MAPs) provide apprentices with all required formal in-school training at the beginning of their apprenticeship, or alternating periods of four or eight weeks with the college and the employer.

Provincial Advisory Committees (PACs) advise the Minister of Education and Training on all matters related to a regulated trade. PACs develop and validate training standards, classroom curricula, exams and training standards.

Red Seal

Apprenticeship training and certification is different in each province and territory in Canada. The Interprovincial Standards Program, or "Red Seal," allows skilled workers to move from one province to another in Canada and have their skills recognized.

Statutory Declaration

A letter listing current and past employers, exact dates of employment, number of hours worked, position title and a complete description of job duties. The letter must be signed by a lawyer, notary public or a commissioner of oaths. The statutory declaration is a sworn statement of fact.

Trade Certification

To be certified in a trade in Ontario means you have a Certificate of Qualification (CofQ). The certificate proves you have met the standards set by the industry for the trade.

HOW DO I GET THERE FROM HERE?

1. Path One: Provisional Certificate

a. Determine your qualifications.

- Is your trade experience equal to or greater than apprenticeship training programs approved in Ontario for AST or related trades (5400-9000 hours)?
- Do you have apprenticeship documents stating length of apprenticeship? If so, list the documents.

- Do you have a certificate?

b. If you have the appropriate documentation, you may get a Statutory Declaration.

- Fill out the Skill Checklist for Automotive Service Technician at www.elsepe.org
- Make a list of your:**
 - ✓ current and past employers
 - ✓ exact dates of employment
 - ✓ the number of hours you worked
 - ✓ position titles
 - ✓ complete description of job duties
- Have this information signed by a lawyer, notary public or a commissioner of oaths.**

c. **Purchase a Provisional Certificate from your local Apprenticeship and Client Services.**

The certificate will expire on the next date that you can write the Certificate of Qualification examination.

You might want to take an Exam Preparation Course before you try the Cof Q.

Look at the Centennial College web site, www.cencol.on.ca.

When is the course offered?

How long is it?

What is the purpose of the course?

What are the fees?

d. **Now you are ready to write the Certificate of Qualification exam.**

Make sure you have signed photo ID (e.g. driver's licence/passport) and your Social Insurance Number with you.

You may arrange for an interpreter or reader to help you but if you do, you will not be eligible for Interprovincial status.

To pass, you need the following marks:

60% Trade
70% Red Seal

If you fail:

- your Provisional Certificate will be stamped on back for another 90 days
- you must wait 91 days before retrying the exam

If you fail the exam twice, you must go back for some upgrading before trying it again.

2. Path Two: Taking the Apprenticeship Route



