

Apprenticeship training programs are available for many skilled trades in Ontario. Here are some of the more common trades:

**Construction**

- Brick and stone mason
- Construction boilermaker
- Construction craft worker
- Construction millwright
- Drywall, acoustic and lathing applicator
- Electrician
- General carpenter
- Glazier and metal mechanic
- Hoisting engineer
- Ironworker
- Lineworker
- Painter and decorator
- Plumber
- Refrigeration and air-conditioning mechanic
- Sheet metal worker
- Sprinkler and fire protection installer
- Steamfitter

**Service**

- Arborist
- Baker
- Cook
- Educational assistant
- Hairstylist
- Horticultural technician

**Industrial**

- Cabinetmaker
- Facilities technician
- General machinist
- Industrial electrician
- Industrial instrument mechanic
- Industrial mechanic millwright
- Metal fabricator (fitter)
- Mould maker
- Pattern maker
- Tool and die maker
- Welder

**Motive power**

- Agricultural equipment technician
- Alignment and brakes technician
- Auto body repairer

- Automotive painter
- Automotive service technician
- Farm equipment mechanic
- Heavy duty equipment technician
- Motive power machinist
- Motorcycle technician
- Transmission technician
- Truck and coach technician
- Truck-trailer service technician

APPRENTICESHIP OFFICES

For more information about apprenticeship training, contact the Ministry of Training, Colleges and Universities apprenticeship office nearest you or call Employment Ontario at 1-800-387-5656 or TTY (416) 325-4084, or visit [www.ontario.ca/employmentontario](http://www.ontario.ca/employmentontario).

**Central District**

- Toronto .....(416) 326-5800
- Pickering .....(905) 837-7721
- Mississauga .....(905) 279-7333
- Barrie .....(705) 737-1431

**Western District**

- Hamilton .....(905) 521-7764
- Brantford .....(519) 756-5197
- St. Catharines .....(905) 704-2991
- Owen Sound .....(519) 376-5790
- London .....(519) 675-7788
- Sarnia .....(519) 542-7705
- Waterloo .....(519) 571-6009
- Windsor .....(519) 973-1441
- Chatham .....(519) 354-2766

**Eastern District**

- Ottawa .....(613) 731-7100
- Brockville .....(613) 342-5481
- Cornwall .....(613) 938-9702
- Kingston .....(613) 545-4338
- Pembroke .....(613) 735-3911
- Peterborough .....(705) 745-1918
- Belleville .....(613) 968-5558

**Northern District**

- Sault Ste. Marie .....(705) 945-6815
- North Bay .....(705) 495-8515
- Sudbury .....(705) 564-3030
- Timmins .....(705) 235-1950
- Thunder Bay .....(807) 345-8888
- Kenora .....(807) 468-2879

# EMPLOYMENT ONTARIO

Ontario's employment & training network

## Apprenticeship and Trade Certification



### What is apprenticeship?

Apprenticeship is a hands-on training program for people who want to work in a skilled trade and who enjoy learning by doing. About 90 per cent of apprenticeship training is provided in the workplace by employers. The remainder involves classroom instruction, which is usually given at a local community college, but may also be provided through another approved training organization. A person taking apprenticeship training is called an apprentice.

Both employers and apprentices benefit from apprenticeship training. Employers help create a pool of skilled workers who can help keep businesses competitive. Apprentices receive training that enables them to start their careers as skilled workers.

Apprentices are workers, so they earn as they learn.

Employers who hire apprentices in some trades may be eligible for a provincial tax credit. Training consultants at ministry offices can provide more information.

### Why should I become an apprentice?

Apprenticeship training provides access to well-paying jobs that demand a high level of skills, judgement, and creativity. The demand for skilled workers continues to increase, with top performers in some skilled trades earning more than \$50,000 a year. Many skilled workers use their skills and experience as stepping stones toward careers in management, while others go into business for themselves.

### Can anyone become an apprentice?

A high school education with a strong foundation in math, sciences, and communications is important to success as an apprentice.

### How can I become an apprentice?

A person who wants to become an apprentice first finds an employer who wants to hire an apprentice. Then either the trainee or the employer contacts a training consultant at the closest Ministry of Training, Colleges and Universities apprenticeship office. The training consultant will meet the trainee and the employer to assess the employer's ability to train.

Once the consultant determines that a high standard of training can be provided, the trainee and the employer sign an apprenticeship contract or training agreement, which registers the trainee as an apprentice, and training begins.

### How long does it take to train as an apprentice?

The length of time an apprenticeship takes varies, depending on the trade and the competencies that must be mastered.

### What does it cost to become an apprentice?

Apprentices and skilled workers pay fees for certain services. For details, talk to a training consultant at a Ministry of Training, Colleges and Universities apprenticeship office.

### Can a high school student become an apprentice?

Yes. The Ontario Youth Apprenticeship Program gives students who are at least 16 years old and who are going into Grade 11 the opportunity to complete high school while working part-time as a registered apprentice. Students who are interested in the program should contact their guidance counsellor, or the nearest ministry apprenticeship office.

### What happens when an apprentice has completed training?

Apprentices must prove to their employer that they are competent in the skills described in the industry-set standards established for the skilled trade. Once an apprentice has demonstrated these skills and completed the required on-the-job and classroom training, he or she can write an exam for certification (where required).

After completing the apprenticeship program, an apprentice may receive two certificates from the Ministry of Training, Colleges and Universities. The Certificate of Apprenticeship shows that an apprentice has successfully completed a formal training program in a specific trade. The Certificate of Qualification is given to an apprentice who has passed the written provincial qualification examination required

in a specific trade. It states that the apprentice's skills and knowledge meet the standards set by industry for skilled workers in that trade. A candidate must obtain a minimum score of 70 per cent in order to pass the trade examination.

### Can a skilled worker find work anywhere in Canada?

Skilled workers who have received their training in Ontario can work anywhere in the province. Agreements among the provinces and territories allow skilled workers in trades to work anywhere in Canada. Training consultants at ministry apprenticeship offices can provide more information.

## TRADE CERTIFICATION

To be employed in certain skilled trades, workers must have a Certificate of Qualification. This certificate states that they have passed the provincial qualification exam that assesses their knowledge of their skilled trade.

To write the provincial qualification exam, applicants must prove they have experience in the trade. Examples of proof include completion of an apprenticeship and documentation showing that training time meets at least minimum industry standards, or proof of sufficient relevant experience as a skilled worker.

Training consultants at ministry apprenticeship offices can give applicants guidance on how to gather the documents they need to prove they have the skills to write the exam. Consultants also evaluate the evidence in these documents to determine whether applicants are eligible to write the exam.

Many employers also want skilled workers to have a Certificate of Apprenticeship. This certificate is awarded as proof that the worker has completed apprenticeship training and meets the standards of competency set by industry.

Fees are charged for certain services. Training consultants at ministry apprenticeship offices can provide more information.