

## How Do I Apply for Certification?

Visit an office of the Apprenticeship and Client Services Branch. This is also referred to as the Ministry of Training, Colleges and Universities – Apprenticeship Office. In the Pickering office the signage says *Employment Ontario*. To find an office in your area contact the *Employment Ontario* Hotline number at 1-800-387-5656.

You will need proof that you are experienced in a trade by bringing one of the following documents:

1. Letters from current or past employers, written on company letterhead, which give the company name and address, exact dates of employment, number of hours worked, position title and a complete description of job duties.

Or

2. A letter from a union, on union letterhead, giving the same information.

Or

3. Apprenticeship documents from other provinces or countries specifying the duration of the apprenticeship.

Or

4. If you cannot provide any of the above, bring a letter listing current and past employers, exact dates of employment, number of hours worked, position title and a complete description of job duties. This letter, called a statutory declaration, is a sworn statement of fact. It must be signed by a lawyer, notary public or any other commissioner of oaths. Many legal aid and community agencies provide this type of service.

A few other things that you need to know:

To challenge the exam there is a \$100 fee.

The pass mark is 70%. You can re-write; however there is a limit to the number of times before you will be encouraged to take a refresher course. You will also have to pay the fee each time.