



September 9, 2013

000999

Member ID: 88888888

Personal Identification Number: 123456

John Q. Sample
123 Any Street
Suite 456
Anytown ON L0L 0L0

Dear John Q. Sample,

We understand that you have recently signed a Registered Training Agreement (RTA) with the Ministry of Training, Colleges and Universities (MTCU) in order to become an apprentice. This is the first step on your journey to what I hope will be a rewarding career in the skilled trades. I would like to take this opportunity to inform you about your next steps – becoming a member of Ontario College of Trades (the College).

The College has been established to give tradespersons and their employers a great opportunity to manage the apprenticeship system and regulate the skilled trades in Ontario. When a profession regulates itself – not relying on government – it's a sign of strength and success. To provide this type of self-regulation, the College will:

- Establish standards of professional conduct for skilled trades;
- Maintain a public register to ensure public confidence in the qualifications of its members;
- Set apprenticeship training and certification standards for Ontario's more than 150 skilled trades;
- Promote the skilled trades as a career of choice in order to attract individuals who will help renew and grow the industry;
- Establish the scope of trades and facilitate reviews of journeyman to apprentice ratios and trade classifications;
- Enforce laws for the practise of compulsory trades; and
- Issue and revoke Certificates of Qualification and Statements of Membership.

As a registered apprentice, you are required to be a member of the College within 90 days of signing your RTA with the MTCU. To become a member you must complete and return the enclosed application form if you have not already done so. With the exception of those registered as apprentices in an Ontario Youth Apprenticeship Program (OYAP), you will also need to pay an annual membership fee of \$60 (plus HST).

Once you have completed your application form and paid the membership fee, the College will mail you a membership card and Statement of Membership. Following these steps, your name will also appear on the College's public register. The register will let the public and employers know who is qualified to work as an apprentice or journeyman, and that their qualifications are in good standing.

All members of the College will be listed on the public register, including journeyman candidates and journeymen, with the exception of registered apprentices in the Ontario Youth Apprenticeship Program (OYAP).

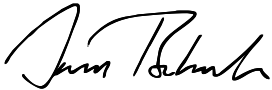
To find out more about the College, I encourage you to read the enclosed Frequently Asked Questions document. For any other questions about the College or to update your personal information, please contact us:

Ontario College of Trades
655 Bay Street, Suite 600
Toronto ON M5G 2K4

647-847-3000 or 1-855-299-0028
membership@collegeoftrades.ca

On behalf of the College, I congratulate you on becoming an apprentice and choosing a skilled trades career. Your membership in the College is an investment in your future – and in the future of Ontario's trades.

Sincerely,

A handwritten signature in black ink, appearing to read "David Tsubouchi". The signature is fluid and cursive, with a large initial "D" and "T".

David Tsubouchi
Registrar & CEO, Ontario College of Trades



Frequently Asked Questions

What is the Ontario College of Trades?

The Ontario College of Trades (the College) is an industry-driven professional regulatory body that protects the public interest by regulating and promoting the skilled trades. A first of its kind in North America, the College puts decision-making power in the hands of skilled tradespeople.

Skilled trades professionals can now regulate the trades industry, just as nurses, teachers and doctors enjoy the privilege of self-regulation.

How and why was the College of Trades created?

The skilled trades are crucial to Ontario's economic future. The Ontario government recognized that those who work in the trades, understand the issues and feel the impact of decisions on their jobs and business are best placed to make decisions that affect them. Creating the College gives industry a greater role in governance, certification and training.

The College was created as a professional regulatory body through legislation, and is mandated to regulate the professions set out in the legislation. The College was created by the *Ontario College of Trades and Apprenticeship, Act (2009)*.

The College has a mandate to regulate the trades professions named in regulations under the Act, govern its members and protect the public interest. The College will regulate over 150 skilled trades professions in Ontario.

The primary function of professional regulatory bodies is to protect the public from unqualified, incompetent or unfit practitioners.

What will the College of Trades do for me?

The College performs a range of services for its members, such as:

- Giving opportunities for members to provide input on key issues affecting their trades
- Promoting the skilled trades as a career of choice
- Establishing a public register to ensure public confidence in the qualifications of its members, receiving and investigate complaints against its members and discipline members as required
- Issuing Certificates of Qualification and Statements of Membership
- Setting up consultative, transparent and fair processes for tradespeople and employers to make submissions to recommend changes for a trade (e.g. journeyman-to-apprentice ratio reviews, trade classification reviews)
- Setting up apprenticeship programs, training standards and scopes of practice for each trade
- Ensuring that the legislation is enforced (i.e. *Ontario College of Trades and Apprenticeship, Act (2009)*)

Can I register for classes at the Ontario College of Trades?

The College is not a training institution, like a community college or trade school. The College is a regulatory body, similar to the College of Teachers, the College of Nurses or the College of Physicians and Surgeons. The College of Trades is responsible for regulating persons in the trades and those who employ them.

I'm an apprentice as part of the Ontario Youth Apprenticeship Program. Am I still a Member of the College?

If you are a participant in the Ontario Youth Apprenticeship Program with a valid Registered Training Agreement, you will be a member of the College but your name will not appear on the public register, and you are exempt from complaints and discipline through the College.

What is the public register and what information is included?

The College maintains a public register that provides public access to the membership status of all College members. The register has been available on the College's website as of April 8, 2013.

The public register displays the following details about all members:

- Name
- Member identification number
- Certificate of Qualification number
- type of membership (i.e. Statement of Membership or Certificate)
- all trades and classes the member holds a Statement of Membership and/or Certificate and any terms, conditions and/or limitations imposed on the member's Statement of Membership Certificate
- the member's standing in the College – for each class the member is in, the register will indicate whether the membership is 'in good standing', 'suspended', 'canceled' or 'revoked'.

All members of the College will be listed on the public register, with the exception of registered apprentices in the Ontario Youth Apprenticeship Program.

What will the College enforce?

As of April 8, 2013, the College is responsible for ensuring compliance with the prohibitions in *Ontario College of Trades and Apprenticeship Act, 2009* and its regulations. The College has the authority to issue fines and lay charges against those who are not in compliance with the Act.

The prohibitions the Act covers are as follows:

- practising a compulsory trade without a valid Certificate of Qualification (C of Q) in that trade or having a statement of membership in either the Apprentices class or Journeyman Candidates class



- holding yourself out as holding a C of Q in a voluntary trade unless you hold a valid Certificate
- employing an individual to work in a compulsory trade unless the individual has a valid C of Q or Statement of Membership in either the Apprentices class or the Journeyman Candidates class
- using the title of a compulsory trade (e.g. the title “Plumber”) unless you hold a valid C of Q in that trade
- representing that you are a member of the College unless you are a member
- if you sponsor an apprentice, you are required to ensure compliance with the journeyman to apprentice ratio for the trade set out in regulation

The College understands the importance of fair and consistent enforcement of the Act in achieving its mandate to regulate the trades in the public interest and to help ensure a fair system for all tradespeople. The College will pursue non-compliance in an aggressive manner.

For a list of compulsory trades please visit:
www.collegeoftrades.ca/trades/compulsory-trades).

What is the College’s complaints and discipline process?

The College has a duty to serve and protect the public interest in its role as a self-regulating professional body for Ontario’s 156 trades. To do this, the College must have an effective complaints and discipline process in place that is accessible to the public.

On April 8, 2013, any person will be able to make a complaint to the College about the conduct of any of its members. If a written complaint is filed, and the complaint is about “professional misconduct,” “incompetence” or “incapacity,” the College will have the responsibility to follow up through a fair and transparent process.

Almost every self-regulating professional body in Ontario has an obligation to have a complaints and discipline process in place to make sure that the public interest is protected.

How are decisions made at the College of Trades?

Decisions are made by the College through fair, transparent and consultative processes. College members can submit input to online consultations, and can apply to be a member of one of the College’s Trade Boards or other governing boards. Key decisions about apprenticeship ratios and compulsory versus voluntary status are all governed by consultative processes that provide an opportunity for input.

How does the College represent the trades?

The College has a Board of Governors, as well as Trade Boards and Divisional Boards for each of the four sectors: construction, automotive, industrial and service. Taken together, these boards make sure there is representation from every trade.

If a Trade Board for your trade has yet to be filled, your trade's interests will be represented through your sector's Divisional Board.

Trade Boards have equal numbers of members that are employees and employers, and include representatives from unionized and non-unionized workplaces. The selection of the board members reflects the diversity and geography of Ontario's population including English and French, male and female, employee and employer representation, as well as unions and non-unions and small and large businesses.

Trade Boards have a number of functions, including, but not limited, to the following:

- advising Divisional Boards about qualifications required for trade certification
- reviewing and/or recommending trade training and curriculum standards and other related training documents
- promoting apprenticeship as a method of acquiring skills for trades
- recommending strategies to promote apprenticeship completion rates
- considering recommendations from employers in the trades and from other persons who work in the trade

Who represents my trade?

To see a list of Trade Board members, please visit our website at:

www.collegeoftrades.ca/about/structure/trade-boards.

The College will send you more information on how you can contact the Trade Board(s) representing your trade(s) once you have paid your membership fee.

How can I become a board member?

The Ministry of Training, Colleges and Universities has an Appointments Council whose role is to appoint all members to the boards: Trade Boards, Divisional Boards, and the Board of Governors. The College does not have the authority to appoint members to the College's governance structure.

There are still vacant positions left to be filled on some of the College's Trade Boards. If you would like to be part of one of the College's boards, or would like more information about the appointments process, roles and responsibilities of members please visit the Appointments Council website at: www.cot-appointments.ca or call 1-800-387-5656.

How can I pay my membership fee to the College?

There are several ways that you can pay your fees to the College. These include:

Credit Card

The College accepts Visa, MasterCard and American Express.



There are three ways to pay using a credit card:

- ***Online** – visit <http://www.collegeoftrades.ca/membership/member-login>
- **Via telephone:**
 - Toll-Free** – 1-855-299-0028
 - Greater Toronto Area** – 647-847-3000
- **In-person** at the College (Monday to Friday between 9:00 a.m. to 5:00 p.m.):
 - 655 Bay Street, Suite 600
 - Toronto, ON M5G 2K4

***Please note** that if you are making your payment online, you will need to call the College at 1-855-299-0028 (toll free) or 647-847-3000 (in the Greater Toronto Area) in order to activate and access your secure, online member account. You will also need to have a valid email address.

Cheque

Cheques can be made payable to the *Ontario College of Trades* and should include your College Member ID number on the memo line of your cheque.

Cheques can be mailed to:

Ontario College of Trades
P.O. Box 4003, Station A
Toronto, ON M5W 0G5

Debit

The College will accept debit payments **in-person** at the College (Monday to Friday between 9:00 a.m. to 5:00 p.m.):

655 Bay Street, Suite 600
Toronto, ON M5G 2K4

Is the College of Trades membership fee tax deductible?

Yes. According to Canada Revenue Agency rules, professional fees are tax deductible. Upon payment of the membership fee, a receipt of payment will be mailed to you for tax purposes. Separate tax receipts are not issued for membership fees paid. Canada Revenue Agency does not require a receipt to be attached to your tax return.

Will the College protect my personal information?

The Ontario College of Trades is committed to maintaining the accuracy, security, confidentiality and privacy of Personal Information and Confidential Information in accordance with *Ontario College of Trades and Apprenticeship Act, 2009*, and applicable Canadian privacy laws. If you have any questions about the College's privacy policy or need to update your personal information, please contact the College's Client Services department.

