



Workforce Planning Hamilton
Planification de main d'oeuvre de Hamilton

DOLLARS & SENSE



JULY
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A guide to employment services, tax and training credits, incentives and supports for employers

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The information included in this guide is accurate as of the date of publication. While every attempt has been made to list all current relevant information, there may be other incentives available for employers which are not listed here.



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INTRODUCTION

As you go about the business of hiring staff for your company, you may wonder if there are tax credits, incentives or training supports that are available to help with the financial costs of hiring and training new employees. Such information is available, but until now, it has been difficult to find since it is housed on a variety of websites, and offered through a variety of government sources.

Workforce Planning Hamilton's Dollars & Sense guide cuts through the confusion to provide the information that you need in a centralized manner. While we have attempted to list as many options as possible, we may have missed some, so please forgive us if this is the case.

Taking advantage of the listed programs will allow you to defray costs associated with training apprentices, hiring youth, summer students, and other candidates.

In addition to the incentives and supports listed in this guide, Employment Ontario Employment Service Providers are available to assist employers through every step of the hiring process by listing job opportunities, suggesting qualified candidates and by providing incentive/wage subsidy information. The EO Employment Service Providers are a valuable resource and a list of the local services, as well as other employment services are listed below.

We hope the guide helps you in your quest for information that will help your company be more productive and cost effective.

EMPLOYMENT SERVICES IN HAMILTON

EMPLOYMENT ONTARIO EMPLOYMENT SERVICES

There are seven Employment Ontario Service Providers within the Hamilton area, operating in nine different locations. The service providers provide employers with qualified candidates to interview, potential wage subsidy during training, assistance with job fairs and other hiring initiatives, as well as staff support to employers and their new employee.

Contact one of the Employment Ontario Service Providers listed below for assistance with any hiring needs. Employers can access a variety of wage and training subsidies through the agencies listed below. Call the agencies for more details.

You can also find services in your area for looking for work; training and upgrading; apprenticeship; and employer/community support by visiting the Ontario Ministry of Training, Colleges and Universities website at: www.tcu.gov.on.ca/eng/search.asp

Employment Hamilton

67 Victoria Ave. South
Hamilton
905-522-4902
www.employmenthamilton.com

Goodwill Career Centre

1050 Upper Gage Ave
Hamilton
905-526-8482
www.goodwillonline.ca

Mohawk College

Fennell Campus
135 Fennell Ave. West & West 5th St.
Hamilton
905-575-2177



Mohawk College

Stoney Creek Campus
211 Centennial Parkway N., Unit 5
Hamilton
905-575-2177
[www.mohawkcollege.ca/
community-training/employers/
community-employment-
services.html](http://www.mohawkcollege.ca/community-training/employers/community-employment-services.html)

Collège Boréal

2, rue King Ouest, Suite 150
Lloyd D. Jackson Square
Hamilton
905-544-9824
www.collegeboreal.ca

vpi Inc.

1051 Upper James St., Suite 102
Hamilton
905-387-2220
www.vpi-inc.com

Wesley Employment Services

151 Queen St. North
Hamilton
289-396-5864
www.wesleyurbanministries.com

**YMCA of Hamilton/Burlington/
Brantford**

23 Main St. East
Hamilton (Careerworx)
905-540-9679
or
1-427 Dundas St. East
Waterdown
905-690-9927
www.mydreamjob.ca

**OTHER EMPLOYMENT SERVICES
IN HAMILTON****City of Hamilton Career
Development Centre**

181 Main St. West, 3rd Floor
Hamilton
905-546-2424 ext. 2695

Community Living Hamilton

191 York Blvd.
Hamilton
905-528-0281

Goodwill

225 King William St.
Hamilton
905-526-8482 ext. 307

Immigrant Women's Centre

Downtown (Head Office)
8 Main St. E. Ste. 101
Hamilton
905-529-5209

March of Dimes

50 King St. E., 3rd Floor
Hamilton
905-522-2253

Northern Lights Canada

1685 Main St. West, Suite 300b
Hamilton
289-396-2943/800-361-4642
www.northernlightscanada.ca

PATH Employment Services

*(Specialized full range of employment
services for persons with disabilities)*
31 King St. East, Suite 100
Hamilton
905-528-6611

FINANCIAL INCENTIVES/ PROGRAMS FOR EMPLOYERS

CANADA JOB GRANT

WHAT IS IT?

The federal government's Economic Action Plan 2013 announced that the government will transform skills training in Canada through the introduction of the Canada Job Grant, as part of the renewal of the Labour Market Agreements in 2014-15.

The Grant, as delivered through Labour Market Agreements, will require matching from employers as well as provinces and territories.

WHO IS ELIGIBLE?

- Businesses with a plan to train Canadians for an existing job or a better job.
- The Canada Job Grant will provide workers with up to \$15,000 to help them find a new or better job.
- The Federal government will provide employers with up to \$10,000 to train each worker, with employers supplying up to \$5,000. The grant would cover the cost of training each worker including paying for their tuition and training materials.

NEED MORE INFO?

Visit Canada's Economic Action Plan website for more information:

www.actionplan.gc.ca/en/initiative/canada-job-grant

(Information source:

<http://www.actionplan.gc.ca/en/initiative/canada-job-grant>)

ONTARIO CO-OPERATIVE EDUCATION TAX CREDIT

WHAT IS IT?

A refundable tax credit for businesses hiring students enrolled in a recognized post-secondary co-operative education program.

WHO IS ELIGIBLE?

- Businesses having a permanent establishment in Ontario

WHAT'S IN IT FOR ME?

- The maximum credit for each qualifying work placement is \$3,000

- Placements must be for a period of at least 10 consecutive weeks except, in the case of an internship program, the placement cannot be less than 8 consecutive months and not more than 16 consecutive months

NEED MORE INFO?

Visit this link on the Canada Revenue Agency website:

www.cra-arc.gc.ca/tx/bsnss/tpcs/crprtns/prv/on/cprtvdctn-eng.html

(Information source: <http://www.cra-arc.gc.ca/tx/bsnss/tpcs/crprtns/prv/on/cprtvdctn-eng.html>)

OPPORTUNITIES FUND FOR PERSONS WITH DISABILITIES

WHAT IS IT?

Through funding for organizations, the Opportunities Fund for Persons with Disabilities program helps people with disabilities prepare for, obtain and maintain employment or self-employment.

WHO IS ELIGIBLE?

- Eligible applicants include: Businesses
- Organizations (including not-for-profit)
- Public health and educational institutions
- Band or tribal councils, Aboriginal organizations
- Municipal governments

WHAT'S IN IT FOR ME?

- Wage subsidies: Financial support to employers to encourage them to hire persons with disabilities whom they would not normally hire.
- Work experience: Funding is available to eligible organizations that provide opportunities for people with disabilities to gain paid and unpaid (volunteer) work experience leading to potential employment.

NEED MORE INFO?

Visit the Service Canada site:

www.servicecanada.gc.ca/eng/of/

(Information source: <http://www.servicecanada.gc.ca/eng/of/>)

EMPLOYMENT ONTARIO PLACEMENT INCENTIVE

WHAT IS IT?

Eligible employers may receive financial incentives to provide on-the-job training to Employment Service clients, aged 30 years and older, including apprenticeship training, work experience opportunities, or skill level/employability assessments for participants in trial placements.

WHO IS ELIGIBLE?

Employers must:

- Be licensed to operate in Ontario and provide the placement in Ontario
- Maintain appropriate WSIB or alternate workplace safety insurance coverage and have adequate third party general liability insurance

WHAT'S IN IT FOR ME?

- Incentive amounts vary and are based on the complexity of the job skill level required and the length of training required

NEED MORE INFO?

Contact an Employment Ontario Employment Service Provider listed on pages 2 and 3.

SKILLS LINK PROGRAM

WHAT IS IT?

A client-centered program that provides funding for employers and organizations to offer eligible activities to youth, aged of 15-30, facing barriers to employment.

Participants are youth at greater risk of not making a successful transition to the workplace and establishing themselves within the labour market.

Service Canada accepts Skills Link applications throughout the year.

WHO IS ELIGIBLE?

- Businesses, organizations (including not-for-profit)
- Public health and educational institutions
- Band or tribal councils, Aboriginal organizations
- Municipal governments

WHAT'S IN IT FOR ME?

- Financial assistance may be provided to cover all or a portion of the costs associated with operating and delivering approved activities
- Overhead costs required to carry-out the project, including wages and employment related costs for staff
- Costs associated with central administrative functions of the organization that are used to support agreement activities

NEED MORE INFO?

Service Canada Centre, Hamilton, 905-572-2211

Service Canada site: www.servicecanada.gc.ca/eng/epb/yi/yep/newprog/skillslink.shtml

(Information source: <http://www.servicecanada.gc.ca/eng/epb/yi/yep/newprog/skillslink.shtml>)

EMPLOYMENT ONTARIO YOUTH EMPLOYMENT FUND

WHAT IS IT?

Employers will receive incentives to help cover the cost of wages and training for new hires aged 15-29, who are currently unemployed (or working less than 20 hours a week), not attending school full-time, and a resident of Ontario.

WHO IS ELIGIBLE?

- Employers must be licensed to operate in Ontario
- Be compliant with legislation (health and safety, employment standards, etc.)
- Provide job placements of four to six months in Ontario, and be covered by WSIB, or equivalent to WSIB coverage
- Provide job placements that do not displace current or laid-off employees

WHAT'S IN IT FOR ME?

- Employers can receive a significant amount for training and wage costs linked with a job placement.

NEED MORE INFO?

To learn more or to discuss opportunities, contact one of the Employment Ontario Employment Service providers listed on page 2 and 3 who will match you with a suitable youth.

MTCU/Employment Ontario: www.tcu.gov.on.ca/eng/employmentontario/youthfund/

(Information source: <http://www.tcu.gov.on.ca/eng/employmentontario/youthfund/>)

HIRING YOUTH FOR THE SUMMER?

CANADA SUMMER JOBS

WHAT IS IT?

Provides a wage subsidy to help employers create summer job opportunities for students aged 15-30 years who are full-time students planning to return to their studies in the next school year.

Creates work experiences for students and supports organizations, including those that provide important community services.

WHO IS ELIGIBLE?

- Not-for-profit organizations, public-sector employers and small businesses with 50 or fewer employees

WHAT'S IN IT FOR ME?

- Not-for-profit employers are eligible for up to 100% of the provincial/territorial adult minimum hourly wage
- Public and private-sector employers are eligible for up to 50% of the provincial/territorial adult minimum hourly wage

NEED MORE INFO?

Service Canada, Youth Info Line, 1-800-935-5555

Service Canada Centre, Hamilton, 905-572-2211

www.servicecanada.gc.ca/eng/epb/yi/yep/programs/scpp.shtml

(Information source: <http://www.servicecanada.gc.ca/eng/epb/yi/yep/programs/scpp.shtml>)

SUMMER JOBS FOR YOUTH

WHAT IS IT?

Job placement program for youth aged 15-18 who live in identified priority communities.

Placements take place from July-August. Serves youth with minimal to no work experience and matches them with a summer job.

WHO IS ELIGIBLE?

- Employers have to provide third party liability coverage
- WSIB coverage or equivalent, and third party liability insurance
- Meaningful work placements for youth
- Support and supervision
- Must provide a job opportunity for July-August

WHAT'S IN IT FOR ME?

- Fully subsidized employee for six weeks during July and August
- Opportunity to mentor and help youth to develop skills
- Access to a pool of trainable candidates

NEED MORE INFO?

YMCA of Hamilton/Burlington/Brantford - 905-526-8452

Email: summerjobs_hamilton@ymca.ca

(Information source: <http://youthconnect.ca/htdocs/english/work/summerjobs.asp>)

SUMMER JOBS SERVICE

WHAT IS IT?

A \$2-per-hour per student hiring incentive. Students must be ages 15 to 30 and planning to return to school in the fall.

Jobs last up to 16 weeks, beginning April 1st and ending by September 30th.

WHO IS ELIGIBLE?

- Businesses and farms as well as not-for-profit and other community organizations

WHAT'S IN IT FOR ME?

- Subsidies to hire summer students to support your business

NEED MORE INFO?

Employment Hamilton, Mohawk College, and Collège Boréal offer the program (see page 3)

Call Employment Ontario toll-free at 1-800-387-5656

(Information source: <http://www.tcu.gov.on.ca/eng/document/brochure/employers.html>)

LOOKING TO HIRE AN APPRENTICE?

What does the future of skilled trade employment look like in Hamilton? With 44% of the working age population in Hamilton over the age of 45, our community could face a skills shortage unless the practical on-the-job knowledge of experienced workers is passed along to a younger generation.

Mentorship and training, in the form of apprenticeship programs, is a concrete way for important skills to be handed down from worker to worker.

Apprenticeship programs combine in-school education with on-the-job training to provide an invaluable payoff for your company, the person you choose to employ, and for Hamilton's economic future.

Across Ontario more than 33,057 employers, 153,918 apprentices and over 300,000 active journeypersons are involved in apprenticeship training.

According to the Canadian Apprenticeship Forum (CAF), the return on training investment for employers is \$1.47 for every \$1 that they spend on training. Hiring and training apprentices makes good business sense.

WHY SHOULD YOU HIRE AN APPRENTICE?

1. Employees who participate in apprenticeship programs are trained to provincial industry standards, and they also understand your unique workplace conditions.
2. Apprenticeship training allows employers to benefit from the government-supported in-class training part of the program, and also supports the company's future workforce needs and those of the industry.
3. Having a pool of experienced employees within your company who are different ages will enable you to better plan your future workforce needs as your company expands and/or as older employees retire.
4. Recruiting apprentices through the Ontario Youth Apprenticeship Program (OYAP) is a cost-effective solution to training and re-training young workers.
5. A recent survey of apprentices found that participants had a loyalty to the company that hired them, leading to a more stable workforce.

(Information from MTCU/Employment Ontario)

(Information source: MTCU <http://www.tcu.gov.on.ca/eng/general/postsec/openingdoors/employers/tips.html#first>) 27/9/13

ONTARIO YOUTH APPRENTICESHIP PROGRAM (OYAP)

WHAT IS IT?

OYAP is a school-to-work transition program offered by the Hamilton-Wentworth Catholic District School Board and the Hamilton-Wentworth District School Board for high school students (16 years of age and up) who have completed Grade 10.

Students in Grades 11 and 12 earn co-op credits through work placements in skilled trades. Students register as apprentices and begin formal training while still in school.

WHO IS ELIGIBLE?

- Employers offering an apprenticeship opportunity in one of the 150+ skilled trades professions
- Employers must provide a working environment which focuses on learning and apprenticeship training
- Provide a safe working environment which complies with health and safety regulations
- Direct and guide student learning through on-site supervision by a qualified journeyperson
- Assess the progress of the student jointly with the Cooperative Education teacher

WHAT'S IN IT FOR ME?

- Employers are provided with the opportunity to assess students before committing to an apprenticeship
- WSIB coverage is provided by the Ministry of Education during the contract
- OYAP provides employers with information on where to access wage subsidies to assist with the initial hiring costs of OYAP graduates and summer students
- Way to support future workforce needs and those of one's industry

NEED MORE INFO?

Hamilton-Wentworth Catholic District School Board

OYAP Coordinator:

Leo Paone

Telephone: 905-525-2930 x 2886

Email: paonel@hwcdsb.ca

www.oyaphwcdsb.com

Hamilton-Wentworth District School Board

OYAP Coordinator:

Reece Morgan

Telephone: 905-518-8694

Email: rmorgan@hwdsb.on.ca

www.hwdsb.on.ca/learning/slp/oyap/

Employment Ontario Hotline: 1-800-387-5656

www.oyap.com

(Information source: www.oyap.com)

TAX CREDITS FOR HIRING APPRENTICES

APPRENTICESHIP JOB CREATION TAX CREDIT

WHAT IS IT?

A non-refundable tax credit equal to 10% of the eligible salaries and wages payable to Red Seal Trade apprentices employed after May 1, 2006.

WHO IS ELIGIBLE?

- Any business that hires an eligible apprentice
- An “eligible apprentice” is someone who is working in a prescribed trade in the first two years of their apprenticeship contract
- This contract must be registered with a federal, provincial or territorial government under an apprenticeship program designed to certify or license individuals in the trade

WHAT'S IN IT FOR ME?

- The maximum credit is \$2,000 per year for each eligible apprentice

NEED MORE INFO?

Canada Revenue Agency:

www.cra-arc.gc.ca and search by name of the credit
1-800-959-8281

Red Seal Trade website: **www.red-seal.ca**

(Information source: <http://www.cra-arc.gc.ca/tx/ndvdlst/tpcs/ncm-tx/rtrrn/cmpltng/ddctns/Ins409-485/412/jctc-eng.html>)

ONTARIO APPRENTICESHIP TRAINING TAX CREDIT

WHAT IS IT?

A refundable tax credit for corporations/unincorporated businesses employing apprentices in certain skilled trades during the first 48 months of an apprenticeship program.

WHO IS ELIGIBLE?

- Businesses that have permanent establishments in Ontario
- Businesses that pay Ontario income tax
- Businesses that incur eligible expenses in training apprentices in certain skilled trades

WHAT'S IN IT FOR ME?

- The tax credit is based on salaries and wages paid to an apprentice
- Maximum credit for each apprenticeship is \$10,000 per year
- Maximum credit over the first 48-month period of the apprenticeship is \$40,000

NEED MORE INFORMATION?

Employment Ontario Hotline: 1-800-387-5656

You can download an application form at:

www.cra-arc.gc.ca/tx/bsnss/tpcs/crprtns/prv/on/pprntcshp-eng.html

(Information source: <http://www.fin.gov.on.ca/en/credit/attc/>)

EMPLOYER INCENTIVES FOR HIRING APPRENTICES

APPRENTICESHIP EMPLOYER SIGNING BONUS

WHAT IS IT?

The \$2,000 Employer Signing Bonus encourages employers in the trades to register new apprentices in sectors where there is a high demand for skilled workers.

This initiative assists employers to hire and register apprentices who have left school and require upgrading to meet the registration standards for apprenticeship training.

WHO IS ELIGIBLE?

- The Employer Signing Bonus will be delivered in two equal instalments over six months.

To be eligible for the first instalment, employers must:

- Meet all the specific apprenticeship requirements to provide training in the trade
- Employers receive the second instalment when they continue to employ the apprentice and provide on-the-job training for at least six months from the date that the apprentice was registered

WHAT'S IN IT FOR ME?

- \$2,000 Employment Signing Bonus to be delivered in two equal instalments over six months.
- May be eligible for an additional training incentive that can be negotiated, up to a maximum of \$6,000.

NEED MORE INFO?

Employment Ontario Hotline: 1-800-387-5656

MTCU/Employment Ontario:

www.tcu.gov.on.ca/eng/employers/emp_bonus.html

See a listing of Employment Ontario Employment Services in Hamilton on page 2 and 3.

(Information source: http://www.tcu.gov.on.ca/eng/employers/emp_bonus.html)

APPRENTICESHIP COMPLETION EMPLOYER BONUS

WHAT IS IT?

Employers receive a \$1000 taxable cash grant for each apprentice that is employed and trained and who completes his or her apprenticeship, receives a Certificate of Apprenticeship and where applicable, a Certificate of Qualification.

WHO IS ELIGIBLE?

- Employers that employ and complete apprentices in any of Ontario's approved trades
- Are incorporated or unincorporated businesses and are subject to Ontario corporate income tax or Ontario personal income tax
- Are based in Ontario or out of province
- Eligible employers will receive a letter and application from the Ministry of Training, Colleges and Universities
- Employers will be identified by the registration document or training agreement with individual apprentices

WHAT'S IN IT FOR ME?

- A \$1000 taxable cash grant per each apprentice

NEED MORE INFO?

Employment Ontario Hotline: 1-800-387-5656

(Information source: http://www.tcu.gov.on.ca/eng/employmentontario/employers/appr_completion.html)

FINANCIAL HELP FOR APPRENTICES

A number of grants and loans are available to help apprentices begin and complete their training. Please share this information with your prospective apprentices since it may help in your recruitment process.

APPRENTICESHIP COMPLETION BONUS IN NON-RED SEAL TRADES

A taxable cash grant of \$2,000 available to registered apprentices after they successfully complete their apprenticeship training and obtain their Certificate of Apprenticeship and, where available, their Certificate of Qualification in any Ontario non-Red Seal trade, on or after April 1, 2009.

FOR MORE INFORMATION

MTCU will mail eligible apprentices a form to complete indicating their eligibility for the bonus

www.tcu.gov.on.ca/eng/employmentontario/employers/apprenticeship_bonus.html

(Information source: http://www.tcu.gov.on.ca/eng/employmentontario/employers/apprenticeship_bonus.html)

APPRENTICESHIP COMPLETION GRANT

The Apprenticeship Completion Grant is a one-time taxable cash grant of \$2,000 maximum.

Available to apprentices who have successfully completed their apprenticeship program and have obtained their journeyman certification in a designated Red Seal trade on or after January 1, 2009. People are encouraged to apply online.

FOR MORE INFORMATION

www.servicecanada.gc.ca/eng/goc/apprenticeship/completiongrant/application.shtml

(Information source: <http://www.servicecanada.gc.ca/eng/goc/apprenticeship/completiongrant/application.shtml>)

APPRENTICESHIP INCENTIVE GRANT

The Apprenticeship Incentive Grant is a taxable cash grant of \$1,000 per year, up to a maximum of \$2,000 per person, available to registered apprentices once they have successfully finished their first or second year/level (or equivalent) of an apprenticeship program in one of the Red Seal trades.

People are encouraged to apply online:

www.servicecanada.gc.ca/eng/goc/apprenticeship/incentivegrant/application.shtml

(Information source: <http://www.servicecanada.gc.ca/eng/goc/apprenticeship/incentivegrant/program.shtml>)

APPRENTICESHIP SCHOLARSHIP

A \$1,000 scholarship to support people who require upgrading to meet the academic eligibility requirements for apprenticeship training in their chosen trade.

- Must be committed to achieving the necessary academic requirements within one year
- A person participating in the program will receive a \$1,000 scholarship (\$500 when registered and \$500 when program is completed) if they have: completed his/her academic upgrading
- Are employed and are registered as an apprentice

FOR MORE INFORMATION

Call the toll-free Employment Ontario Hotline at 1-800-387-5656, or contact an Employment Ontario Employment Service provider (listed on pages 2 and 3).

(Information source: http://www.tcu.gov.on.ca/eng/apprentices/app_schol.html)

INCOME SUPPORT WHILE COMPLETING APPRENTICESHIP CLASSROOM TRAINING

The Ontario Ministry of Training, Colleges & Universities (MTCU) provides temporary financial assistance to apprenticeship clients attending classroom training full time who are eligible for Employment Insurance (EI) benefits or were in receipt of benefits in the past.

Apprentices may be eligible to receive the following allowances:

- Dependent Care Allowance
- Commuting Allowance
- Living-Away-From-Home Allowance
- Travel Assistance

For more information contact the Employment Ontario Hotline at 1-800-387-5656. *(Information source: MTCU)*

LOANS FOR TOOLS

Offers newly registered apprentices a loan to help them buy the tools and equipment they need to perform the trade in which they are registered.

To apply for a loan, apprentices should complete in full the loans agreement contained in the information package sent automatically to each newly registered apprentice, and then send it back to the Ministry of Training, Colleges and Universities in the return envelope provided.

FOR MORE INFORMATION

Ontario Ministry of Training, Colleges and Universities Loans for Tools program Toll-free at 1-800-313-1746

(Information source: <http://www.tcu.gov.on.ca/eng/training/apprenticeship/loantool.html>)

SUPPORT TO NON-EI-ELIGIBLE APPRENTICES

Provides up to \$1,500 of taxable financial supports for apprentices who are not eligible for federal Employment Insurance (EI) who attend full time in-school training at a Delivery Agency approved by the Ministry of Training Colleges and Universities.

The ministry will mail to eligible apprentices an application form to complete indicating their eligibility for the bonus.

For more information contact the Employment Ontario Hotline at 1-800-387-5656.

TRADEPERSON'S TOOLS DEDUCTION

This is a tax deduction that employed apprentices may be able to deduct for the cost of eligible tools they bought in the previous year to earn employment income as a tradesperson, and as an eligible apprentice mechanic.

FOR MORE INFORMATION

www.cra-arc.gc.ca/trades/

(Information source: <http://www.cra-arc.gc.ca/trades/>)

ADDITIONAL EMPLOYER RESOURCES

FINDING EMPLOYMENT ONTARIO EMPLOYMENT AND TRAINING SERVICES

Find services in your area for looking for work; training and upgrading; apprenticeship; and employer/community support by visiting www.tcu.gov.on.ca/eng/search.asp.

ONTARIO COLLEGES OF TRADES

The Ontario College of Trades (OCOT) is an industry-driven, professional regulatory body that protects the public by regulating and promoting the skilled trades.

One of the main responsibilities of the OCOT is to ensure that individuals performing the skills of compulsory trades have the training and certification required to legally practice this trade in Ontario.

OCOT is responsible for:

- Issuing certificates of qualification and statements of membership
- Establishing apprenticeship programs and other training programs
- Maintaining a public registry of its members
- The process for determining appropriate apprentice to journeyman ratios
- The process for trade classification reviews
- Establishing the scope of practice for trades

FOR MORE INFORMATION

www.collegeoftrades.ca

(Information source: www.collegeoftrades.ca)

