

Writing Your Certificate of Qualification (C of Q) Exams

Once you have all of your "on the job" competencies signed off and can show proof of completion of all levels of schooling for your trade, you can apply to OCOT to write your C of Q Exam. Check their website. www.collegeoftrades.ca

Step 1

After all grades have been posted and our Registrar's office has sent completions to the Ministry of Training College and Universities (MTCU) (this process usually takes 1 week – 10 business days after all courses are completed within a level), contact the local MTCU Employment Ontario Apprenticeship office to have them review your Training Standard book for completion and bring a letter from your employer *on company letterhead* stating the number of hours spent working in your apprenticeship program. You will also need your OCOT Membership ID number so they can verify successful school completion with OCOT. The local MTCU office will update the information in their system so that the head office will see the change. It is only after this step is completed that MTCU will send out the Certificate of Apprenticeship. This update changes your status/class from Apprenticeship to Journeyperson Candidate. This new status is valid for one year. **You must write your C of Q exam within one year of this date.**

Step 2

Wait about 3 business days after completing Step 1 and contact OCOT client services to pay the \$150 exam fee. (This is for exam fee payment only and not exam date booking)

The Ontario College of Trades' Client Services: 1-855-299-0028 (toll-free) or 647-847-3000 (in the GTA) to pay your exam fee (of \$150 +HST); Payment can be made by credit card over the phone, cheque or in person, using Debit.

After you have paid your exam fee you can begin preparing. To help you, the College of Trades has developed a helpful **Exam Preparation Guide** that provides you with a wealth of information including but not limited to; specialized supports, exam preparation resources, information on study plans and study schedules, exam day tips and requirements, self-assessment checklists, getting your results and more. We would like to encourage you to go to the OCOT website to learn more about all of these tools to assist you in being successful in writing your exam.

Step 3

Wait about 3 business days after completing Step 2 and contact your local MTCU office again to schedule a date to write your exam. Typically the earliest date available is one to two weeks from when you call. You can also book for a day in the future that works with your schedule.

The Windsor Employment Ontario Office is located in the Roundhouse Centre (2nd floor) 3155 Howard Ave. Suite 200, Windsor, ON N8X 4Y8 519-973-1441

The Chatham Employment Ontario Office is located at 870 Richmond St. West, 1st Floor, Chatham, ON 519-380-0611

The Sarnia Employment Ontario office is located in the Bayside Mall, 150 Christina St. North, Sarnia, ON N7T 7W5 519-542-3391

If you require any accommodations under the Human Rights Code that may assist you in writing the exam, they should be disclosed when you schedule your appointment to write.

Step 4

Upon completion of writing your exam, it will be scored and sent to OCOT. OCOT will contact you to inform you of your status, and next steps.

Also keep in mind that we offer Exam prep courses for most trades here at St. Clair College. This 30 hour course is usually offered right after completion of the last in school level of your trade. There is no charge for this and we would encourage you to attend this if you have completed most or all of their competencies in your training standard and are almost ready to write your C of Q exam. Please keep in mind that to get into this class you must contact your local MTCU Employment Ontario Office for admittance permission.

Keep in mind that you will need to achieve 70% in order to pass the C of Q.