



# APPRENTICESHIP *IS THE* **KEY**

# Learn and earn.

So, you, think you know all there is to know about a career in the skilled trades?

**It might be time for you to think again.**

When we talk about trades, careers such as plumbing, mechanics and welding may immediately come to mind, however there is so much more to the skilled trades than that! A skilled trades career path includes everything from hairstyling to chef training and countless other opportunities that can lead you to a rewarding career.

This guide will provide you with the information you need to make an informed decision about your future career in the skilled trades. For any related contact information or further clarification on a specific term or concept, please refer to the back of this guide.



## What is an Apprenticeship?

An apprenticeship is a hands-on learning opportunity where the apprentice (learner) works closely with a master (journey person) to learn, first-hand, the skills required to be successful in a chosen trade.

Apprenticeship training is a way for a person to gain skills for a specific type of occupation in the skilled trades. A successful apprenticeship can lead to the apprentice becoming a certified journey person in a specific trade. Most exciting is the fact that apprentices work and earn wages while they learning skills, commonly referred to as 'earn while you learn'.

Apprenticeship training takes between two and five years. When an apprentice has completed all of the on-the-job requirements and in-school training (a log book is often required to track success), they are then eligible to complete the apprenticeship and, in most cases, are eligible to write the necessary examination.

An individual wishing to become a certified journey person must write a provincial exam. If he or she passes, a Certificate of Qualification is earned, which means the person can legally work in that trade as a journey person. The certification is legally required when the trade is compulsory. In cases where the trade is voluntary, certification is not required, though it is often viewed as an indication of achievement. See below for more on compulsory and voluntary trades.

Training is delivered in one of two ways; Public Training Delivery Agents (Public TDAS) are College of Applied Arts and Technology and Institutes of Technology and Advanced Learning. Private TDAS are funded privately, including union-run training centres, private career colleges and employer-run training centres. A list of delivery agents, both public and private, are listed later in this guide.

**To become an apprentice, a person must find an employer who is willing to register and train them.**

*It should be noted that as of January 2016, all provinces and territories recognize apprenticeship and pre-apprenticeship training completed in other Canadian jurisdictions.*



## How do I find an employer?

Finding an employer to take you on as an apprentice is a key step in the process.

It is important to start with identifying a trade you want to apprentice in. A great way to do this, if you haven't already identified an area, is to look at your Local Labour Market and learn about the careers that are in demand. Through Labour Market Information, you can learn about the number of employers in your area, potential wage ranges, information about the career, educational requirements, and occupational forecasts.

Local labour market information can be found through many different sources including:

- Your local Workforce Planning Board [www.workforceplanningontario.ca](http://www.workforceplanningontario.ca)
- Statistics Canada [www.statcan.gc.ca](http://www.statcan.gc.ca)
- Government of Canada's Job Bank [www.jobbank.gc.ca](http://www.jobbank.gc.ca)
- National Occupational Classification [www.esdc.gc.ca/eng/jobs/lmi/noc//index.shtml](http://www.esdc.gc.ca/eng/jobs/lmi/noc//index.shtml)

Once you know what you want to do, you will have a better idea of the employers in your area. This will help narrow your search. Sometimes more targeted support is needed to find an employer. In these cases, help can be found through many different community resources including the Employment Ontario (EO) network. In Chatham-Kent, your EO network includes:

- **Goodwill Career Centre** - 300 Lacroix Street, Chatham
- **St. Clair Employment Centre** - 60 McNaughton Avenue, Wallaceburg

# What are my responsibilities as an apprentice?

*As an apprentice, you are responsible for:*

- Finding your own employer/sponsor and getting hired
- Following all lawful instruction
- Becoming a member of the Ontario College of Trades and keeping your membership in good standing
- Learning and demonstrating the required skills of the trade
- Showing up to work on time, respecting your employer, etc.
- Attending the apprenticeship in-school training, as required
- Tracking your training and skills acquired, including the number of hours worked
- Notifying the Ministry of any changes to the training agreement, contract or personal information

# What are my employers' responsibilities?

*An employer/sponsor is responsible for:*

- Providing quality training and supervision
- Permitting the apprentice to attend in-school training portion of apprenticeship
- Adhering to relevant legislation
- Paying the apprentice's wages
- Providing a certified journeyman to supervise the apprentice and sign-off when the apprentice has met skill requirements
- Keeping accurate records of on-the-job training hours and type of work
- Maintaining communication with Ministry staff and Ontario College of Trades
- Ensuring the apprentice is aware of his/her responsibilities

*I learned practical, job-related skills that gave me the experience and certification I needed to grow my career.*





## Typical Cost of an Apprenticeship

Although a majority of an apprentices' time is spent in on-the-job training where the apprentice is being paid, there are some costs to the overall program.

Registration with College of Trades	\$60/year (free for OYAP students until they graduate)
Trade School Registration	\$400 per 8-week course, \$600 per 10-week course (usually 2-3 courses per apprenticeship)
Write Certificate of Qualification	\$150
<b>TOTAL</b>	<b>Approximately \$1,410</b>

*Prices are approximate. Please note that many trades require that apprentices purchase their own tools, in addition to the above costs.*

Apprenticeship is one of the only post-secondary educational pathways that has numerous financial incentives attached to it. Not only can an apprentices finish their training with money in their pocket because they have been paid for all of their on-the-job training (OYAP time likely excluded) they may also be eligible for some of the financial incentives listed below.

# Financial Incentives for Apprentices

To learn more about the following incentives, visit [www.servicecanada.gc.ca/eng/goc/apprenticeship](http://www.servicecanada.gc.ca/eng/goc/apprenticeship).

**Employment Insurance (EI) for apprentices:** Apprentices may be eligible to collect Employment Insurance (EI) for the time they are at trade school (except for first week of their first course).

**Travel allowance for apprentices:** Apprentices may be eligible for up to \$125 per week travel allowance to get to trade school.

**Loans for Tools program:** Apprentices can apply for an interest-free loan to purchase tools and equipment, which is payable one year after completion of apprenticeship.

**Apprenticeship Incentive Grant (AIG):** Apprentices may be eligible for a \$1000 grant after completing Levels 1 and 2 of any Red Seal trade apprenticeship program.

**Apprenticeship Completion Grant (ACG):** Registered apprentices who successfully complete their apprenticeship training and obtain their journeyperson certification in a Red Seal trade may be eligible for a \$2000 completion grant.

**Apprenticeship Completion Bonus in Non-Red Seal Trades:** Registered apprentices who successfully complete their apprenticeship training obtain their Certificate of Apprenticeship (or Certificate of Qualification if available) in a non-Red Seal trade may be eligible for a \$2000 completion grant.

# Financial Assistance for Employers

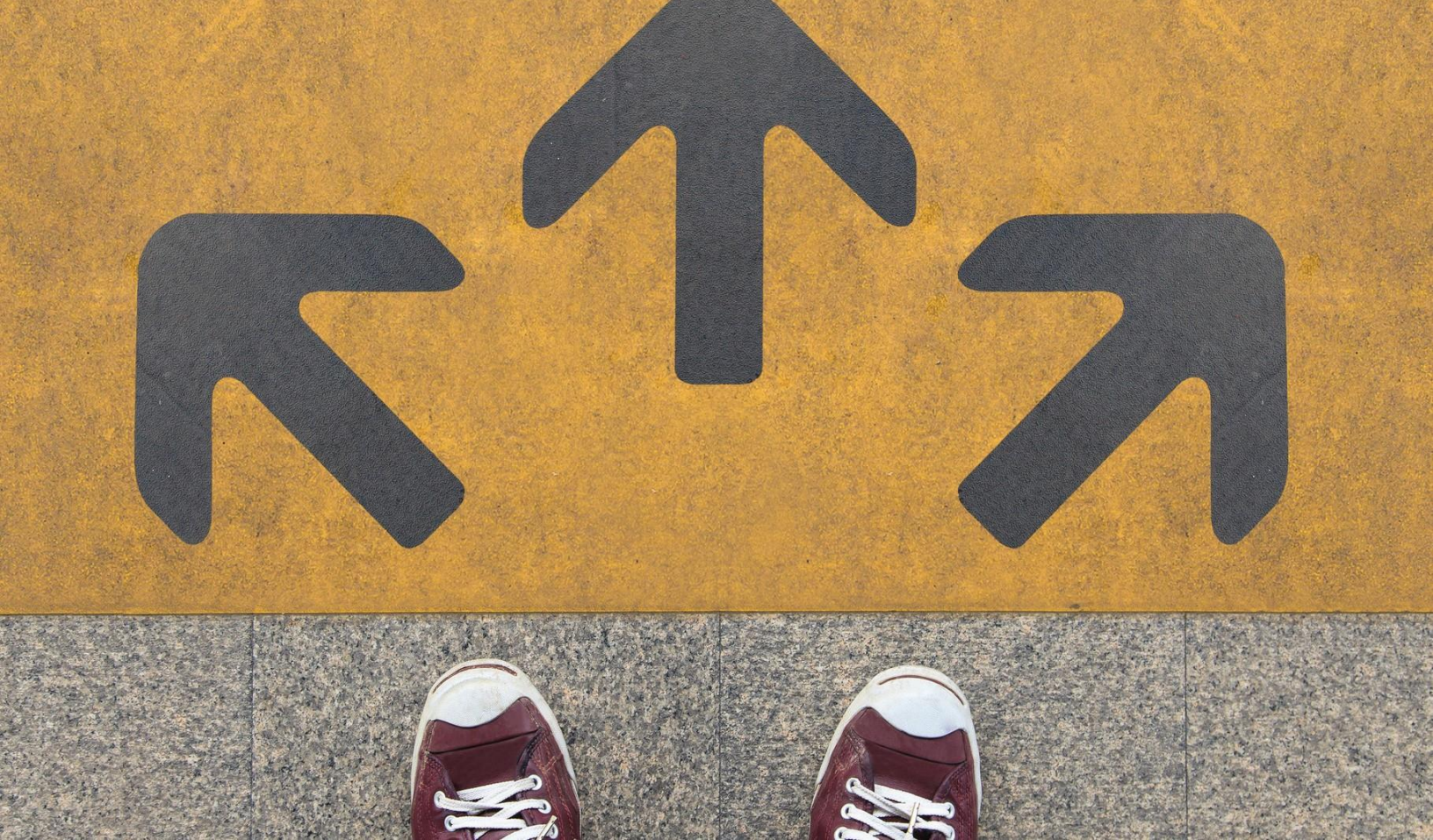
*There are also a number of financial incentives to encourage and support employers in taking on apprentices. These include:*

**Apprenticeship Job Creation Tax Credit (AJCTC):** Employers may claim up to \$2000/year for the wages of each eligible apprentice.

**Apprenticeship Training Tax Credit (ATTC):** Employers may claim up to \$10,000 per apprentice for wages in the first 48 months of their apprenticeship program.

**Apprenticeship Employer Signing Bonus (AESB):** The \$2000 bonus may be available to employers who hire, register, and train an apprentice as part of their participation in the Employment Service program.

If you are looking for an employer to sponsor you, make sure they are aware about these financial incentives!



## Pathways to Apprenticeship

### Co-Op Diploma Apprenticeship Programs

The Co-Op Apprenticeship Program combines a college diploma program and apprenticeship training leading to a Certificate of Qualification. Participants pursue both diploma courses and apprenticeships in-school training in a related skilled trade.

#### ***Who can participate?***

Individuals who want to register for the Co-Op Diploma Apprenticeship Program must meet all eligibility criteria for both the college diploma program as well as the apprenticeship training. The eligibility criteria for both can be found on the individual institution's websites (which are listed in the section "Where can I find an apprenticeship program close to home?")

#### ***How can I access the Co-Op Diploma Apprenticeship Program?***

Participating colleges advertise the Co-Op Diploma Apprenticeship Program in program brochures and on their website (programs within a one-hour radius of Chatham-Kent can be found in the section "Where can I find an apprenticeship program close to home?"). Interested individuals apply to the program through the college. Individuals can also contact the Ministry of Advanced Education and Skills Development to find out about local offerings.

## Ontario Youth Apprenticeship Program (OYAP)

The Ontario Youth Apprenticeship Program (OYAP) is a school-to-work transition program offered through Ontario secondary schools. Full-time students in Grades 11 and 12 earn co-operative education credits through work placements in skilled trades.

### **Who can participate?**

If you are a full-time high school student entering Grade 11 and are at least 16 years old, you can work towards a career in the skilled trades by participating in OYAP.

### **How can I access OYAP?** <http://oyap.com/splash/>

To learn more about OYAP, contact your local high school guidance counsellor, your co-operative education teacher or the Ontario Youth Apprenticeship Program Coordinator for your school board:

- *Lambton Kent District School Board* 519-354-3775
- *St. Clair Catholic District School Board* 1-866-336-6139
- *Conseil Scolaire Catholique Providence* 519-948-9227

## Pre-Apprenticeship Training Program

The Pre-Apprenticeship Training Program helps potential entrants to the apprenticeship system hone their job skills and develop their trade-readiness in preparation to find work as apprentices. Programs can be up to 52 weeks in duration and may include the Level 1 apprenticeship in-school training or relevant apprenticeship training, relevant safety training and an 8 to 12-week work placement. Programs may also include trade readiness, employment preparation and academic upgrading. There is no cost to participate in a pre-apprenticeship program. In addition, costs for textbooks, safety equipment and tools are included.

### **Who can participate?**

The Pre-Apprenticeship Training Program is open to a wide range of clients including high school graduates, unemployed/underemployed youths and adults, EI/Non-EI eligible, aboriginal peoples and newcomers to Canada. *Note: Certain eligibility criteria may apply to specific programs.*

### **How can I access the Pre-Apprenticeship Training Program?**

Pre-Apprenticeship programs are offered by different organizations (such as colleges, approved apprenticeship deliverers, community agencies) at various times throughout the year as the demand arises. Individuals interested in participating in a Pre-Apprenticeship Program can apply directly to the organizations providing the training. To find out about current local programs offerings, contact your local training institution or Ministry office:

- *Ministry of Advanced Education & Skills Development*  
519-354-2766 | 870 Richmond Street, Chatham
- *St. Clair College, Thames Campus*  
519-354-9100 | 1001 Grand Ave W, Chatham

Employment Ontario offers a wide range of services for clients - everything from helping a new apprentice with their registration to helping a client with academic upgrading. If you are looking for an Employment Ontario service or program in Chatham-Kent, look no further!

## Ministry of Advanced Education and Skills Development

**870 Richmond Street West, 1st Floor, Chatham, ON N7M 5J5** Tel: 519-354-2766

As the operator of Employment Ontario, we:

- Deliver employment and training services to people across the province
- Develop policy directions for employment and training
- Set standards for occupational training, particularly for trades under the Trades Qualification and Apprenticeship Act
- Support apprenticeship, career and employment preparation and adult literacy and basic skills
- Undertake labour market research and planning

## Adult Language and Learning

**240 King Street West, Chatham, ON N7M 1E7** Tel: 519-354-7424

- Language Instruction for Newcomers to Canada (LINC)
- Pre-Employment Services
- Literacy Basic and Essential Skills
- English as a Second Language (ESL)
- Immigrant Settlement and Adaptation Program (ISAP)
- Newcomer Resource Centre
- Job search workshops
- On-site childcare available

## Lambton Kent District School Board (Sarnia location)

**200 Wellington Street, Sarnia, ON N7T 7L2** Tel: 519-336-1500

## Lambton Kent District School Board (Chatham location)

**35 Creek Road, Room 216, Chatham, ON N7M 5J3** Tel: 519-351-2689

- Pre-credit for entrance to adult secondary credit program
- Computer Job Readiness (8-week courses)
- Improve reading, writing, math and computer skills

## Lambton Kent District School Board (Wallaceburg location)

**60 McNaughton Avenue, Unit 11, Wallaceburg, ON N8A 1R9**

**Tel: 519-351-2689 or 519-627-7452**

- Pre-credit for entrance to adult secondary credit program
- Improve reading, writing, math and computer skills

## **St. Clair College, Thames Campus**

**1001 Grand Avenue West, Chatham, ON N7M 5W4**

**Tel: 519-354-9714 ext. 3586**

- Academic & Career Entrance Program (ACE) for the purpose of entrance to post-secondary education and apprenticeship college programs (certificate available)
- Courses offered: Communications (English), Technical Mathematics, Biology, Chemistry, Physics, Computers and Self-Management/Direction

## **Tri-County Literacy Network**

**555 Richmond Street, Chatham, ON N7M 1R2 Tel: 519-355-1771**

- Facilitates literacy program planning
- Works with Adult Language and Learning, St. Clair College and Lambton Kent District School Board to ensure the literacy needs of the community are being met

## **Goodwill Career Centre**

**300 Lacroix Street, Unit 7, Chatham, ON N7M 6M6 Tel: 519-354-4400**

- Apprenticeship Information
- Job Seeker Resource & Information Services
- Job Searching Assistance
- Job Matching Assistance
- Upgrading and Training Opportunities
- Applications
- Job Retention/Training Assistance
- Workshops and Training Sessions
- Financial Support for Low Income Individual
- Second Career Program
- Canada Ontario Job Grant

## **St. Clair Employment Centre**

**60 McNaughton Ave, Wallaceburg, ON N8A 1R9 Tel: 519-628-5269**

- Apprenticeship Information
- Job Seeker Resource & Information Services
- Job Searching Assistance
- Job Matching Assistance
- Upgrading and Training Opportunities
- Applications
- Job Retention/Training Assistance
- Workshops and Training Sessions
- Financial Support for Low Income Individual
- Second Career Program
- Canada Ontario Job Grant

## **For more information on the above programs...**

Call the toll-free Employment Ontario Hotline at 1-800-387-5656, TTY (telephone service for the deaf) 1-866-533-6339 for the phone number and location of the apprenticeship office in your area. Newcomers to Ontario can ask for this information in the language of their choice.



## Apprenticeship in Chatham-Kent

With the aging population in Chatham-Kent becoming more prominent more now than ever, the opportunity to join the skilled trades is at its best. Workers in the skilled trades are nearing retirement age and there will soon be a shortage of workers in the trades.

As of July 2016 there were 1,035 active apprentices in Chatham-Kent. An active apprentice is a client who at this time has a status of active in an apprenticeship program.

### ***The apprenticeships are divided into four different sectors:***

- Automotive (216)
- Construction (536)
- Industrial (172)
- Service (111)

### ***The top five apprentice programs as of July 2016 are:***

- Hairstylist (59)
- Child Development Practitioner (63)
- Electrician – Construction and Maintenance (93)
- Automotive service technician (105)
- Information Technology – Contact Centre Customer Service Agent (170)

*This data comes from the Regional Office and Trade Data as of July 4th, 2016.*

## Finding an Apprenticeship Employer Sponsor

To become an apprentice, you must find an employer who is willing to train you and engage in apprenticeship training. People who want to become apprentices usually apply directly to an employer or union. Some places to start your search should include:

### Employment Service

Employment Ontario Employment Service helps to match people looking for work to employers who want to hire workers and apprentices. ([www.ontario.ca/page/employment-ontario](http://www.ontario.ca/page/employment-ontario))

### Apprenticesearch.com

This free website allows you to search for apprenticeship opportunities serving all of Ontario connecting employers and apprentices in the skilled trades. ([www.apprenticesearch.com](http://www.apprenticesearch.com))

### Job Bank

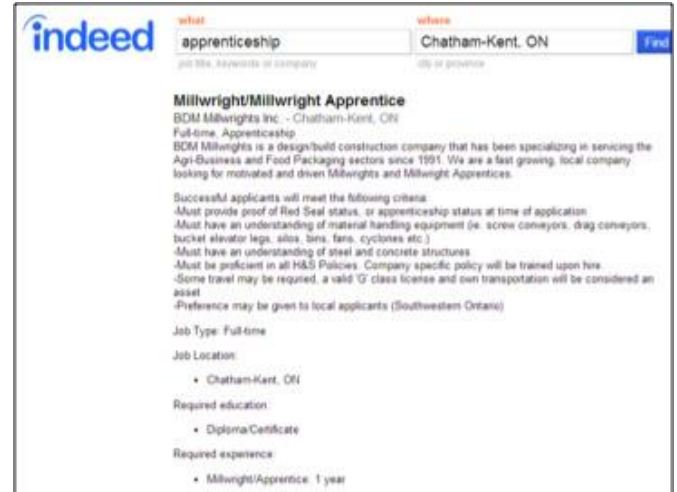
You can search this website for jobs and apprenticeship opportunities across Ontario. ([www.jobbank.gc.ca](http://www.jobbank.gc.ca))

Do not become discouraged if you cannot find an employer to sponsor you right away. Make sure to contact your Employment Ontario apprenticeship office as they may be aware of any current employers looking for apprentices. Remember that there is a network full of professionals who want you to help you succeed!

## I have found an employer to sponsor me. What now?

If you want to become an apprentice and you have a sponsor who has agreed to provide you with apprenticeship training in a specific trade, and you are at least 18 years of age, there are three steps in the apprenticeship registration process:

- 1 Complete an Application for Apprenticeship Training and submit it to an Employment Ontario apprenticeship office. You can do this online using the submission form on the Ministry website.
- 2 Someone from the Employment Ontario apprenticeship office will contact you and your sponsor about signing and registering a training agreement.
- 3 Once your training agreement is registered with the province, apply for the membership to the Ontario College of Trades.



A sample apprentice job posting on the Indeed website

# What is the Ontario College of Trades?

Ontario established the Ontario College of Trades (OCT) in 2013. The OCT is an industry-driven body charged with promoting and modernizing the skilled trades and protecting tradespeople, industry and above all – the public interest.

The OCT encourages more people to work in the trades and helps better protect employers, skilled tradespeople, apprentices and consumers.

## TYPES OF TRADES:

There are five classes of OCT membership:

1. Apprenticeship Class
2. Journeyman Candidates Class
3. Tradespersons Class
4. Journeymen Class
5. Employers/Sponsors Class

Membership in the OCT is required for any individuals wishing to engage in apprenticeship programs or hold a Certificate of Qualification.

## What is the difference between a voluntary trade and a compulsory trade?

A voluntary trade is when a certification and OCT membership are not legally required to practice the trade. A compulsory trade is when registration as an apprentice, journeyman candidate or certification as a journeyman is mandatory. As of February 2017 there are currently 23 skilled trades that are designated “compulsory”.

CONSTRUCTION	MOTIVE POWER
Electrician - Construction and Maintenance Electrician - Domestic and Rural Hoisting Engineer - Mobile Crane Operator 1 Hoisting Engineer - Mobile Crane Operator 2 Hoisting Engineer - Tower Crane Operator Plumber Refrigeration and Air Conditioning Systems Mechanic Residential (Low Rise) Sheet Metal Installer Residential Air Conditioning Systems Mechanic Sheet Metal Worker Sprinkler and Fire Protection Installer Steamfitter	Alignment and Brakes Technician Auto Body and Collision Damage Repairer Auto Body Repairer Automotive Electronic Accessory Technician Automotive Service Technician Fuel and Electrical Systems Technician Motorcycle Technician Transmission Technician Truck and Coach Technician Truck-Trailer Service Technician
INDUSTRIAL	SERVICE
There are currently no compulsory trades	Hairstylist

## What is the Red Seal program?

In Canada, there are 55 Red Seal trades. A Red Seal designation means industry has come together to regulate a shared set of standards and skills for a trade and that a common definition has been accepted by at least two provinces and/or territories.

In most provinces, a 70% pass mark on the Red Seal Inter-Provincial examination serves as a final assessment on which a Red Seal endorsement is earned and placed on the provincial certificate. Since it is a commonly recognized designation, the Red Seal facilitates being able to find work in other provinces or territories in your trade.

To book your Red Seal exam, visit your local Apprenticeship office. For more information on the 55 Red Seal trades, please visit [http://www.red-seal.ca/trades/tr.1d.2s\\_1.3st-eng.html](http://www.red-seal.ca/trades/tr.1d.2s_1.3st-eng.html)

### 55 RED SEAL TRADES

Agricultural Equipment Technician	Ironworker ( <i>Reinforcing</i> )
Appliance Service Technician	Ironworker ( <i>Structural/Ornamental</i> )
Automotive Painter	Landscape Horticulturist
Automotive Service Technician	Lather ( <i>Interior Systems Mechanic</i> )
Baker	Machinist
Boilermaker	Metal Fabricator ( <i>Fitter</i> )
Bricklayer	Mobile Crane Operator
Cabinetmaker	Motor Vehicle Body Repairer
Carpenter	( <i>Metal and Paint</i> )
Concrete Finisher	Motorcycle Mechanic
Construction Craft Worker	Oil Heat System Technician
Construction Electrician	Painter and Decorator
Cook	Partsperson
Drywall Finisher and Plasterer	Plumber
Electric Motor System Technician	Powerline Technician
Floorcovering Installer	Recreation Vehicle Service Technician
Gasfitter — Class A	Refrigeration and Air Conditioning
Gasfitter — Class B	Mechanic
Glazier	Rig Technician
Hairstylist	Roofer
Heavy Duty Equipment Technician	Sheet Metal Worker
Heavy Equipment Operator ( <i>Dozer</i> )	Sprinkler System Installer
Heavy Equipment Operator ( <i>Excavator</i> )	Steamfitter/Pipefitter
Heavy Equipment Operator	Tilesetter
( <i>Tractor-Loader-Backhoe</i> )	Tool and Die Maker
Industrial Electrician	Tower Crane Operator
Industrial Mechanic ( <i>Millwright</i> )	Transport Trailer Technician
Instrumentation & Control Technician	Truck and Transport Mechanic
Insulator ( <i>Heat and Frost</i> )	Welder
Ironworker ( <i>Generalist</i> )	

## What is a ratio and how does it apply to me?

Journeyman-to-apprentice ratios are set out in regulations and determine the number of apprentices who may be sponsored or employed in relation to the number of journeymen employed in particular trades. Ratios vary by trade as each trade and sector has particular needs and characteristics.



There are currently 33 trades that are subject to ratio. The ratios review process is initiated every four years, and will begin again in 2016. The chart below will show if the trade you are interested in has a ratio in place. If you have trouble figuring out what your skilled trades' ratio is, there is a ratio calculator on the Ontario College of Trades website.

### Ratio in table form:

Journeypersons Employed	Apprentices Allowed
1	1
2	2
3	2
4	2
5	3
6	3
7	3
8	4
9	4
10	4
11	5
12	5
13	5
14	6
15	6

- 1:1 1 journeyperson needs to be employed to hire 1<sup>st</sup> apprentice
- + 1:1 2 journeypersons (total) need to be employed to hire 2<sup>nd</sup> apprentice  
No added apprentices yet, despite added journeyperson
- + 3:1 5 journeypersons (total) need to be employed to hire 3<sup>rd</sup> apprentice  
No added apprentices yet, despite added journeyperson
- + 3:1 8 journeypersons (total) need to be employed to hire 4<sup>th</sup> apprentice  
No added apprentices yet, despite added journeyperson
- + 3:1 11 journeypersons (total) need to be employed to hire 5<sup>th</sup> apprentice  
No added apprentices yet, despite added journeyperson
- + 3:1 14 journeypersons (total) need to be employed to hire 6<sup>th</sup> apprentice  
*[3:1 continues indefinitely]*

## Trades in Ontario

There are four sectors that account for over 150 skilled trades in Ontario. The four sectors are construction, industrial, motive power and service.

TRADE	LENGTH	RED SEAL	COMPULSORY (C) OR VOLUNTARY (V)	RATIO
Aboriginal Child Development Practitioner	3-4 years	No	V	
Agricultural – Dairy Herdsperson	2-3 years	No	V	
Agricultural – Fruit Grower	2-3 years	No	V	

TRADE	LENGTH	RED SEAL	COMPULSORY (C) OR VOLUNTARY (V)	RATIO
Agricultural – Swine Herdsperson	2-3 years	No	V	
Agricultural Equipment Technician	4.5 years	Yes	V	
Alignment and Brakes Technician	2-3 years	No	C	
Appliance Service Technician	4-5 years	Yes	V	
Arborist	3-4 years	No	V	
Architectural Glass and Metal Technician	4 years	Yes	V	1:1. 2:1
Assistant Cook	1 year	No	V	
Auto Body and Collision Damage Repairer	3-4 years	Yes	C	
Auto Body Repairer	3 years	No	C	
Automotive Electronic Accessory Technician	4 years	No	V	
Automotive Glass Technician	2 years	No	V	
Automotive Painter	2 years	Yes	V	
Automotive Service Technician	3-5 years	Yes	C	
Baker	2-3 years	No	V	
Baker-Patisserie	2-4 years	Yes	V	
Bearings Mechanic	3-4 years	No	V	
Blacksmith	3-4 years	No	V	
Brick and Stone Mason	3 years	Yes	V	1:1, 2:1
Cabinetmaker	4 years	Yes	V	
Cement (Concrete) Finisher	2 years	No	V	1:1,1:1, 3:1
Chef	1-2 years	No	V	
Child and Youth Worker	3-4 years	No	V	
Child Development Practitioner	2-3 years	No	V	
Composite Structures Technician	2-3 years	No	V	
Computer Numerical Control (CNC) Programmer	2 years	No	V	
Concrete Pump Operator	1-2 years	No	V	
Construction Boilermaker	3-4 years	Yes	V	1:1, 3:1
Construction Craft Worker	1-2 years	Yes	V	
Construction Millwright	4 years	No	V	1:1, 3:1
Cook	3 years	Yes	V	
Developmental Services Worker	2-3 years	No	V	

TRADE	LENGTH	RED SEAL	COMPULSORY (C) OR VOLUNTARY (V)	RATIO
Die Designer	2 years	No	V	
Draftsperson – Mechanical	3-4 years	No	V	
Draftsperson – Plastic Mould Design	3-4 years	No	V	
Draftsperson – Tool and Die Design	3-4 years	No	V	
Drywall Acoustic and Lathing Applicator	3 years	Yes	V	1:1, 4:1
Drywall Finisher and Plasterer	3 years	Yes	V	1:1, 3:1
Educational Assistant	2 years	No	V	
Electric Motor System Technician	3-4 years	Yes	V	
Electrical Control (Machine) Builder	3-4 years	No	V	
Electrician – Construction and Maintenance	5 years	Yes	C	1:1, 1:1, 1:1, 1:1, 3:1, 6:1, 3:1
Electrician – Domestic and Rural	3-4 years	No	C	1:1, 1:1, 1:1, 1:1, 3:1, 5:1, 2:1
Electrician (Signal Maintenance)	N/A	No	V	
Electronics Service Technician	4 years	No	V	
Elevating Devices Mechanic	4 years	No	V	
Entertainment Industry Power Technician	2-3 years	No	V	
Exterior Insulated Finish Systems Mechanic	2-3 years	No	V	
Facilities Mechanic	3 years	No	V	
Facilities Technician	4 years	No	V	
Fitter – Assembler (Motor Assembly)	3-4 years	No	V	
Floor Covering Installer	3 years	Yes	V	2:1
Gem setter/Goldsmith	3-4 years	No	V	
General Carpenter	3-4 years	Yes	V	1:1, 3:1
General Machinist	3-4 years	Yes	V	
Hairstylist	2 years	Yes	C	
Hardware, Lumber and Building Materials Retailers	2 years	No	V	
Hazardous Materials Worker	1-2 years	No	V	
Heat and Frost Insulator	3-4 years	No	V	1:1, 3:1
Heavy Duty Equipment Technician	4-5 years	Yes	V	
Heavy Duty Equipment Operator – Dozer	1 year	No	V	
Heavy Equipment Operator – Excavator	1 year	No	V	

TRADE	LENGTH	RED SEAL	COMPULSORY (C) OR VOLUNTARY (V)	RATIO
Heavy Equipment Operator – Tractor Loader Backhoe	1 year	No	V	
Hoisting Engineer – Mobile Crane Operator 1	3 years	Yes	C	1:1
Hoisting Engineer – Mobile Crane Operator 2	1 year	No	C	1:1
Hoisting Engineer – Tower Crane Operator	2 years	Yes	C	1:1
Horse Groom	2 years	No	V	
Horse Harness Maker	3-4 years	No	V	
Horticultural Technician	2-3 years	Yes	V	
Hydraulic/Pneumatic Mechanic	3-4 years	No	V	
Industrial Electrician	4.5 years	Yes	V	
Industrial Mechanic Millwright	4 years	Yes	V	
Information Technology – Contact Centre Customer Service Agent	1-2 years	No	V	
Information Technology – Contact Centre Sales Agent	1-2 years	No	V	
Information Technology – Contact Centre Technical Support Agent	1-2 years	No	V	
Information Technology – Hardware Technician	3-4 years	No	V	
Information Technology – Network Technician	3-4 years	No	V	
Institutional Cook	3 years	No	V	
Instrumentation and Control Technician	4-5 years	Yes	V	
Ironworker – Generalist	4 years	Yes	V	1:1, 2:1
Ironworker – Structural and Ornamental	3 years	Yes	V	1:1, 2:1
Light Rail Overhead Contact Systems Lineperson	3-4 years	No	V	
Locksmith	2.5-4 years	No	V	
Machine Tool Builder and Integrator	4-5 years	No	V	
Marine Engine Technician	3 years	No	V	
Metal Fabricator (Fitter)	4 years	Yes	V	
Micro Electronics Manufacturer	2 years	No	V	
Motive Power Machinist	3 years	No	V	
Motorcycle Technician	2.5 years	Yes	C	
Mould Designer	2 years	No	V	
Mould Maker	4 years	No	V	
Mould or Die Finisher	2 years	No	V	

TRADE	LENGTH	RED SEAL	COMPULSORY (C) OR VOLUNTARY (V)	RATIO
Native Clothing and Crafts Artisan	2 years	No	V	
Native Residential Construction Worker	2 years	No	V	
Network Cabling Specialist	3 years	No	V	
Optics Technician	4 years	No	V	
Packaging Machine Mechanic	3-4 years	No	V	
Painter and Decorator – Commercial and Residential	3 years	Yes	V	1:1, 1:1, 3:1
Painter and Decorator – Industrial	3 years	No	V	
Parts Technician	2 years	Yes	V	
Pattern Maker	4 years	No	V	
Plumber	5 years	Yes	C	1:1, 2:1
Pool, Hot Tub and Spa – Installer	2-3 years	No	V	
Pool, Hot Tub and Spa – Service Technician	2-3 years	No	V	
Powered Lift Truck Technician	3-4 years	No	V	
Powerline Technician	4 years	Yes	V	1:1
Precast Concrete Erector	3 years	No	V	1:1, 3:1
Precast Concrete Finisher	2-3 years	No	V	1:1, 3:1
Precision Metal Fabricator	3-4 years	No	V	
Pressure Systems Welder	3 years	No	V	
Process Operator – Food Manufacturing	2-4 years	No	V	
Process Operator – Power	4-5 years	No	V	
Process Operator – Refinery, Chemical, and Liquid Processes	4-5 years	No	V	
Process Operator – Wood Products	4-5 years	No	V	
Pump Systems Installer	2 years	No	V	
Railway Car Technician	3.5-4 years	No	V	
Recreation Vehicle Technician	3-4 years	Yes	V	
Refractory Mason	2 years	No	V	
Refrigeration and Air Conditioning Systems Mechanic	4-5 years	Yes	C	1:1, 2:1
Reinforcing Rod Worker	2 years	Yes	V	1:1, 2:1
Relay and Instrumentation Technician	3-4 years	No	V	
Residential (Low Rise) Sheet Metal Installer	2-3 years	No	C	1:1, 3:1
Residential Air Conditioning Systems Mechanic	2-3 years	No	C	1:1, 2:1

TRADE	LENGTH	RED SEAL	COMPULSORY (C) OR VOLUNTARY (V)	RATIO
Restoration Mason	3 years	No	V	1:1, 2:1
Retail Meat Cutter	2 years	No	V	
Roll Grinder/Turner	2-3 years	No	V	
Roofer	2-3 years	Yes	V	1:1, 2:1
Saddlery	3 years	No	V	
Saw Filer/Fitter	4 years	No	V	
Sheet Metal Worker	5 years	Yes	C	1:1, 3:1, 3:1, 2:1
Ski Lift Mechanic	2-3 years	No	V	
Small Engine Technician	2-3 years	No	V	
Special Events Coordinator	2-3 years	No	V	
Sprinkler and Fire Protection Installer	4 years	Yes	V	1:1
Steamfitter	5 years	Yes	C	1:1, 2:1
Surface Blaster	2 years	No	V	
Surface Mount Assembler	2 years	No	V	
Terrazzo, Tile, and Marble Setter	3 years	Yes	V	1:1, 2:1
Thin Film Technician	4 years	No	V	
Tire, Wheel and Rim Mechanic	2-3 years	No	V	
Tool/Tooling Maker	4 years	No	V	
Tool and Cutter Grinder	2 years	No	V	
Tool and Die Maker	4 years	Yes	V	
Tool and Gauge Inspector	2 years	No	V	
Tractor-Trailer Commercial Driver	1 year	No	V	
Transmission Technician	3 years	No	C	
Truck and Coach Technician	3-4 years	Yes	C	
Truck-Trailer Service Technician	2-3 years	Yes	C	
Turf Equipment Technician	2-3 years	No	V	
Utility Arborist	3-4 years	No	V	
Water Well Driller	2-3 years	No	V	
Welder	3 years	Yes	V	
Wooden Boat Rebuilder	4 years	No	V	



## Ellis Chart

The Ellis Chart is a comparative chart of apprentice training programs across Canada produced by Employment and Social Development Canada (ESDC) in partnership with the Canadian Council of Directors of Apprenticeship. It is the only document of its kind in Canada that allows an interprovincial overview of the 13 Canadian apprenticeship systems. To further explore the Ellis Chart, please visit [www.ellischart.ca](http://www.ellischart.ca).

### Apprenticeship Training Program

#### Interprovincial Name

**Hairstylist** ●  
**NOC (6341)**

► View Provincial and Territorial Trade Names.

Please note that the abbreviations for the provinces use the Canada Post standard.

#### Part A - General Information

	NL	NS	PE	NB	QC	ON	MB	SK	AB	BC	NT	YT	NU
Red Seal designated (Yes/No)	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Apprenticeship Training Provided (Yes/No)	Yes	No	Yes	No	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes	No
Apprenticeship Term - Years and Total Hours	2.5 (4000)	N/A	3 (6000)		Variable	3500	2 (1500)	2 (3600)	2 (2800)	2 (1800)	2 (3600)	2 (1800)	2 (1800)

#### Part A - General Information : Education/Entrance Requirements

	NL	NS	PE	NB	QC	ON	MB	SK	AB	BC	NT	YT	NU
Prior Learning Assessment and Recognition (PLAR) Available (Yes/No) Click 'Yes' for more information	<a href="#">Yes</a>	No	<a href="#">Yes</a>		No	<a href="#">Yes</a>	<a href="#">Yes</a>	<a href="#">Yes</a>	<a href="#">Yes</a>	<a href="#">Yes</a>	<a href="#">Yes</a>	<a href="#">Yes</a>	<a href="#">Yes</a>
Apprenticeship Accreditation Process Available (Yes/No)	<a href="#">Yes</a>	No	<a href="#">Yes</a>		No	No	<a href="#">Yes</a>	<a href="#">Yes</a>	<a href="#">Yes</a>	<a href="#">Yes</a>	<a href="#">Yes</a>	<a href="#">Yes</a>	<a href="#">Yes</a>
Apprenticeship Technical Training Required (Yes/No)	Yes	No	No		No	Yes	Yes	No	Yes	No	Yes	Yes	Yes

*Hairstylist (NOC 6341) page on the Ellis chart, comparing it across all 13 provinces/territories.*

## Where can I find an apprenticeship program close to home?

There are many options when it comes to finding an educational institution that is right for you. Below is a list of programs related to the skilled trades within a one-hour radius of Chatham-Kent.

PUBLIC TRAINING DELIVERY AGENTS	
Educational Institution	Program
<b>St. Clair College</b> Windsor Campus  <a href="http://www.stclaircollege.ca">www.stclaircollege.ca</a>	Automotive Service Technician
	Brick & Stone Mason
	Cook Branch 2
	Electrician: Construction & Maintenance
	General Carpentry
	Hairstylist
	Plumber
	Industrial Electrician
	Information Technology Contact Centre Technical Support Agent
	Information Technology Contact Centre Inside Sales Agent
	Information Technology Contact Centre Customer Care Agent
	General Machinist
	Mould Maker
	Tool & Die Maker
	Industrial Mechanic Millwright
Truck & Coach Technician	
<b>Lambton College</b> Sarnia, Ontario  <a href="http://www.lambtoncollege.ca">www.lambtoncollege.ca</a>	Construction Maintenance Electrician
	Cook
	Early Childhood Education
	General Carpenter
	General Machinist
	Hairstylist
	Steamfitter
<b>Fanshawe College</b> London, Ontario  <a href="http://www.fanshawec.ca">www.fanshawec.ca</a>	Agricultural Equipment Technician
	Agricultural Equipment Technician – John Deere
	Auto Body & Collision Damage Repairer Branch 1
	Auto Body Repairer Branch 2
	Automotive Service Technician
	Automotive Service Technician – General Motors
	Brick & Stone Mason
	Cabinetmaker
	Culinary Management
	Child Development Practitioner

PUBLIC TRAINING DELIVERY AGENTS	
Educational Institution	Program
<i>continued...</i>  <b>Fanshawe College</b> London, Ontario  <a href="http://www.fanshawec.ca">www.fanshawec.ca</a>	Developmental Services Worker
	Electrician – Construction/Maintenance
	General Carpenter
	General Machinist
	Hairstylist
	Heavy Duty Equipment Technician
	Horticultural Technician Apprentice
	Industrial Electrician
	Industrial Mechanic – Millwright
	Information Technology Contact Centre
	Motive Power Technician
	Motive Power Technician (Diesel)
	Plumbing
	Residential Air Conditioning Systems Mechanic
	Sheet Metal
	Tool & Die Maker
	Truck & Coach (Pre-Apprentice)
Truck & Coach Technician	

*These programs were listed on the educational institutions respective web pages at the time this document was published and may be subject to change.*

*The CKWPB does not specifically endorse any of these training institutions. A list has been provided within a one-hour radius for convenience. It is entirely up to the reader to complete further research on each institution.*

The programs listed above are apprenticeship programs, meaning that the applicant must have an employer sponsor to train them.

It is important to understand that there are programs available that are related to a specific skilled trade, however, they do not follow the ‘earn while you learn’ model.

For example, the Powerline Technician program at the Chatham Campus of St. Clair College teaches the skills necessary to become a Powerline Technician, but it is not considered an official apprenticeship program because there is no on-the-job training provided. This particular program is full-time and two years in length, which for some may be considered too long if they are not ‘earning while they learn’.

## Private Training Delivery Agents

Private Training Delivery Agents are funded privately, including union-run training centres, private career colleges and employer-run training centres. The chart below highlights some of the Private TDA's within a one-hour radius of Chatham-Kent.

### *Private Career Colleges*

A private career college is an independent business that prepares students for a specific job, or gives them specific skills, such as computer skills. Private career colleges operating in Ontario must be registered and must have their programs approved by the Ministry of Advanced Education and Skills Development.

Private career colleges often appeal to people who:

- Need specific job skills to join the workforce
- Have academic qualifications and want to add to their practical skills to become more competitive in the job market

Private career colleges often work with small groups of students rather than large classes, and offer flexible learning schedules, enrolment at many different times during the year and compressed programs that deliver training over a short time.

### *Unions*

A Union is an organized group of workers who collectively use their strength to have a voice in their workplace. Through a union, workers have a right to impact wages, work hours, benefits, workplace health and safety, job training and other work-related issues.

While they are not listed in the chart below, some unions do offer apprenticeship training themselves, while others provide workplace support. A full list of unions and their offerings can be found online at [www.apprenticesearch.com](http://www.apprenticesearch.com) under *Unions and Associations*.



EDUCATIONAL INSTITUTION	PROGRAM	CONTACT			
Warwick 5th Wheel Training Institute  <a href="http://5thwheeltraining.com">5thwheeltraining.com</a>	Mechanic's Assistant	888-647-7202			
	<a href="http://5thwheeltraining.com">5thwheeltraining.com</a>		Heavy Equipment Operator: 6-piece		
	Heavy Equipment Operator: 7-piece		Heavy Equipment Operator: Backhoe-loader		
	Heavy Equipment Operator: Bulldozer		Heavy Equipment Operator: Excavator		
	Heavy Equipment Operator: Grader		Surface Mining Certification		
	Truck Driver: AZ – PTDI Certified and Heavy Equipment Certification: 4-piece		Truck Driver: AZ – PTDI Certified and Heavy Equipment Certification: 6-piece		
	Truck Driver: AZ – PTDI Certified and Heavy Equipment Certification: 7-piece		Truck Driver: AZ and Bulldozer		
	Truck Driver: AZ and Excavator		Truck Driver: AZ and Grader		
	Truck Driver: AZ and Mechanic's Assistant				
	North American Trade School <i>London, ON</i>  <a href="http://www.northamerican-tradeschools.ca">www.northamerican-tradeschools.ca</a>		Motorcycle & Small Engine Technician (Pre-Apprenticeship)	519-963-0680	
			Building Trades Technology		Cabinetmaking
			Domestic Appliance & Gas Technician		Electrical Technology
			Gas Technician – 1,2 And 3		Heating, Ventilation, Air Conditioning (Hvac) Technician
			Home Renovation Technician		Construction & Maintenance Electrician (Pre-Apprenticeship)
			Structural & Pressure Vessel Welder		Welding Technology

EDUCATIONAL INSTITUTION	PROGRAM	CONTACT
Ontario Truck Driving School  <a href="http://otds.com">otds.com</a>	Construction & Transportation	<i>Windsor, ON</i> 519-255-6866
	Construction & Transportation Equipment Operator	
	AZ & 5-piece Construction Fundamentals	<i>London, ON</i> 519-858-9338
	Backhoe Operator	
	Bulldozer Operator	<i>Sarnia, ON</i> 519-332-8778
	DZ Dump Truck	
	Excavator Operator	<i>Chatham, ON</i> 519-355-0077
	General Heavy Equipment Operator	
	Grader Operator	
	Heavy Equipment Operator	
	Loader Operator	
	Rock Truck Operator	
Scraper Operator		
Pathways Skill Development & Placement Centre <i>London, ON</i>  <a href="http://pathways.on.ca">pathways.on.ca</a>	Construction Technologies Training	519-434-1521
	Light Industrial Training	
Transport Training Centres of Canada Inc.  <a href="http://ttcc.ca">ttcc.ca</a>	AZ & Excavator Program	<i>Chatham, ON</i> 519-354-4951
	Backhoe Program	
	Bulldozer Program	<i>London, ON</i> 519-686-6229
	Construction – Bronze, Silver, Gold, Platinum	
	Excavator Program	<i>Windsor, ON</i> 519-251-8222
	Grader Program	
	Heavy Equipment – Bronze, Silver, Gold Platinum	
Loader Program		
Stratford Chefs School  <a href="http://stratfordchef.com">stratfordchef.com</a>	Cook: Basic Level 1	519-271-1414
Great Lakes Technical Training <i>Windsor, ON</i>  <a href="http://greatlakestechnicaltraining.com">greatlakestechnicaltraining.com</a>	Gas Technician – 1,2 and 3	519-944-4555

Can-Weld Training & Testing Centre <i>Sarnia, ON</i>  <a href="http://www.canweldsarnia.com">www.canweldsarnia.com</a>	Full Plate & Pipe Welding	519-344-9222
	General Plate & Pipe Welding	
Windsor Welding Institute  <a href="http://windsorwelding.com">windsorwelding.com</a>	Pipe Welder Program	519-945-4423
	Welding Technology Program	

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## What happens if I am laid off during my apprenticeship?

First of all, do not panic. Employers have busy periods and slow periods, and unfortunately apprentices are usually the first ones to be laid off due to seniority. Here are a few simple steps to help you get back onto your feet and into the workforce:

### **File for Employment Insurance (EI) and Obtain your Record of Employment (ROE)**

When you are laid off, first you need to understand whether you are a permanent lay-off or a temporary lay-off. Temporary lay-offs typically have a return date listed on your ROE.

Next, you will need to file for EI. Remember that there is a two-week waiting period for payment of benefits to begin, so if you are laid off for less than two weeks, you may not qualify for EI benefits.

To file your claim for EI benefits, visit the Service Canada website ([www.servicecanada.gc.ca](http://www.servicecanada.gc.ca)) and follow the steps. You do not need to have your ROE at the time of filing but it will make the process easier for you.

### **Ensure all Apprenticeship-Related Paperwork is Complete**

This is an important step that you may not consider when you are laid off but is crucial to your apprenticeship. You must ensure that you have:

- All hours accounted for while working in your position
- Any objectives, skills and hours signed off by your employer, if complete
- Referral letter (on letterhead) from your supervisor stating hours completed, start and end dates of employment and any other relevant information

- Record of Employment
- An organized file with all relevant information relating to your apprenticeship

Keeping this information up-to-date while the content is fresh in your mind will make your records more accurate. This will also be important when discussing your situation with your Employment Training Consultant at your local apprenticeship office.

### ***Contact your Union (If Unionized)***

Your union is established to protect your employment rights and therefore needs to be aware if you are being laid off. Many unions will organize block training classes to cover the time during the lay-off. Other unions will assist in finding another employer or contractor for you to work for. It is up to you to let them know about your situation.

### ***Contact your Employment Training Consultant (ETC)***

Once you have established that you are being laid off indefinitely, it is a good idea to contact your Employment Training Consultant (ETC) at the Ministry of Advanced Education and Skills Development - Apprenticeship Branch. Since they are responsible for overseeing your apprenticeship, they need to know whether your training has been suspended or not.

Once your ETC is aware of your situation, you can discuss training options, including in-school block training when available. Other times, upgrading your skills in related fields might be useful (for example, green technology) or pre-certification courses to prepare for your Certificate of Qualification may be suitable depending on how far you are in your apprenticeship. This will be easier if your paperwork is complete.





## FAQ about Apprenticeship

### How do I access apprenticeship?

Apprenticeship begins with employment. Contact your Employment Ontario Service Provider for information.

### What is Employment Ontario?

Employment Ontario comprises a network of service providers that can help you get the training, skills and experience you need. They connect people looking for work with employers looking for workers. Employment Ontario Service Providers offer apprenticeship candidates job search strategies, resume writing skills, interview skills, academic upgrading and labour market information.

### How do I book an exam?

To book an apprenticeship exam you need to contact your local Ministry office.

### How many times can I write my exam?

There is no limit to how many times an individual can write.

## How do I cancel my apprenticeship?

You need to notify your Employment and Training Consultant who will cancel your training agreement.

## How do I update my information?

To update your information you need to contact both your local Ministry office and the Ontario College of Trades.

## Who can I contact for employment services in my area?

For employment services you can go to any Employment Ontario provider. To find an Employment Ontario provider near you, visit the Employment Ontario in Chatham-Kent section of this guide.

## How do I change employers after signing a training agreement?

Once you have signed a new training agreement with your new sponsor, your Employment and Training Consultant will cancel the old training agreement and activate your new one.

## How do I register as an apprentice?

Before you can be registered as an apprentice you must first find an employer who is willing to sponsor you. Once you have an employer, you contact your local Ministry office to complete an Application for Apprenticeship Training. Once verified, an Employment and Training Consultant will contact you to register a Training Agreement.

## When will I be scheduled for school?

You will be scheduled for school when your training agreement is registered. You will select your schooling preference and will be entered into a queue. As seats become available, you will receive an offer for schooling.

## Do previous courses count towards schooling?

Apprentices can be exempt from levels of schooling based on previous education. Exemptions are examined on a case-by-case basis and the type of trade and the courses you have taken will factor into the decision.

Apprentices may also take exemption tests which when successfully passed exempt the graduate from a level of schooling.





## Glossary of Terms

**Apprentice:** A trainee who learns a skilled trade by working directly with a certified journeyman in the trade.

**Apprenticeship:** A formalized training program which combines on-the-job training and in-school training resulting in journeyman status.

**Certificate of Apprenticeship:** This document shows that an apprentice has successfully completed his/her apprenticeship.

**Certification of Qualification:** This document is obtained when a written exam is completed and passed with a mark of at least 70%.

**College of Trades:** An industry-driven, professional regulatory body that protects the public by regulating and promoting the skilled trades.

**Competencies:** Individual skills that must be mastered in all apprenticeships.

**Compulsory Trades:** Compulsory trades require that only registered apprentices and licensed journeymen practice in the trade.

**Journeyman:** A skilled professional who has completed an apprenticeship program by demonstrating competency in specific skills and has completed the Certificate of Qualification or deemed to be equivalent.

**Loans for Tools Programs:** A program available to first-year apprentices offering a loan to help purchase tools and equipment needed to perform the trade in which the apprentice is registered.

**OYAP:** The Ontario Youth Apprenticeship Program allows secondary school students the opportunity to gain experience in the skilled trades.

**MAESD:** The Ministry of Advanced Education and Skills Development: The training consultants of MAESD are responsible for preparing the training agreements between apprentices and their training sponsors.

**Red Seal Program:** The Red Seal endorsement on a journey person's Certificate of Qualification confirms that the person has achieved a nationally recognized level of competency in the trade and is licensed to practice his/her trade in any province or territory in Canada.

**Registered Training Agreement:** The contract of apprenticeship which is signed before the apprenticeship begins. This is the agreement under which the employer or sponsor agrees to train and instruct the apprentice.

**Skilled Trade:** A skilled trade is any trade for which apprenticeship training and certification is available.

**Trade Designations:** Trades are categorized as either Compulsory or Voluntary Trades under the Ontario College of Trades and Apprenticeship Act.

**Trade school:** Most apprenticeships require two to three sessions of trade school, usually 8-10 weeks each and often delivered at a community college.

**Voluntary Trades:** Voluntary Trades do not require registration or licensing for a person to legally work in the trade.



## Useful Contacts

### Employment Ontario

#### Apprenticeship Office (Chatham)

870 Richmond Street  
Chatham, ON N7M 5J5  
Tel: 519-354-2766

### Ontario College of Trades

655 Bay Street, Suite 600  
Toronto, ON M5G 2K4  
Tel: 1-647-847-3000  
[www.collegeoftrades.ca](http://www.collegeoftrades.ca)

### Adult Language and Learning

240 King Street West  
Chatham, ON N7M 1E7  
Tel: 519-354-7424  
[www.adultlanguageandlearning.ca](http://www.adultlanguageandlearning.ca)

### Goodwill Career Centre

300 Lacroix Street, Unit 7  
Chatham, ON N7M 6M6  
Tel: 519-354-4400  
[www.goodwillekl.com](http://www.goodwillekl.com)

### Chatham Employment Resource Centre

240 King Street West  
Chatham, ON N7M 1E7  
Tel: 519-436-1123

### Wallaceburg Employment Resource Centre

786 Dufferin Ave. 2nd Floor  
Wallaceburg, ON N8A 2V3  
Tel: 519-627-6986

### St. Clair College, Windsor Campus

2000 Talbot Road West  
Windsor, ON N9A 6S4  
Tel: 519-966-1656  
[www.stclaircollege.ca](http://www.stclaircollege.ca)

### St. Clair College, Thames Campus

1001 Grand Ave. West  
Chatham, ON N7M 5W4  
Tel: 519-354-9100  
[www.stclaircollege.ca](http://www.stclaircollege.ca)

### Fanshawe College

1001 Fanshawe College Blvd.  
London, ON N5Y 5R6  
Tel: 519-452-4277  
[www.fanshawec.ca](http://www.fanshawec.ca)

### Lambton College

1457 London Road  
Sarnia, ON N7S 6K4  
Tel: 519-542-7751  
[www.lambton.on.ca](http://www.lambton.on.ca)

### Ontario Colleges

60 Corporate Court  
Guelph, ON N1G 5J3  
Tel: 519-763-4725  
TTY: 519-763-1102  
[www.ontariocolleges.ca](http://www.ontariocolleges.ca)

## Other Helpful Websites

Apprenticesearch

[www.apprenticesearch.com](http://www.apprenticesearch.com)

TradeLinks

[www.tradelinks.ca](http://www.tradelinks.ca)

Ontario Youth Apprenticeship Program

[www.oyap.ca](http://www.oyap.ca)

Careers in Trades

[www.careersintrades.ca](http://www.careersintrades.ca)

Skills Canada

[www.skillscompetenciescanada.com](http://www.skillscompetenciescanada.com)

Ontario Immigration

<http://www.ontarioimmigration.ca>

Skills Ontario

[www.skillsontario.com](http://www.skillsontario.com)

Canadian Apprenticeship Forum

[www.caf-fca.org](http://www.caf-fca.org)

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**Think clean and green. Please recycle me!**

To compost, simply remove the binding and shred.