

APPLICATION FOR A CERTIFICATE OF QUALIFICATION OR LETTER OF AUTHENTICITY

- This form should be used if you wish to apply for certification in an occupation designed under the Apprenticeship and Occupational Certification Act. Complete, sign and return to Apprenticeship and Certification.

You must indicate the number of years of practical experience you have gained in the occupation on this application and provide letters attesting to your experience from your current and past employers.

There are different avenues to obtaining certification – check our website under “Designated Occupations”, then click the occupation you are interested in and you will find all the information you need.

IMPORTANT REMINDERS

- Type or print clearly
- Incomplete forms will not be processed
- Sign and date your form
- Mail your form to the address provided or deliver it to the Apprenticeship and Certification office nearest to you.
- Include a cheque or money order payable to the Minister of Finance.

INSTRUCTIONS FOR FILLING OUT THE FORM

Client Id No. :	Not required / office use only
Application No. :	Not required / office use only
Occupation name:	Name of occupation in which you are requesting certification
Occ. Code :	Not required / office use only
Region :	Not required / office use only
PERSONAL :	Complete all fields
WORK EXPERIENCE :	Complete all fields except “checked by” and “Time in occupation” which are to be filled out by office
EDUCATION:	Complete all fields
OTHER CERTIFICATES...:	Complete all fields
OTHER INFORMATION:	Complete all fields

CONSENT TO DISCLOSE INFORMATION: Sign and date if you authorize our Branch to disclose information respecting your participation in the apprenticeship and/or certification program for the purposes of providing verification of your certification; assisting in securing and promoting employment; determining your eligibility for apprenticeship and certification programs in other jurisdictions; assisting inter-provincial labour mobility; program planning and labour market research.

SIGNATURE AND DATE : Please don't forget to sign and date the consent to disclose information.

A FEE OF :

Fees are as follow:

Certificate of Qualification Examination		
Examination		250.00
Re-examination		50.00
Practical Examination or Practical Re-examination (cost recovery to maximum of)		200.00
Certificate of Qualification based on "out-of-province journey person status"		25.00
Letter of Authenticity		200.00

Signature and Date :

Please don't forget to sign and date the application.

REMARKS:

This section is to be filled by the Regional offices.



