



Fact Sheet for Internationally Trained Individuals in Skilled Trades

Auto Body and Collision Damage Repairer

The **Ontario College of Trades** (the College) regulates over 150 skilled trades in Ontario of which some are classified as compulsory and the rest are voluntary. Compulsory trades require membership in the College to practise or work legally in Ontario. Skilled trades regulated by the College are organized into four sectors – construction, industrial, motive power, and service.

Auto Body and Collision Damage Repairers engage in the repair of motor vehicles, motor coaches, trucks or truck trailers. This includes repairing, reshaping, refitting and welding breaks in body panels, fenders and skirtings; shrinking or stretching metal panels by heat treatment; removing or replacing electrical, electronic and vacuum components; repairing, removing or replacing wiring harnesses, air-conditioning systems and water pumps; straightening and aligning frames and unibody assemblies; removing, replacing or adjusting steering and suspension components; and, aligning wheels.

- **Classification: Compulsory**
- **National Occupational Classification: 7322**
- **Sector: Motive Power**
- **Red Seal Available: Yes**
- **Trade Code: 310B**

What are the Certification Requirements?

To become certified and work legally as an Auto Body and Collision Damage Repairer in Ontario, you must either:

- Be a registered apprentice and a member of the College's Apprentices Class; or
- Pass the Certificate of Qualification Exam for this trade and register in the College's Journeyman Class.

For more information on membership in the College, please use the contact information at the end of this fact sheet.

If you do not fulfill the certification requirements above, you have two options:

1. **Complete an Ontario apprenticeship program** by registering with the Ministry of Advanced

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Education and Skills Development (MAESD) as an apprentice. To participate in an apprenticeship program, you must be a member of the College's Apprentices Class. The apprenticeship program for Auto Body and Collision Damage Repairer requires:

- Minimum Grade 12 high school education or its equivalent; and
- 8,000 hours (approximately four years) of apprenticeship training (7,280 hours of on-the-job work experience and 720 hours of in-school training).

Apprenticeships are paid workplace-based training programs that also include classroom-based components. Training requires an agreement between a person who wants to learn a skilled trade and an employer who is willing to train that person. Employment Ontario (EO) has services that can help you become an apprentice. For more information, please visit the [section on apprenticeship on the MAESD's website](http://www.tcu.gov.on.ca/eng/apprentices/) (www.tcu.gov.on.ca/eng/apprentices/).

2. **Apply for a Trade Equivalency Assessment (TEA)** if you believe you have experience and qualifications in the trade that are equivalent to having completed the Ontario apprenticeship program. This assessment will look at your previous training and work experience and determine whether you are qualified to write the Certificate of Qualification Exam for this trade. For more information, please visit the [College's website for Trade Equivalency Assessment](http://www.collegeoftrades.ca/trade-assessment/) (www.collegeoftrades.ca/trade-assessment).

Note: There is no language level requirement for trade certification. However, you will likely be expected to understand and communicate in English or French in order to find employment in Ontario.

Fees and Costs (in Canadian dollars, taxes not included):

Types of Fees / Costs	Fees / Costs
Annual Membership Fees – Journeyperson Class	\$120
Annual Membership Fees – Apprentices Class	\$60
Trade Equivalency Assessment (TEA)	\$235
Application for membership in the Ontario College of Trades	No fee
Certificate of Qualification Exam	\$150
Re-writing failed exams (re-examination)	\$150

Before you come to Ontario:

Below are tips you may find helpful in preparation for the assessment and certification process:

- Become familiar with your trade in Ontario by looking at the [Apprenticeship and Curriculum Training Standards documents on the College's website](http://www.collegeoftrades.ca/training-standards) (www.collegeoftrades.ca/training-standards).
- Review the [membership structure on the College's website](http://www.collegeoftrades.ca/membership) (www.collegeoftrades.ca/membership).
- If you believe you have experience or qualifications in the trade that are equivalent to an Ontario Certificate of Apprenticeship, you can request a TEA to have your previous experience and qualifications assessed. Contact the College to begin the assessment process.
- Prepare any documents that describe your work experience and training in your trade. If they are not in English or French, arrange for translations that are signed by an accredited translator, either from your country of residence or Canada.

Once you arrive in Ontario:

1. **Assess your previous training and experience** – If you did not complete a TEA prior to coming to Canada, contact the College to get started. You can also visit the College's website for additional information.
2. **Complete apprenticeship training, if required** – If you do not have experience and qualifications equivalent to an Ontario Certificate of Apprenticeship, you must complete an Ontario apprenticeship program for your trade. For more information, please visit the [section on apprenticeship on the MAESD's website](http://www.tcu.gov.on.ca/eng/apprentices/) (www.tcu.gov.on.ca/eng/apprentices/).
3. **Obtain a Provisional Certificate of Qualification** – If you have been found to have equivalent training and experience through the TEA, you may request a Provisional Certificate of Qualification. This is a temporary certificate that will allow you to work legally in your trade for up to 90 days (with the possibility of extending for a further 90 days) while you prepare to write the Certificate of Qualification Exam.
4. **Write the Certificate of Qualification Exam** – This is a multiple choice exam. If you have a physical, psychological, learning, or language barrier that may make it difficult to read or understand the questions on the exam, you can have a translator, interpreter, or a reader with you during the exam. You must request this assistance in advance.
5. **Become a Member** – For compulsory trades, membership in the College is mandatory. You will be contacted by the College via mail with your exam result. If you pass the exam, you will be directed to contact the College to pay your membership fee.

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Red Seal Trades Program – This program sets the inter-provincial standards for working in skilled trades across Canada. Through the program, certified trades people can obtain a Red Seal Endorsement on their provincial certificates which will allow them to work in their trade throughout Canada. For more information, visit the [Red Seal Trades Program's website](http://www.red-seals.ca/) (www.red-seals.ca/).

For More Information:

For information about **membership, assessment, cost, or any other certification related inquiries**, contact the College at:

The Ontario College of Trades

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

Telephone: 647-847-3000 or 1-855-299-0028

Email: info@collegeoftrades.ca

Website: www.collegeoftrades.ca/

For government contacts on **accessing professions and trades** in Ontario, contact:

Ministry of Citizenship and Immigration (MCI)

Global Experience Ontario (GEO)

Telephone: 416-327-9694 or 1-866-670-4094

TTY: 416-327-9710 or 1-866-388-2262

Email: GEO@ontario.ca

Website(s): www.ontarioimmigration.ca/geo

For information on how to find an **accredited translator**, contact:

Association of Translators and Interpreters of Ontario (ATIO)

Telephone: 613-241-2846 or 1-800-234-5030

Email: info@atio.on.ca

Website: www.atio.on.ca

For information on **apprenticeship programs**, contact:

Employment Ontario (EO)

Telephone: 416-326-5656 or 1-800-387-5656

TTY: 1-866-533-6339

Email: contactEO@ontario.ca

Website: www.ontario.ca/page/employment-ontario