Sheet Metal Worker

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.

Sheet Metal Workers design and/or shape a flat sheet of metal, and also lay out, make, install and repair sheet metal products. They fabricate, erect and install sheet metal based on the reading and interpretation of architectural drawings. This may include furnace and duct systems in homes, oven and drying systems in auto plants, heating and ventilating systems in high-rise office towers, hospitals, schools, and similar work in other sectors of the construction industry.

- **Classification:** Compulsory
- **National Occupational Classification:** 7233
- **Sector:** Construction
- **Red Seal Available:** Yes
- **Trade Code:** 308A

**What are the Certification Requirements?**

To become certified and work legally as a Sheet Metal Worker 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 Journeyperson 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 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 Sheet Metal Worker requires:

- Minimum Grade 10 high school education or its equivalent; and
- 9,000 hours (approximately five years) of apprenticeship training (8,280 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 (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 (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):**

<table>
<thead>
<tr>
<th>Types of Fees / Costs</th>
<th>Fees / Costs</th>
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</thead>
<tbody>
<tr>
<td>Annual Membership Fees – Journeyperson Class</td>
<td>$120</td>
</tr>
<tr>
<td>Annual Membership Fees – Apprentices Class</td>
<td>$60</td>
</tr>
<tr>
<td>Trade Equivalency Assessment (TEA)</td>
<td>$235</td>
</tr>
<tr>
<td>Application for membership in the Ontario College of Trades</td>
<td>No fee</td>
</tr>
<tr>
<td>Certificate of Qualification Exam</td>
<td>$150</td>
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<tr>
<td>Re-writing failed exams (re-examination)</td>
<td>$150</td>
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Fact Sheet: Sheet Metal Worker

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 (www.collegeoftrades.ca/training-standards).
- Review the membership structure on the College’s website (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 (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.
**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/).

**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](mailto:info@collegeoftrades.ca)  
Website: [www.collegeoftrades.ca](http://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](mailto:GEO@ontario.ca)  
Website(s): [www.ontarioimmigration.ca/geo](http://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](mailto:info@atio.on.ca)  
Website: [www.atio.on.ca](http://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](mailto:contactEO@ontario.ca)  
Website: [www.ontario.ca/page/employment-ontario](http://www.ontario.ca/page/employment-ontario)