

NeCTAR

Newcomers Connecting to Trades Apprenticeship Resources

Becoming a Certified Tradesperson in Ontario

Produced by:



In partnership with:



NeCTAR resources are available at www.costi.org.



Module 2: The Certification Pathway 170 minutes

Learning Outcomes

Participants will be able to:

- Identify the detailed steps to becoming certified in Ontario. :
 - Identify documentation required to apply for certification
 - Prepare for an assessment interview with the workplace support services branch office
 - Prepare for the Certificate of Qualification Examination
 - Receive resources and referral information

Introduction (5 minutes)

The facilitator instructs participants to refer to the **NeCTAR Resource “The Certification Pathway Flowchart”** and provides an overview of the steps to certification.

PowerPoint Presentation

1. MTCU Assessment Preparation (15 minutes)

Slides #32-39 Facilitator presents steps 1-3 and provides client information.

Review (5 minutes)

After completing ***MTCU Assessment Preparation***, the steps are reviewed by asking questions to the participants. The following sample questions may be asked: What documentation is required for an MTCU assessment? What should you do if you do not have appropriate documentation? What do you need to accomplish in the assessment interview in order to be eligible to write the C of Q exam?

PowerPoint Presentation

2. Temporary Certification Preparation (20 minutes)

Slides# 40-47 Facilitator presents the detailed steps 4-6 and provides client information.

Review (5 Minutes)

After completing ***Temporary Certification Preparation***, the steps are reviewed by asking questions to the participants. The following sample questions may be asked: How long can you work on a provisional certificate or letter of permission? What information will help you prepare for the Certificate of Qualification Exam?

PowerPoint Presentation

3. Trade Certification Preparation (10 minutes)



Slides#48-51 Facilitator presents the detailed steps 7-9 and provides client information.

Review(5 minutes)

After completing ***Trade Certification Preparation***, the steps are reviewed by asking questions to the participants. The following sample questions may be asked: What Should you do if you failed a C of Q exam? What should you do if you have failed the 3rd and final exam? What could you do to improve for the next attempt at the exam?

Activity #2 Certification Pathway Review (15 Minutes)

Oversized sheets with each step of the pathway are handed out to each participant. Participants are asked to get themselves in order from beginning to end in a line at the front of the room. Once they are in line, review each step of the process and make any adjustments that are needed. If the group is large, select a number of people to complete the exercise in front of the group. The steps should be written large enough for the whole group to see. Refer to Pathway line-up activity for steps that can be printed out for the activity.

Q & A Period (10 Minutes)

ACTIVITY(30 Minutes)

Team Challenge: Quiz Questions

Facilitator breaks participants into two groups/teams and directs them to prepare 3 questions to ask the other team about the content learned on Trades Apprenticeship and the Certification Pathway.