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Thank you for contacting the Ontario College of Trades.

The Trade Equivalency Assessment (TEA) process determines if you have the same skill level and qualifications of a completed Apprentice based on one of the over 150 Ontario apprenticeship programs.

To see if your trade is applicable and find your trade code, please visit our website: [www.collegeoftrades.ca](http://www.collegeoftrades.ca)

If you meet all the training requirements of that apprenticeship, you will qualify to apply for certification in your trade at which point you pay for, and write the Certificate of Qualification Examination, if applicable. The cost of the exam is **\$169.50** for each attempt. There is no cap on the number of times you may attempt the exam. For exam accommodations such as use of interpreters, wheelchair accessibility, you can contact the location where you would be booking your examination.

The TEA process takes, on average, 8-10 weeks to complete from the date we have **all** of the documents required, along with processing fee of **\$226.00** (\$200.00 + HST), per trade. Payment can be made using Visa (Debit Visa accepted only for in-person payment), MasterCard, American Express, Money Order or cheque.

Please include a copy of a government issued Canadian Identification with your application.

The supporting documents may include detailed letters from past and/or present employers, and training credentials. The College will contact you in writing, upon receipt of your assessment package, as well as when the verification process is completed.

You will need to include letter(s) of employment from current and/or past employers indicating:

- The company representative's name and job title

- Contact information of a company representative who can confirm the information in the letter
- The company's name, address and telephone number
- The name of each position you held that supports your application
- The start and end dates for each position
- The number of hours you worked in each position
- A detailed description of your job duties for each position

The letters must be written on company letterhead and signed by the individual who wrote the letter.

The letters from your employers are crucial to your application as the College requires your skills to be vouched by someone who has seen you perform the work. The descriptions in the application itself is supplemental to the letters. The letters must include both the number of hours worked as well as a detailed description of the skills you performed in the position. The skills description should match the skills indicated in the Training Standard, found at [www.collegeoftrades.ca / Member Services /Resources / Training Standards – find your trade under applicable sector](http://www.collegeoftrades.ca / Member Services /Resources / Training Standards – find your trade under applicable sector)

**Self-employed** individuals should submit a completed Trade Equivalency Assessment form with the following documentation:

- A detailed resume of completed jobs, including names of customers and their contact information, descriptions and locations of the jobs and how long each took to complete
- Documents that show the type of work performed for customers (e.g. contracts, formal quotations for jobs, invoices to customers and from suppliers), the company's GST/HST account number and your Business Number (BN) from the Canada Revenue Agency
- A signed Competency Analysis Profile (CAP) for the applicable trade (Found at [www.collegeoftrades.ca / Member Services /Resources / Training Standards – find your trade under applicable sector and download CAP Chart](http://www.collegeoftrades.ca / Member Services /Resources / Training Standards – find your trade under applicable sector and download CAP Chart))

- A signed statement from an accountant or lawyer certifying the name of the business, the type of business, its location, the date he/she became self-employed and their role in the business
- Documents showing the volume of their business (e.g., tax return, financial statements)
  
- Workplace Safety and Insurance Board (WSIB) account number and/or evidence of their membership in a business or industry association

General Carpenter

**403A**  
**Trade Code**

**7200**  
**Hours of experience**

You may submit your completed TEA application to: [tea-app@collegeoftrades.ca](mailto:tea-app@collegeoftrades.ca)

If further assistance or clarification is required, please contact one of our Client Service Consultants at:

Telephone: **(647) 847-3000** Toll free number: **1 (855) 299-0028**

Call Centre Hours: Monday to Friday, 7am – 7pm, excluding holidays.

Thank you,

Client Services Consultant

655 Bay Street - Suite 600, Toronto, ON, M9B 4R8

( 1-855-299 -0028

\* [info@collegeoftrades.ca](mailto:info@collegeoftrades.ca)

Fax **1-647-340-4332**

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

