



**Skilled  
Trades**  
Ontario

**Métiers  
spécialisés**  
Ontario

Apprenticeship  
Training Standard  
Logbook

Schedule of Training

**Saw Filer - Fitter**

611B

2000

# Apprenticeship Training Standard

The Apprenticeship Training Standard or herein after referred to as “Logbook” is a document issued to Apprentices who sign a Registered Training Agreement in the Province of Ontario as an official record of training. It is to be used by the Apprentice and Sponsor/trainer to guide the process of skills development in a particular trade.

## Training As An Apprentice

- ✓ Ensure you, your sponsor, and your witness sign a Training Agreement with the Ministry of Labour, Immigration, Training and Skills Development. Once it is registered, you will receive a copy of the registered Training Agreement for your records.
- ✓ Notify the local Service Delivery Office **immediately** if any changes to contact information or training agreement, especially if you change sponsors.
- ✓ Review the Logbook regularly with your trainer and sponsor to discuss your progress, ask questions, seek feedback and have the trainer **sign-off on competencies**
- ✓ Keep an accurate record of the hours you work.
- ✓ Attend classroom training when it is offered.
- ✓ Apply for the financial incentives for which you are eligible.



## Completing Your Logbook

- ✓ **Complete the Sponsor Record Form** – A form must be completed for each Sponsor/Trainer used during your apprenticeship.
- ✓ **Confirm Skill Sign-off is Complete**
  - **You and your trainer** sign-off each required skill to confirm that you have demonstrated competency in that skill.
  - Shaded boxes in your Logbook mean the skills are optional and do not have to be confirmed by your trainer or sponsor. However, you are encouraged to complete them as part of your training.
- ✓ **Confirm Skill Set Sign-off is Complete**
  - After you and your trainer have signed-off all the required skills in a skill set, your sponsor signs the signature box on the form in **Appendix C – “Skill Set Completion for Sponsors”** to confirm your completion of all competencies within each skill set.

This document is the property of the apprentice named inside and represents the official record of your training. For information about completing your apprenticeship, see inside of back cover.



Apprentice Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Trade: \_\_\_\_\_

**Training Agreement # (for Compulsory and Non-Compulsory trades):**

**STO Account No. (for Compulsory trades only):**

**This document is the property of the Apprentice named herein and represents the official record of their training.**

**If you have questions about the use of this Logbook or about your Apprenticeship program, contact your local Service Delivery Office (see Appendix D in this book) or the Employment Ontario hotline at: 1-800-387-5656.**

# Apprenticeship Pathway to a Certificate of Qualification

Phase 1: Registration

Submit Application for Apprenticeship Training through the on-line portal or to local Service Delivery Office

For on-line portal, please follow instructions for registration. You will need to create a *My Ontario* account to access online services.

Training agreement signed and registered by both apprentice and sponsor

Access your Apprenticeship Training Standard Logbook\*\*  
skilledtradesontario.ca/about-trades/trades-information

\*\* This is the official record of your training progress. You are responsible for keeping it up-to-date.

Complete on-the-job training

*Demonstrate and receive sign-off on the competencies/skills in your Apprenticeship Training Standard Logbook*

Complete in-school training

*Attend and complete the in-class training set out in the Curriculum Training Standard*

Apprentices eligible to apply for apprenticeship incentive grants (Red Seal trades) and loans.

Review and finalize your logbook with your sponsor

Submit proof of apprenticeship completion via email, in-person or digital portal

Your Apprenticeship Training Standard Logbook details completion requirements. Submit the following:

- completed Apprenticeship Training Standard Logbook with signatures
- proof of hours

Certificate of Apprenticeship is issued

Trades without examination

**CofA is the final step of the program**

Trades with examination (compulsory and non-compulsory trades)\*

Provisional Certificate of Qualification issued for a 12 month term

To prepare for the CofQ examination download the Provincial and/or Red Seal Exam preparation guides.

Make payment for your Certificate of Qualification examination

Call to make a payment (647-847-3000 or 1-855-299-0028)

Schedule a date to write your Examination

To schedule your examination, contact your local Service Delivery Office.

Pass Certificate of Qualification examination

Apprentices eligible to apply for Apprenticeship Completion Grant (Red Seal trades) or Apprentice Completion Bonus (non-Red Seal)

Certificate of Qualification is issued

Upon completion, Sponsors may be eligible for Apprenticeship grants, incentives, bonuses or tax credits

Phase 2: Apprenticeship

Phase 3: Certification

\* For a list of trades subject to a certification examination, visit: [skilledtradesontario.ca](http://skilledtradesontario.ca)

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**Please Note:** This Standard has been revised to reflect the visual identity of Skilled Trades Ontario (STO) which replaced the Ontario College of Trades on January 1, 2022. The content of this Standard may refer to the former organization; however, all trade specific information or content remains relevant and accurate based on the original date of publishing.

Please refer to STO’s website: [skilledtradesontario.ca](http://skilledtradesontario.ca) for the most accurate and up to date information. For information about BOSTA and its regulations, please visit [Building Opportunities in the Skilled Trades Act, 2021 \(BOSTA\)](#).

Any updates to this publication are available on-line; to download this document in PDF format, please follow the link: [Skilled Trades Ontario.ca](http://Skilled Trades Ontario.ca).

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*Maintained with transfer to Skilled Trades Ontario 2000 (V100)*

## **Foreword: Purpose, Terms and Conditions of the registered Training Agreement**

### **Purpose:**

- Prior to starting official apprenticeship activities, the apprentice, sponsor and a witness are required to sign a Training Agreement.
- The Training Agreement that you have signed is an important legal document that outlines your responsibilities as an apprentice and the responsibilities of your sponsor.
- Once registered, this training agreement (or contract) marks the start of your formal agreement between the apprentice, the sponsor and the Ministry.
- For compulsory trades, the apprenticeship registration document must be accessible when working.

### **The Apprentice agrees:**

- **To inform the local Service Delivery Office of any change to your contact information or change in sponsor within 7 days;**
- To follow the Sponsor's and Trainer's lawful instructions and make every effort to acquire the skills identified in the Logbook for the Trade which is part of the apprenticeship program established by Skilled Trades Ontario for the trade;
- To obtain written verification from the Sponsor and the Trainer(s) that the requirements in the Logbook for the trade have been met.
- When you receive an "Offer of Classroom Training", confirm your attendance by following the instructions in the offer. Failure to do so may result in losing your opportunity to attend school which delays the completion of your apprenticeship.

### **The Sponsor agrees:**

- To ensure that the Apprentice is provided with the training required as part of the apprenticeship program established by Skilled Trades Ontario for this trade;
- To review the progress of training with the Apprentice, and with the Trainer(s) where the Sponsor and the Trainer are not the same party.
- Release your apprentice from work to attend in-school training without penalty to the apprentice.
- To maintain the journeyman/apprentice ratio for your trade, if applicable.
- To monitor their apprentice(s) progress
- To ensure that the Trainer(s) verifies, in writing, when each skill identified in the Logbook for the trade has been successfully completed by the Apprentice;
- To contact the Ministry should any changes in your capacity to train, your contact information, or your apprentice's status in the program change.

### Trade Specific Resources and Links

| Trade Specific Resource  | Link   |
|--|--|
| Red Seal Program   | <a href="http://red-seal.ca">red-seal.ca</a>   |
| Apprenticeship in Ontario  | <a href="http://ontario.ca/page/apprenticeship-ontario">ontario.ca/page/apprenticeship-ontario</a>                               |
| Employment Ontario   | <a href="http://employmentontario.ca">employmentontario.ca</a>   |
| Service Canada   | <a href="http://servicecanada.gc.ca">servicecanada.gc.ca</a>   |
| <i>Building Opportunities in the Skilled Trades Act, 2021</i>    | <a href="http://ontario.ca">Building Opportunities in the Skilled Trades Act, 2021, S.O. 2021, c. 28 - Bill 288 (ontario.ca)</a> |
| Ministry of Labour, Immigration, Training and Skills Development | <a href="http://ontario.ca">Ministry of Labour, Immigration, Training and Skills Development   ontario.ca</a>                    |
| Exam Preparation Guide   | <a href="http://ontario.ca">Exam Resources – Skilled Trades Ontario</a>  |
| Skills Zone (Ontario Skills Passport)                            | <a href="http://www.skillszone.ca/">http://www.skillszone.ca/</a>  |

*\*Please note, all website addresses are current at time of printing*

### Methodology-Standard Development

A standard is developed with a broad group of trade representatives who form the initial working group. This includes subject matter experts/ tradespeople/ instructors and employers from a cross section of the sector/industry, with varying years of work experience in the field. The working group reviews, develops and recommends revision to the content of the standard. Their role also involves harmonizing and updating other supporting content for the product.

An essential part of the standard development is the validation process. This is the opportunity to have a broader representation of the sector and provide feedback on the content of draft standard. This process is conducted in various ways and may include sending out a survey or the draft document (or both) directly to the sector. The comments received are reviewed by the working group and revisions are made as required based on a consensus model.



### Introduction to the Logbook

This “on-the job” Logbook is the training standard for **Saw Filer- Fitter 611B** and was developed by Skilled Trades Ontario in consultation with representatives from industry. It identifies all the skills associated with and required to learn the trade.

The Logbook is divided into skill sets, which are further divided into skills. These skill sets and skills are written in statements that describe what the Apprentice must perform and to what standard, in order to be considered competent in that skill.

The successful performance of these skills is tracked in the Logbook. Once achieved, this skills’ sign-off, along with the completion of in-school program requirements or equivalent, is how the apprenticeship program is completed and apprentices receive a Certificate of Apprenticeship.

The Sponsor/trainer and Apprentice are required to sign-off and date each skill after the Apprentice has demonstrated proficiency in these skills. However, if a skill is shaded, it is optional and does not need to be signed-off, though it has been defined as a part of the scope of practice for the trade.

All practices described in this standard must be performed by the apprentice according to the specific criteria identified. In general, the standard of performance for this trade is to be performed according to all applicable jurisdictional codes and standards and all health and safety standards must be respected and observed. These include the following:

All skills within the Apprenticeship Training Standard are to be performed, as applicable, according to and in compliance with the following:

- Occupational Health and Safety Legislation and Regulations;
- Other applicable legislation, regulation, codes and standards;
- Industry best practices;
- Company policies and procedures.

The information presented in this standard is, to the best of our knowledge, current at time of printing and is intended for general application. Please refer to the Skilled Trades Ontario website for the most accurate and up-to-date information: [skilledtradesontario.ca](http://skilledtradesontario.ca)

## Roles and Responsibilities

Under the [Building Opportunities in the Skilled Trades Act, 2021 \(BOSTA\)](#)

**Skilled Trades Ontario (STO)** is responsible for:

- Establishing and maintaining qualifications;
- Establishing Apprenticeship Programs and other training programs including training Standards, curriculum standards and certifying examinations;
- Issuing certificates for the purposes of this Act such as Certificates of Qualification;
- Maintaining a Public Registry for compulsory trades [skilledtradesontario.ca/public-register/](https://skilledtradesontario.ca/public-register/);
- Determining whether the experience and qualifications obtained by applicants for a certificate of qualification who do not complete an apprenticeship are equivalent to those received through completing an apprenticeship (Trade Equivalency Assessments)
- Promoting the skilled trades and conducting research.
- Conducting research and evaluate whether a trade should be prescribed as a trade for the purposes of this Act and to make recommendations on these matters to the Minister.

## **Ministry of Labour, Immigration, Training and Skills Development (MLITSD)**

is responsible for:

- Classifying trades as compulsory trades;
- Prescribing scopes of practice for trades;
- Approving which persons may provide in-class training for apprenticeship programs (TDAs);
- Registering Training Agreements;
- Providing those who successfully complete an apprenticeship program with a certificate of apprenticeship (CofA);
- Administering examinations, including certifying examinations;
- Promoting the skilled trades and conducting research;
- Exercising such other powers and perform such other duties and functions as are provided for in this Act or the regulations.

***For any matter related to your registered Training Agreement or completing your apprenticeship, you must contact your local Service Delivery Office.***

## Roles and Responsibilities of the Apprentice

An Apprentice is an individual who has entered into a registered Training Agreement (refer to Foreword: *“Purpose, Terms and Conditions of TA” page 1*) with a Sponsor to receive training in a trade as part of an apprenticeship program established by Skilled Trades Ontario. As an Apprentice, you have certain roles and responsibilities to follow throughout your apprenticeship training:

1. As an Apprentice, you signed the Training Agreement and have entered into a contract with the Ministry of Labour, Immigration, Training and Skills Development and your Sponsor.
2. If you are registered as an Apprentice in a compulsory trade, your name will automatically appear in the Skilled Trades Ontario Public Register.
3. You are responsible for informing the staff at your local Service Delivery Office regarding changes to the following:
  - Your Sponsor’s address;
  - Your name and address; and/or,
  - Your Sponsor, including starting employment with a new Sponsor
4. As an Apprentice, you are responsible for completing skills or skill sets in this Logbook (as detailed in the *“Eligibility for Apprenticeship Program Completion”* section of this document) and ensuring that they are dated and signed by both you and your Trainer.
5. Once you have demonstrated competency in all the mandatory skills and received a sign off on each skill by your sponsor/trainer, you must have the Skill Set Completion Form completed and signed by your current Sponsor.
6. Submit your Logbook to your local Service Delivery Office.
7. Present your Apprentice Completion Form (Please refer to Appendix B), along with your authorized Logbook to your local Service Delivery Office.

## Roles and Responsibilities of Sponsors and Trainers

**Sponsors** are responsible for ensuring all terms are met as per the registered Training Agreement. They are named on the registered Training Agreement as the entity responsible for ensuring Apprentices receive the training required as part of an apprenticeship program. As a signatory to this agreement, they are designated as the 'Signing Authority' for the Apprentice's Skill Set Completion Form and are required to attest to successful achievement by signing the appropriate box at the completion of each skill set. Some sponsors may also act as the Trainer.

A **Trainer** is an individual who oversees the performance of a task and sets the workplace expectations and practices for the Apprentice.

In compulsory trades, a Trainer must hold a valid Certificate of Qualification and be registered with Skilled Trades Ontario.

In non-compulsory trades, a Trainer is an individual who holds one of the following:

- A Certificate of Qualification;
- A Certificate of Apprenticeship in the trade; or,
- Has completed both the workplace-based training (competencies and/or hours as applicable) and classroom training components of the trade's apprenticeship program; or,
- Has workplace experience equivalent to the apprenticeship program) and has the skills outlined in the Logbook.

Competency means being able to perform to the required standard (please refer to "*Introduction to the Logbook*"). Trainers/Sponsors and Apprentices are required to sign-off and date the skills in the Logbook following each successful acquisition. The Logbook forms a record of this achievement.

The Trainer must provide their signature based on their assessment and professional judgment that the apprentice is competent in the skills described above. The Trainer's signature is not a general warranty or guarantee of the apprentice's future conduct.

Sponsors participating in this training program will be designated as the Signing Authority and are required to attest to successful achievement by signing the appropriate box included at the end of each skill set.

## **Health and Safety**

Safe working procedures and conditions, accident prevention and the preservation of health are of primary importance for apprenticeship programs in Ontario. These responsibilities are shared and require the joint efforts of government, sponsors, employers, supervisors, workers, apprentices and the public to achieve the goal of making Ontario's workplaces safe and healthy.

The [Occupational Health and Safety Act](#) (OHSA) provides us with the legal framework and the tools to do this. It sets out the rights and duties of all parties in the workplace, placing ultimate responsibility on the employer for the health and safety of workers (in this case apprentices) by ensuring procedures, controls, and training are established for dealing with workplace hazards. Therefore, it is imperative that all parties become aware of circumstances that may lead to injury, illness or harm. Safe learning experiences and environments can be created by controlling the variables and behaviours that may contribute to or cause an accident, injury or illness.

A sponsor who is not the employer is reminded that the employer has legal responsibilities respecting health and safety over the apprentice who is their worker. The sponsor should encourage safe work habits and adherence to the employer's occupational health and safety requirements for the workplace.

It is generally recognized that a positive attitude about safety in partnership with health and safety competency contributes to an accident-free environment. Everyone will benefit as a result of a healthy attitude towards the prevention of accidents.

Workers and apprentices can be exposed to a multitude of hazards and, therefore, should be familiar with the Occupational Health and Safety Act and regulations.

### **The Internal Responsibility System:**

One of the primary purposes of the Occupational Health and Safety Act (OHSA) is to facilitate a strong Internal Responsibility System (IRS) in the workplace. To this end, the OHSA lays out the duties of employers, supervisors, workers, apprentices, constructors and workplace owners.

Workplace parties' compliance with their respective statutory duties is essential to the establishment of a strong IRS in the workplace.

Simply put, the IRS means that everyone in the workplace has a role to play in keeping workplaces safe and healthy. Workers and apprentices in the workplace who see a health and safety problem such as a hazard or contravention of the OHSA in the workplace have a statutory duty to report the situation to the employer or a supervisor. Employers and supervisors are, in turn, required to address those situations and acquaint workers with any hazard in the work that they do.

The IRS helps support a safe and healthy workplace. In addition to the workplace parties' compliance with their legal duties, the IRS is further supported by well-defined health and safety policies and programs, including the design, control, monitoring and supervision of the work being performed.

### **Roles and Responsibilities under the Occupational Health and Safety Act**

#### **Employer's Responsibilities include but are not limited to the following:**

- Instruct, inform and supervise workers and apprentices to protect their health and safety.
- Appoint competent persons as supervisors.
- Inform a worker, apprentice, or a person in authority, about any hazard in the workplace and train them in the handling, storage, use, disposal and transport of any equipment, substances, tools, material, etc.
- Take every precaution reasonable in the circumstances for the protection of a worker/apprentice.
- In workplaces in which more than five workers are regularly employed, prepare and post a written occupational health and safety policy and set up and maintain a program to implement it.
- Prepare and post policies with respect to workplace violence and workplace harassment and develop programs supporting workplace harassment and workplace violence policies.
- Ensure knowledge of applicable legislative, regulatory, codes and standards so requirements to be followed are clear to all workers/apprentices.

#### **Trainer/Supervisor Responsibilities include but are not limited to the following:**

- Ensure that a worker or apprentice works in compliance with the Act and regulations.
- Ensure that any equipment, protective device or clothing required by the employer is used or worn by the worker or apprentice.
- Advise a worker/apprentice of any potential or actual health or safety dangers known by the supervisor.
- Take every precaution reasonable in the circumstances for the protection of workers.

#### **Worker/Apprentice Responsibilities include but are not limited to the following:**

- Work in compliance with the Act and regulations.
- Use or wear any equipment, protective devices or clothing required by the employer.
- Report to the employer or supervisor any known missing or defective equipment or protective device that may endanger the worker or another worker.
- Report any hazard or contravention of the Act or regulations to the employer or supervisor.
- Not remove or make ineffective any protective device required by the employer or by the regulations.
- Not use or operate any equipment or work in a way that may endanger any worker.

### **The Three Rights of Workers/Apprentices**

The OHSA gives workers and apprentices three important rights:

1. The right to know about hazards in their work and get information, supervision and instruction to protect their health and safety on the job.
2. The right to participate in identifying and solving workplace health and safety problems either through a health and safety representative or a worker member of a joint health and safety committee.
3. The right to refuse work that they believe is dangerous to their health and safety or that of any other worker in the workplace.

### **Ministry of Labour, Immigration, Training and Skills Development**

The Ministry of Labour, Immigration, Training and Skills Development conducts periodic inspections of workplaces to ensure that safety acts and regulations are being followed. Please direct any questions to the Occupational Health and Safety Contact Centre at 1-877-202-0008.

### Apprenticeship Program Summary/Guidelines

#### Scope of Practice

The Scope of Practice for the trade of Saw Filer-Fitter is set out in section 125 of Ontario Regulation 875/21 under BOSTA and reads as follows:

125. The scope of practice for the trade of saw filer/fitter includes the following:

1. Maintaining wood sawing machines in lumber or paper mills.
2. Filing grooved, contoured and irregular surfaces of knives, saw blades and metal objects.
3. Repairing, setting and sharpening bandsaws, chainsaws, handsaws, circular saws and other types of saw blades.
4. Troubleshooting sawing machinery and analyzing faults for corrective or repair action.

\*While the Logbook draws on the scope of practice regulation (Section 125 of Ontario Regulation 875/21 under BOSTA). The Logbook does not purport to add to or modify the scope of practice as provided in regulation. \*

#### Program Guidelines

##### On-the-Job Training Duration

Industry has identified 8000 hours as the benchmark necessary for any Apprentice to become competent in the skills required. There may be circumstances in which the duration varies from this guideline.

##### In-Class Training Duration

Industry has identified 480 hours of in-school training as the duration necessary for an Apprentice to complete the in-school curriculum for this program.

##### Total Training Hours

8480 hours

##### Journeyman to Apprentice Ratio

##### Industry Recommended Ratios:

While some of the trades regulated under BOSTA are subject to Journeyman to Apprentice ratios set out in regulation, this trade is not one of them. Instead, **industry has recommended a Journeyman to Apprentice ratio guideline of 1 Journeyman (or individual who is deemed equivalent to a journeyman) to 1 Apprentice** as the ratio necessary for an Apprentice to be properly trained on the job in this program.



### Program Requirements

#### Compulsory and Non-compulsory Classification

Regulations under the *Building Opportunities in the Skilled Trades Act, 2021* classify each trade as either “compulsory” or non-compulsory.” The trade of Saw Filer-Fitter is non-compulsory.

It is the responsibility of an Apprentice to maintain a training record in the form of a Logbook. The Sponsor and Trainer are required to sign-off when competencies in the trade are achieved.

#### Skills for Success Summary

Skills for Success are needed in a quickly changing world for work, learning and life. They are foundational for building other skills and important for effective social interaction. Everyone benefits from having these skills as they help individuals get a job, progress at their current job and change jobs. They also help individuals become active members of their community and succeed in learning.

Through extensive research and consultations, the Government of Canada launched the new Skills for Success model renewing the previous Essential Skills framework to better reflect the needs of the current and future labour market.

The occupational specific Essential Skills profiles are available online. These will be updated over time to align with the new Skills for Success model found here: [Skills for Success model](#)

### **Standard of Performance**

In general, the standard of performance for this trade are to be performed, as applicable, according to and in compliance with the following:

A Saw Filer/Fitter performs some or all of the following:

Maintains: Wood sawing machines in lumber or paper mills.

Files: Grooved, contoured, and irregular surfaces of knives, saw blades and metal objects.

Repairs, Sets and Sharpens: Bandsaws, chainsaws, handsaws, circular saws and other types of saw blades.

Troubleshoots: Sawing machinery and analyses faults for corrective or repair action

Industry Safety Standards which are based upon:

- Occupational Health and Safety Legislation and Regulations;
- Jurisdictional legislation and regulations, codes and standards (municipal bylaws etc.)
- Company policies and procedures
- All applicable manufacturers specifications and engineering specifications

### **Other Suggested or Required Certification(s) and Training**

While an apprentice receives health, safety and occupational specific training and/or certification in a variety of fields during their apprenticeship, it is important to be aware that other occupational health and safety training and certification renewal or updating may also be required during their career before performing new types of work.

## Training the Apprentice - Tips for Apprentices, Sponsors and Trainers

### Tips for Apprentices

Remember, it takes time to learn. The following is a list of additional tips and tools to help make the most of your apprenticeship training:

- Practice safe work procedures early to create good habits;
- Use your Logbook as a journal to keep track of the skills you have achieved;
- Review your training plan with your Training Consultant, Trainer, or Sponsor;
- Discuss your training needs with your Trainer and/or Sponsor;
- Listen to the suggestions of your Trainer;
- Ask your Trainer questions if you are unsure of any skill you need to perform or any tools or equipment you need to use to perform your duties;
- Show enthusiasm and develop good work habits; and,
- Upon demonstration of competency, ensure that you and your Trainer sign-off the individual skills.

***To get the most from this mentoring experience, request exposure to the full scope of the trade; meet regularly with your Sponsor/Trainer to discuss your progress, ask questions and seek feedback.***

### Tips for Sponsors

- Select Trainers with good communication skills and who work well with others;
- Ensure that the Apprentice always works under the direction of or has access to a qualified Trainer;
- Encourage Trainers to take upgrading courses (e.g. Train the Trainer, Mentor, Coach, etc.);
- Set out clear expectations and involve both the Apprentice and Trainer in developing the training plan
- Encourage safe work habits;
- Allow time for the Trainer to train and demonstrate skills to the Apprentice;
- Provide opportunities and time for the Apprentice to learn the trade;
- Ensure that the Apprentice receives the varied on-the-job trade training experience outlined in this document;
- Recognize good performance;
- Observe frequently;
- Provide constructive feedback and conduct regular performance reviews involving the Apprentice and Trainer;
- Use the Logbook as a monitoring tool and a part of regular performance evaluations; and,
- Complete the Skill Set Completion Form once the Apprentice has demonstrated

competency in the skills.

- The detailed content listed for each skill is not intended to represent an inclusive list; rather, it is included to illustrate the intended direction for the skill acquisition.

### **Tips for Trainers**

Trainers are responsible for ensuring the Apprentice is developing the skills outlined in this document. Here is a list of tips and tools to help Trainers in their supervision of Apprentices:

- Demonstrate model safe work habits;
- Provide opportunities and time for the Apprentice to learn the trade;
- Treat Apprentices fairly and with respect;
- Review the Logbook with the Apprentice and develop a training plan;
- Set out clear expectations and recognize good performance;
- Expose Apprentices to the full scope of the trade by providing training on the skills outlined in this document;
- Encourage and respond to all questions;
- Be patient;
- Explain, show and demonstrate the skill;
- **Meet regularly with the Apprentice to discuss the apprentice's progress**
- Provide continuous feedback;
- Sign-off skills when your Apprentice demonstrates competency, and,
- Use the Logbook as a guide to evaluate competence in each skill area. By using the Logbook, Trainers will be able to guide the process to and assist Apprentices to develop skills outlined in this document.

***The best mentoring experience is when an Apprentice is given as much training/exposure to the full scope of the trade as possible. If this is not possible, help them to determine other ways this may be possible.***

## Notice of Collection of Personal Information

1. At any time during your apprenticeship training, you may be required to show this Logbook to the local Service Delivery Office. You will be required to submit the signed Apprenticeship Completion form to the Service Delivery Office in order to complete your program. The Service Delivery Office will use your personal information to administer and finance Ontario's apprenticeship training system, including confirming your completion and issuing your Certificate of Apprenticeship.
2. The Service Delivery Office will disclose information about your program completion and your Certificate of Apprenticeship to Skilled Trades Ontario, as it is necessary for Skilled Trades Ontario to carry out its responsibilities.
3. Your personal information is collected, used and disclosed by the Ministry of Labour, Immigration, Training and Skills Development under the authority of the *Building Opportunities in the Skilled Trades Act, 2021 (BOSTA)*.
4. Questions about the collection, use and disclosure of your personal information by the Ministry may be addressed to the:

Manager, Employment Ontario Contact Centre  
Ministry of Labour, Immigration, Training and Skills Development  
33 Bloor St. E, 2nd floor, Toronto, Ontario M7A 2S3  
Toll-free: 1-800-387-5656; Toronto: 416-326-5656  
TTY: 1-866-533-6339 or 416-325-4084

**List of Trainers**

| <b>Trainer's Name<br/>(Please Print)</b> | <b>Trainer's Signature</b> | <b>Date of start with<br/>Trainer<br/>(day/month/year)</b> |
|--|----------------------------|--|
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**On-The-Job Training: Performance Objectives**

**Skills**

**1.0 Protect Self and Others**

**Protect self and others** by wearing, adjusting and maintaining protective clothing, equipment, and respiratory protectors; practising and performing safe work habits in accordance with safety legislation; practising industrial hygiene and good housekeeping; handling designated substances; following company fire procedures; identifying and reporting hazards in the work area; operating safety equipment, lifting devices, material handling equipment; applying basic first aid; responding to emergency situations according to company procedures; reporting injuries, completing written safety and injury reports; conducting pre-operational check of equipment and inspection of tools; applying confined space safety procedures; locking out and tagging equipment and machinery; using correct body mechanics when lifting loads; communicating with fellow workers; in accordance with Ontario Health and Safety Act (OHSA) and company standards.

|          |                       |                      |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name    | *Trainer Signature   |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

**\* A Trainer may be a Supervisor or the competent employee designated by the Apprentice's Sponsor.**

**2.0 Communicate**

**Give and receive oral and written instructions;** read technical literature and manufacturer's specifications; write maintenance and job reports; ensuring that information communicated is clear, concise, and accurate, in accordance with company standards.

|          |                       |                      |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name    | *Trainer Signature   |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

**3.0 Trade Calculations**

**Perform trade calculations for machining and maintenance operations** using geometry, algebra; fractions, and decimals; determine strength of materials; calculate the operational and functioning levels of mechanics, pneumatics, hydraulics and control systems; and, use calculators for problem solving; so that all saw filing is completed accurately and proficiently, in accordance with manufacturer’s recommendations and company standards.

|          |                       |                      |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name    | *Trainer Signature   |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

**4.0 Read and interpret Drawings and Schematics**

**Read and interpret drawings**, specifications, and sketches; produce detailed free hand sketches using orthographic, isometric and sectional views; read and interpret manufacturer's equipment manuals and specifications; to determine dimensions and tolerances, machine surface designations, and/or allowances; verify type of workpiece material; and, any another other information needed to plan the saw filing job, in accordance with company procedures.

|          |                       |                      |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name    | *Trainer Signature   |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |



**5.0 Use Hand and Power Tools**

**Identify, select, maintain and use hand tools and power tools** required to perform saw filing by using information in engineering drawings and job instructions, to ensure that tooling selected is the correct size and type for the application and available for the job.

|          |                       |                      |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name    | *Trainer Signature   |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

**6.0 Use and Calibrate Precision Measuring Equipment**

**Identify and select measuring instruments and checking devices**, ensuring that instruments and devices selected are the correct ones to obtain the dimensions and tolerances specified, the correct ones to mark, align, and level the workpiece, and the correct ones for measuring, aligning, setting, and maintaining filing and grinding machinery, in accordance with the engineering drawings, process job sheets, manufacturer's specifications, and company tolerances.

|          |                       |                      |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name    | *Trainer Signature   |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

**7.0 Set up and Operate Filing Machines**

**Set up, operate, and align automatic filing machines** by: selecting machine and tooling; setting up workpieces and filing tools; adjusting angles and length; setting speed, feed, and stroke; re-adjusting mountings and/or work holding devices; taking a sizing cut and establishing a start point; disengaging speed and feed controls; deburring; and performing final inspections; so that the filing is completed in accordance with engineering drawings, manufacturer’s specifications, OSHA, and company standards.

|          |                       |                      |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name    | *Trainer Signature   |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

**8.0 Performs Filing**

**File grooved, contoured, and irregular surfaces of knives, saw blades, and metal objects** by: studying drawings or layout on workpiece; selecting files according to type of metal; selecting files for size and shape of work and amount of metal to be removed; filing workpiece surface to lay-out lines; checking that filing conforms to templates, other parts or specifications; inspecting with magnifying glass; verifying conformity of finished workpiece; using measuring and checking instruments including vernier calipers, micrometers, and surface gauges; finishing and polishing workpiece with emery cloth or power buffer; checking smoothness of surface manually; and, testing that workpiece is functioning by assembling with other parts and operating machine; in accordance with OSHA, company standards, manufacturer’s specifications, and company standards.

|          |                       |                      |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name    | *Trainer Signature   |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

**9.0 Set up and Operate Grinding Machines**

**Set up, operate, and align grinding machines** by: selecting machine, wheels, and segments; adjusting alignment of fixed and moveable guide bars; checking trueness of face plates and anvils; setting blade by adjusting height and angle; identifying correct grinding stone; balancing wheels; shaping stone and dressing wheel; taking a sizing cut and establishing a starting point; marking; adjusting relief and cutting angles of knives; engaging grinder; checking and adjusting for accuracy and alignment; disengaging speed and feed controls; removing workpiece; deburring; performing final inspection; and, marking workpiece; so that the grinder performs optimum cutting safely and efficiently in accordance with manufacturer’s recommendations, OSHA, and company standards.

**Maintain automatic machines** by: correctly tensioning belt, oiling, and adjusting water line plumbing to ensure correct cooling of workpieces, so that the grinding machines are maintained in accordance with OSHA and company standards.

|          |                       |                      |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name    | *Trainer Signature   |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

**10.0 Select and Use Fasteners**

**Select and use fasteners** by: identifying and selecting ferrous and non-ferrous metals; heat treating and stress relieving workpiece to requirements; using thread systems for specific applications; and, using nuts, bolts, screws, dowels and chemical fasteners; so that the workpiece is assembled and fastened in accordance with job specifications and company standards.

|          |                       |                      |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name    | *Trainer Signature   |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

**11.0 Welding & Brazing**

**Weld and braze** by: setting-up and operating oxy-fuel cutting and welding equipment; performing soldering operations; demonstrating correct methods of using required fluxes and powders, soft solders, tools, and files; seaming, joining, and sealing ferrous metals; setting up and operating butt-welding machine; maintaining manual oxy-fuel welding equipment; wearing all required safety clothing and equipment; selecting, fitting, and adjusting regulators; cleaning and preparing tips; demonstrating dexterity with filler rod and torch manipulation to produce clean firm welds; ensuring that all welding and brazing is completed in conformance with codes, regulations, and company standards.

|          |                       |                      |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name    | *Trainer Signature   |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

**12.0 Spray Welding Knives**

Spray welding knives by: setting up welding booth; preparing grinding stone; activating exhaust hood; selecting appropriate welding gun and tip; identifying and selecting correct carbide powder compounds; using flame to heat treat metal; observing colour changes; using appropriate colour charts to achieve desired results; performing application techniques to barker knives on both sides, to achieve specified level of wear coverage; and, demonstrating correct methods of shaping by final grinding and polishing; in accordance with codes, regulations, and company standards.

|          |                       |                      |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name    | *Trainer Signature   |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

**13.0 Tooth Profile & Alignment**

**Profile and align saw teeth** by: ensuring and verifying saw tooth straightness; aligning blades using measuring instruments, and, hand or automatic grinding; so that saw teeth are profiled and aligned in accordance with manufacturers specifications and company standards.

|          |                       |                      |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name    | *Trainer Signature   |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

**14.0 Re-Tooth, Carbide Tipping, Sharpening, and Dressing of Saws**

**Re-tooth, carbide tip, sharpen, and dress saws** by: inspecting teeth, shank, and tip of circular, carbide tipped, thin edger, and carbide double arbor saws; checking for wear; using measuring gauges; replacing where required; setting up workpiece and tooling; removing old or broken teeth with torch; selecting specified correct bit (tip); dressing carbide tips and teeth; cleaning tooth recess slot, gullet, seating, and filing silver solid; brazing carbide tips in saw teeth; refitting carbide tipped saw teeth in saws; and, ensuring alignment by swaging of teeth; in accordance with manufacturer's specifications and company standards.

|          |                       |                      |
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| mm/dd/yy | Trainer Print Name    | *Trainer Signature   |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

**15.0 Repairs, Sets and Sharpens Saw Blades**

**Repair, set, and sharpen bandsaw, chainsaw, handsaw, circular saw and other types of saw blades** by: using required hand tools: using filing and/or grinding machine; using welding equipment; examining saw blade for defects; cutting broken teeth from saw using power shear and/or torch; replacing teeth on blade by bevelling joints; brazing or welding new teeth to blade; brazing or welding cracks in saw blades; operating resistance butt-welding machine to join ends of band-saw blades; straightening twists and kinks in blades using press or hammer (tensioning); adjusting cutting widths of blades by setting teeth; using special tools; clamping blade in saw-filing machine; adjusting distance between teeth, angle of bevel, and depth of cut; starting machine that automatically grinds or files saw teeth; and, filing and setting saw teeth by hand using file and setting tooth; in accordance with company standards and procedures.

|          |                       |                      |
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| mm/dd/yy | Trainer Print Name    | *Trainer Signature   |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

**16.0 Knife Jigs**

**Set up, inspect, clear and adjust babbitt jigs**; preparing; ensuring correct ventilation and safe handling of molten babbitt pot; using protective clothing, face protection, and correct pouring equipment; pouring babbitt into jigs; cooling; removing jig; grinding and polishing to specified shape; and, performing final inspection of knife; in accordance with regulations, codes, and company standards.

|          |                       |                      |
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| mm/dd/yy | Trainer Print Name    | *Trainer Signature   |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

**17.0 Guide Maintenance**

**Maintain guides** by: removing worn guides; remaking guides by machining, filing, and babbitting; setting correct clearance between saw and guide babbitt face; adjusting lubrication and cooling; aligning and adjusting clearance; and, re-installing saw guide by pressure fitting; in accordance with company standards and regulations.

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|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name    | *Trainer Signature   |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

**18.0 Hammering Levelling & Tensioning**

**Maintain circular saws, slasher saws, trim saws, thin edger saws, carbide double arbor saws, and bandsaws** by: checking for irregularities; hammering; levelling; tensioning; setting up workpiece and tooling; performing gauging on straight edge; removing saw irregularities by hand hammering; using anvils for forming and shaping operations; and, performing machine stretch rolling; in accordance with regulations and company standards.

|          |                       |                      |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name    | *Trainer Signature   |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

**19.0      Trouble Shooting Sawing Machinery**

**Trouble Shoot Sawing Machinery** by: identifying and analyzing for irregularities and defects, incorrect saw lead; causes for lumber or cants sticking in machinery; tapered and wave cutting of lumber, swinging, hanging, knife dullness, saw illness, tooth loss, dishing saws, saw settings, incorrect feeding of chipper, incorrect knife angle or anvil clearance, effects of incorrect feed speed, and manufacturer defects; troubleshooting; repairing; replacing malfunctions or defects; reading and interpreting manufacturers' service information, industry standards, and job specifications; to ensure continuing good quality lumber production.

|          |                       |                      |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name    | *Trainer Signature   |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

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### **Off-The-Job Learning Outcomes**

Content: (To be written in learning outcomes and benchmark timeframes). On successful completion on off-the-job (in-school) training the apprentice will demonstrate the ability to:

#### **Industry Overview:**

Describe the sawmill industry by discussing the history of the trade. Discuss and review the different types and operations of sawmill machinery. State current trends and opportunities. List organizations related to the trade and industry. Explain trade, workplace, and basic safety legislation applications. Discuss basic workplace communication.

#### **Health and Safety:**

Discuss and review applicable sections of health and safety legislation in relation to the saw filers including: use of personal protective equipment and apparel; good housekeeping; lifting and carrying of materials and equipment; procedures for reporting of safety hazards; warnings, locking out and tagging procedures; handling, storing and disposing of hazardous materials; workplace ventilation requirements; safe working distances of persons from work area; and, review appropriate environmental protocols and regulations.

#### **Mathematics:**

Explain and perform trade calculations by discussing systems of measurement (metric and imperial system); applications of trade calculations, geometry and algebra; applications of fractions and decimals; use of calculators and principal measuring instruments including tacheometer, manometer, micrometer, and measuring tape.

#### **Science:**

Explain and demonstrate applied mechanics, strength of materials, basic pneumatics and controls, basic hydraulic system components and functions and basic metallurgy emphasizing compositions.

#### **Blueprint Reading and Drafting:**

Discuss and practice elementary drafting; reading of drawings and schematics; interpret manufacturer's manuals, specifications, and drawing symbols; perform basic sketching and layouts.

### **Wood Technology:**

Identify and describe wood technology including structure, grain, sawing, seasoning, drying and grading. Discuss and demonstrate the standard and non-standard dimensions and faults of lumbers. Demonstrate set-up, adjustment, and precise measuring to industry standard specifications related to the dimensions and different faults on the cut pieces of wood

### **Trade Related Hand / Power Tools and Measuring Devices:**

Discuss and demonstrate the use and safe practices of tools. The following is a sample list: crescent and assorted wrenches, sockets, spanners, drives, Allen keys, screw drivers, hammers, chisels, punches, pliers, scrapers, measuring tape, square, angle finder, angle plate, bar gauge, feeler gauge, thickness gauge, dial indicators, tacheometer, manometer, micrometer and vernier calipers.

### **Cutting Tools and Anomalies:**

Introduction and discussion of the different types of cutting tools and machinery. Explain and perform the techniques for distinguishing and measuring irregularities that are related to the use of cutting tools with the assistance of different types of saws and knives and the principal instruments.

### **Operation, Alignment, Adjustment of Filing Machinery:**

Explain the correct selection, set up, tooling and operation of filing machinery; perform alignment and adjustment of machinery and various components to specifications with the use of appropriate instruments.

### **Operation, Alignment, Adjustment and Operation of Sawing Machinery:**

Explain the machine selection, set up, tooling and operation procedures. Perform the alignment and adjustment of the various sawing machinery and components with the appropriate instruments. Discuss and demonstrate safe operation practices related to the smooth working of sawing machinery and perform troubleshooting and diagnosis to the verification of manufacturer specifications.

### **Filing / Grinding:**

Circular Saws: discuss and demonstrate how to distinguish and treat the different faults on various types of circular saws with the use of principal instruments.

Band Saws: discuss and demonstrate how to distinguish and treat the different faults on band saws with the use of the principal instruments. Swage, shape and sharpen.

Knives: discuss and demonstrate how to distinguish and treat different types of faults on the various types of knives with the use of principal instruments. Read calipers and check overall length of knives, checking angles with angle finder to specifications.

**Special Tools:** explain and perform precise filing of various special tools to specified angles and tolerances.

### **Welding Saws and Knives:**

Explain and demonstrate the equipment, material selection and techniques used in spray welding, oxy-fuel welding and brazing as applied to knives and saw blades.

### **Tensioning of Saws:**

Discuss and demonstrate the various techniques of tensioning for different types of saws with the use of required equipment.

### **Repair of Carbide and Stellite Saws:**

Discuss and demonstrate the methods, specifications, tolerances and techniques used in the repair and general maintenance of carbide and stellite saws. Remove and replace teeth, side dress strobes, remove teeth and strobes from saws to be re-tipped, gum out saws to be re-tipped, re-tip saws, notch out new seats for carbide tips.

### **Installation of Guided Saws:**

Explain and perform the applications and techniques for the installation of thin guided circular saws.

### **Grinders and Preparation of Grinding Wheels:**

Review and explain stone identification and composition; applications, specifications and preparation towards appropriate grinding wheel uses. Grinder operations, cleaning, refilling and lubrication. Changing stones, dressing (shape) of grinding stones and use of both diamond and wheel dressers.

### **Organization and Management of a Filing Room:**

Describe the differences within the sawmill industries as they relate to saw filer room design layout. Explain and perform basic sketches of shop room plans with consideration to machinery, storage, health and safety.

### **Troubleshooting Sawing Machinery:**

Identify and describe the common problems associated to filers including incorrect saw lead, causes and solutions to lumber cants sticking to machinery, tapered and wave cutting of lumber in relation to guide setting, incorrect feeding of chipper due to knife angle or anvil clearance, effects of feed speeds, and manufacturing defect identification.

### **Other:**

Discuss an introduction to the theory and practice of thin kerf technology and high speed machinery

**Source & Type (Specify in detail: block or day release; night school; in-plant; correspondence).**

**Benchmark/Guideline Time-frames of Off-The-Job/In-School Learning Outcomes**  
N/A

**Funding**  
N/A

**Performance Objectives and Learning Outcomes reached:**

**Date:** \_\_\_\_\_

**Sponsor/Trainer/Employer Signature:** \_\_\_\_\_

**Apprentice Signature:** \_\_\_\_\_

## Definitions

### Apprentice

- An individual who, pursuant to a registered Training Agreement, is receiving or is to receive training in a trade that is required as part of an apprenticeship program
- Holds a Training Agreement in either a compulsory or non-compulsory trade;
- Are subject to any ratios that have been set out in regulation and or recommended by industry for their trade(s);
- Remain as an Apprentice until they receive their Certificate of Apprenticeship

### BOSTA

*Building Opportunities in the Skilled Trades Act, 2021 (BOSTA)*

### Certificate of Apprenticeship (C of A)

A certificate issued to individuals who have demonstrated that they have completed an apprenticeship program in Ontario.

### Certificate of Qualification (C of Q)

A certificate issued to an individual who has completed an apprenticeship or equivalent AND passed the Certificate of Qualification examination.

### Competence

The ability of an individual to perform a skill, consistently without assistance, in the workplace as set out in the Logbook.

### Competency Analysis Profile (CAP Chart)

A chart that identifies the training needs of an individual trade and details the skills/skill sets that must be demonstrated during an apprenticeship program.

### Journey person

Journey person means an individual who holds a certificate of qualification (in a compulsory or non-compulsory trade) and/or an individual who practices as a journey person in a non-compulsory trade who does not hold a certificate of qualification and has equivalent experience in that trade.

### Mandatory Skill

Status assigned to unshaded individual skills, skill sets or general performance objectives which must be signed-off for the Apprentice to complete their program.

### Optional Skill

Status assigned to shaded individual skills, skills sets or general performance objectives for which sign-off is not required for the Apprentice to complete the program.

### **Provisional Certificates of Qualification**

- A Provisional Certificate of Qualification is issued to an individual who has obtained a Certificate of Apprenticeship (in both compulsory and non-compulsory trades) in a program that has a Certificate of Qualification examination, to which the individual has not yet passed the Certificate of Qualification examination.
- A Provisional Certificate of Qualification shall have the prescribed term or, if no term is prescribed, a term of one year.
- In a compulsory trade, the Provisional Certificate of Qualification allows a person to continue working legally in the trade for up to 12 months while they work to pass the certifying exam.
- Individuals with a Provisional Certificate of Qualification are subject to any ratios that have been set out for their trade(s).

### **Ratios**

For the purpose of an Apprenticeship program, a ratio is the maximum number of Journeypersons to Apprentices. The purpose of ratios is to provide consistent supervision, training and continuity of work.

### **Sign-off**

Signature of the Sponsor of record, or an individual to whom that Sponsor has delegated signing authority, (e.g. Trainer) indicating an Apprentice's demonstration of competence.

### **Skill**

Individual competency/task described in the Logbook.

### **Skill Sets**

Group or selection of individual skills found in the Logbook.

### **Skill Set Completion for Sponsors**

Listing for all skill sets and includes space for sign-off by Sponsor of record.

### **Sponsor**

Means a person that has entered into a registered Training Agreement under which the person is required to ensure that an individual is provided with workplace-based training in a trade as part of an apprenticeship program.

### **Sponsor of Record**

Refers to the Sponsor documented as being signatory to the registered Training Agreement or Contract of Apprenticeship. In order for a Sponsor to be considered for the training of Apprentices, they must identify that the workplace has qualified persons or the equivalent on site, and can identify that the workplace has the tools, equipment, materials, and processes which have been identified by the Industry representatives for the trade.

**Trainer**

An individual who oversees the performance of a task and sets the workplace expectations and practices for the Apprentice. For a compulsory trade, a qualified Trainer is an individual who holds a Certificate of Qualification. In a non-compulsory trade, a Trainer is an individual who either holds a CofQ, CofA, or is considered equivalent.

## Ready to Write Your Exam?

Many of the skilled trades in Ontario have a final certification examination that you must pass to become certified in your trade. Passing the examination gives you the right to hold yourself out as a Journeyperson and receive a Certificate of Qualification in your trade.

There are two types of trade certification examinations in Ontario:

1. Provincial (Ontario) examinations - which lead to a Certificate of Qualification.
2. Red Seal examinations – which lead to a Certificate of Qualification with an Interprovincial Red Seal endorsement.

If a trade is designated as Red Seal in Ontario, you will be writing the Red Seal examination. To access the Red Seal preparation guide please visit: [red-seal.ca](http://red-seal.ca)

## Ontario's Exam Preparation Guide

[Exam Resources – Skilled Trades Ontario](#)

### Basic Examination Details for You to Know

- You will have **up to four hours to write your examination.**
- Accommodations must be requested and approved prior to scheduling your examination.
- You can leave the examination centre if you complete the examination in less than four hours.
- Exam questions are multiple choice with four options from which you must choose the correct answer. Your examination may have between 90 and 150 multiple choice questions.
- You need a mark of 70% to pass.

### Scheduling Your Examination

The examination scheduling process is currently outlined in detail on the Skilled Trades Ontario website: [Exam Scheduling – Skilled Trades Ontario](#)

### Remember these 3 basic steps:

1. Confirm your eligibility to write the examination with Skilled Trades Ontario.
2. Contact Client Services at Skilled Trades Ontario to pay your examination fee.
3. Contact the local Service Delivery Office to schedule your examination in their examination centre: <https://www.ontario.ca/page/employment-ontario-apprenticeship-offices>



**Instructions for Recording a Change in Sponsor**

1. Record your first sponsor's information in Sponsor Record #1 – this would be the sponsor who has signed your initial apprenticeship Training Agreement for this trade.
2. If you do change sponsors prior to completing this apprenticeship, please contact your local Service Delivery Office immediately to update your sponsor record.
3. Please make sure you record all the information regarding any additional sponsors of record towards your apprenticeship using the Sponsor Records on the following pages (if applicable).

**You must fill out a Change of Sponsor Record each time you change your sponsor.**

**Sponsor Records #1**

| Sponsor Information  |  |
|----------------------|--|
| Apprentice Name      |  |
| Training Agreement # |  |
| Date (mm/dd/yy)      |  |
| Sponsor Name         |  |
| Address              |  |
| Telephone            |  |
| E-mail Address       |  |

| Summary of Training  |  |
|--|--|
| Employment Start Date  |  |
| Employment End Date  |  |
| Total hours of training & instruction between dates of employment. |  |
| Skill Sets Completed   |  |

As the Sponsor, I hereby confirm that the above information is true and accurate to the best of my knowledge.

Signature: \_\_\_\_\_ Date: (mm/dd/yy) \_\_\_\_\_

The Sponsor is required to sign-off and date the skills after the Apprentice has proven competence in those skills. However, if a skill is shaded, it is optional and does not need to be signed-off.

**\*If you need additional copies of the Sponsor Record, visit [SkilledTradesOntario.ca](http://SkilledTradesOntario.ca) and search Sponsor Record Form.**

**Change of Sponsor Record #2**

| Sponsor Information  |  |
|----------------------|--|
| Apprentice Name      |  |
| Training Agreement # |  |
| Date (mm/dd/yy)      |  |
| Sponsor Name         |  |
| Address              |  |
| Telephone            |  |
| E-mail Address       |  |

| Summary of Training  |  |
|--|--|
| Employment Start Date  |  |
| Employment End Date  |  |
| Total hours of training & instruction between dates of employment. |  |
| Skill Sets Completed   |  |

As the Sponsor, I hereby confirm that the above information is true and accurate to the best of my knowledge.

Signature: \_\_\_\_\_ Date: (mm/dd/yy) \_\_\_\_\_

The Sponsor is required to sign-off and date the skills after the Apprentice has proven competence in those skills. However, if a skill is shaded, it is optional and does not need to be signed-off.

**\*If you need additional copies of the Sponsor Record, visit [SkilledTradesOntario.ca](http://SkilledTradesOntario.ca) and search Sponsor Record Form.**

**Change of Sponsor Record #3**

| Sponsor Information  |  |
|----------------------|--|
| Apprentice Name      |  |
| Training Agreement # |  |
| Date (mm/dd/yy)      |  |
| Sponsor Name         |  |
| Address              |  |
| Telephone            |  |
| E-mail Address       |  |

| Summary of Training  |  |
|--|--|
| Employment Start Date  |  |
| Employment End Date  |  |
| Total hours of training & instruction between dates of employment. |  |
| Skill Sets Completed   |  |

As the Sponsor, I hereby confirm that the above information is true and accurate to the best of my knowledge.

Signature: \_\_\_\_\_ Date: (mm/dd/yy) \_\_\_\_\_

The Sponsor is required to sign-off and date the skills after the Apprentice has proven competence in those skills. However, if a skill is shaded, it is optional and does not need to be signed-off.

**\*If you need additional copies of the Sponsor Record, visit [SkilledTradesOntario.ca](http://SkilledTradesOntario.ca) and search Sponsor Record Form.**

**Change of Sponsor Record #4**

| Sponsor Information  |  |
|----------------------|--|
| Apprentice Name      |  |
| Training Agreement # |  |
| Date (mm/dd/yy)      |  |
| Sponsor Name         |  |
| Address              |  |
| Telephone            |  |
| E-mail Address       |  |

| Summary of Training  |  |
|--|--|
| Employment Start Date  |  |
| Employment End Date  |  |
| Total hours of training & instruction between dates of employment. |  |
| Skill Sets Completed   |  |

As the Sponsor, I hereby confirm that the above information is true and accurate to the best of my knowledge.

Signature: \_\_\_\_\_ Date: (mm/dd/yy) \_\_\_\_\_

The Sponsor is required to sign-off and date the skills after the Apprentice has proven competence in those skills. However, if a skill is shaded, it is optional and does not need to be signed-off.

**\*If you need additional copies of the Sponsor Record, visit [SkilledTradesOntario.ca](http://SkilledTradesOntario.ca) and search Sponsor Record Form.**

## Appendix A — Instructions for Apprenticeship Program Completion

**Once an Apprentice has completed all the classroom training and benchmark on-the-job hours specified for the trade and has acquired all the mandatory skills included in this Logbook.**

The Apprentice and the Sponsor complete the Apprentice Completion Form and the Skill Set Completion for Sponsors Form located on the following pages.

1. They sign the forms and submit them to their local Service Delivery Office. To find the closest office, check the contact information at [ontario.ca/page/employment-ontario-apprenticeship-offices](http://ontario.ca/page/employment-ontario-apprenticeship-offices) or call the *Employment Ontario* toll free number at (1-800-387-5656).
2. For All Trades: All mandatory skills (or the combination indicated in the completion requirements for the trade) in the Logbook must be signed-off. The recommended hours are a benchmark. If the Sponsor is completing the Apprentice before the industry recommended training hours are done, staff may request further information regarding the Apprentice's on-the-job training. An example of a request would be a letter from the Sponsor confirming the Apprentice worked for some time in the trade before the initial Training Agreement was registered, thereby acquiring some skills beforehand.

If Apprentices are submitting the completion request form and supporting documentation to their local Service Delivery Office by mail, fax, or email (as a scanned document), they should not include their Logbook; if they are presenting this form in person at the local Service Delivery Office, they should bring their Logbook with them.

After staff verifies all the information in the completion request, they may contact either the Apprentice or the Sponsor for further information or documentation. Once the completion has been confirmed, the local Service Delivery Office will issue a Certificate of Apprenticeship to the Apprentice.

Skilled Trades Ontario will receive notification of this completion.

- If the Apprentice has completed a program in a **compulsory trade**, Skilled Trades Ontario will automatically register the Apprentice for a Provisional Certificate of Qualification to continue to work legally for one year while preparing for the certification examination.
- If an Apprentice completes their apprenticeship in a **non-compulsory trade** and there is a Certificate of Qualification exam, they must write and pass the exam to receive a Certificate of Qualification from Skilled Trades Ontario.

For permission to schedule an exam once completion is confirmed, the individual must first contact the Skilled Trades Ontario Client Services Department at 647-847-3000 or toll free at 1-855-299-0028 to pay the certification examination fee. Once you have paid your exam fee with Skilled Trades Ontario, book your exam by contacting your nearest Employment Ontario local Service Delivery Office.

## Appendix B — Apprentice Completion Form

Please fill out both sides of this form, including the Skill Set Completion for Sponsors (see back of form). Once both sides are completed, submit the form to your local Service Delivery Office (find contact information at [ontario.ca/page/employment-ontario-apprenticeship-offices](http://ontario.ca/page/employment-ontario-apprenticeship-offices) or by calling Employment Ontario at (1-800-387-5656).

| Apprentice Information         |  |
|--------------------------------|--|
| Name (print)                   |  |
| Client ID # Issued by Ministry |  |
| Telephone Number(s)            |  |

| Sponsor Information                                |  |
|--|--|
| Legal Name   |  |
| Address  |  |
| Telephone Number(s)                                |  |
| Sponsor's Signing Authority<br><i>(print name)</i> |  |
| E-mail Address                                     |  |

| Program Information  |   |
|--|---|
| Trade Name   |   |
| Number of hours required as per Training Agreement<br><i>(hours-based trades only)</i> |   |
| Hours completed?<br><i>(documentation attached)</i>                                    | Yes ( )    No ( )    Not applicable ( ) |
| Classroom training completed or exempt?  | Yes ( )    No ( )    Not applicable ( ) |

I hereby confirm that the information submitted on both sides of this form is true and accurate.

**X** \_\_\_\_\_  
Apprentice's Signature                  Date

**X** \_\_\_\_\_  
Signature of Sponsor's Signing Authority                  Date

## Appendix C — Skill Set Completion for Sponsors

You will find the skill set numbers and titles in the Logbook's Table of Contents. By signing off each skill set in the table below, you are providing final confirmation, as the Apprentice's Sponsor, that the Apprentice has demonstrated competency in all the mandatory skills included in the skill set.

| Skill Set # | Skill Set Title   | Signing Authority Signature |
|-------------|---|-----------------------------|
| 1.0         | Protect Self and Others                                       |                             |
| 2.0         | Communicate   |                             |
| 3.0         | Trade Calculations  |                             |
| 4.0         | Read and interpret Drawings and Schematics                    |                             |
| 5.0         | Use Hand and Power Tools                                      |                             |
| 6.0         | Use and Calibrate Precision Measuring Equipment               |                             |
| 7.0         | Set up and Operate Filing Machines                            |                             |
| 8.0         | Performs Filing   |                             |
| 9.0         | Set up and Operate Grinding Machines                          |                             |
| 10.0        | Select and Use Fasteners                                      |                             |
| 11.0        | Welding & Brazing   |                             |
| 12.0        | Spray Welding Knives  |                             |
| 13.0        | Tooth Profile & Alignment                                     |                             |
| 14.0        | Re-Toothed, Carbide Tipping, Sharpening, and Dressing of Saws |                             |
| 15.0        | Repairs, Sets and Sharpens Saw Blades                         |                             |
| 16.0        | Knife Jigs  |                             |
| 17.0        | Guide Maintenance   |                             |
| 18.0        | Hammering Levelling & Tensioning                              |                             |
| 19.0        | Trouble Shooting Sawing Machinery                             |                             |

**Ministry of Labour, Immigration, Training and Skills Development use only:**

Sponsor verified as most recent sponsor of record:                      Yes ( )                      No ( )

Documentation to support completion of hours attached:                      Yes ( )                      No ( )

Completion of classroom training verified:                      Yes ( )                      No ( )

Staff Name \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_



## Appendix D — Local Service Delivery Offices in Ontario

For current office listings visit: [ontario.ca/page/employment-Ontario-apprenticeship-offices](http://ontario.ca/page/employment-Ontario-apprenticeship-offices)

| Location  | Contact   | Location  | Contact   |
|---|---|---|---|
| <b>Barrie</b><br>705-737-1431                       | 55 Cedar Pointe Dr Unit 609,<br>Barrie, ON L4N 5R7                                | <b>Marathon</b><br>807-346-1550                           | 52 Peninsula Road, Suite 103<br>Marathon, Ontario, P0T 2E0                                    |
| <b>Belleville</b><br>613-968-5558<br>1-800-953-6885 | 135 North Front St, Belleville,<br>ON K8P 3B5                                     | <b>Markham</b><br>905-513-2695                            | 140 Allstate Parkway, Suite<br>505, Markham, Ontario L3R<br>5Y8                               |
| <b>Brantford</b><br>519-756-5197                    | 505 Park Rd North Suite 201,<br>Brantford, ON N3R 7K8                             | <b>North Bay</b><br>705-495-8515<br>1-800-236-0744        | 200 First Ave West, North Bay,<br>ON P1B 3B9  |
| <b>Chatham</b><br>519-354-2766<br>1-800-214-8284    | 870 Richmond St West 1st<br>Floor, Chatham, ON N7M 5J5                            | <b>Ottawa</b><br>613-731-7100<br>1-877-221-1220           | Preston Square, 347 Preston<br>Street, Suite 310, Ottawa, ON<br>K1S 3H8                       |
| <b>Cornwall</b><br>613-938-9702<br>1-877-668-6604   | 132 Second St East Ste 202,<br>Cornwall, ON K6H 1Y4                               | <b>Owen Sound</b><br>519-376-5790<br>1-800-838-9468       | 1450 1st Ave West, Suite 100,<br>Owen Sound, ON N4K 6W2                                       |
| <b>Dryden</b><br>807-456-2665<br>1-800-734-9572     | Provincial Government Building,<br>479 Government St, Dryden,<br>ON P8N 3K9       | <b>Peel</b><br>905-279-7333<br>1-800-736-5520             | The Emerald Centre, 10<br>Kingsbridge Garden Circle,<br>Suite 404, Mississauga, ON<br>L5R 3K6 |
| <b>Durham</b><br>905-433-0595<br>1-800-461-4608     | 78 Richmond Street West,<br>Oshawa, ON L1G 1E1                                    | <b>Pembroke</b><br>613-735-3911<br>1-800-807-0227         | 615 Pembroke St East,<br>Pembroke, ON K8A 3L7   |
| <b>Elliot Lake</b><br>1-800-236-8817                | 50 Hillside Dr North, Elliot Lake,<br>ON P5A 1X4                                  | <b>Peterborough</b><br>705-745-1918<br>1-877-433-6555     | 901 Lansdowne St West,<br>Peterborough, ON K9J 1Z5  |
| <b>Fort Frances</b><br>807-274-8634                 | 922 Scott St 2nd Flr, Fort<br>Frances, ON P9A 1J4                                 | <b>Sarnia</b><br>519-542-7705<br>1-800-363-8453           | 162 Lochiel Street, Suite 101,<br>Sarnia, ON N7T 7W5  |
| <b>Geraldton</b><br>807-854-1966                    | 208 Beamish Avenue West<br>Geraldton, Ontario<br>P0T 1M0                          | <b>Sault Ste. Marie</b><br>705-945-6815<br>1-800-236-8817 | 477 Queen St East 4th Flr,<br>Sault Ste Marie, ON P6A 1Z5                                     |
| <b>Halton</b><br>905-842-5105<br>1-844-901-5105     | 700 Dorval Dr., Suite 201,<br>Oakville, ON L6K 3V3                                | <b>St Catharines</b><br>905-704-2991<br>1-800-263-4475    | Garden City Tower, 301 St Paul<br>St East, 10th Flr, St Catharines,<br>ON L2R 7R4             |
| <b>Hamilton</b><br>905-521-7764<br>1-800-668-4479   | Ellen Fairclough Bldg, 119 King<br>St West 8th Flr, Hamilton, ON<br>L8P 4Y7       | <b>Sudbury</b><br>705-564-3030<br>1-800-603-5999          | 159 Cedar St Ste 506, Sudbury,<br>ON P3E 6A5  |
| <b>Kapuskasing</b><br>705-465-5785<br>705-235-1950  | Ontario Government Complex,<br>122 Government Rd West,<br>Kapuskasing, ON P5N 2X8 | <b>Thunder Bay</b><br>807-346-1550<br>1-800-439-5493      | 189 Red River Rd Suite 103,<br>Thunder Bay, ON P7B 1A2  |
| <b>Kenora</b><br>807-468-2879<br>1-800-734-9572     | 227 1/2 Second St South,<br>Kenora, ON P9N 1G4                                    | <b>Timmins</b><br>705-235-1950<br>1-877-275-5139          | Ontario Government Complex,<br>5520 Highway 101 East Wing B,<br>South Porcupine, ON P0N 1H0   |
| <b>Kingston</b><br>613-548-1151<br>1-866-973-4043   | Alliance Business Centre, 299<br>Concession St Ste 201,<br>Kingston, ON K7K 2B9   | <b>Toronto Centre</b><br>416-927-7366<br>1-800-387-5656   | 2 St Clair West, 11 <sup>th</sup> floor<br>Toronto, ON M4A 1L5                                |
| <b>Kitchener</b><br>519-653-5758<br>1-866-877-0099  | 4275 King St East, Kitchener,<br>ON N2P 2E9                                       | <b>Toronto South</b><br>416-326-5800                      | 625 Church St 1st Fl, Toronto,<br>ON M7A 2B5  |
| <b>London</b><br>519-675-7788<br>1-800-265-1050     | 1200 Commissioners Rd E, Unit<br>72, London, ON N5Z 4R3                           | <b>Windsor</b><br>519-973-1441                            | Roundhouse Centre, 3155<br>Howard Ave 2nd Fl, Suite 200,<br>Windsor, ON N8X 4Y8               |

Competency Analysis Profile (CAP) Chart

**611B**  
On-the-Job  
Training

|   |  |  |   |  |
|---|--|--|---|--|
| <p><b>1.0</b><br/>Protect self and others</p>                         | <p><b>2.0</b><br/>Give and receive oral and written instructions</p>       | <p><b>3.0</b><br/>Perform trade calculations for machining and maintenance operations</p>  | <p><b>4.0</b><br/>Read and interpret drawings, specifications, and sketches</p> | <p><b>5.0</b><br/>Identify, select, maintain and use hand tools and power tools</p>                                    |
| <p><b>6.0</b><br/>Identify and select measuring instruments</p>       | <p><b>7.0</b><br/>Set up, operate, and align automatic filing machines</p> | <p><b>8.0</b><br/>File grooved, contoured, and irregular surfaces of knives, saw blades, and metal objects</p>                   | <p><b>9.0</b><br/>Set up, operate, and align grinding machines</p>              | <p><b>10.0</b><br/>Select and use fasteners</p>  |
| <p><b>11.0</b><br/>Weld and braze</p>                                 | <p><b>12.0</b><br/>Spray welding knives</p>                                | <p><b>13.0</b><br/>Profile and align saw teeth</p>   | <p><b>14.0</b><br/>Re-tooth, carbide tip, sharpen, and dress saws</p>           | <p><b>15.0</b><br/>Repair, set, and sharpen bandsaw, chainsaw, handsaw, circular saw and other types of saw blades</p> |
| <p><b>16.0</b><br/>Set up, inspect, clear and adjust babbitt jigs</p> | <p><b>17.0</b><br/>Maintain guides</p>                                     | <p><b>18.0</b><br/>Maintain circular saws, slasher saws, trim saws, thin edger saws, carbide double arbor saws, and bandsaws</p> | <p><b>19.0</b><br/>Trouble Shoot Sawing Machinery</p>                           |  |

| Notes |
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# Completing Your Apprenticeship Program

Once your sponsor agrees you are competent in the required skills, your hours are complete and you have completed all the levels of classroom training required for your trade:

- ✓ Follow the completion instructions on the Completion Form (Appendix A) in the Logbook.
- ✓ Answer any questions that MLITSD staff may have and provide any additional completion documentation that may be required.
- ✓ Once completion is confirmed, MLITSD will issue you a Certificate of Apprenticeship and notify Skilled Trades Ontario.

## After Your Apprenticeship

If you are in a trade with a certification exam, Skilled Trades Ontario will receive notice of your completion.

For compulsory trades, you will be issued a Provisional Certificate of Qualification which will allow you to work legally for up to 12 months until you write and pass your examination.

For a non-compulsory trade, once you pass your examination, you will be issued a Certificate of Qualification for your trade.

## Preparing For Your Exam

- **To pay for a Certificate of Qualification examination, contact Skilled Trades Ontario** Client Services Department at: 647-847-3000 or toll free at 1-855-299-0028
- **To schedule your exam:** Once you have paid, contact your local Service Delivery Office to book your exam.
- **Download Skilled Trades Ontario exam preparation guide at:** [Exam Resources – Skilled Trades Ontario](#) and/or view the exam preparation guide for Red Seal trades at: [red-seal.ca](http://red-seal.ca)



[SkilledTradesOntario.ca](https://www.skilledtradesontario.ca)