



ONTARIO COLLEGE OF TRADES
ORDRE DES MÉTIERS DE L'ONTARIO

Apprenticeship
Training Standard
Schedule of Training

Special Events Coordinator

297B

What Is This About?

The Apprenticeship Training Standard Log Book identifies all the skills associated with your trade in Ontario. It is written in statements that describe how you, the apprentice, must perform each skill in order to be considered competent in that skill.

Training As An Apprentice

- ✓ Notify Ministry of Training, Colleges and Universities (MTCU) staff **immediately** of any changes to contact information or training agreement, especially if you change sponsors.
- ✓ Review the Log Book regularly with your trainer and sponsor to track your progress.
- ✓ 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.
- ✓ Pay your annual membership fee to the Ontario College of Trades and keep your membership in good standing.



Completing Your Log Book

There are two types of signatures required in your Log Book:

Skill Confirmation

You and your trainer sign off each required skill to confirm that you have demonstrated competency in that skill.

Skill Set Confirmation

After you and your trainer have signed off all the required skills in a skill set, **your sponsor** signs the signature box at the end of each skill set to confirm your competency in the skill set.

Shaded boxes in your Log Book 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.

Changing Sponsors

- ✓ Contact MTCU immediately if you change sponsors as you will need to sign a new Registered Training Agreement.
- ✓ Record your original Sponsor's information in Sponsor Record #1 (the sponsor who has signed your initial Registered Training Agreement).



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.



ONTARIO COLLEGE OF TRADES
ORDRE DES MÉTIERS DE L'ONTARIO

Apprentice Name: _____

Address: _____

Phone Number: _____

Email Address: _____

Trade: _____

Ministry of Training, Colleges and Universities Registered Training Agreement #:

OCOT Membership #:

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 Training Standard Log Book or about your Apprenticeship program, contact your Apprenticeship office (see Appendix D in this book) or the Employment Ontario hotline at: 1-800-387-5656.

You must become a member of the College of Trades Apprentices Class and maintain your membership in good standing while you complete your training. For more information on membership, please visit the College of Trades website at: collegeoftrades.ca

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Ministry of Training, Colleges and Universities Apprentice's Appendices

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Any updates to this publication are available on-line; to download this document in PDF format, please follow the link: collegeoftrades.ca.

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TERMS AND CONDITIONS AS PER REGISTERED TRAINING AGREEMENT

The Apprentice agrees:

- to inform the Ministry of Training, Colleges and Universities of any change to their 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 Apprentice Training Standard Log Book (Log Book) for the Trade which is part of the apprenticeship program established by the Ontario College of Trades for the trade;
- to obtain written verification from the Sponsor and the Trainer(s) that the requirements in the Log Book for the trade have been met.

The Sponsor agrees:

- to ensure that the Apprentice is provided with the training required as part of the apprenticeship program established by the College of Trades for this trade;
- to ensure that the Trainer(s) verifies, in writing, when each skill identified in the Log Book for the trade has been successfully completed by the Apprentice;
- 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.

RESOURCE	LINK
Red Seal Program	red-seal.ca
Ministry of Training, Colleges and Universities	tcu.gov.on.ca
Employment Ontario	tcu.gov.on.ca/eng/employmentontario.ca
Service Canada	servicecanada.gc.ca
Ontario College of Trades and Apprenticeship Act, 2009	<i>Ontario College of Trades and Apprenticeship Act, 2009</i>
Ontario Ministry of Labour – Health and Safety Partners	labour.gov.on.ca
College of Trades Appointments Council	cot-appointments.ca
Essential Skills Ontario	essentialskillsontario.ca
Exam Preparation Guide	collegeoftrades.ca

INTRODUCTION TO THE LOG BOOK

On April 8th, 2013, the Ontario College of Trades (College) became responsible for the development and maintenance of Log Books in the Province of Ontario.

Please refer to the College of Trades website for the most accurate and up-to-date information: collegeoftrades.ca

This Log Book is intended to be used by the Apprentice and Sponsor as an official record of training. The completion of this document is necessary to complete your apprenticeship and receive your Certification of Apprenticeship.

The Log Book identifies skills required for this trade and its related training program. It has been written in statements which describe how you, the Apprentice, must perform each skill in order to become competent in your trade.

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

This on-the-job Log Book is a document issued to Apprentices who sign a Registered Training Agreement in the Province of Ontario. It is designed to record an Apprentice's acquired skills and time worked for the trade to which they are registered. This Log Book is developed by the Ontario College of Trades and used by the Ministry of Training, Colleges and Universities.

This Schedule of Training for Special Events Coordinator 297B was developed in consultation with representatives from industry and may include members from a related Trade Board/Working Committees.

The information presented in this standard is, to the best of our knowledge, current at time of printing and is intended for general application.

ROLES AND RESPONSIBILITIES

Ontario College of Trades

Under the [Ontario College of Trades and Apprenticeship Act, 2009 \(OCTAA\)](#), the College of Trades is responsible for:

- Establishing and maintaining qualifications for membership;
- Issuing Certificates of Qualification and Statements of Membership;
- Maintaining a [Public Register](#) of members;
- Receiving and investigating complaints, and determining disciplinary action;
- Establishing Apprenticeship Programs, Training Standards and Scopes of Practice for each trade;
- Conducting Trade Equivalency Assessments;
- Determining Journeyperson-to-Apprentice ratios;
- Addressing compliance with legislation (OCTAA) and regulations; and,
- Promoting the skilled trades and conducting research.

For any matters related to your membership in the Apprentices class, you must contact the College of Trades directly at: (647) 847-3000 or toll free at: 1(855) 299-0028.

Ministry of Training, Colleges and Universities

Is responsible for:

- Registering Training Agreements;
- Approving which persons may provide apprenticeship training;
- Approving Training Delivery Agents;
- Issuing Certificates of Apprenticeship;
- Administering Certificate of Qualification examinations;
- Promoting skilled trades and apprenticeship;
- Conducting policy development, evaluation and research; and,
- Passing regulations.

For any matter related to your Registered Training Agreement or completing your apprenticeship, you must contact your Local Apprenticeship Office at the Ministry of Training, Colleges and Universities.

Roles and Responsibilities of the Apprentice

An Apprentice is an individual who has entered into an Registered Training Agreement with a Sponsor to receive training in a trade as part of an apprenticeship program established by the College of Trades.

As an Apprentice, you have certain roles and responsibilities to follow throughout your apprenticeship training:

Steps:

1. You must become a member of the College of Trades Apprentices Class and maintain your membership in good standing while you complete your training. For more information on membership, please visit the College of Trades website at: collegeoftrades.ca
2. As an Apprentice, you are responsible for completing skills or skill sets in this Log Book and ensuring that they are dated and signed by both you and your Trainer.
3. You must also ensure your Skill Set Completion Form is completed and signed by your current Sponsor once you have demonstrated competence in all the mandatory skills in this Log Book. Once this is done, we recommend you submit the Log Book to your local Ministry of Training, Colleges and Universities office.
4. You are responsible for informing the staff at your local Ministry of Training, Colleges and Universities 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.
5. You must present the Apprentice Completion Form (Please refer to Appendix B), once all unshaded skills and skill sets have been completed within this document, along with your authorized Log Book to your local Ministry of Training, Colleges and Universities office.

Roles and Responsibilities of Sponsors and Trainers

Log Books identify the on-the-job skills required for a trade and its related training program.

This Log Book has been written in concise statements which describe how well an Apprentice must perform each skill in order to become competent. Competence means being able to perform to the required standard.

By using this Log Book, Trainers will be able to ensure that the Apprentice is developing skills detailed for the trade.

Trainers and Apprentices are required to sign off and date the skills following each successful acquisition.

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.

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.

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, employees and the public. Therefore, it is imperative that all parties become aware of circumstances that may lead to injury or harm. Safe learning experiences and environments can be created by controlling the variables and behaviours that may contribute to or cause an accident or injury.

It is generally recognized that a safe attitude contributes to an accident free environment. Everyone will benefit as a result of a healthy attitude towards prevention of accidents.

A worker is possibly exposed to more hazards than any other person in the work force and, therefore, should be familiar with and apply Occupational Health and Safety Act and Regulations dealing with personal safety and the personal safety rules applying to each task.

Legal and Administrative Aspects of Safety:

Accident prevention and the provisions of safe working conditions are the responsibilities of an employer and employee.

Employer's Responsibilities - The employer is responsible for:

- Providing and maintaining safety equipment and protective devices;
- Ensuring proper safe work clothing and personal protective equipment (PPE) is worn;
- Enforcing safe working procedures;
- Providing safeguards for machinery, equipment and tools;
- Observing all accident prevention regulations; and,
- Training employees in the safe use and operation of equipment.

Employee's Responsibilities - The employee is responsible for:

- Working in accordance with the safety regulations pertaining to the job environment;
- Working in such a way as not to endanger themselves or fellow employees and the public.

Workplace Health and Safety's Responsibilities:

- Workplace Health and Safety (Ontario's Ministry of Labour) will conduct periodic inspections of the workplace to ensure that safety regulations for industry are being observed.

APPRENTICESHIP PROGRAM SUMMARY

Scope of Practice

The Scope of Practice for the trade of **Special Events Coordinator** is set out in section **37** of Ontario Regulation **278/11** under OCTAA and reads as follows:

The scope of practice for the trade of special events coordinator includes assisting in the coordination and execution of events such as meetings, conferences and conventions, sporting events, fundraising events, festivals, consumer and trade shows, incentive programs, product launches and weddings.

While the Log Book draws on the scope of practice regulation (Section 37 of Ontario Regulation 278/11 under OCTAA). The Log Book 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 **5000** hours as the duration necessary for any Apprentice to become competent in the skills required. There may be circumstances in which the duration varies from this guideline.

Classroom Training Duration

Industry has identified **375** hours of in-school training as the duration necessary for an Apprentice to complete the in-school curriculum for this program.

Journeyman to Apprentice Ratio

While some of the trades regulated under OCTAA are subject to Journeyman to Apprentice ratios (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 individuals who are deemed equivalent to a journeyman status – VOLUNTARY TRADES ONLY) to 1 Apprentice as the ratio necessary for an Apprentice to be properly trained on the job in this program.

Program Requirements

Wage Rates - n/a

Compulsory and Voluntary Classification

Regulations under OCTAA set out the regulated trades in Ontario and the classification of each trade as either “compulsory” or “voluntary.” The trade of Special events coordinator is voluntary.

Eligibility for Apprenticeship Program Completion

The Apprentice must:

- Achieve competency in all mandatory (unshaded) skills as identified in the Log Book
- Complete the in-school training as outlined in the industry and Ministry of Training, Colleges and Universities approved Curriculum Standard

It is the responsibility of an Apprentice to maintain a training record in the form of an Ontario College of Trades Apprenticeship Training Standard Log Book. The Sponsor and Trainer are required to sign off when competencies in the trade are achieved.

Essential Skills

Essential skills are needed for work, learning and life. They provide the foundation for learning all other skills and enable people to evolve with their jobs and adapt to workplace change. Through extensive research, the Government of Canada and other national and international agencies have identified and validated nine essential skills. These skills are used in nearly every occupation and throughout daily life in different ways.

A series of tools endorsed by the Canadian Council of Directors of Apprenticeship (CCDA) have been developed to support apprentices in their training and to be better prepared for a career in the trades. The tools can be used independently or with the assistance of a tradesperson, trainer, employer, teacher or mentor to:

- Understand how essential skills are used in the trades;
- Learn about individual essential skills strengths and areas for improvement, and,
- Improve essential skills and increase success in an apprenticeship program.

A link to the complete essential skills profile for Red Seal trades can be found at red-seal.ca.

Other Required Certification(s) (if applicable)

Not Applicable

TRAINING THE APPRENTICE

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 habits;
- Use your Apprenticeship Log Book as a journal to keep track of the skills you have achieved;
- Listen to the suggestions of your Trainer;
- Discuss your training needs with your Sponsor;
- Review your training plan with your Training Consultant, Trainer, or Sponsor;
- 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. Once a 'set of skills' have been signed off, ensure your Sponsor signs off this area as well.

Sponsor

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.

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.);
- Encourage safe work habits;
- Provide time for the Trainer to 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;
- Set out clear expectations, and recognize good performance;
- Involve both the Apprentice and Trainer in developing the training plan and observe frequently;
- Provide constructive feedback and conduct regular performance reviews involving the Apprentice and Trainer;
- Use the Log Book 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.

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 a member of the College of Trades Journeypersons Class.

In voluntary trades, a Trainer is an individual who holds one of the following:

- A valid Certificate of Qualification and is a member of the College of Trades Journeypersons Class; or,
- Holds a Statement of Membership in the College of Trades Tradespersons Class; or,
- Holds a Certificate of Qualification previously issued by Ministry of Training, Colleges and Universities; or,
- Holds 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 (eligible to apply to College membership in the Journeypersons or Tradespersons Classes) or has the skills outlined in the Log Book.

A classroom instructor is not permitted to sign off the skills contained within this Log Book.

In this trade a trainer must be competent in the skill, but it is not mandatory to be a member of the College of Trades or have a Certificate of Qualification (CofQ).

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 Log Book with the Apprentice and develop a training plan;
- Set out clear expectations and recognize good performance;
- Ensure that the Apprentice receives on-the-job trade training experience as outlined in this document;
- Encourage and respond to all questions;
- Be patient;
- Explain, show and demonstrate the skill;
- Provide continuous feedback;
- Sign off skills when your Apprentice demonstrates competency, and,
- Use the Log Book as a guide to evaluate competence in each skill area. By using the Log Book, Trainers will be able to ensure that the Apprentice is developing skills outlined in this document.

NOTICE OF COLLECTION OF PERSONAL INFORMATION

1. At any time during your apprenticeship training, you may be required to show this Log Book to the Ministry of Training, Colleges and Universities. You will be required to submit the signed Apprenticeship Completion form to the Ministry of Training, Colleges and Universities in order to complete your program. The Ministry of Training, Colleges and Universities 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 Ministry of Training, Colleges and Universities will disclose information about your program completion and your Certificate of Apprenticeship to the Ontario College of Trades, as it is necessary for the College of Trades to carry out its responsibilities.
3. Your personal information is collected, used and disclosed by the Ministry under the authority of the *Ontario College of Trades and Apprenticeship Act, 2009*.
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 Training, Colleges and Universities
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.

SKILLS

1.0 PROTECT SELF AND OTHERS

- 1.1 Practice good housekeeping in the workplace** by keeping area clean and clear of obstructions, ensuring that tools and equipment are in place, available and in working order, and when not in use are stored, according to organisation policies and procedures, Health and Safety legislation and risk management plan.

(mm/dd/yy)		
(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)		
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

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

- 1.2 Wear, adjust and maintain personal protective equipment and clothing** including gloves, belts, mats, safety shoes, glasses and hairnets to protect co-workers according to organisation policies and procedures, Health and Safety legislation and risk management plan.

(mm/dd/yy)		
(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)		
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

- 1.3 Respond to health risks** including abrasions, cuts, bleeding and communicable diseases by identifying potential hazards through researching event profile and responding according to organisation policies and procedures, Health and Safety legislation and risk management plan.

(mm/dd/yy)		
(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)		
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

- 1.4 Ensure a hazard-free venue** by providing and ensuring the utilisation of appropriate protective gear and staffing is appropriate according to organisation policies and procedures, Health and Safety legislation and risk management plan.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

- 1.5 Follow emergency procedures** by remaining calm, analyzing the situation and determining appropriate action, including First Aid contingency, evacuation procedures and crowd control according to organisation policies and procedures, Health and Safety legislation and risk management plan.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

- 1.6 Handle, store, and dispose of hazardous and caustic materials** by researching WHMIS legislation to identify applicable materials and handling materials appropriately according to WHMIS legislation.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

SPONSOR CONFIRMATION FOR 1.0: PROTECT SELF AND OTHERS		
Date Completed (mm/dd/yy)	Sponsor Name (Print)	Sponsor Signature

2.0 COMMUNICATE WITH CLIENTELE AND CO-WORKERS

- 2.1 Communicate orally** by speaking clearly and concisely; listening attentively; using all supporting documentation pertaining to the event (e.g. timelines, to assess clients and co-workers needs); summarizing information; and, obtaining constructive feedback of the conversation to ensure that information is communicated accurately according to organisation policies and procedures.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

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

- 2.2 Communicate in writing** by writing clearly and concisely, interpreting and verifying details, and editing documentation to ensure completeness and accuracy, ensuring both clientele and co-workers have signed off on all documentation.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

- 2.3 Maintain productive interpersonal relationships** by listening, recognizing verbal and non-verbal cues and sharing concerns and ideas according to the organisation's policies and procedures, event evaluation forms and performance reviews.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

- 2.4 Act as a liaison** by working with committees, using different types of communication and relationship styles, and receiving and sharing new information and revisions to meet objectives according to the event plan.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

SPONSOR CONFIRMATION FOR 2.0: COMMUNICATE WITH CLIENTELE AND CO-WORKERS

Date Completed (mm/dd/yy)	Sponsor Name (Print)	Sponsor Signature
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3.0 PERFORM OFFICE AND EVENTS ADMINISTRATION DUTIES

- 3.1 Perform and coordinate administrative duties** by preparing and completing daily time sheets, managing filing system, preparing event resume and related reports, and responding to inquiries according to the event plan and the organisation's policies and procedures.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

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

- 3.2 Use technology and communications equipment** by operating computer software, telephone systems, fax, photocopier and scanner to create documents, research related information and manage databases according to the event plan and the organisation's policies and procedures.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

- 3.3 Manage multiple priorities** by demonstrating time management skills, setting priorities, trouble shooting, managing schedules and meeting physical requirements and time commitments according to the event plan, the organisation's policies and procedures and workload requirements.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

- 3.4 Review, interpret and enforce terms and conditions of event documents** by monitoring and completing tasks according to event documents and the critical path.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

- 3.5 Administer financial controls and procedures** by monitoring accounts payable and receivable, handling cash and balancing monthly events' statements according to event budget and the organisation's accounting policies and procedures.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

- 3.6 Arrange for shipping, receiving, and storage of event supplies** by contracting the appropriate suppliers to execute the delivery and distribution according to event timelines, budget and recommended supplier list.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

- 3.7 Monitor and report event progress** by coordinating and attending regular event/logistics meetings, adhering to the critical path, revising the event plan and providing updates to event team, manager and client in both verbal and written form according to the event plan and the organisation's policies and procedures.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

SPONSOR CONFIRMATION FOR 3.0: PERFORM OFFICE AND EVENTS ADMINISTRATION DUTIES

Date Completed (mm/dd/yy)	Sponsor Name (Print)	Sponsor Signature
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4.0 DEVELOP AND COORDINATE PRELIMINARY EVENT PLAN ACCORDING TO EVENT OBJECTIVES

- 4.1 Prepare an event plan** by researching, sourcing and analyzing the components of a business plan, designing timelines, staying within budgetary constraints, researching target market, history and event objectives according to the client's guidelines and the organisation's policies and procedures.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

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

- 4.2 Develop a preliminary site plan** by identifying the venue, co-ordinating venue infrastructure, exhibits, staging, seating arrangements, services for people with special needs, signage and food and beverage service according to the event plan.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

- 4.3 Develop, revise and monitor the critical path** by following and revising timelines, inserting and removing components according to necessary changes to the event and the business plan.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

- 4.4 Coordinate venue and accommodations** by determining the appropriate set up, space requirements, number of participants and food and beverage requirements according to event plan and the organisation's policies and procedures.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

- 4.5 Coordinate food and beverage services** by determining the amount, type and style of food and beverage required, determining service timelines, obtaining appropriate permits, identifying special dietary needs and relaying requirements to venue according to event plan, supplier contracts and applicable legislation.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

- 4.6 Coordinate technical production** including staging, audio-visual, sound, lighting, special effects, decor, design, theme, and type of entertainment by liaising with the service providers according to event plan, venue guidelines and supplier contracts.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

- 4.7 Coordinate communication supplies and services** including interpretation and translation services, and internal and external communications by liaising with relevant suppliers according to event plan and suppliers' contracts.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

- 4.8 Coordinate contracted utilities, waste management, transportation systems and parking** by liaising with relevant suppliers according to applicable legislation, event plan and supplier contracts.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

- 4.9 Design and coordinate transportation services and schedules** by analysing the event plan according to event locations and supplier contracts.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

- 4.10 Collect, coordinate and input registration forms** by reviewing and interpreting the registration forms, balancing receipt of cheque and credit card payments, performing data entry to provide registrants with confirmation forms and creating appropriate documentation according to event plan.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

- 4.11 Develop and coordinate registration site and information areas** by determining space requirements, traffic flow, furniture, equipment requirements and staffing and training requirements according to anticipated registration numbers and the event plan.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

- 4.12 Coordinate exhibits** by allocating space and working with suppliers and exhibitors according to the event plan and applicable legislation.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

- 4.13 Recommend and coordinate social programs** such as Master of Ceremonies, guest, and youth entertainment by reviewing the client's goals and objectives and liaising with contracted suppliers according to event plan and supplier contracts to determine suitable programs.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

- 4.14 Coordinate educational programs** such as speaker requirements and collateral material by determining A/V requirements, room set up and room assignment according to the event plan.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

- 4.15 Coordinate security and emergency services** by obtaining appropriate supplies and service, ensuring appropriate staffing levels and planning for crowd control according to risk management plan and applicable legislation.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

- 4.16 Finalize event plan** by interpreting information from pre-event meeting(s) with contractors and suppliers, and implementing improvements and changes according to new information, comments and feedback presented at the meeting(s).

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

- 4.17 Coordinate site set up and tear down** by liaising with suppliers and exhibitors, reviewing and revising schedule and ensuring appropriate resources according to event plan and the organisation's policies and procedures.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

SPONSOR CONFIRMATION FOR 4.0: DEVELOP AND COORDINATE PRELIMINARY EVENT PLAN ACCORDING TO EVENT OBJECTIVES

Date Completed (mm/dd/yy)	Sponsor Name (Print)	Sponsor Signature
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5.0 EVENT MARKETING PLAN ACCORDING TO EVENT OBJECTIVES

- 5.1 Promote events** by liaising with suppliers, developing and distributing promotional materials, using media according to the marketing plan, budget and the organisation's policies and procedures.

(mm/dd/yy)		
(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)		
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

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- 5.2 Compile event evaluation data** by distributing and collecting evaluation summary and ensuring all evaluation summaries are qualified and quantified according to the event plan.

(mm/dd/yy)		
(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)		
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

- 5.3 Coordinate and distribute collateral materials** including website updates, distribution of printed materials and preparing and posting signage according to marketing plan and event plan.

(mm/dd/yy)		
(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)		
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

- 5.4 Execute an advertising plan** by purchasing print and electronic advertising space in accordance with the marketing plan and the event plan.

(mm/dd/yy)		
(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)		
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

- 5.5 Execute a media plan** by preparing, distributing and following up media releases, and setting up and co-ordinating media events such as media days, press conferences, scrums and live remotes according to marketing and event plans.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

- 5.6 Organize and coordinate sponsorship programs** by fulfilling sponsorship agreements such as signage, tickets, pamphlets, donor benefits and collateral material according to sponsorship plan/marketing plan.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

- 5.7 Coordinate crisis communications team** by identifying key spokesperson, following crisis communications guidelines, submitting crisis communications report, and liaising with the media to enhance public relations according to marketing and event plans.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

SPONSOR CONFIRMATION FOR 5.0: EVENT MARKETING PLAN ACCORDING TO EVENT OBJECTIVES

Date Completed (mm/dd/yy)	Sponsor Name (Print)	Sponsor Signature
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6.0 IMPLEMENT RISK MANAGEMENT PLAN

- 6.1 Interpret risk management plan** by researching, sourcing and analyzing components of the plan and summarize details according to event plan and the organisation's policies and procedures.

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- 6.2 Minimize event risk** by ensuring that suppliers, contractors, exhibitors and staff comply with policies and procedures of the risk management plan and applicable legislation.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

- 6.3 Implement contingency plan** by analyzing the situation, choosing the appropriate response, communicating and ensuring correct actions from staff and suppliers according to the risk management plan.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

- 6.4 Coordinate alcohol risk management** to minimise excessive alcohol consumption by observing clientele for over-consumption and ensuring that bar tenders and servers are certified by an alcoholic beverage awareness program according to legislation and the risk management plan.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

- 6.5 Evaluate post incident activities** by liaising with suppliers, clients and other involved parties, completing an incident report and making recommendations to minimise future risk according to the organisation's policies and procedures.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

SPONSOR CONFIRMATION FOR 6.0: IMPLEMENT RISK MANAGEMENT PLAN

Date Completed (mm/dd/yy)	Sponsor Name (Print)	Sponsor Signature
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7.0 COORDINATE STAFF AND VOLUNTEERS

- 7.1 Implement human resources component of the event plan** by recruiting, scheduling, training, supervising and evaluating volunteers and staff according to the event plan, codes of conduct, budget and the organisation's human resource policies and procedures.

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- 7.2 Demonstrate leadership** by setting expectations, leading by example, evaluating team performance, responding to performance levels and modelling professional development according to the organisation's policies and procedures and the manager's expectations.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

- 7.3 Develop teamwork** by fostering a co-operative work environment and recognizing co-workers' professional and personal needs according to the organisation's human resource policies and procedures.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

- 7.4 Develop, practise and model professional ethics comportment** by using industry specific oporties such as farm trips, hotel and facilities' complimentary services according to the organisation's and industry-specific Ethics Principles (e.g. Meeting Planners International, IMPAC, PCMA, CSAE, SITE, ISES).

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

SPONSOR CONFIRMATION FOR 7.0: COORDINATE STAFF AND VOLUNTEERS

Date Completed (mm/dd/yy)	Sponsor Name (Print)	Sponsor Signature
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8.0 IMPLEMENT ON-SITE EVENTS

- 8.1 Implement site plan** by ensuring all components have been completed, including supervising set-up and on-site suppliers according to the event plan and applicable legislation.

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- 8.2 Respond to changing priorities** by assessing the situation, determining who has responsibility for implementing changes, seeking management assistance, submitting a written or oral report detailing the response to the change to ensure a successful event according to the organisation's policies and procedures and the event plan.

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- 8.3 Manage changes to accommodations** by confirming and documenting changes, relaying them to appropriate suppliers and obtaining an updated list from the supplier according to client needs and the organisation's policies and procedures.

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(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

- 8.4 Manage security and emergency services** by verifying that security and emergency services are in designated locations on a timely and ongoing basis throughout the event according to the event plan and the organisation's policies and procedures and applicable legislation.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
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- 8.5 Implement registration and accreditation services** by setting up and staffing registration booths, ensuring all attendees have registered as per attendance list, confirming payment of fees, distributing event information including kits, badges, agendas and handouts and ensuring all attendee questions are answered according to registration criteria.

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- 8.6 Implement communication supplies and services** including interpretation and translation services, and internal and external communications by ensuring equipment is in place and functional according to the event plan and supplier contracts.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

- 8.7 Implement contracted technical services and supplies** such as utilities, waste management, transportation systems and parking by ensuring equipment and staff are in place and functional according to the event plan, supplier contracts and applicable legislation.

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- 8.8 Implement technical production** such as staging, audio-visual, sound, lighting, special needs, decor, design, and theme on site by supervising all related suppliers to ensure they perform their contracted functions according to the technical production schedule, the event plan and applicable legislation.

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(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

- 8.9 Manage exhibits** by overseeing set-up, on-site administration, tear down and responding to changing requirements according to the event plan, venue rules and regulations and applicable legislation.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
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- 8.10 Implement food and beverage services** by communicating with the food and beverage team to ensure that food and beverage requirements are prepared for and executed according to the banquet event order.

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- 8.11 Implement educational programs** by ensuring that keynote speakers and VIP guests are registered and equipped with specified aids and requirements and that all room set ups are prepared according to the banquet event order and contract of hired speaker or facilitator.

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- 8.12 Implement social programs** including V.I.P. and guest programs, and entertainment by liaising with suppliers, confirming timing and guest participation and that all facets are executed according to the event plan.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
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- 8.13 Supervise event tear down** by following tear down timelines in the critical path and ensuring safety measures are complied with until the site is cleared according to the event plan, venue rules and regulations, the organisation's policies and procedures and applicable legislation.

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- 8.14 Evaluate event and make recommendations for future events** by hosting post event meetings with client, suppliers and event team, presenting an event summary, tabulating and analyzing surveys, identifying and resolving issues arising from the event and analyzing and reporting on event financials according to the goals and objectives of the event as outlined in the event plan.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

SPONSOR CONFIRMATION FOR 8.0: IMPLEMENT ON-SITE EVENTS

Date Completed (mm/dd/yy)	Sponsor Name (Print)	Sponsor Signature

LEARNING OUTCOMES**1. Protect Self and Others – 18 hours**

The apprenticeship is able to:

- identify fire code and applicable sections of Health and Safety legislation;
- explain which areas are governed by applicable legislation;
- describe standard building emergency and evacuation procedures;
- describe standard first-aid procedures;
- list potential hazards as they pertain to the work environment;
- list good housekeeping procedures;
- list most common hazardous materials found in the industry;
- list key components of WHIMIS legislation as it pertains to the industry environment;
- list appropriate protective equipment and clothing.

2. Communication – 21 hours

The apprenticeship is able to:

- communicate effectively verbally by:
 - paraphrasing, mirroring and summarizing information;
 - sharing critical event information with co-workers, suppliers and management;
 - recognizing verbal and non-verbal cues;
 - summarizing orally an event plan;
 - delivering oral presentations.
- communicate effectively in written form by:
 - writing event summaries and presentations;
 - preparing written documents that are clear, concise and grammatically sound;
 - editing documents.
- distinguish between different communication styles by:
 - identifying specific needs of different audiences;
 - altering/ tailoring style based on audience (corporate; non-profit; co-workers);
 - preparing written documents that meet specific formatting criteria (e.g. minutes, agenda, correspondence);
 - identifying the types of documentation that require signatures and who is responsible for those signatures (deposit, B.E.O.)

Learning Outcomes continued:

- participate in teambuilding by:
 - describing the role of a committee;
 - explaining the role of the liaison within the committee;
 - offering and accepting constructive criticism in a group setting;
 - analyzing and reporting committee communications in written and verbal format.

3. Administrative and Office Duties – 30 hours

The apprenticeship is able to:

- perform basic administrative duties by:
 - preparing and completing daily time sheets;
 - describing the basic principles of filing systems;
 - listing all documents required for an event (i.e. event resume, contracts, critical path, marketing plan);
 - using office equipment that would be found in the industry (i.e. fax, photocopier);
 - identifying related software programs that would be of value in the industry.
- organize a schedule by:
 - demonstrating the basic principles of time management;
 - describing priority setting techniques;
 - listing priorities;
 - developing, troubleshooting and managing a schedule.
- interpret an event document by:
 - interpreting a critical path and analyzing each of its components;
 - writing a report on the correlation between the event document and the critical path;
 - monitoring event progress in relation to the critical path;
 - revising event plan as required;
 - reporting event changes and progress to event team, team leader and instructor;
 - ensuring follow-through of action items.
- perform basic accounting operations by:
 - explaining basic accounting procedures (e.g. accounts payable, accounts receivable, cash transactions, trial balance and general ledger);
 - preparing an event budget;
 - reading and analyzing a financial reconciliation.

Learning Outcomes continued:

- explain basic logistical principles by:
 - listing the means of transportation for shipping event supplies;
 - determining the most cost-effective methods of shipping event supplies according to varying scenarios.
- plan a post-event meeting by:
 - describing the importance of a post-event meeting;
 - listing attendees for a post-event meeting;
 - listing the topics to be discussed at a post-event meeting;
 - preparing a post-event summary;
 - describing the types and purposes of different evaluation approaches.
- prepare an event/conference budget by:
 - calculating a breakeven event;
 - identifying fixed and variable expenses;
 - determining registration fees;
 - determining exhibitor fees.

4. Development and Coordination Of Preliminary Event Plan – 99 hours

The apprenticeship is able to:

- determine needs according to event objectives, venue guidelines and timelines by:
 - researching and sourcing information relevant to the event (e.g. research target market, history, past events etc.);
 - identifying technical production components of the specific event (e.g. staging, sound, lighting);
 - listing and defining communication supplies and services (e.g. interpretation, translation);
 - determining A/V and speaker requirements;
 - identifying the appropriate transportation services;
 - identifying the appropriate utilities and waste management needs;
 - describing applicable legislation governing waste management and transportation systems;
 - estimating attendance according to marketing statistics, numbers prepaid, on-site registration etc.;
 - determining the appropriate staffing requirements;
 - identifying common special needs (e.g. accessibility, dietary restrictions, etc);
 - describing applicable legislation governing food and beverage;
 - identifying and designing social programs for the event;
 - determining if a guest program is needed;
 - developing and assessing a guest program.

Learning Outcomes continued:

- identify appropriate site venue according to event objectives by:
 - describing venue guidelines;
 - identifying key factors to consider when choosing accommodations and venue;
 - analyzing peak usage;
 - evaluating the impact of location on scheduling;
 - creating a floor plan to ensure that it matches the event plan;
 - identifying different types of room sets (classroom, U-shaped);
 - determining appropriate set-up for the specific environment.
- design a preliminary event plan according to event objectives by:
 - listing the factors to be considered when allocating exhibit space (e.g. competition, traffic flow, sales, history, etc.);
 - drawing a site plan to include exhibits, staging, seating and special needs;
 - developing a registration plan by analyzing the strengths and weaknesses of different registration processes;
 - determining the impact of on-site registrations and staffing variables;
 - drawing up a contingency plan to accommodate changes in registrations and staffing;
 - identifying the key factors to coordinate contracted utilities;
 - developing a plan for the ordering and delivery of supplies and services;
 - preparing food and beverage documents for submission to the supplier taking into account special dietary needs, venue restrictions, permits and applicable legislation;
 - designing a plan to communicate with suppliers.
- write a critical path by:
 - describing the process to develop a critical path;
 - evaluating the timeframe for each component of a specific event;
 - designing a schedule for a specific event;
 - writing an accurate timeline;
 - modifying the timeline based on new information or needs;
 - determining who is responsible for the task and specific time allocated to each function.

Learning Outcomes continued:**5. Marketing – 54 hours**

The apprenticeship is able to:

- describe a marketing plan respecting time, staff and budgetary constraints by:
 - researching the demographics of the target audience;
 - describing various survey methods;
 - conducting a survey based on event requirements;
 - listing different methods of marketing (e.g. direct mail, media buys, etc);
 - assessing the advantages of different forms of promotion;
 - determining best means of distributing materials;
 - identifying legislative requirements affecting promotion and distribution(e.g. signage restrictions);
 - setting measurable marketing objectives according to budgetary restrictions;
 - describing industry practices regarding purchasing policy and procedures;
 - explaining how changes to the marketing plan may affect the critical path;
 - adjusting the marketing plan and/or the critical path.
- develop marketing materials by:
 - writing the appropriate materials for the specific event and target audience;
 - demonstrating proper usage of advertising technical language;
 - distinguishing between different styles and formats (e.g. brochures, flyers, etc.);
 - applying advertising and media standards and procedures (e.g. specific formats);
 - proofreading materials.
- develop a media strategy by:
 - identifying different media forms and their purposes (e.g. print, radio, TV, etc.);
 - identifying specific trade or commy media related to a specific event;
 - selecting the appropriate media based on the marketing and event plan;
 - drafting a media release;
 - writing in a style that is appropriate to a given audience and target media;
 - writing to acceptable media industry standards (e.g. press releases).

Learning Outcomes continued:

- develop a sponsorship plan by:
 - distinguishing the objectives and benefits to both the sponsor and the event organizers;
 - listing reasons sponsors become involved in events from the perspective of both the sponsor and the event;
 - listing key elements required in a successful sponsorship program;
 - identifying the relationship between different types of sponsorships;
 - suggesting appropriate sponsorship materials;
 - listing ways of communicating with sponsors in order to fulfill sponsorship agreements.
- develop a public relations strategy by:
 - defining what constitutes a crisis;
 - distinguishing between different types of crises and responses;
 - distinguishing between internal information and public information;
 - defining the appropriate response according to marketing and event plans;
 - describing standard policies and protocol regarding issues with the media.
- assess effectiveness of a marketing plan by:
 - identifying key benefits of performing a marketing plan evaluation;
 - listing tools available for distributing, collecting and analyzing client feedback;
 - compiling and analyzing data from an event evaluation.

6. Risk Management – 21 hours

The apprenticeship is able to:

- develop a risk management plan by:
 - researching key elements of applicable legislation (municipal, provincial and federal);
 - explaining the basic terminology of contingency plans and its uses;
 - explaining the principles of risk management (e.g. due diligence, T bar theory, etc.);
 - identifying potential risks involved in a given event plan;
 - designing a contingency plan;
 - describing third party liability.

Learning Outcomes continued:

- implement and monitor a risk management plan by:
 - explaining supervisory and enforcement techniques of risk management;
 - determining potential risks and appropriate action according to a case study;
 - communicating the policies and procedures of the plan and applicable legislation to appropriate personnel;
 - explaining liabilities related to the serving of alcohol;
 - completing an alcohol beverage service awareness program.
- complete a post-incident report by:
 - articulating key elements of the post-incident evaluation process;
 - determining what type of post-incident activity is required;
 - writing an incident report according to industry accepted policies and procedures;
 - proposing recommendations for correction of incident.

7. Coordinate Staff and Volunteers – 33 hours

The apprenticeship is able to:

- describe a human resources plan by:
 - describing the elements of a human resources plan (e.g. recruiting, scheduling, training, supervising and evaluating staff);
 - explaining the meeting industry's various codes of conduct, codes of professionalism and codes of ethics (e.g. Meeting Professionals International, IMPAC, PCMA, CSAE, SITE, ISES);
 - describing the special considerations one must adopt with volunteers (e.g. role, scheduling, training and incentives);
 - describing the codes of conduct, policies and procedures one would practice with staff and volunteers.
- describe team-building and leadership capabilities by:
 - identifying teamwork exercises that foster a cooperative work environment;
 - participating in team-building exercises;
 - identifying the elements of a successful team;
 - identifying the challenges and possible solutions to effective teambuilding;
 - identifying leadership qualities and explaining why they are effective and how to apply them;
 - identifying professional development courses that would improve leadership skills (e.g. Myers-Briggs).

Learning Outcomes continued:**8. Implement an Event Plan – 99 hours**

The apprenticeship is able to:

- review a site plan by:
 - identifying the components of the site plan that comply with applicable legislative requirements (e.g. fire codes, building codes, LLBO);
 - comparing the event plan with the contract;
 - comparing the site plan to the event plan to ensure that all physical components have been allocated sufficient space;
 - determining that staffing levels are adequate;
 - listing all supplies and their suppliers;
 - determining the changes required and who has the required authority to approve them;
 - reviewing contingency plans;
 - reviewing the industry accepted policies and procedures.
- determine infrastructure services by:
 - identifying the location of water and waste management outlets;
 - identifying electrical and other utilities outlets and co-ordinating their usage;
 - identifying transportation needs and co-ordinating their usage (parking, public transportation, traffic flow, etc.);
 - listing the challenges one would encounter in co-ordinating infrastructure services and proposing solutions;
 - identifying area not accessible by the physically challenged and recommending solutions.
- determine communication systems and technical equipment required by:
 - listing communications systems required;
 - listing technical equipment and services required (e.g. A/V, lighting, etc.);
 - describing the usage of equipment and services;
 - listing contracted suppliers of communications systems and technical equipment;
 - reading and interpreting an equipment contract;
 - listing the challenges in co-ordinating communications and technical equipment and proposing solutions.
- determine human resources by:
 - creating a table of responsibilities;
 - determining back-up duties;
 - listing the challenges when co-ordinating human resources and proposing solutions.

Learning Outcomes continued:

- describe a site set-up by:
 - listing all the elements of the exhibition component of an event;
 - identifying the sequential steps in setting up an exhibit (e.g. lead in/out, Rules and Reps);
 - listing the different types of room set-ups according to presentation needs;
 - explaining the principles of meeting room design (e.g. theatre, boardroom, hollow square, etc. as per industry guidelines.);
 - matching site set-up with contract obligations;
 - listing the challenges when co-ordinating a site set-up and proposing solutions.

- determine security and safety needs by:
 - explaining the concepts and principles underlying the security and emergency components on an event;
 - identifying reasons for security;
 - identifying a series of emergency situations and how they would be resolved.

- plan registration logistics by:
 - explaining the principles of registration logistics;
 - listing standard registration requirements (e.g. staffing, kits, handouts, etc.);
 - explaining the industry's accreditation practices (e.g. VIP, protocol);
 - listing the components of a registration/accreditation process for a particular event;
 - explaining the differences between VIP, registrant and guest programs;
 - listing the challenges one would encounter during registration and proposing solutions.

Learning Outcomes continued:

- determine services and supplies by:
 - explaining the principles of food and beverage management (e.g. guarantee policy special needs, dietary requirements, overages);
 - listing the food and beverage requirements of a specific event;
 - reading and interpreting BEOs and applicable contracts;
 - explaining the basic principles of hotel management;
 - describing the reservation/accommodation process;
 - explaining how to manage changes to an accommodation plan and their implications;
 - reading and interpreting speaker contracts;
 - liaising and maintaining communication with suppliers ;
 - listing the challenges one would encounter when co-ordinating services and supplies and proposing solutions.

- plan a site teardown by:
 - identifying legislative requirements of a site teardown;
 - identifying the sequential steps of a site teardown procedure according to venue rules, applicable legislation and event plan;
 - listing safety precautions to be taken during a site teardown;
 - identifying best practices for a successful teardown;
 - listing the challenges one would encounter during a teardown and proposing solutions.

- write a post-event report by:
 - extracting and collecting feedback from clients and suppliers;
 - organizing a post-event meeting;
 - identifying the elements of a successful post-event meeting;
 - determining if goals and objectives of the meeting were met;
 - identifying the role and responsibilities of the chair of a post-event meeting;
 - writing a report on the event and suggesting improvements.

DEFINITIONS

Apprentices Class

Individuals in this class:

- Hold one or more valid Registered Training Agreements with the Ministry of Training, Colleges and Universities in either compulsory or voluntary trades;
- Hold a valid statement of membership with the Ontario College of Trades in the Apprenticeship class;
- Are subject to any ratios or wage rates that have been set out in regulation for their trade(s);
- Can remain in this class until they receive their Certificate of Apprenticeship;
- Can hold themselves out as Apprentices.

Certificate of Apprenticeship (C of A)

A certificate issued by the Minister of Training, Colleges and Universities to individuals who have demonstrated that they have completed an apprenticeship program in Ontario.

Certificate of Qualification (C of Q)

A certificate issued by the Registrar on behalf of the College of Trades to a Journeyperson. A Certificate of Qualification will serve as proof of having met any testing/program requirements and membership in the College's Journeypersons Class.

Competence

The ability of an individual to perform a skill repeatedly and without assistance in the workplace as set out in the Log Book.

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.

Competent Person

A competent person is defined by the *Occupational Health and Safety Act* as being a person who:

- Is qualified because of their knowledge, training and experience to organize the work and its performance;
- Is familiar with the *Occupational Health and Safety Act* and its regulations that apply to the work; and has knowledge of any potential or actual danger to health or safety in the workplace.

Competent Worker

A competent worker is defined by the *Occupational Health and Safety Act* as being a person who:

- Is qualified because of knowledge, training and experience to perform the work;
- Is familiar with the *Occupational Health and Safety Act* and with the provisions of the regulations that apply to the work; and
- Has knowledge of all potential or actual danger to health or safety in the work.

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 established by the College of Trades.

Sponsor of Record

Refers to the Sponsor documented as being signatory to the current training agreement or contract. In order for a Sponsor to be considered for the training of Apprentices, they must identify that the workplace has qualified Journeypersons 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.

Incompetence

According to the *Ontario College of Trades and Apprenticeship Act, 2009*, a member of the College of Trades may be found to be incompetent by the College Of Trades Discipline Committee if the Committee feels that the member has displayed a lack of knowledge, skill or disregard for another person's welfare while practising their trade. If this happens, the individual may be found unfit to practise their trade and their Statement of Membership/Certificate of Qualification may be revoked, suspended, or be subject to terms, conditions or limitations.

Journeyperson

Compulsory Trades Journeyperson:

- Someone who holds a valid Certificate of Qualification in the trade and who is a member in good standing of the College of Trades Journeypersons Class for the same trade; or
- Someone who holds a valid Provisional Certificate of Qualification in the trade and who is a member in good standing of the College of Trades Journeypersons Class for the same trade.

Voluntary Trades Journeyperson:

- Someone who holds a valid Certificate of Qualification in the trade and who is a member in good standing of the College of Trades Journeypersons Class for the same trade; or
- Someone who holds a Certificate of Qualification in the trade that was issued by the Ministry of Training, Colleges and Universities prior to April 8, 2013 (membership in the College of Trades is not required in this scenario).

Journeyperson Candidates Class

An individual who has completed an Ontario apprenticeship program (Certificate of Apprenticeship) in a voluntary or compulsory trade that has a Certificate of Qualification examination, but has not passed the Certificate of Qualification examination for their trade. There is a maximum time limit of one year to remain in the Journeyperson Candidates Class.

Individuals in this class:

- are subject to any ratios and/or wage rates that have been set out for their trade(s), if they practise a compulsory trade.
- Can continue to work legally in their trade if they are in a compulsory trade, as they prepare to write their examination (individuals in voluntary trades do not have to be members of the College of Trades to work legally); and can hold themselves out as Journeyperson Candidates (they are neither Apprentices nor Journeypersons).
- Can remain in this class for a maximum of one year or until they pass the Certificate of Qualification exam and become members of the Journeypersons class. However, they can only remain in this class for a maximum of one year. After one year they can move into the Tradespersons Class if they are in a voluntary trade. If they are in a compulsory trade and have been in the Journeyperson Candidates Class for one year, they can no longer work legally in that trade until they pass the Certificate of Qualification examination.

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.

OCTAA

Ontario College of Trades and Apprenticeship Act, 2009

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.

Ratios

For up to date information regarding Journeyperson to Apprentice ratios, please visit: collegeoftrades.ca

Red Seal Program

The Interprovincial Standards Red Seal Program (also known as the Red Seal Program) was established more than 50 years ago to provide greater mobility across Canada for skilled workers and represents a standard of excellence for industry. Through the program, individuals are able to obtain a Red Seal endorsement on their provincial/territorial certificates by successfully completing an interprovincial Red Seal examination. The Interprovincial Standards Red Seal Program acknowledges their competence and ensures recognition of their certification throughout Canada without further examination. There are currently over 50 Red Seal designated trades. The Red Seal Program is recognized as the interprovincial *standard of excellence* in the skilled trades. The Interprovincial Standards Red Seal Program is a partnership between the Government of Canada, the Provinces, the Territories and various stakeholders.

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 skill described in the Log Book (note: does not mean the larger skill groups referred to in the Log Book as Skill Sets, Training Units, or General Performance Objectives, but the individual skills that make up those groups).

Skill Sets

Group of individual skills found in the Log Book (may also be called Training Unit or General Performance Objective).

Skill Set Completion for Sponsors

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

Supervisor

An individual who oversees the performance of a task and oversees the actions or work of others.

Trade Board

Under the *Ontario College of Trades and Apprenticeship Act, 2009*, the [College of Trades Appointments Council](#) (COTAC) may appoint a Trade Board for each designated trade, composed of Employee and Employer representatives from the industry. Trade Boards are responsible for advising and making recommendations to the College of Trades Divisional Boards on issues relating to their trade. When there is no appointed trade board for a trade, the respective sector Divisional Board will act as the default Trade Board for the trade.

Tradespersons Class

A Class of Membership for individuals who practise in a voluntary trade which may or may not have a Certificate of Qualification examination.

Individuals in this class:

Have been members of the Journeyperson Candidates Class or are not eligible for Journeyperson Candidates Class and have been assessed to have experience and/or qualifications that are equivalent to a Certificate of Apprenticeship in that trade

- Are preparing to write/have no plans to write/have not passed the available Certificate of Qualification exam for their trade(s);
- Can remain in this class indefinitely or until they pass the available Certificate of Qualification exam for their trade(s); and
- Can hold themselves out as tradespersons (they are neither apprentices nor journeypersons).

Note: Individuals in the Tradespersons Class are considered Journeypersons for the purpose of determining ratios for that trade.

Trainer

A qualified Trainer in a compulsory trade is a Journeyperson with a Certificate of Qualification. In a voluntary trade, a Trainer is an individual who is considered equivalent to a Journeyperson with a Certificate of Qualification.

In this trade a trainer must be competent in the skill, but it is not mandatory to be a member of the College of Trades or have a Certificate of Qualification (CofQ).

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 Ministry of Training, Colleges and Universities Apprenticeship Office immediately to update your sponsor record.
3. Please make sure you do record all of 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 RECORD #1

SPONSOR INFORMATION	
Apprentice Name	
Registered Training Agreement #	
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 (e.g. UXXXX)	

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, please photocopy as needed or visit collegeoftrades.ca and search Sponsor Record Form.***

CHANGE OF SPONSOR RECORD #2

SPONSOR INFORMATION	
Apprentice Name	
Registered Training Agreement #	
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 (e.g. UXXXX)	

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, please photocopy as needed or visit collegeoftrades.ca and search Sponsor Record Form.***

CHANGE OF SPONSOR RECORD #3

SPONSOR INFORMATION	
Apprentice Name	
Registered Training Agreement #	
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 (e.g. UXXXX)	

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, please photocopy as needed or visit collegeoftrades.ca and search Sponsor Record Form.***

INSTRUCTIONS FOR APPRENTICESHIP PROGRAM COMPLETION (Appendix A)

Once an Apprentice has completed all the classroom training and on-the-job hours specified for the trade, and has acquired all the mandatory skills included in this Log Book:

1. The Apprentice and the Sponsor complete the Apprentice Completion Form and the Skill Set Completion for Sponsors Form located on the following pages.
2. They sign the forms and submit them to their local Ministry of Training, Colleges and Universities apprenticeship office. To find the closest office, check the contact information at <http://services.findhelp.ca/eo/tcu/appoff> or call the Employment Ontario toll free number at (1-800-387-5656).
3. Since this trade is competency based, all mandatory skills in the Log Book must be signed off. If the Sponsor is completing the Apprentice before the industry recommended training hours are done, Ministry 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 Ministry of Training, Colleges and Universities apprenticeship office by mail, fax, or email (as a scanned document), they should not include their Log Book; if they are presenting this form in person at the local apprenticeship office, they should bring their Log Book with them.

After Ministry 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 Ministry will issue a Certificate of Apprenticeship to the Apprentice.

The Ontario College of Trades will receive notification of this completion, and complete the individual's membership in the Apprentices class for the trade. If the Apprentice has completed a program in a compulsory trade, the College of Trades will automatically register the Apprentice as a member of the Journeyman Candidates class so the Apprentice can continue to work legally for one year while preparing for the certification examination. If an apprentice completes their apprenticeship in a voluntary trade **and** there is no Certificate of Qualification exam, they can apply for membership in the Journeymen's Class at the Ontario College of Trades. If there is a Certificate of Qualification exam, they must write and pass the exam in order to enter the Journeymen's Class at the Ontario College of Trades.

For permission to schedule an exam once completion is confirmed by the Ministry, the individual must first contact the College of Trades Client Services Department at 647-847-3000 or toll free at 1-855-299-0028 to pay the certification examination fee.

APPRENTICE COMPLETION FORM (Appendix B)

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 Ministry of Training, Colleges and Universities apprenticeship office (find contact information at <http://services.findhelp.ca/eo/tcu/appoff> 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 (<i>print name</i>)	
E-mail Address	

PROGRAM INFORMATION			
Trade Name			
Number of hours required as per Training Agreement (<i>for hours-based trades only</i>)			
Hours completed? (<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

SKILL SET COMPLETION FOR SPONSORS (Appendix C)

You will find the skill set numbers and titles in the Log Book'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 WITH CLIENTELE AND CO-WORKERS	
3.0	PERFORM OFFICE AND EVENTS ADMINISTRATION DUTIES	
4.0	DEVELOP AND COORDINATE PRELIMINARY EVENT PLAN ACCORDING TO EVENT OBJECTIVES	
5.0	EVENT MARKETING PLAN ACCORDING TO EVENT OBJECTIVES	
6.0	IMPLEMENT RISK MANAGEMENT PLAN	
7.0	COORDINATE STAFF AND VOLUNTEERS	
8.0	IMPLEMENT ON-SITE EVENTS	

MINISTRY OF TRAINING, COLLEGES AND UNIVERSITIIES 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 _____

MINISTRY OF TRAINING, COLLEGES AND UNIVERSITIES
APPRENTICESHIP OFFICES IN ONTARIO (Appendix D)

Location	Contact	Location	Contact
Barrie 705-737-1431	55 Cedar Pointe Dr Unit 609, Barrie, ON L4N 5R7	North Bay 705-495-8515	200 First Ave West, North Bay, ON P1B 3B9
Belleville 613-968-5558	135 North Front St, Belleville, ON K8P 3B5	Ottawa 613-731-7100	Preston Square, 347 Preston St 3rd Flr, Ottawa, ON K1S 3H8
Brantford 519-756-5197	505 Park Rd North Suite 201, Brantford, ON N3R 7K8	Owen Sound 519-376-5790	1450 1st Ave West Suite 100, Owen Sound, ON N4K 6W2
Chatham 519-354-2766	870 Richmond St West 1st Floor, Chatham, ON N7M 5J5	Pembroke 613-735-3911	615 Pembroke St East, Pembroke, ON K8A 3L7
Cornwall 613-938-9702	132 Second St East Ste 202, Cornwall, ON K6H 1Y4	Peterborough 705-745-1918	901 Lansdowne St West, Peterborough, ON K9J 1Z5
Dryden 807-223-4632	Provincial Government Building, 479 Government St, Dryden, ON P8N 3K9	Pickering (City of) 905-837-7721	1420 Bayly St Unit 1, Pickering, ON L1W 3R4
Elliot Lake 705-848-4661	50 Hillside Dr North, Elliot Lake, ON P5A 1X4	Sarnia 519-542-7705	Bayside Mall, 150 Christina St North, Sarnia, ON N7T 7W5
Fort Frances 807-274-8634	922 Scott St 2nd Flr, Fort Frances, ON P9A 1J4	Sault Ste. Marie 705-945-6815	477 Queen St East 4th Flr, Sault Ste Marie, ON P6A 1Z5
Hamilton Central 905-521-7764	Ellen Fairclough Bldg, 119 King St West 8th Flr, Hamilton, ON L8P 4Y7	St Catharines 905-704-2991	Garden City Tower, 301 St Paul St 10th Flr, St Catharines, ON L2R 7R4
Kapuskasing 705-337-4381	Ontario Government Complex, 122 Government Rd West, Kapuskasing, ON P5N 2X8	Sudbury 705-564-3030	159 Cedar St Ste 506, Sudbury, ON P3E 6A5
Kenora 807-468-2879	227 1/2 Second St South, Kenora, ON P9N 1G4	Thunder Bay 807-346-1550	189 Red River Rd Suite 103, Thunder Bay, ON P7B 1A2
Kingston 613-548-1151	Cornell Corporate Centre, 299 Concession St Ste 201, Kingston, ON K7K 2B9	Timmins 705-235-1950	Ontario Government Complex, 5520 Highway 101 East Wing B, South Porcupine, ON P0N 1H0
Kitchener 519- 653-5758	4275 King St East Ste 200, Kitchener, ON N2P 2E9	Toronto Central 416-326-5800	625 Church St 1st Fl, Toronto, ON M7A 2B5
London 519-675-7788	1200 Commissioners Rd E Unit 72, London, ON N5Z 4R3	Windsor Central 519-973-1441	Roundhouse Centre, 3155 Howard Ave 2nd Fl, Ste 200, Windsor, ON N8X 4Y8
Mississauga (City of) 905-279-7333	The Emerald Centre, 10 Kingsbridge Garden Cir Ste 404, Mississauga, ON L5R 3K6		

For current office listings, please visit: <http://services.findhelp.ca/eo/tcu/appoff>

Completing Your Apprenticeship Program

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

- ✓ Check the Ontario College of Trades Public Register to make sure your Apprentices class membership is still active:
<https://tmsportal.collegeoftrades.ca/web/ocot-public-services-v3/public-registry>
- ✓ Follow the completion instructions on the Completion Form (Appendix A) in the Log Book.
- ✓ Answer any questions that MTCU staff may have, and provide any additional completion documentation they may require.
- ✓ Once they confirm completion, MTCU will issue you a Certificate of Apprenticeship and notify the Ontario College of Trades of your completion.

After Your Apprenticeship

If you are in a trade with a certification exam, the College of Trades will **automatically** complete your membership in the Apprentices class and activate your 12-month membership in the Journeyperson Candidates class. This change will be reflected on your account with the College as well as on the College's Public Register.

Membership in the Journeyperson Candidates class will allow you to continue practising in a compulsory trade for 12 months while you prepare for and write your exam; if you are in a voluntary trade, it is your automatic approval to challenge the certification exam.

The College will send you a Journeyperson Candidates class welcome letter within 3 weeks of completion that outlines any/all of your future requirements for membership and examination as appropriate (different situations for voluntary and compulsory trades).

If you complete an apprenticeship program for which there is no exam, you can submit an application to become a member of the College's Journeypersons class on the basis of having earned a Certificate of Apprenticeship in the trade.

Preparing For Your Exam

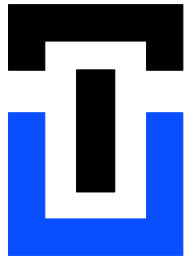
Find out if your trade has a Certificate of Qualification exam at:

www.collegeoftrades.ca/wp-content/uploads/tradesOntarioTradesCodes_En.pdf

For permission to schedule an exam once completion is confirmed by MTCU, you must first contact the College's Client Services Department at 647-847-3000 or toll free at 1-855-299-0028 to pay the certification exam fee. Once you have paid, contact your local MTCU Apprenticeship office to book your exam.

Download Ontario College of Trades exam preparation guide at:

www.collegeoftrades.ca/resources/exam-process and/or view the exam preparation guide for Red Seal trades at: www.red-seal.ca/w.2lc.4m.2@-eng.jsp



ONTARIO COLLEGE OF TRADES

ORDRE DES MÉTIERS DE L'ONTARIO

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