The Ontario College of Trades (the College) regulates over 150 trades in Ontario. Twenty-two trades are classified as compulsory, and the rest are voluntary. Compulsory trades require membership in the College to practise or work legally in Ontario. Trades are organized into four sectors – construction, industrial, motive power, and service.

Residential Air Conditioning Systems Mechanics prepare, install, maintain and service residential air conditioning and heat pump systems. They work on any air conditioning system that is installed as an independent unit in a residential family dwelling. This equipment operates at no more than 240V single-phase power with a maximum cooling capacity of 60,000 BTUH.

- Classification: Compulsory
- National Occupational Classification: 7313
- Sector: Construction
- Trade Code: 313D

What are the Certification Requirements?

In order to be certified and work legally as a Residential Air Conditioning Systems Mechanics in Ontario, you must:
- Hold a Certificate of Apprenticeship,
- Pass the Certificate of Qualification exam for this trade, and
- Register and pay membership fees to become a member of the College.

For more information on membership in the College, please use the contact information at the end of this fact sheet.

If you do not fulfill the certification requirements above, you have two options:

1. Complete an Ontario apprenticeship program by registering with the Ministry of Training, Colleges and Universities as an apprentice. In order to participate in an apprenticeship program, you must be a member of the College’s Apprentices Class. The apprenticeship program for Residential Air Conditioning Systems Mechanics requires:
   - Minimum Grade 10 high school education or its equivalent,
   - 4,500 hours of apprenticeship training, including two levels of in-school training.

   Apprenticeships are paid workplace based training programs that also include classroom based components. Training requires an agreement between a person who wants to learn a skilled trade and an employer who is willing to train that person. For more information on apprenticeships in Ontario, please visit [http://www.tcu.gov.on.ca/eng/apprentices/](http://www.tcu.gov.on.ca/eng/apprentices/).

2. If you believe you have experience and qualifications in the trade that are equivalent to having completed the Ontario apprenticeship program, you may apply for a Trades Equivalency Assessment (TEA). This assessment will look at your previous training and work experience and determine whether you are qualified to write the Certificate of Qualification exam for this trade.

There is no language level requirement for trade certification. However, you will likely be expected to understand and communicate in English or French in order to find employment in Ontario.

Fees and Costs (in Canadian dollars, taxes not included):

<table>
<thead>
<tr>
<th>Service</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Membership Fees – Journeypersons Class</td>
<td>$120</td>
</tr>
<tr>
<td>Annual Membership Fees – Apprentices Class</td>
<td>$60</td>
</tr>
<tr>
<td>Trade Equivalency Assessment</td>
<td>$200</td>
</tr>
<tr>
<td>Application for membership in the Ontario College of Trades</td>
<td>No fee</td>
</tr>
<tr>
<td>Certificate of Qualification Exam</td>
<td>$150</td>
</tr>
<tr>
<td>Re-writing failed exams (re-examination)</td>
<td>$150</td>
</tr>
</tbody>
</table>
Before you come to Ontario:

Below are tips you may find helpful in preparation for the assessment and certification process.

2. Review the Ontario College of Trades’ membership structure at: http://www.collegeoftrades.ca/membership.
3. If you believe you have experience or qualifications in the trade that are equivalent to an Ontario Certificate of Apprenticeship, you can request a Trade Equivalency Assessment to have your previous experience and qualifications assessed. To begin the assessment process, contact the College at: 655 Bay Street, Suite 600, Toronto, Ontario, Canada M5G 2K4, or by email at info@collegeoftrades.ca.
4. Prepare any documents that describe your work and training in your trade. If they are not in English or French, you must bring a translation that is signed by a registered translator, either from your home country or Canada.

Once you arrive in Ontario:

1. Assessment of your previous training and experience - If you did not complete a Trade Equivalency Assessment prior to coming to Canada, contact the College at 1-855-299-0028, or by visiting the College at 655 Bay Street, Suite 600, Toronto, Ontario, to get started. You can also visit the College website for additional information.
2. Complete apprenticeship training, if required – If you do not have experience and qualifications equivalent to an Ontario Certificate of Apprenticeship, you must complete an Ontario Apprenticeship Program for your trade. Contact the Ministry of Training, Colleges and Universities at 1-800-387-5656 for more information on apprenticeship programs in Ontario.
3. Provisional Certificate of Qualification – If you have been found to have equivalent training and experience through the Trade Equivalency Assessment, you may request a Provisional Certificate of Qualification. This is a temporary certificate that will allow you to work legally in your trade for up to 90 days (with the possibility of extending for a further 90 days), while you prepare to write the Certificate of Qualification Exam.
4. Write the Certificate of Qualification Exam – This is a multiple choice exam.
   
   If you have a physical, psychological, learning, or language barrier that may make it difficult to read or understand the questions on the exam, you can have a translator, interpreter, or a reader with you during the exam. You must request this assistance in advance.
5. Become a Member - For compulsory trades, membership in the College is mandatory. You will be contacted by the College via mail with your passed exam result and directed to contact the College to pay your membership fee.

Additional Information:

<table>
<thead>
<tr>
<th>Global Experience Ontario (GEO)</th>
<th>Ontario College of Trades</th>
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<tr>
<td>For information on support programs and resources for internationally trained professionals and tradespersons, contact GEO at: 400 University Ave., Toronto ON M1M 2R9 Telephone: 416-327-9694 or 1-866-670-4094 Email: <a href="mailto:geo@ontario.ca">geo@ontario.ca</a> Website: <a href="http://www.ontario.ca/geo">www.ontario.ca/geo</a></td>
<td>For information about membership, assessment, cost, or any other certification related inquiries, contact the College at: 655 Bay Street, Suite 600 Toronto, ON M5G 2K4 Telephone: 647-847-3000 or 1-855-299-0028 E-mail: <a href="mailto:info@collegeoftrades.ca">info@collegeoftrades.ca</a> Website: <a href="http://www.collegeoftrades.ca">www.collegeoftrades.ca</a></td>
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