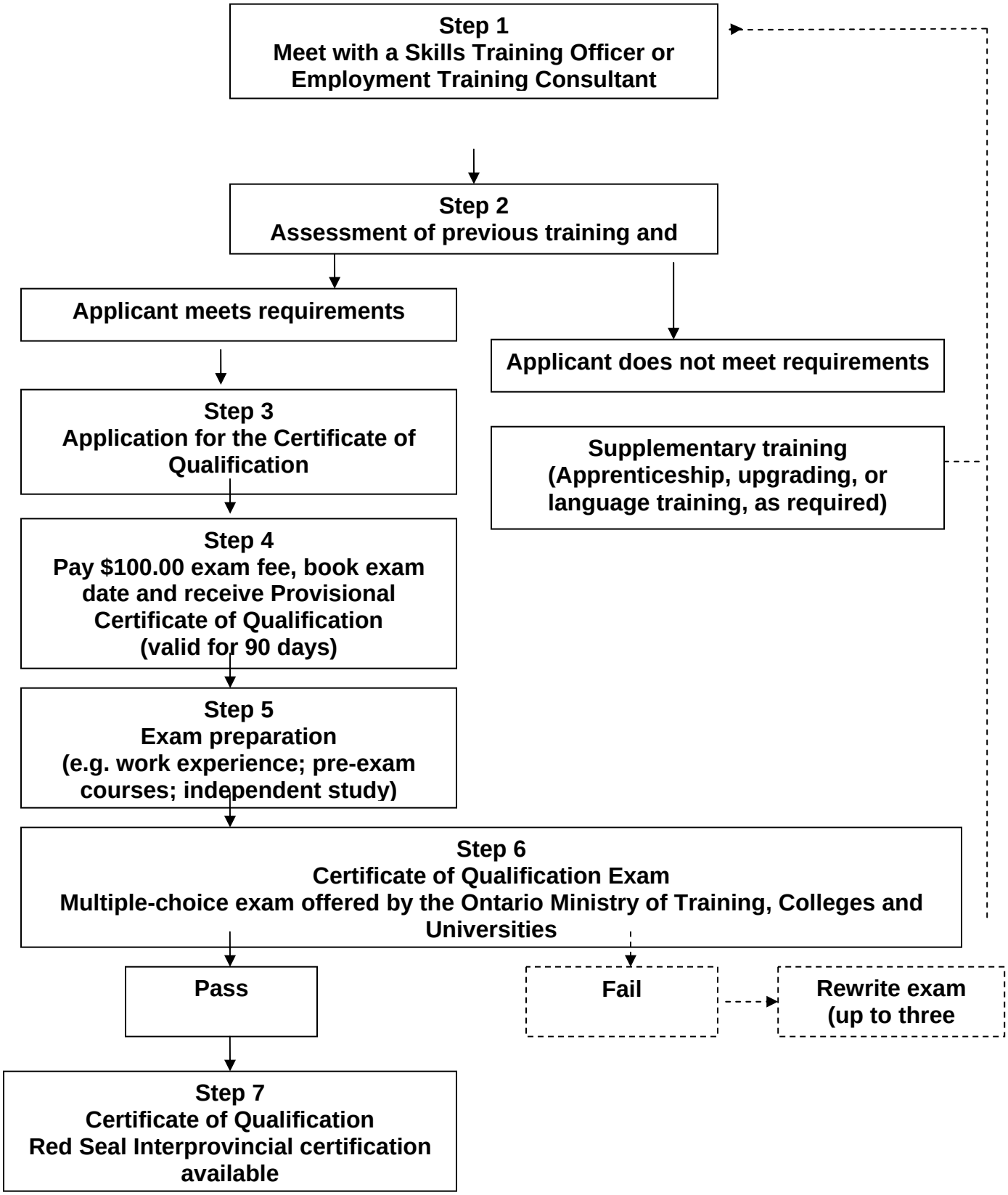
Step 1
Meet with a Skills Training Officer or Employment Training Consultant
Step 2
Assessment of previous training and
Applicant meets requirements
Applicant does not meet requirements
Step 3
Application for the Certificate of Qualification
Supplementary training (Apprenticeship, upgrading, or language training, as required)
Step 4
Pay $100.00 exam fee, book exam date and receive Provisional Certificate of Qualification (valid for 90 days)
Step 5
Exam preparation (e.g. work experience; pre-exam courses; independent study)
Step 6
Certificate of Qualification Exam
Multiple-choice exam offered by the Ontario Ministry of Training, Colleges and Universities
Pass
Fail
Rewrite exam (up to three
Step 7
Certificate of Qualification
Red Seal Interprovincial certification available