GET READY for your Red Seal Exam
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This exam preparation guide is designed to inform you about the Red Seal exam process. The guide provides you information about what to do before taking your Red Seal exam, the exam itself and what happens after you write your exam. The Red Seal exams are developed in collaboration with provinces and territories across the country. However, provincial and territorial apprenticeship authorities are responsible for managing and administering the exams for Red Seal trades (Appendix A). If you meet all the requirements to write the Red Seal exam for your trade, please contact your provincial or territorial office (Appendix B) to register.

The exam preparation guide also provides strategies for test preparation and study habits. It contains examples of: multiple choice questions, study plan, assessment checklist, and other useful tips to help you prepare for the Red Seal exam.

Contact your local apprenticeship office for further information and assistance in preparing for your Red Seal exam.
THE RED SEAL

The Red Seal represents the interprovincial standard of excellence. The Red Seal endorsement provides recognition that your certificate meets an interprovincial standard that is recognized in each province and territory.

STEPS TO GETTING YOUR RED SEAL ENDORSEMENT

1. Determine your eligibility
   To write the Red Seal exam for your trade, you must meet the requirements of your province or territory. If you are an apprentice or a trade qualifier, eligibility criteria to the Red Seal exam may be different.

   • **Apprentice**: You are completing an apprenticeship program that has been registered with your provincial or territorial apprenticeship office.

   • **Trade qualifier or “challenger”**: You are experienced in your trade but you have not completed an apprenticeship program and you are not certified as a journeyperson.

   • **Journeyperson**: You hold a Provincial or Territorial Certificate of Qualification or the equivalent.

Requirements may also vary by trade. Check your provincial or territorial apprenticeship and certification website (Appendix B) for more information on the criteria that applies to your situation.

2. Register for your Red Seal exam
   The Red Seal exams are administered by the provincial and territorial apprenticeship and certification authorities. You must register at one of their offices in order to write the Red Seal exam.

   Most provinces and territories have application forms available on their website. If you have questions or cannot find the Red Seal exam application form, contact your provincial or territorial apprenticeship office (see Appendix B for addresses and contact information).

When registering, you may also ask about the following:

   • **Exam language**
     Choose whether you want to write the exam in English or in French. Confirm with your provincial or territorial office that your copy will be in the language of your choice.

   • **Special needs**
     If you have special needs, ask about accommodations you may be entitled to when writing the exam. Keep in mind that the request for accommodation has to be made well in advance.

3. Pay your exam fee
   The cost of the exam varies by province and territory. Your apprenticeship office will let you know the cost when you register for your exam.

4. Plan ahead
   • **Book time off**
     Schedule enough time off with your employer to avoid being rushed.

   • **Getting to the exam**
     Make sure you know exactly where and when the exam will take place. Plan ahead and allow yourself plenty of time for traffic, parking, late buses, etc.

5. If you miss the exam
   Contact your provincial or territorial apprenticeship office to reschedule your exam.
To earn your Red Seal endorsement, you will be tested on the knowledge, skills and abilities that are outlined in the National Occupation Analysis (NOA) for your trade.

Your trade’s NOA is your best study guide. The Red Seal exam questions are based on the NOA sub-tasks.

**THE NOA OUTLINES IMPORTANT INFORMATION ABOUT YOUR TRADE:**
- Trade activities (tasks and sub-tasks)
- Trends
- Essential skills
- Safety measures
- Technical terms
- Glossary
- Tools and equipment
- Acronyms

1. **USING YOUR NOA TO PREPARE FOR YOUR RED SEAL EXAM**

Each trade’s NOA is available on the Red Seal website (www.red-seal.ca).

The NOA for your trade is organized into the following headings: Blocks, Tasks and Sub-tasks.

**BLOCKS:** The NOA is divided into major content areas called BLOCKS. Each block includes the trends that impact the trade related to the block, the components (products, items, materials) relevant to the block, and the tools and equipment used to perform all tasks in the block.

**TASKS:** The Blocks are then divided into TASKS. Each task gives the context to clarify the intent and meaning of the task. It also lists the required knowledge that an individual must acquire to adequately perform the task.

**SUB-TASKS:** The SUB-TASKS are the specific functions you perform in relation to a task. Key competencies appear under each sub-task that describe the activities you should be able to do to be considered competent in your trade.

**EXAMPLES of Block, Task and Sub-task headings for the carpenter NOA.**

**REMEMBER:** The Red Seal exam covers the scope of the trade included in the NOA.
Look at the exam breakdown
To plan your study time, have a look at the appendices of your trade’s NOA. You will find a Pie Chart similar to this one:

This information also appears on the Exam Counselling Sheet, available on the Red Seal website.

<table>
<thead>
<tr>
<th>TITLES OF BLOCKS</th>
<th>PERCENTAGE (%) OF QUESTIONS ON EXAM</th>
</tr>
</thead>
<tbody>
<tr>
<td>A – Common Occupational Skills</td>
<td>14</td>
</tr>
<tr>
<td>B – Planning and Layout</td>
<td>18</td>
</tr>
<tr>
<td>C – Concrete</td>
<td>18</td>
</tr>
<tr>
<td>D – Framing</td>
<td>17</td>
</tr>
<tr>
<td>E – Exterior Finish</td>
<td>13</td>
</tr>
<tr>
<td>F – Interior Finish</td>
<td>13</td>
</tr>
<tr>
<td>G – Renovations</td>
<td>10</td>
</tr>
<tr>
<td>Total</td>
<td>100</td>
</tr>
</tbody>
</table>

In this case, if the exam has 100 questions, 14 questions would be on Block A, 18 on Block B, etc.

The Block and Task Weighting tables, available in all NOAs, will give you more precise information related to the percentage of questions for each task in each block.

**NOTE:** The number of questions on an exam vary between 100 and 150, depending on the trade.

The percentage of the total number of questions on the exam assigned to each block of the NOA comes from the collective input from tradespeople within the occupation from all areas of Canada.
The first table shows the percentage that each province and territory recommended for this specific block in the NOA. The number you need to focus on is the National Average, which is the actual percentage of questions for each block on the exam. In this example, 17% of the questions are on Block D. Therefore, if the exam has 100 questions, 17 questions (100 X 17%) are on Framing.

The second table shows the percentage of questions assigned to a specific task in the block. This means, 28% of the questions from Block D are on Task 10. Therefore, on a 100-question exam, about 5 questions are on Constructs Floor Systems (100 x 17% x 28%).

The exam breakdown will help you focus on the blocks and tasks that make up most of your trade exam. Make sure that you cover each block and all tasks and sub-tasks when you prepare for your Red Seal exam.
Create a checklist
The Task Profile Chart at the very end of the NOA is a visual overview of all the tasks and sub-tasks you need to know to perform in your trade.

Use it as a self-assessment tool, by checking off the sub-tasks in which you are experienced and knowledgeable. Then highlight the topics you need more experience on. Check to see how much weight is assigned to these sections. You will then see which area you need to focus on when preparing for your Red Seal exam.

Review your terminology
The appendices of your NOA contain information on the terms you need to know in your trade. These terms may be used in exam questions, along with other technical terms related to the sub-tasks.

Tools and Equipment: A list of the tools and equipment used in your trade. Make sure you know the correct names of the tools and equipment (brand names are not used on the exam).

Glossary: Definitions for technical terms used in the NOA.

Acronyms: A listing of acronyms used in your trade and what they stand for.

EXAMPLE of the Task Profile Chart for the Carpenter trade.

<table>
<thead>
<tr>
<th>BLOCKS</th>
<th>TASKS</th>
<th>SUB-TASKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>D – FRAMING</td>
<td>10. Constructs floor systems.</td>
<td>10.01 Installs engineered floor systems.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>10.02 Constructs dimensional lumber floor framing.</td>
</tr>
<tr>
<td></td>
<td>11. Constructs deck systems.</td>
<td>11.01 Constructs decks.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>11.02 Installs decks components.</td>
</tr>
<tr>
<td></td>
<td>12. Constructs wall systems.</td>
<td>12.01 Installs engineered wall systems.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>12.02 Constructs dimensional lumber wall framing.</td>
</tr>
</tbody>
</table>

Source: Carpenter NOA 2013
2. **ANSWER SAMPLE QUESTIONS**

Red Seal exams are made up of multiple choice questions. Familiarize yourself with the format by testing yourself with sample questions. You'll find these on the [www.red-seal.ca](http://www.red-seal.ca) website.

Disclaimer: The practice questions are used to demonstrate the structure and phrasing of Red Seal exam questions. They are for study purposes only. Success on these questions will NOT result in certification and does NOT represent how you will perform on the exam.

Take note that the Red Seal Program is **not** responsible for the development of the questions and tools on any other websites and does **not** endorse them.
EXAMPLES of different types of questions you may see on your Red Seal exam.
Note: These questions come from the sample questions available on the Red Seal website.

Some questions are used to check your trade knowledge.

In which circuit conductor must switches for lighting be connected?

<table>
<thead>
<tr>
<th>A.</th>
<th>B.</th>
<th>C.</th>
<th>D.</th>
</tr>
</thead>
</table>

Source: Construction Electrician trade sample question

Some questions test your ability to apply mathematical formulas to a trade-related situation.

The shaft is 23.029 in. long and the gear assembly length is 23.015 in. What thickness of shims is required if the gear assembly requires a 0.005 in. preload?

<table>
<thead>
<tr>
<th>A.</th>
<th>B.</th>
<th>C.</th>
<th>D.</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.005 in.</td>
<td>0.009 in.</td>
<td>0.014 in.</td>
<td>0.019 in.</td>
</tr>
</tbody>
</table>

Source: Agricultural Equipment Technician trade sample question

Some questions are used to check problem solving skills related to your trade.

How is a compressed air line installed to allow draining of condensation from the piping system?

<table>
<thead>
<tr>
<th>A.</th>
<th>B.</th>
<th>C.</th>
<th>D.</th>
</tr>
</thead>
<tbody>
<tr>
<td>By installing the piping level and providing a drip leg.</td>
<td>By grading up in the direction of flow with an air vent at the high point.</td>
<td>By grading down in the direction of flow towards the condensation collection point.</td>
<td>By installing the piping level and connecting branches to the bottom.</td>
</tr>
</tbody>
</table>

Source: Steamfitter/Pipefitter trade sample question

Some questions may use metric and/or imperial systems. Depending on your trade, one or two systems may be used. Make sure you understand both.

A roof has a 1 in 3 (4 in 12) slope and a 750 mm (30 in.) overhang. The exterior walls measure 150 mm (6 in.) thick overall. Which width of eave protection is required?

<table>
<thead>
<tr>
<th>Metric</th>
<th>Imperial</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. 900 mm</td>
<td>36 in.</td>
</tr>
<tr>
<td>B. 1,050 mm</td>
<td>42 in.</td>
</tr>
<tr>
<td>C. 1,200 mm</td>
<td>48 in.</td>
</tr>
<tr>
<td>D. 1,350 mm</td>
<td>54 in.</td>
</tr>
</tbody>
</table>

Source: Roofer trade sample question

Note: Other types of questions, such as interpretation of diagrams, can also be found on the Red Seal exam.
3. LEARN MORE

1. Language Training
If your first language is not English or French, check with your local apprenticeship office about language training options to help prepare you to take the exam.

2. Essential Skills Self-Assessment and Training
Essential skills refer to skills you need to learn, work and live. They are:

<table>
<thead>
<tr>
<th>Essential Skills</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading</td>
<td>Understanding materials written in sentences or paragraph (e.g. letters, manuals)</td>
</tr>
<tr>
<td>Writing</td>
<td>Writing texts and writing in documents (for example, filling in forms)</td>
</tr>
<tr>
<td></td>
<td>Non-paper-based writing (for example, typing on a computer)</td>
</tr>
<tr>
<td>Document Use</td>
<td>Use of a variety of information displays (e.g. graphs, lists, tables, blueprints, schematics, drawings, signs and labels)</td>
</tr>
<tr>
<td>Numeracy</td>
<td>Use of numbers and capability to think in quantitative terms</td>
</tr>
<tr>
<td>Computer Use</td>
<td>Use computers and other forms of technology</td>
</tr>
<tr>
<td>Thinking</td>
<td>Problem solving</td>
</tr>
<tr>
<td></td>
<td>Decision making</td>
</tr>
<tr>
<td></td>
<td>Critical thinking</td>
</tr>
<tr>
<td></td>
<td>Job task planning and organizing</td>
</tr>
<tr>
<td></td>
<td>Significant use of memory</td>
</tr>
<tr>
<td></td>
<td>Finding information</td>
</tr>
<tr>
<td>Oral Communication</td>
<td>Use of speech to give and exchange thoughts and information</td>
</tr>
<tr>
<td>Working with Others</td>
<td>Work independently, alongside others or as a member of a team</td>
</tr>
<tr>
<td>Continuous Learning</td>
<td>Knowing how to learn</td>
</tr>
<tr>
<td></td>
<td>Understanding one’s own learning style</td>
</tr>
<tr>
<td></td>
<td>Knowing how to gain access to a variety of materials, resources and learning opportunities</td>
</tr>
</tbody>
</table>

Essential skills are used in specific contexts in each trade. Refer to the NOA for your trade to find out how essential skills are used in your trade.

A self-assessment tool and other learning resources are available on the Employment and Social Development Canada website: www.esdc.gc.ca/essentialskills. Evaluate which areas you need to work on and refer to your apprenticeship office for information on how to upgrade your essential skills.

The following website also contains advice on preparing for you Red Seal Exam: www.esdc.gc.ca/eng/jobs/les/tools/support/preparing_irse.shtml.

3. Dealing with Stress and Exam Anxiety
The Red Seal exam is an important step to becoming certified. Even with adequate preparation, you may feel stressed and anxious. A bit of stress might be beneficial as it keeps you alert. However, if you feel too anxious before or during your exam, you may make some mistakes that could be avoided by following these simple tips:

- **Plan your time**: Allow yourself enough time to learn and study before your exam. It might be a good idea to schedule your exam a few weeks later if it helps you to succeed on your first attempt.

- **Breathe**: Calm and deep breathing may help you to re-focus on your goals and to find the answers more easily.

- **Talk to yourself**: Remind yourself of why you are taking the exam, remember the time and effort you have put into your training and exam preparation.

- **One step at a time**: Concentrate on one task at a time, and on one question at a time. If you can’t answer a question, note the number and come back to it at the end. Answer every question to the best of your abilities.
• **Fill your mind with positive images:** Your last vacation, your favorite activity, someone who helps you to feel grounded. Once you feel more calm, return to your study or to your exam sheet.

• **Physical activity** helps to deal with stressful situations like exams. Enough rest and proper nutrition are also key to dealing with anxiety.

• **If these strategies don’t work** for you, you may develop other methods to reduce anxiety or consider consulting a specialist.

4. **Study Strategies**
   • Prepare a summary or create flashcards, flowcharts and diagrams of key information, including:
     – formulas
     – definitions
     – key concepts.

   • Ask your employer and your co-workers for help in the areas where you feel less confident.

   • Take an exam preparation course (if available — contact your local apprenticeship office).

   • Make sure you use the code book the exam is based on (if applicable). Read textbooks (if you don’t have any, ask for recommendations at the library or a local college).

   • Try teaching another tradesperson, friend or co-worker. You will find teaching someone else requires a good understanding of the subject.

   • Study on your own first to identify what you don’t know. Then, study with others who are preparing for the same exam.

   • Allow yourself enough time to study each block in advance, and to do a general review a few days before the exam.

   • Find study strategies and memory techniques that work well for you, such as creating sentences with the first letters of key words, re-writing your notes, drawing, or even singing your formulas! Be creative!

   • Create a study plan. Try using a blank weekly or monthly calendar, depending on the time you have before your exam. Highlight the times of each day to plan for your study. It’s more efficient to plan regular periods each day than to condense all the study for one long time period at the last minute.

   • Don’t procrastinate!

   • Once you have a study plan, stick to it.

   **Your study plan should include time for:**
   • Self-assessment (sub-tasks, essential skills, language skills, etc.)
   • Studying
   • Answering sample questions
   • Reviewing
   • Resting
EXAMPLE of a study plan:

<table>
<thead>
<tr>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
<th>SATURDAY</th>
<th>SUNDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work</td>
<td>Work</td>
<td>Work</td>
<td>Work</td>
<td>Work</td>
<td>9am to 12pm Glossary, acronyms and math formulas</td>
<td>10am to 12pm Review all blocks</td>
</tr>
<tr>
<td>Ask for time off to write exam</td>
<td></td>
<td>Ask employer about sub-tasks B-7.02 and C-11.03</td>
<td>Ask colleagues about calculations of quantity of material</td>
<td>12pm to 2pm Rest</td>
<td>1pm to 4pm Review NOA + Task profile Chart</td>
<td>1pm to 4pm Review NOA + Task profile Chart</td>
</tr>
<tr>
<td>6pm to 7pm Assess essential skills</td>
<td>5pm to 6pm Gym</td>
<td>6pm to 7pm Asses essential skills</td>
<td>5pm to 6pm Gym</td>
<td>5pm to 6pm Gym</td>
<td>5pm to 6pm Gym</td>
<td>5pm to 6pm Gym</td>
</tr>
<tr>
<td>7pm to 9pm Study Blocks A and B</td>
<td>5pm to 6pm Gym</td>
<td>6:30pm to 9pm Review Blocks A and B</td>
<td>5pm to 6pm Gym</td>
<td>5pm to 6pm Gym</td>
<td>5pm to 6pm Gym</td>
<td>5pm to 6pm Gym</td>
</tr>
</tbody>
</table>

You could also base your study plan on the Task Profile Chart of your trade. For example:

<table>
<thead>
<tr>
<th>CONTENT TO COVER</th>
<th>ACTIONS</th>
<th>LEVEL OF KNOWLEDGE</th>
<th>RESOURCES</th>
<th>STUDY DATES AND TIME REQUIRED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintains suspension systems</td>
<td>Link cause to effect if suspension problem</td>
<td>Weak</td>
<td>Co-workers</td>
<td>Monday morning 2 hours</td>
</tr>
<tr>
<td>Repairs rubber block suspension systems</td>
<td>Explain procedure to fix it Name tools needed</td>
<td>Average</td>
<td>Video Textbook Glossary (NOA)</td>
<td>Tuesday evening 45 minutes</td>
</tr>
</tbody>
</table>
1. **What to bring to the exam?**

   - Photo ID (government-issued personal identification, such as a valid driver’s license)
   - Apprenticeship I.D. from your jurisdiction (if applicable)
   - Exam confirmation letter
   - Any other materials listed in your exam confirmation letter

2. **What to expect during the exam?**

   - You will **not** be allowed to talk to other candidates.
   - During the exam you are **not** allowed to access personal items, such as bags, mobile phones or any type of electronic or communication devices.
   - In some trades, you may be provided with reference documents such as code books. Your exam may include a diagram booklet, an acronym sheet and a mathematical formula sheet.
   - You will have to fill out the personal information section on your answer sheet. Wait for the signal from the invigilator of the exam before marking the answer sheet.
   - All materials must be returned to the invigilator of the exam.
   - If you don’t follow these rules, your exam may be invalidated.

3. **What is the exam format?**

   - The maximum time allowed is 4 hours.
   - There are between 100 and 150 questions per exam depending on the trade.
   - You will receive an exam package containing the questions, an answer sheet and scrap paper.
   - All questions are multiple choice and of equal value.
   - Each question has four possible choices (A, B, C and D). Only one answer is correct.
   - The pass mark is 70%.
Red Seal exams are written exclusively in a multiple choice format. There are no trick questions. Each question has four possible choices. The three incorrect answers are called ‘distracters’ because they are intended to look believable and distract you from the correct answer if you don’t know your trade adequately. You will need to read the question carefully as a single word can change the meaning of the answer.

**Example:**
1. Which trade is a designated Red Seal trade?
   - A. Florist
   - B. Locksmith
   - C. Shipwright
   - D. Boilermaker

In this example, the correct answer is D. The other three possible answers are the distracters. Although believable, as they are all trades, all three are incorrect because they are not Red Seal trades.

Once you have chosen your answer, completely fill the appropriate circle on your answer sheet. The answer sheet is separate from your exam booklet.

If the answer to question one is D, go to line 1 on the answer sheet and completely fill in the D circle.

The exam is graded by a computer, so when marking your answers:
- use an HB pencil only.
- press firmly with the pencil to ensure the circle is filled in completely.
- to change an answer, erase cleanly.
- do not make stray marks on the answer sheet.
- check regularly to ensure your mark is on the correct line, especially if you have skipped any questions.
What happens after you take the Red Seal exam?

**Red Seal exam results**
Your provincial or territorial apprenticeship and certification office will send you your exam results. This can take up to four weeks. Refer to your exam confirmation letter for more information.

Results are not released over the phone.

**Receiving your Red Seal**
If you are completing your provincial or territorial certification at the same time as your Red Seal exam, the Red Seal may be affixed to your provincial or territorial certificate.

If you already have a provincial certificate and you want to have the Red Seal affixed to your card, you may need to send your current card to your provincial and territorial apprenticeship office. Refer to your exam confirmation letter for more information.

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**What if you do not pass your exam?**
The Red Seal is the standard of excellence in your trade. As such, Red Seal exams are designed to test the national scope of the trade. If you have less experience in some of the tasks and sub-tasks, you may not pass on your first attempt.

If you do not achieve the 70% pass mark, the number of times you can attempt the exam and the waiting period between attempts are determined by each province and territory. A course of study, approved by the jurisdictional certification authority, must be successfully completed before the third and every subsequent attempt. Contact your local apprenticeship and certification office for clarification.
The following trades are designated as Red Seal trades. Note that your province/territory may have a different name for the trade.

- Agricultural Equipment Technician
- Appliance Service Technician
- Automotive Painter
- Automotive Service Technician
- Baker
- Boilermaker
- Bricklayer
- Cabinetmaker
- Carpenter
- Concrete Finisher
- Construction Craft Worker
- Construction Electrician
- Cook
- Drywall Finisher and Plasterer
- Electric Motor System Technician
- Floorcovering Installer
- Gas itter — Class A
- Gas itter — Class B
- Glazier
- Hairstylist
- Heavy Duty Equipment Technician
- Heavy Equipment Operator (Dozer)
- Heavy Equipment Operator (Excavator)
- Heavy Equipment Operator (Tractor-Loader-Backhoe)
- Industrial Electrician
- Industrial Mechanic (Millwright)
- Instrumentation and Control Technician
- Insulator (Heat and Frost)
- Ironworker (Generalist)
- Ironworker (Reinforcing)
- Ironworker (Structural/Ornamental)
- Landscape Horticulturist
- Lather (Interior Systems Mechanic)
- Machinist
- Metal Fabricator (Fitter)
- Mobile Crane Operator
- Motor Vehicle Body Repairer (Metal and Paint)
- Motorcycle Mechanic
- Oil Heat System Technician
- Painter and Decorator
- Partsperson
- Plumber
- Powerline Technician
- Recreation Vehicle Service Technician
- Refrigeration and Air Conditioning Mechanic
- Rig Technician
- Roofer
- Sheet Metal Worker
- Sprinkler System Installer
- Steam itter/Pipe itter
- Tilesetter
- Tool and Die Maker
- Tower Crane Operator
- Transport Trailer Technician
- Truck and Transport Mechanic
- Welder
APPENDIX B: Provincial and Territorial Apprenticeship and Certification Authorities

For information on apprenticeship training and certification, you are encouraged to contact your provincial or territorial apprenticeship office. A representative will be able to guide you through the process.

**Alberta**
**Apprenticeship and Industry Training**
10th Floor, Commerce Place
10155 - 102 St NW
Edmonton, Alberta
T5J 4L5
**Telephone:** (780) 427-8517 ext. 4  
**Fax:** (780) 422-3734  
[www.tradesecrets.alberta.ca](http://www.tradesecrets.alberta.ca)

**British Columbia**
**Industry Training Authority**
800 - 8100 Granville Avenue
Richmond, BC
V6Y 3T6
**Telephone:** (778) 328-8700  
**Toll Free:** (866) 660-6011 (within BC)  
**Fax:** (778) 328-8701  
[www.itabc.ca](http://www.itabc.ca)

**Manitoba**
**Apprenticeship Manitoba**
100 - 111 Lombard Avenue
Winnipeg, Manitoba
R3B 0T4
**Telephone:** (204) 945-3337  
**Toll Free:** (877) 978-7233 (877-97-TRADE)  
**Fax:** (204) 948-2539  
[www.manitoba.ca/tradecareers](http://www.manitoba.ca/tradecareers)

**New Brunswick**
**Apprenticeship and Occupational Certification**
Branch Dept. of Post-Secondary Education, Training and Labour
470 York Street, Room 100
Cheestnut Complex, 1st floor
P.O. Box 6000
Fredericton, New Brunswick
E3B 5H1
**Telephone:** (506) 453-2260  
**Fax:** (506) 453-5317  
[www2.gnb.ca/content/gnb/en/departments/post-secondary_education_training_and_labour/post-secondary_education/content/apprenticeship_andcertification/ApprenticeshipAndOccupationalCertificationBoardOrders.html](http://www2.gnb.ca/content/gnb/en/departments/post-secondary_education_training_and_labour/post-secondary_education/content/apprenticeship_andcertification/ApprenticeshipAndOccupationalCertificationBoardOrders.html)

**Newfoundland and Labrador**
**Apprenticeship and Trades Certification Division**
Department of Advanced Education and Skills
P.O. Box 8700, Basement Floor
Confederation Building, West Block
Prince Philip Drive
St. John’s, Newfoundland and Labrador
A1B 4J6
**Toll Free:** (877) 771-3737  
**Fax:** (709) 729-5878  
[www.aes.gov.nl.ca/app](http://www.aes.gov.nl.ca/app)

**Northwest Territories**
**Apprenticeship, Trades and Occupations**
Department of Education, Culture & Employment
P.O. Box 1320
Yellowknife, Northwest Territories
X1A 2L9
**Telephone:** (867) 873-7552  
**Fax:** (867) 873-0200  
APPENDIX B: Provincial and Territorial Apprenticeship and Certification Authorities

Nova Scotia
Apprenticeship Training and Skill Development
Labour and Advanced Education
2021 Brunswick Street
P.O. Box 578
Halifax, Nova Scotia
B3J 2S9
Telephone: (902) 424-5651
Fax: (902) 424-0717
www.nsapprenticeship.ca

Nunavut
Apprenticeship, Trades and Occupation
Department of Education
P.O. Box 1000, Stn 920
Iqaluit, NU
X0A 0H0
Telephone: (867) 975-7918
Fax: (867) 975-2152

Prince Edward Island
Apprenticeship Section
Department of Innovation and Advanced Learning
Post-Secondary and Continuing Education
Atlantic Technology Centre, Suite 212
90 University Avenue
P.O. Box 2000
Charlottetown, P.E.I.
C1A 7N8
Telephone: (902) 368-4460
Fax: (902) 368-6144
www.apprenticeship.pe.ca

Ontario
Ontario College of Trades
655 Bay Street, Suite 600
Toronto, Ontario
MSG 2K4
Telephone: (647) 847-3000
Toll Free: (855) 299-0028
Fax: (866) 398-0368
www.collegeoftrades.ca/

Québec
Centre administratif de la qualification professionnelle
Ministère de l’Emploi et de la Solidarité Sociale
P.O. Box 100
Victoriaville, Quebec
G6P 6S4
Toll Free: (866) 393-0067

Saskatchewan
Apprenticeship & Trade Certification Commission
2140 Hamilton Street
Regina, Saskatchewan
S4P 2E3
Telephone: (306) 787-2444
Toll Free: (877) 363-0536
Fax: (306) 787-5105
www.saskapprenticeship.ca

Yukon
Apprenticeship Training
Yukon Education
P.O. Box 2703
Whitehorse, YK
Y1A 2C6
Telephone: (867) 667-5298
Toll Free: (800) 661-0408 ext. 5298
Fax: (867) 667-8555
www.education.gov.yk.ca/continued/trades_apprentice.html