



Apprenticeship, Trades and Occupation Certification

Apprenticeship, Trades and Occupation Certification (ATOC) is an industry-driven partnership that ensures a highly skilled workforce in 53 designated trades and 25 occupations.

Our Services

Career Development Officers (CDOs) are available to assist employers and apprentices through the administrative requirements of the ATOC program.

These services include advising on program requirements, facilitating the Trade Qualification Assessments and Prior Learning Assessment

and Recognition (PLAR) process, assisting with apprentice registration, monitoring workplace training, registering apprentices for technical training, delivering financial assistance programs, administering and monitoring entrance and level apprenticeship exams, administering and promoting the Schools North Apprenticeship Program (SNAP) and listening to concerns from employers and their apprentices to help resolve any apprenticeship-related issues.



Program Services and Service Standards

Administration

- We will process your apprenticeship application and register your contract within 20 business days after receiving all required documents.
- We will process your time credit sheet within 7 business days.
- We will process your Level Status Cards within 15 business days after receiving all required information.
- We will process your certificate of qualification within 15 business days after all required information is verified. The record book is required by the Certification Officer.

Technical Training

- Aurora College requests will be processed within 5 business days from date of receipt.
- Southern training requests will be processed within 15 business days from the date of receipt, pending seat availability.

Appeals

- Appeals to the Apprenticeship Trade and Occupational Certification Board must be made in writing within 30 days of receiving notice of termination or cancellation of your apprenticeship contract.
- The ATOCB will review the appeal and notify the appellant of its decision in writing and provide reasons.