A Guide for Foreign-Trained

Industrial Mechanics

(Millwrights)
ACCESS TO TRADES IN ONTARIO
A Guide for Foreign-Trained Industrial Mechanics
(Millwrights)

Millwrights work in construction and in manufacturing. They install, maintain, and repair stationary construction and industrial machinery and other mechanical equipment. Millwrights must have a good general understanding of the construction and manufacturing process, as well as the ability to test and troubleshoot completed work to ensure that it meets installation and operation standards.

In Ontario, millwrights working in industry and manufacturing are called *industrial mechanics* or *industrial millwrights*, while those working in construction are called *construction millwrights*. In this fact sheet, we refer to the trade as *industrial millwright*.

This fact sheet explains how to become certified as an industrial millwright in Ontario.

**Certification Requirements in Ontario**

Certification to work in a trade in Ontario is called a Certificate of Qualification or the “C of Q”. Trade certification for industrial millwrights in Ontario is available through Workplace Support Services offices of the Ministry of Training, Colleges and Universities (MTCU). The legislation that regulates industrial millwrights is the Apprenticeship and Certification Act (1998).

Certification for industrial millwrights in Ontario is voluntary (not required). This means that industrial millwrights can work without being certified. Although certification is voluntary, it is recommended. Having the Certificate of Qualification will improve your chances of getting a job and of getting higher wages. Most employers ask for both the C of Q and the C of A – the Certificate of Apprenticeship.

To become a certified industrial millwright in Ontario, you must do *one* of the following:

- complete a four-year apprenticeship. Apprenticeship includes on-the-job training (about 90 per cent of the apprenticeship) and some in-school training (about 10 per cent of the apprenticeship). It is a training agreement between a person who wants to learn a skilled trade and an employer who needs a skilled worker. An apprentice earns at least minimum wage while working and learning the skills necessary to become a qualified tradesperson or journeyperson. Apprentices receive a Certificate of Apprenticeship when they complete their training.

  *or*

- complete work experience and in-school training that is equivalent to an apprenticeship in Ontario

  *or*

- prove equivalent training and experience
When you have done this, you must also:

- complete and submit an application for the Certificate of Qualification;
- pay the required fees; and
- write and pass the Certificate of Qualification exam.

**Competencies Required to Practise Your Trade in Ontario**

Before you can receive government certification, you must complete training that covers the competencies listed in *Apprenticeship Training Standards – Industrial Mechanic (Millwright)*. This document lists in detail all the skills and work tasks that industrial millwrights must be able to demonstrate to be eligible to write the Certificate of Qualification exam. In Ontario, an employer who sponsors an apprenticeship signs off on each of the following competencies during an apprenticeship:

- practise safety
- communicate
- read drawings and schematics
- select and use hand and power tools
- set up and use machine tools
- use and maintain precision measuring equipment
- select and use materials and fasteners
- select and apply lubricants
- install and maintain bearings, seals, and packing
- rig and hoist
- install and maintain materials handling systems
- install and maintain power transmission systems
- install and maintain compressors and pumps
- install, commission, and maintain prime movers and machinery
- weld, braze, and solder
- install and maintain pipe systems and valves
- install and maintain fans and blowers
- install and maintain pneumatic systems
- install and maintain hydraulic systems
- perform preventative and predictive maintenance

As a foreign-trained industrial millwright, you must be able to prove that you have these skills before you can write the Certificate of Qualification exam.
Language Requirements

When you apply for certification as industrial millwright, you are not required to pass an English language test, but the job requires excellent language skills. As an industrial millwright, you must be able to communicate with other tradespeople, work well on a team, and have the ability to read and interpret engineering drawings and specifications, technical literature, and safety regulations. You must also be able to give and receive instructions clearly and effectively.

To become certified, you must write a technical multiple-choice exam, which requires a knowledge and understanding of the English terms used in this trade.

Application Process

There is no automatic certification for foreign-trained tradespeople in any trade in Ontario, but there is an assessment process used to evaluate the training and experience of foreign-trained tradespeople. The length of time that it will take you to become certified will depend on how closely your training and experience match the training standards for millwrights in Ontario. It can take as little as three months if you are immediately eligible to write the certification exam, or as long as four years if you have to complete a full apprenticeship.

Before You Immigrate to Canada

Apprenticeship Training Standards – Industrial Mechanic (Millwright) is a useful reference if you are unfamiliar with the terminology used and the skills required in Ontario. You can get a copy of this booklet from a Workplace Support Services office in Ontario. (There is a list of these offices at the end of this fact sheet.)

You will need proof of your training and experience. Collect documentation that proves your skill level as an industrial millwright. Include letters from employers or unions, diplomas, and other documents that describe your training and the work tasks you have performed. These documents must also show where and for how long you have worked as an industrial millwright. It is important to include as much information as possible about your years of experience and your duties at work because the evaluation of your skills will be based on your on-the-job experience.

When You Arrive in Ontario

The Workplace Support Services offices process all applications for trade certification in Ontario. When you arrive in Ontario, contact the office in your area and make an appointment to see a training consultant. If you haven’t already requested a copy of Apprenticeship Standards – Industrial Mechanic (Millwright), you can get one from the office.

Step 1. Meeting a Training Consultant

The training consultant will ask you for documentation that describes your past work experience and training. Take as many of these documents as possible to this first meeting:

- your Social Insurance Number (SIN)
letters from current or past employers, dated and written on company letterhead, showing the company name and address, the exact dates of your employment, the number of hours that you worked, your title, and a complete description of your job duties

- a letter from a union with the same information as above, if applicable
- trade certificates, diplomas, or licences
- official school transcripts from your training, if available. You should also provide a detailed list of the subjects covered in each course and the length of each course.

If these documents are in a language other than English or French, bring a translation that is signed by a registered translator, a notary public, or a lawyer.

The training consultant will use these documents to compare your work experience to the requirements for certification as an industrial millwright in Ontario.

**Step 2. Assessment of Your Previous Training and Experience**

The training consultant will assess your documents and compare your training and experience to that required in Ontario:

- If your documented experience is equivalent to that required of an apprentice in Ontario, you will be eligible to write the Certificate of Qualification exam. You will then complete an application for the Certificate of Qualification.
- If your documented experience is not equivalent to Ontario’s training requirements, you may have to get more training and work experience.

**Training and Work Experience.** If required, you can enter into an apprenticeship agreement to get on-the-job training. To get a position as an apprentice, you must apply directly to employers and find one to sponsor your apprenticeship. You will then register your apprenticeship agreement with a Workplace Support Services office.

You can find employers by looking in the Yellow Pages (the telephone directory for businesses), or in local newspapers. Employers sometimes place job ads at government employment agencies. Employers want a well-written résumé and for you to tell them how you will benefit their business and the trade.

**Attestation of Competencies.** If your documents do not sufficiently describe your skills and training, but you know you have the skills and training required, you will be asked to complete and sign an Attestation of Competencies. This document is an oath that you make, stating that you have all the competencies required for the trade. This Attestation of Competencies will be considered as proof that you are able to do the work of an industrial millwright. A false attestation is a serious criminal offence.

**Step 3. Application for the Certificate of Qualification**

When you have met the requirements for certification, you will complete an application for the Certificate of Qualification.
Step 4. Exam Preparation

The Certificate of Qualification exam is based on the skills that industrial millwrights need to succeed in the workplace. The content of the exam reflects both on-the-job and in-school training. This is why many workers who have not worked in Ontario find the exam difficult.

The best way to prepare for the exam is to make sure that you can perform all the skills described in Apprenticeship Training Standards – Industrial Mechanic (Millwright). Study the competencies and be sure that you can explain the theory behind each task. Work experience is helpful before writing the exam.

You can study The Millwright Manual (Ministry of Education of B.C.). This text is used in most industrial millwright training courses and is available at community college libraries and many bookstores. The book costs about $400.

Many community colleges offer pre-exam or exam preparation courses. These courses give applicants practice in writing the exams. They usually provide about sixty hours of training over several weekends and cost about $300.

Some community agencies may also offer special training courses for foreign-trained industrial millwrights. Contact the Ontario Council of Agencies Serving Immigrants (OCASI) at the address shown at the end of this fact sheet. OCASI can provide information about settlement agencies in your community.

Step 5. Certificate of Qualification Exam

You may write the Certificate of Qualification exam for industrial millwrights at a Workplace Support Services office once you have either completed an apprenticeship or shown (attested) that you have the competencies required for this trade. The exam is available year-round, usually by appointment. You can arrange a date to write the exam during your meeting with a training consultant, or you can call the Workplace Support Services office to make an appointment to write the exam within ninety days of your application. You must show photo ID on the day of the exam.

Description of the Exam. The Certificate of Qualification exam is a written exam with multiple-choice questions. These questions test your practical knowledge of workplace procedures and tasks. You are allowed three hours to complete the exam.

Readers/Translators. If you have difficulty with English you are allowed to bring a reader with you. Readers can be anyone whose English skills are strong; they may be relatives, friends, or interpreters from your community. Readers can translate the parts of the exam that you don’t understand, but they are not allowed to help you answer the questions. The exam is highly technical; make sure that you choose someone who knows English well, but does not have knowledge of industrial millwrighting. Readers must sign a statement that they do not have any training or experience in the trade.

Dictionaries, pencils, erasers, and paper are available in the exam room. If you bring your own dictionary, you will be asked to submit it to the exam supervisor for inspection.
**Pass Mark.** The pass mark for the exam is 70 per cent.

**Rewriting Failed Exams.** Your exam results will be mailed to you. The results sheet will detail the score as a percentage for each section of the exam, so if you fail, you will know which areas you still need to improve. You can rewrite the exam after ninety days. If you fail the exam twice, you will be required to either take a refresher course to upgrade your training or get more work experience before you can try the exam again. There is a $100 fee every time you write the exam.

**Step 6. Certificate of Qualification**
If you pass the exam, your Certificate of Qualification will be mailed to you. You can get an official duplicate (copy) of the certificate from the Workplace Support Services office for a fee of $60. Industrial millwrights receive a lifetime certificate and renewal is not required.

**Fees and Costs (in Canadian dollars)**

Assessment.......................................................... no fee
Application for the Certificate of Qualification……………… no fee
Registration of an apprenticeship, if required....................... $40.00
Certificate of Qualification exam......................................... $100.00
Rewriting failed exams (re-examination).............................. $100.00
Official duplicate (copy) of the Certificate of Qualification...... $60.00

**Training and Upgrading**
You may need to take upgrading courses to help you prepare for the exam. But training and upgrading doesn’t stop there. Industrial millwrights work in industries that are constantly changing and where computer knowledge is increasingly required. Most industrial millwrights will require training and upgrading throughout their careers. Training and upgrading courses are offered by community colleges and trade schools, often as evening courses. The cost for these courses is between $75 and $100. Community colleges that offer industrial millwright training in Ontario include Mohawk, Humber, Conestoga, Niagara, Durham, Lambton, and Sir Sandford Fleming. Unions and other associations also offer training courses.

**Labour Market Information**
Industrial millwrights work in a variety of industries including manufacturing, automotive parts and assembly, textiles, food processing, and mining and forest products.

The major employers in Ontario are primary steel producers, motor vehicle and motor vehicle parts manufacturers, pulp and paper companies, electric power companies, mining companies, mechanical construction firms, and machinery and equipment manufacturers.
Industrial millwrights who work in factories in Ontario work with the latest technologies and manufacturing systems, which incorporate computer-controlled equipment on production lines. Industrial millwrights are expected to install, maintain, and repair “smart” machinery. To do so, industrial millwrights need a high level of skill and education, particularly the computer knowledge required to deal with the programmable logic controllers (PLCs) that are the “brains” of new equipment.

Most jobs (about 45 per cent) for industrial millwrights are found in southwestern Ontario. Industrial millwrights usually work indoors at industrial plants or in commercial or institutional buildings. The average schedule is five days a week, for a total of 35–40 hours. Shift work and overtime is common.

Job opportunities for industrial millwrights in Ontario are good. The current workforce in this occupation is aging, so there will be job opportunities for new workers resulting from a high level of retirement.

For more information on labour market conditions see Ontario Job Futures at www.ontariojobfutures.net or on the Human Resources Development Canada (HRDC) website (www.on.hrdc-drhc.gc.ca). In Ontario, this information is available in the Ontario Job Futures binder at public libraries or at HRDC Employment Resource Centres in your community.

**Related Trades and Occupations**

There are many occupations related to industrial millwrights. They include mechanical technologists and technicians, machine fitters, machine tool fitters, machine builders and assemblers, packaging machinery mechanics, and industrial maintenance mechanics. For information on these and other related occupations, see Ontario Job Futures on the Human Resources Development Canada (HRDC) websites (www.on.hrdc-drhc.gc.ca or www.ontariojobfutures.net). In Ontario, the Ontario Job Futures binder is available at public libraries or at HRDC Employment Resource Centres in your community.
### Workplace Support Services Offices in Ontario

To order a copy of *Apprenticeship Training Standards – Industrial Mechanic (Millwright)*, to get more information about certification, or to make an appointment with a training consultant, contact the Workplace Support Services office in your community.

<table>
<thead>
<tr>
<th>Office Name</th>
<th>Address</th>
<th>Telephone</th>
<th>Fax</th>
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<tbody>
<tr>
<td>Barrie Regional Office</td>
<td>Ontario Government Building, 34 Simcoe Street, Barrie, Ontario L4N 6T4</td>
<td>705-737-1431/1-800-560-3821</td>
<td>705-737-5684</td>
</tr>
<tr>
<td>Cornwall Area Office</td>
<td>113 Amelia Street, Cornwall, Ontario K6H 3P1</td>
<td>613-938-9702/1-877-668-6604</td>
<td>613-938-6627</td>
</tr>
<tr>
<td>Mississauga Regional Office</td>
<td>The Emerald Centre, 10 Kingsbridge Garden Circle, Suite 610, Mississauga, Ontario L5R 3K6</td>
<td>905-279-7333/1-800-736-5520</td>
<td>905-279-7709/905-279-7332</td>
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<tr>
<td>Belgrave Area Office</td>
<td>1 Bridge Street East, 3rd Floor, Canada Trust Building, Belleville, Ontario K8N 5N9</td>
<td>613-968-5558/1-800-953-6885</td>
<td>613-968-2364</td>
</tr>
<tr>
<td>Hamilton District Office</td>
<td>Ontario Government Building, 119 King Street West, 5th Floor, Hamilton, Ontario L8P 4Y7</td>
<td>905-521-7764/1-800-668-4479</td>
<td>905-521-7701</td>
</tr>
<tr>
<td>North Bay Area Office</td>
<td>Northgate Plaza, 1500 Fisher Street, 2nd Floor, North Bay, Ontario P1B 2H3</td>
<td>705-495-8515/1-800-236-0744</td>
<td>705-495-8517</td>
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<tr>
<td>Brantford Area Office</td>
<td>515 Park Road North, Suite 7, Brantford, Ontario N3R 7K8</td>
<td>519-756-5197/1-800-214-8284</td>
<td>519-756-0724</td>
</tr>
<tr>
<td>Kenora Area Office</td>
<td>810 Robertson Street, Suite 105, Kenora, Ontario P9N 4J5</td>
<td>807-468-2879/807-468-2881</td>
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</tr>
<tr>
<td>Ottawa District Office</td>
<td>1355 Bank Street, Suite 703, Ottawa, Ontario K1H 8K7</td>
<td>613-731-7100/1-877-221-1220</td>
<td>613-731-4160</td>
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<tr>
<td>Brockville Area Office</td>
<td>Ontario Government Building, P.O. Box 1511, Oxford Street, Brockville, Ontario K6V 5Y6</td>
<td>613-342-5481/1-877-417-9333</td>
<td>613-342-9299</td>
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<tr>
<td>Pembroke Area Office</td>
<td>169 Lake Street, Pembroke, Ontario K8A 5L8</td>
<td>613-735-3911/1-800-807-0227</td>
<td>613-735-6452</td>
</tr>
<tr>
<td>Kingston Area Office</td>
<td>1055 Princess Street, Suite 404, Kingston, Ontario K7L 5T3</td>
<td>613-545-4338/1-877-220-2721</td>
<td>613-545-1204</td>
</tr>
<tr>
<td>Owen Sound Area Office</td>
<td>Nor-Towne Plaza, Suite 108, 1131–2nd Avenue East, Owen Sound, Ontario N4K 2J1</td>
<td>519-376-5790/1-800-838-9468</td>
<td>519-376-4843</td>
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<tr>
<td>Chatham Area Office</td>
<td>870 Richmond Street, P.O. Box 220, Chatham, Ontario N7M 5K3</td>
<td>519-354-2766/1-800-214-8284</td>
<td>519-354-3094</td>
</tr>
<tr>
<td>London Area Office</td>
<td>217 York Street, Suite 201, London, Ontario N6A 5P9</td>
<td>519-675-7788/1-800-265-1050</td>
<td>519-675-7795</td>
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For More Information

For information on certification requirements and training in Ontario, contact the following:

- the Workplace Support Services office in your community (See the addresses and fax and telephone numbers listed above.)

For information about the industrial millwright trade in Ontario, contact:

Millwrights Regional Council of Ontario
79 Sunrise Avenue
Toronto, Ontario M4A 1A9
Telephone: 416-757-5161
Fax: 416-757-0183
Website: www.millwrightsontoronto.com
For information on unions: ccournoyer@millwrightont.com
For information on apprenticeship and training: rthibodeau@millwrightont.com
For information on where to get help once you arrive in Ontario, contact:

Ontario Council of Agencies Serving Immigrants (OCASI)
110 Eglinton Avenue West, Suite 200
Toronto, Ontario M4R 1A3
Telephone: 416-322-4950
Fax: 416-322-8084
E-mail: general@ocasi.org
Website: www.ocasi.org
For information on settling in Ontario: www.settlement.org

For information on access to employment for foreign-trained professionals and tradespeople in Ontario, contact:

Government of Ontario, Ministry of Training, Colleges and Universities
Access to Professions and Trades Unit
900 Bay Street, Mowat Block, 12th Floor
Toronto, Ontario M7A 1L2
Tel: 416-326-9714
Fax: 416-326-6265
E-mail: aptinfo@edu.gov.on.ca
Website: www.equalopportunity.on.ca
Certification Process

Step 1
Meeting a training consultant

Step 2
Assessment of previous training and experience

Applicant meets requirements

Step 3
Application for the Certificate of Qualification

Supplementary training
(apprenticeship, upgrading, language training, as required)

Applicant does not meet requirements

Step 4
Exam preparation
(e.g., work experience, pre-exam courses, independent study)

Step 5
Certificate of Qualification Exam
Multiple-choice exam offered by the Ontario Ministry of Training, Colleges and Universities
70 per cent required to pass

Pass

Rewrite exam
(up to three chances)

Fail

Step 6
Certificate of Qualification
Red Seal interprovincial certification available