



**Ministry
of Training,
Colleges, and
Universities**
Freedom of Information &
Protection of Privacy

**Ministère
de la Formation et
des Collèges
et Universités**
Accès à l'information
et la protection de la vie privée

May 16, 2007

Cobus Kriek
Matrixvisa Inc.
Suite 241, Unit 6,
2400 Dundas St. West
Mississauga, Ontario
L5K 2R8

Dear Cobus Kriek,

RE: FREEDOM OF INFORMATION ACCESS REQUEST NUMBER MTCU-070020

I am writing in response to your access request under the *Freedom of Information and Protection of Privacy Act* (the Act) with regard to:

- “... a. May a foreign trained journeyman have his/her credentials assessed by an officer of the Workplace Training Branch of the Ontario Ministry of Education Colleges and Universities without being physically present at the office in Ontario, as is the case with all other occupations in Ontario and most other provinces?
- b. If not, why not?
- c. If a foreign trained journeyman can have his/her credentials assessed without being physically present in Ontario by an officer of the Workplace Training Branch of the Ontario Ministry of Education Colleges, what is the procedure? (application forms, application fees, place of application, person responsible for assessment, etc). Please provide a copy of this procedure/policy if it is available.
- d. Can an official result of the assessment (without being physically present at the offices of the Ontario Workplace Training Branch) be provided as is the case with most other provinces?
...”

I am pleased to provide the following information:

- a. May a foreign trained journeyman have his/her credentials assessed by an officer of

the Workplace Training Branch of the Ontario Ministry of Education Colleges and Universities without being physically present at the office in Ontario, as is the case with all other occupations in Ontario and most other provinces?

The Ministry does not require the applicant to be physically present in order to initiate the assessment process.

b. If not, why not?

No applicable.

c. If a foreign trained journeyman can have his/her credentials assessed without being physically present in Ontario by an officer of the Workplace Training Branch of the Ontario Ministry of Education Colleges, what is the procedure? (application forms, application fees, place of application, person responsible for assessment, etc). Please provide a copy of this procedure/policy if it is available.

A copy of Policy 150 – Assessing Applicants for the Certificate of Qualification is attached.

Upon receipt of the request and information to support an application i.e. applicant identification and workplace experience documentation, Ministry staff conduct an assessment of the material. Results of the assessment may be provided in writing to the requestor. The requestor is also advised of requirements to complete the process, that is, completion of the application to write the Certificate of Qualification examination and the Ministry's approval of the same. This process requires original documents, proof of identification, the certificate of qualification examination fee, and an original signature on the application form.

d. Can an official result of the assessment (without being physically present at the offices of the Ontario Workplace Training Branch) be provided as is the case with most other provinces?

Yes.

You have the right to file an appeal regarding any part of your access request with the Information and Privacy Commissioner, 2 Bloor Street East, Suite 1400, Toronto, Ontario, M4W 1A8, telephone number (416) 326-3333/1-800-387-0073, under section 50 of the Act. Such an appeal must be requested within 30 days of the date of this letter.

If you would like to appeal this decision, please provide the Commissioner's office with the following:

1. the file number listed at the beginning of this letter;

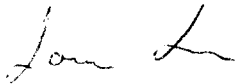
2. a copy of this decision letter;
3. a copy of the original request for information which you sent to this institution.

In addition, you must send an appeal fee to the Commissioner's office. If your request was for your personal information, the appeal fee is \$10.00. The appeal fee for all other requests for information is \$25.00. Please include the fee in your letter of appeal - appeal fees should be in the form of either a cheque or money order, made payable to the Minister of Finance.

Should you have further questions or concerns regarding your request, please do not hesitate to contact me.

This now closes your access request.

Sincerely,

A handwritten signature in cursive script, appearing to read "Laura Lowe".

Laura Lowe
Information and Privacy Coordinator

Enclosure