

Resource Assistance Package for OACP Certificate Candidates

October 2026

www.oacpcertificate.ca

Introduction

The Ontario Association of Chiefs of Police (OACP), and TNT Justice Consultants, has taken the initiative to establish partnerships with multiple employment centres across Ontario to better support individuals pursuing careers in policing.

The goal of this initiative is to help candidates gain access to valuable services and resources, including financial assistance programs, employment development supports, career counselling, training opportunities, and job-readiness services. Through these partnerships, the OACP Certificate Office works closely with employment centres and support organizations to help ensure candidates receive meaningful guidance and assistance throughout the police recruitment process.

The organizations listed below are current partners and agencies that we actively communicate with and refer candidates to for additional support and resources. If you are aware of an employment centre or community organization within your region that may be interested in participating in this initiative, we encourage them to contact us for further information.



Purpose

The purpose of this package is to help candidates better understand and explore the resources and support services available through Employment Ontario and local employment centres. These centres are staffed by employment specialists and support professionals dedicated to assisting individuals through a variety of career and employment-related services.

Their role extends beyond simply helping individuals find employment. Many centres provide guidance related to career planning, skills development, training opportunities, interview preparation, education pathways, and overcoming barriers to employment.

To assist candidates, we have compiled a non-exhaustive overview of programs, services, and supports commonly offered through employment centres across Ontario. Our goal is to help individuals better understand how they may benefit from the valuable resources available through these organizations and Employment Ontario overall.



What is Employment Ontario

Employment Ontario is a provincially funded employment support network designed to help individuals prepare for, obtain, and maintain meaningful employment across Ontario. Through a variety of community-based service providers, Employment Ontario offers free career and job-search assistance including resume development, interview preparation, career counselling, skills upgrading, training opportunities, job matching, and direct employer connections.

Employment Ontario also supports individuals facing barriers to employment, including youth, newcomers, persons with disabilities, and career changers, by providing personalized guidance and access to additional education, certification, and workplace training resources. The program works closely with employers and community partners to help connect job seekers with sustainable employment opportunities and workforce development initiatives throughout the province

More information can be found here: (Employment Ontario | ontario.ca)



Did You Know?

Canada has over 900 employment centres dedicated to helping individuals prepare for and find meaningful employment opportunities.

Finding an Employment Centre

The Government of Canada provides an online resource to help individuals locate employment and career support offices within their local area. By entering your address or postal code, you can identify the employment centre closest to you and access services such as career counselling, resume assistance, training support, and job-search resources.

Find an employment centre in Canada - Job Bank

Important: Understanding Your Commitment and Responsibilities

Your commitment to becoming a Police Constable or Special Constable is taken seriously by our Employment Ontario partners. Candidates seeking financial assistance must understand that support may be conditional on their willingness and ability to commit to the employment centre's program requirements and work toward completing the applicable hiring process.

This may include obtaining the OACP Certificate, completing the required medical package, and undertaking any additional assessments, training or other requirements established by the police service(s) to which you intend to apply.

Before contacting an Employment Ontario centre, you are responsible for visiting its website and carefully reviewing its eligibility requirements, program expectations and conditions for financial assistance. Requirements vary between centres, and you should confirm that your circumstances align with the centre's criteria before proceeding.

Please also be aware of the following:

- **Commitment is essential.** You are expected to take the process seriously, act responsibly and follow through on the commitments you make to the employment centre.
- **Expenses incurred in advance are your responsibility.** Costs incurred before applying for or receiving approval for financial assistance will not be reimbursed through this program.
- **Eligibility and continued support are conditional.** Financial assistance is not guaranteed. Failure to meet program requirements, comply with agreed-upon expectations or demonstrate appropriate conduct may result in disqualification from financial assistance, subject to the applicable program policies.

By contacting an Employment Ontario centre, you should be prepared to discuss your circumstances openly, understand the commitments involved and take an active role in working toward your goal of becoming a Police Constable or Special Constable.

Resources/Services Offered

Below are a list of potential resources and free services offered by employment centres.

Travel Costs / Transportation Support

- Assistance with public transit fare, gas cards, or transportation-related expenses to attend interviews, training, testing, or employment appointments
- Support may include bus passes, transit vouchers, or mileage reimbursement depending on the organization

Interview Clothing / Professional Attire

- Access to professional clothing programs to help candidates obtain appropriate attire for interviews, testing, or workplace onboarding
- Some centres partner with local organizations or donation programs to provide business clothing at no cost

Testing Fees

- Financial support or reimbursement opportunities for employment-related testing, certifications, or assessments
- May include support for police recruitment testing, licensing, or job-readiness programs depending on eligibility

Medical / Security Check / MTO-Related Costs

- Assistance with employment-related expenses such as medical examinations, vulnerable sector checks, criminal record checks, fingerprinting, or driver abstract/MTO documentation
- Availability may vary depending on funding and program eligibility

Practice Interviews

- One-on-one or group mock interview sessions with employment specialists
- Coaching on communication skills, professionalism, confidence, and answering behavioural or competency-based interview questions

Equipment Loaning Programs

- Temporary access to equipment required for employment or training participation
- May include laptops, webcams, tablets, interview equipment, or other technology-related supports

Resume & Cover Letter Development

- Assistance creating, updating, or improving resumes and cover letters
- Guidance tailored toward specific industries, including public safety and policing careers
- Support with formatting, keyword optimization, and highlighting transferable skills

Skills & Experience Assessments

- Help identifying strengths, transferable skills, employment interests, and career pathways
- Guidance on areas requiring additional development or training

Job Search Assistance

- Support locating employment opportunities and navigating job boards
- Access to employer partnerships, hiring events, and recruitment opportunities

Training & Employment Program Referrals

- Referrals to education, certification, upgrading, apprenticeship, or employment readiness programs
- Information on government-funded training and career development initiatives

Employment Insurance (EI) & Benefits Assistance

- Guidance with applying for Employment Insurance and other government support programs
- Assistance understanding eligibility requirements and completing documentation

Online Applications & Forms Support

- Assistance completing online job applications, government forms, and employment-related documentation
- Support for individuals unfamiliar with online systems or technology platforms

Gym Memberships / Fitness Supports

- Some centres may provide assistance or partnerships related to fitness and wellness programs to support employment readiness
- Particularly beneficial for candidates preparing for physically demanding careers such as policing or emergency services

Running Attire / Fitness Equipment

- Limited support programs may assist with obtaining basic fitness clothing or equipment needed for employment-related fitness preparation or testing
- Availability varies between organizations and funding streams

Disclaimer

Each employment centre may offer different programs, resources, and levels of support depending on their organization, funding structure, and regional services available. Some centres may also have eligibility requirements in order to access certain supports and may require individuals to register or become a member of their organization prior to receiving services.

Many employment centres also participate in follow-up surveys or outcome tracking initiatives as part of Employment Ontario program requirements.

While individuals are welcome to explore and connect with multiple employment centres within their local area, it is generally recommended that candidates maintain an ongoing relationship with one primary centre to ensure continuity of support and service coordination.

Please note that intake procedures, available services, and application processes may vary between organizations. Candidates are encouraged to contact each employment centre directly for the most current information regarding their programs and eligibility requirements.

Collaborating Resource Centres

Before reaching out to a centre, visit jobseekers.eoworks.ca to learn more about the program, watch the video, and decide if it's the right fit for you. When you're ready, you can find a centre near you on the website or contact one of our partner centres listed below.

Central Region

JobSkills
905-898-4465
info@jobskills.org
www.jobskills.org

VPI Employment Services
905-624-3353
info@vpi-inc.com
https://www.vpi-inc.com/

West Region

LEADS Employment Services – London, Stratford, Strathroy, Owen Sound, Sarnia, St. Thomas, and Woodstock
1-866-95-LEADS (1-866-955-3237)
info2@leadsservices.com
https://www.leadsservices.com/

East Region

KEYS Kingston
613-546-5559
info@keys.ca
https://keys.ca/

Community Employment Recourse Centre (CERC)
613-828-2123
info@cercottawa.ca
https://www.cercottawa.ca/

North Region

YES Employment Service Thunder Bay
807.623.0768
resource@yesjobsnow.com
https://yesjobsnow.com/

Yes Employment Service North Bay
705-476-3234
ask@yesnorthbay.com
https://yesnorthbay.com/

YMCA of Northeastern Ontario, Employment and Immigrant Services
705-674-2324
employment-info@ymcaneo.ca
https://www.ymcaneo.ca/employment-services/

What are my next steps?

If you feel you could benefit from one of the services mentioned above through an employment centre, please feel free to contact an office near you and bring Appendix A (below) from this document.

Appendix A

Intended for Employment Specialists

The individual attending your organization today has expressed an interest in pursuing a career as a police officer or special constable within Ontario and may currently be undergoing, or preparing to undergo, the Ontario Association of Chiefs of Police (OACP) Certificate process.

This appendix is intended to provide employment specialists with a general overview of the OACP Certificate process, common recruitment requirements, and potential financial or employment-related barriers candidates may encounter while pursuing a career in policing. The goal is to help employment specialists better understand the process and identify opportunities where support, funding, employment services, or career guidance may assist the candidate.

What is the OACP Certificate?

The Ontario Association of Chiefs of Police (OACP) Certificate is a standardized pre-screening process designed to support police services across Ontario in the recruitment and selection of constable applicants. The certificate process helps establish a consistent front-end assessment framework while assisting candidates in demonstrating readiness and suitability for a career in policing.

The OACP Certificate process may include:

- Police cognitive assessment called the SIGMA Survey for Police Officers
- Behavioural/personality-based evaluation called the Personality Research Form-Policing.
- Preliminary medical, vision, and hearing review components
- Candidate documentation and screening requirements

The purpose of the certificate is to:

- Support standardized front-end recruitment screening
- Assist in identifying candidates who demonstrate competencies associated with policing success
- Provide police services with additional insight during interviews and background investigations

- Promote consistency and efficiency across Ontario police recruitment processes
- Reduce duplication of testing for candidates applying to multiple police services

While the OACP provides the certificate process and associated guidelines, each police service maintains full discretion regarding how the certificate is utilized within their individual recruitment process.

Common Financial Costs Candidates May Encounter

Candidates pursuing a policing career may experience financial challenges throughout the hiring process. Employment specialists may wish to explore available support programs, funding opportunities, or reimbursement pathways where appropriate.

Typical Costs May Include:

- **OACP Certificate**

  Approximately $250 + HST ($282.50)

  - Required by many Ontario police services

- **Medical / Vision / Hearing Forms**

  Approximately $150–$400

  - May involve appointments with physicians, optometrists, and audiologists depending on insurance coverage

- **Standard First Aid & CPR-C Certification**

  Approximately $100–$180

  - Common requirement prior to hiring

- **Criminal Record / Background Documentation**

  Approximately $20–$75

  - May include vulnerable sector checks, driver abstracts, fingerprinting, or other supporting documentation

- **Additional Potential Costs**

  - Interview attire or professional clothing
  - Transportation or travel costs
  - Fitness preparation expenses

- Gym memberships or athletic equipment
- Technology or internet access for online testing/interviews

Typical Police Hiring Process

Although recruitment processes vary slightly between police services, candidates commonly progress through the following stages:

1. Initial Application
2. OACP Certificate Review/Fitness Testing (Shuttle Run or Police PREP)
3. Interviews
4. Background Investigation
5. Medical and Psychological Assessments
6. Conditional Offer of Employment
7. Ontario Police College Training

Additional information regarding the recruitment process can be found through the OACP Certificate website and associated policing career resources.

Common Minimum Requirements

Most Ontario police services commonly require applicants to:

- Be a Canadian citizen or permanent resident of Canada
- Be at least 18 years of age
- Be physically and mentally able to safely perform policing duties
- Be of good moral character and habits
- Possess an Ontario Secondary School Diploma (or equivalent)
- Hold a valid Ontario Class G driver’s licence with full driving privileges
- Hold valid Standard First Aid & CPR Level C certification
- Successfully complete:
  - Background investigations
  - Security screening

  - Reference checks
  - Credit checks
- Meet required vision and hearing standards
- Obtain a valid OACP Certificate (required by many Ontario police services)

Common Additional / Preferred Qualifications

While not always mandatory, many police services strongly value or consider:

- Post-secondary education
- Volunteer and community involvement
- Leadership experience
- Employment history and professionalism
- Strong communication and interpersonal skills
- Second language abilities
- Physical fitness and wellness background
- Experience in customer service, security, military, corrections, EMS, or related public safety fields
- Responsible financial history and driving record
- Demonstrated maturity, problem-solving ability, and life experience
- Cultural competency and community engagement experience

How Employment Specialists Can Help Support Candidates

Employment specialists may be able to assist candidates through:

- Employment counselling and career guidance
- Resume and cover letter development
- Mock interviews and communication coaching
- Financial support programs or referrals
- Funding assistance for certifications, transportation, or testing-related expenses

- Job-readiness and professional development programming
- Technology and online application support
- Referrals to additional community resources or support organizations

Important Note

Requirements, hiring standards, and support eligibility may vary between police services and employment organizations. Candidates should always confirm the most current information directly with the police service they intend to apply to and with the employment centre supporting them.