



**Local, Vetted & Trusted  
PROFESSIONALS**

ONTARIO Approved Professionals  
*A Division of CDN Approved Professionals Program Inc.*  
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## PROGRAM INFORMATION PACKAGE

### **What is** Approved Professionals Program?

We are a fast growing and expanding B2B Membership Group with a strong presence in Municipal Advocacy. In addition, our strength is focused on Small Businesses as a whole, connecting, educating, and advertising for the small business community. Did you know that over 72% of businesses in Ontario are deemed Small to Medium Business? That's who we represent and who we are here for **Your Company!**

The **Approved Professionals Program** has been established to help the general public connect with high quality and authentic professionals.

Our goal is to ensure quality, integrity and consistency in local professionals who offer services to the public. We are looking to connect you to Approved Professionals, skilled trades and other service industries. We are aiming to ensure our approved members have all the proper certifications, insurances and/or educational training to provide the services they offer. Our members are required to follow a code of conduct which will ensure you get the highest level of service.

### **What does this mean for the** General Public?

This means that any of our **Approved Professionals** members are **Local, Vetted & Trusted** professionals within their trade or business sector. We do all the background checks for insurance, licenses, and professional certifications. We are building a network of small, medium, and enterprise (SME) businesses who are here to serve the general public with honesty, integrity and professionalism.

### **What Types of** Professionals do we Support?

The **Approved Professionals** support all segments and sizes of professionals providing high quality products and services who are accountable, credible and possess all the necessary insurances, certifications, and education.

The **Approved Professional** network is looking for all ranges, types and branches of professionals! If your company follows the rules, regulations and standards of your trade, showcase yourself with us and set your firm apart from the rest!

## The Approved Professionals Public Review System:

The work of the **Approved Professionals** network is to be one of high standards. We consistently seek feedback from our members' clients with respect to the quality of work completed, quality of service, professionalism, and overall experience. The public are a key component to our system and are encouraged to contact us and provide us with feedback, both positive and negative.

Should an **Approved Professional** fall short on their service requirements, or is not compliant with the Code of Conduct, ONT Approved will review the issues/situations and the member may be removed from the Approved Professional Program.

Professional or public comments or complaints are submitted in confidence and reviewed by the Membership Review Team. They will then act as a disciplinary committee and review the complaint to validate, confirm and suggest solutions to the member in question. Complaints will remain confidential until reviewed and investigated.

## Selecting Our Members:

**Approved Professionals** complete a standard Member Application, which will verify Professional Standing, Insurances, Education, Government Regulations, Recent Work and Professional References. (*Credentials will all be in relation to the applicants trade/service.*) All this will help us ensure that we can label successful applicants as an **Approved Professional**.

The application process includes an extensive screening process which generally includes:

- Trade References: reaching out to trade references to get professional feedback on professionalism, conduct in the workplace and quality of workmanship.
- Client References: reaching out to recent client references to get firsthand client experiences and feedback on conduct in the workplace and quality of workmanship.
- Professional Requirements: we ask all applicants to provide evidence of trade professional certifications (*BCIN, Master Licenses, Tarion Warranty, etc.*)
- Insurance Requirements: all applicants are to provide evidence of required insurance coverages (*Liability Insurance, WSIB, Workers Compensation, etc.*)

All applications are reviewed and verified by our divisional membership review team. This is a confidential review panel of professionals. This membership review team will be made up of three existing members.

## Expanding our Reach for More Professionals:



A Business Network of  
**Professionals**  
for all of Canada!



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**PROFESSIONALS**

## Why Join with the Approved Professionals Program?

Aligning with **Approved Professionals**, you are promoting your company as one of high quality, with guarantees to the public.

- As a member, you benefit from the “Go To” network we have created for consumers and members alike
- The ONT Approved Professionals logo serves as a symbol of quality, integrity, and consistency of service
- Our “Go To” network is utilized by potential clients and professionals through our social media presence, website, and active community involvement
- Participating in monthly events/meetings
- Approved Professionals are heavily involved in our local communities by way of private & public events, training & information programs, and charity functions
- Group insurance for members
- Save money through member-to-member referral programs and discount offers

## What we see at the Key Benefits?

- **Alignment** with other Vetted, Trusted and Approved Professionals
- **Public Listing** that is utilized by the general consumers and professionals.
- **Advertising** we promote you before us! Monthly ads on Social Media, Website and More!
- **Networking** such as B2B Networking and After 5pm Events.
- **Special Events** such as, Christmas Gala, Trade Shows, Group Sponsorships.
- **Community** - We are heavily involved with our local Charity Organizations and Community.
- **M2M** - Save money through Member-to-Member referrals and discount offers.
- **Advocacy** - Local Municipal Representation and Advocacy
- **Support** - Education, Training and Support for all your Small Business needs.
- **Professional** - Membership is a symbol of quality, integrity, and consistency of service.

## The Approved Professionals Code of Conduct:

All **Approved Professionals** are required to sign off upon registration, follow and adhere to our Code of Conduct.

- Service the clients with courtesy & respect.
- Maintain a clean, safe workplace.
- Present yourself in a tidy, clean & professional manor.
- Provide written quotes/estimates that are honest, accurate and accountable.
- Communicate project status with client on regular basis and upon modification.
- Complete work to an acceptable professional industry standard.
- Ensure all employees are trained to complete tasks assigned and to ensure a safe working environment.
- Maintain insurances and comply with all relevant regulations.
- Comply with all Municipal By-laws and Regulations.
- Encourage the use of Approved Professionals Program.

## Where do the Membership Fees Go?

The **Approved Professionals** operate as a private affiliation organization. Membership fees will be used primarily for the following:

- Advertisement & print media for group
- Recruitment & expansion of the brand
- Subsidy for member expenses towards group events/meetings/training/education
- Website hosting & management and dedicated social media presence
- Sponsorships or charitable contributions based on members/group

## Who are the Executive Directors?

### **David Annable – Co-Founder & President**

CDN Approved Professionals || Annable Designs Co. Ltd.

### **Natasha Annable – Co-Founder & Vice-President**

CDN Approved Professionals || Flair FX Salon & Spa

### **Angus Bickerton – Executive Director**

ONT Approved Professionals || Wilson, Evely, Bickerton LLP

### **Chris Strasser – Executive Director**

ONT Approved Professionals || Secureway

### **Dan Beattie – Executive Director**

ONT Approved Professionals || Beattie-Dukelow Electrical

### **Kevin Spencer – Executive Director**

ONT Approved Professionals || KC Spencer & Associates

Ontario Approved Professionals

*A Division of CDN Approved Professionals Program*

**For more** Program Information:

**David Annable**, President/Founder

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**For more** Membership Information:

Membership Services

[Membership@ONTApproved.ca](mailto:Membership@ONTApproved.ca)



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