

SO WHAT HAPPENS NEXT?

If your address, sponsor employer, status as a secondary student or status as an apprentice changes, you **MUST** contact a Training Consultant at Ministry of Labour, Training and Skills Development (MLTSD) to update your information!

ID Card Your apprenticeship ID card will be sent to you in the mail. You can expect to receive the card within 4 to 6 weeks of your registration date. You must carry this card with you while on the job and be prepared to present it to an Inspector if asked. If you do not receive your ID card please contact your Training Consultant.

Training Standard This book is to be used as a training guide. It outlines the skills you are expected to learn during your apprenticeship. Throughout your apprenticeship, keep the Training Standard book up to date with signatures as you become proficient in the skills. At the end of your apprenticeship you may be required to present this book to MLTSD as proof that you have accomplished the required skills for your trade.

Grants The Apprenticeship Incentive Grant (AIG) is available to apprentices in Red Seal trades. Qualifying apprentices may receive \$1000.00 after successful completion of level 1 schooling and another \$1000.00 after successful completion of level 2 schooling. The Apprenticeship Completion Grant (ACG) is a \$2000.00 grant that may be available to qualifying apprentices who are successful at completing apprenticeship training.

Training Agreement The signed training agreement is a legal document which outlines your responsibilities as an apprentice and the responsibilities of your employer/sponsor. The training agreement is not a contract of employment. If your employer/sponsor changes you must notify the MLTSD and arrange for a new training agreement to be signed.

Trade School You will receive an offer to attend trade school. The school notice comes by email and will be send approximately 3 months prior to the start date of your class. You must be a graduate of high school before accepting an offer for trade school. Act quickly, speak with your employer first then call to reserve your seat. Instructions will come with the offer. **IMPORTANT: as soon as you graduate from high school contact MLTSD to let them know, this will ensure that you get on the list to receive a schooling offer.** You can see the curriculum for trade school at www.skilledtradesontario.ca/about-trades/trades-information/

Cost As an apprentice the majority of your schooling costs are paid for however, Apprentices are asked to pay a classroom fee. These fees are based on program duration and generally range between \$300.00 to \$800.00 per level. You will also be required to purchase text books and tools. These expenses may vary depending on your trade. Save all of your receipts as you may be able to claim these expensed on your income tax.

CONTACTS:

Steady Hinton
OYAP Consultant: SMCDSB
705-722-3555 x281

**Ministry of Labour,
Training and Skills
Development (MLTSD)**
1-800-560-3821
55 Cedar Pointe Drive
Unit 609
Barrie, ON L4N 5R7



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Tools Grant

After completing your first level of trade school, a Loans for Tools application is automatically emailed to the Apprentice at the home address provided. To apply for the non-repayable Tools Grant, you need to be an apprentice in Ontario and meet the following eligibility criteria:

- Have successfully completed Level 01 in-class training on or after April 1, 2020;
- be registered as an apprentice for at least 12 months; and,
- have a registered Training Agreement.

The Tools Grant is intended to assist with the purchase of tools and equipment required to perform the tasks of the trade. When the time is accomplished that a registered apprentice meets the eligibility criteria, an application will automatically be sent. The application will come from the provincial apprenticeship ministry (not your school board). Apprentices are eligible for Tools Grant amounts as follows.

Service	\$400
Construction	\$600
Industrial	\$600
Automotive	\$1000

*always read the fine print

Done High School

Immediately contact the Barrie office of the Ministry of Labour, Training and Skills Development. For OYAP Grads, contact Jodi Sherman, jodi.sherman@ontario.ca; 705-725-7570 is her direct line. She will ensure your smooth transition after leaving high school. Jodi will be asking you for the following:

1. High School Diploma or High School Transcript
 - a. If you are in a Construction Sector trade, a Transcript is best because Technological Education courses taken in Grade 11 and 12 can also count as credit of time towards your trade certification
 - b. Also be ready to present your Letter or Certificate of Recognition of Co-op Hours Worked in a Skilled Trade. Your co-op teacher will validate the hours you worked and give you proof to present to the Ministry of Labour, Training and Skills Development
2. An official Social Insurance Number document (can be the card or a government tax form)
3. Document with your Date of Birth (can be driver's licence, passport, birth certificate)

Done Your Apprenticeship

To finish an apprenticeship and to obtain your Certificate of Apprenticeship, ensure your employer is satisfied you have passed trade school and have successfully and repeatedly accomplished the tasks in the Training Standard book, now signed off. The Ministry of Labour, Training and Skills Development will issue you a Certificate of Apprenticeship and provide you with information for writing your Certificate of Qualification exam in trades that have this final written examination requirement. See www.red-seal.ca for tips.

