

## Apprenticeship Summary Sheet

[Start an apprenticeship | ontario.ca](https://www.ontario.ca/start-an-apprenticeship)

[Apprenticeship in Ontario | ontario.ca](https://www.ontario.ca/apprenticeship-in-ontario)

### Description

Skilled trades are learned on the job while working with and learning from experienced workers. Apprentices get paid while taking an apprenticeship. An apprentice also learns in a classroom from instructors who know the trade. This may take place on a college campus or in a union training centre.

For most trades, an apprentice will work for a year and then switch to studying in class for eight to 12 weeks, either full or part-time. It takes between two to five years to complete an apprenticeship.

### Eligibility

To qualify for an apprenticeship, the client must:

- be at least 16 years of age.
- meet the educational requirements for the trade.
- have legal permission to work in Canada (for example, have a valid social insurance number).
- temporary Residents of Canada (900 Series SIN) must have work/study permit and education assessed by assessment service (if applicable).
- meet the educational requirements for the chosen trade.
- have a sponsor in Ontario.

### Pre-Apprenticeship

Pre-Apprenticeship is offered through different organizations, such as colleges or community agencies across Ontario, for those who want to learn a trade but need job skill and trade readiness experience to gain employment as an apprentice.

Some programs may offer level 1 classroom training or academic upgrading. Work placements provides hands-on experience.

## Compulsory Trades

A trade in which only certified Journeypersons or registered apprentices (working under a certified Journeyperson) may legally work.

All compulsory trades must have a Certificate of Qualification (CofQ). The trade certification for compulsory trades must be renewed annually and the name must appear on the Skilled Trades Ontario (STO) public register.

A Provisional Certificate will allow an apprentice to work in a trade until the CofQ exam is successfully completed.

## Application Process

Individuals need to find an employer or sponsor. A sponsor is someone who provides apprenticeship training. A sponsor can be a single employer, individual (for example, a contractor) or a group of employers (for example, unions or non-union consortiums). An application for apprenticeship's can be completed through [Skilled Trades Ontario Portal - Skilled Trades Ontario](#).

Before beginning the application process, make sure the following information is available:

### Personal information:

- Social Insurance Number (SIN).
- Full mailing address.
- Email address (the ministry will send notices about apprenticeship training to this email address).

### Sponsor's information:

- Full legal name (often different than the business name).
- Full mailing address.
- Business phone number.

### Sponsor contact person's information:

- First and last name.
- Phone number.
- Email address.

### **Work arrangement details:**

- Start date with the sponsor.
- Number of work and training hours per week.

If the application is approved, the ministry will:

- Create a training agreement for the client and sponsor to sign.
- Approve the signed agreement.
- Register the apprenticeship training.

A client can search for pre-apprenticeship training near them and then apply directly to the organization offering it.

### **Who Can become a Sponsor?**

- Must have the capacity to provide apprenticeship training based on program requirements.
- Have the essential equipment, materials, processes, and facilities to facilitate training and cultivate a professional learning environment.
- Consent to adhere to the appropriate ratio of apprentices to journeypersons, as necessary.
- Commit to assisting the apprentice in attending the required in-class training sessions.

### **The sponsor is responsible to:**

- Abide by all requirements set out in the sponsor approval process.
- Provide training and supervision by a qualified individual.
- Review the progress of training and sign off on the skills in the logbook when successfully completed by the apprentice.
- Adhere to relevant legislation and regulations.
- Maintain communication with ministry staff.
- Ensure that the apprentice is aware of their responsibilities.

## **Financial Supports**

The Ontario government provides financial support to apprentices.

During working and studying, the following is available:

- Tools Grant - assistance to help buy tools needed for the trade.
- Apprenticeship Completion Bonus– a one-time grant taxable cash grant lifetime amount for those who are out of high school and have completed training in a non-Red Seal trade.

- Apprenticeship Development Benefit - assistance for studying full-time, in class training at a ministry-approved training delivery agent.
- Support for apprentices with disabilities – used for accommodation and accessibility needs of apprentices with disabilities attending colleges across Ontario.

## The Service Provider Role

Establish processes to support client referrals to apprenticeship opportunities. Employers and job seekers can make a free appointment to speak with an employment counsellor to help develop career goals, prepare for interviews, or start a job. Employers can make a free appointment to speak with an employment counsellor to get advice about attracting and recruiting the right employees and find financial incentives to offset on-the-job training costs. They can also get advice about managing their workforce during restructuring.

### Client Role

- Find a trade.
- Find apprentice opportunities.
- Find an employer to provide on-the-job training.
- Register the agreement.
- Get financial aid if needed.
- Get certified.

### An apprentice is responsible to:

- Follow the sponsors' and trainers' training instructions.
- Learn the required skills for the trade.
- Attend apprenticeship in-class training, as required.
- Track their training and skills as outlined in the training standard, including the number of hours worked.
- Notify the ministry of any changes to the training agreement or personal information.