

# Steps to Becoming an Apprentice

## STEP #1

Choose a trade by doing your research.

## STEP #3

In Co-op you will become a participant in OYAP (Ontario Youth Apprenticeship Program). This is Part One.

## STEP #5

Once OYAP Part Two is completed the Registered Training Agreement is created and signed by the apprentice and sponsor.

## STEP #7

The Ministry will ask you your Employment status: Is your Co-op employer going to remain your sponsor?

## STEP#2

Take Co-op in grade 11, 12 or 12b for a designated trade.

## STEP #4

Once excelling at placement you can become a registrant in OYAP. This is Part Two. The employer must agree.

## STEP#6

Upon Graduation contact the Employment and Training Consultant at the MLTSD office to submit your diploma or transcript, Social insurance number & Driver's license.

## STEP#8

If your Co-op employer is not going to keep you: find a new sponsor. At this point you will be registered with the Ministry so if a spot becomes available in school it will be offered to you.

# Notes:

**STEP #1:** The following website lists all designated trades:

<https://www.skilledtradesontario.ca/about-trades/trades-information/>

**STEP #2:** Choose co-op during course selection. You can take one two credit co-op or multiple credits.

**STEP #3:** To be a participant in OYAP you must be in a designated trade and student and parent approval needed (if under 18). This stage does not guarantee you will be an apprentice at your placement after co-op is over.

**Step 4:** Part Two of the OYAP application is done near the middle to end of your co-op placement and the employer has to agree. The employer must agree because they are becoming your sponsor for the Ontario Youth Apprenticeship. Once co-op is over the employer is not obligated to continue the relationship so you are not guaranteed an apprenticeship at your placement.

**Step 5:** The Registered Training Agreement is created by the Ministry of Training and is the same paperwork filled out by a regular apprentice. The employer does not have to worry about ratios in regards to apprenticeships because there are no strings attached for the employer once co-op is over. An advantage for you when you are registered with the Ministry is that you now have access to college programs and resources that are offered to only registered apprentices. This is even the case if your co-op employer does not keep you after co-op is over.

**STEP #6:** Upon Graduation it is your responsibility to provide documents to the Ministry.

**STEP #7:** The Ministry will contact you and ask your Employment Status. Basically, is your co-op employer going to remain your sponsor. Your co-op employer is under no obligation to say yes. If they are going to remain your sponsor then the Ministry will contact them and your OYAP will automatically transfer to a full fledged apprenticeship.

**STEP #8:** If your coop employer is not going to keep you, you must find a new sponsor. At this point you are registered with the Ministry so if a spot becomes available in school it will be offered to you. Only individuals registered with the Ministry will be offered spots in apprenticeship programs at college. You cannot apply into these programs as part of your OCAS application.