

# 6 Steps to Sponsoring an Apprentice

## 1

### Evaluate Your Readiness

#### Consider - is your workplace prepared for an apprentice?

- ✓ Do you have the space, time and equipment you need?
- ✓ Can you save time and money and hire an existing employee? You have access to a highly skilled pool of talent within your workforce.
- ✓ Are you a **registered** sponsor with Skilled Trades Ontario? (If not, see page 4)
- ✓ Do you have a journeyperson or mentor available to train the apprentice?
- ✓ Can you manage workflow when the apprentice is in classroom training?
- ✓ Does your business meet the [Ontario regulations](#) for your trade(s)?

#### Consider - what type of sponsorship works best?

Do **you** want to be the sponsor? Or do you want to partner with a **group sponsor**?

A group sponsor provides support for apprentices and employers. They do the leg work so you don't have to. Some of the supports include

- recruiting, interviewing and registering apprentices
- connecting apprentices with employers who can train them
- registering apprentices with the Ministry and with employers
- submitting paperwork to the Ministry on your behalf

[Click here](#) to learn more about how a group sponsor can save you time and money!

#### Connect With a Group Sponsor

- [Support Ontario Youth \(SOY\)](#)
- [Landscape Ontario](#)
- [Merit Ontario](#)
- [Christian Labour Association of Canada \(CLAC\)](#)
- [Labourers' International Union of North America \(LIUNA\)](#)

**Please note that this is not an exhaustive list.** Many employer/trade associations also offer group sponsorships. Visit [The Career Foundation website](#) for a list of organizations and associations by sector.



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## 2

## Find the Right Candidate

<b>ApprenticeSearch.com</b>	Connect directly with apprentices seeking an employer. <a href="#">ApprenticeSearch</a> is a job board designed exclusively for the skilled trades.
<b>Employment Ontario</b>	Get support from qualified Employment Specialists and Job Developers. They can help you develop job postings, pre-screen applications and make suggestions about which candidates may be a good fit for your business. <a href="#">Employment Ontario (EO)</a> can also support you by giving you access to networking events and job fairs to connect you with job seekers.
<b>Canada Job Bank</b>	The Canada Job Bank is used by job seekers and employers across Canada. <a href="#">Upload your job posting</a> to attract skilled workers in your area.
<b>Employer/Trade Associations</b>	Reach out to employer/trade associations who offer sector specific and targeted job boards and/or group sponsorships. <a href="#">Visit The Career Foundation website</a> for a list of organizations and associations by sector.
<b>LevelUp! Career Fairs</b>	<a href="#">LevelUp!</a> is a series of career fairs that connect youth with opportunities in the skilled trades. You can attend to promote your business as a sponsor.
<b>Ontario Youth Apprenticeship Program (OYAP)</b>	OYAP partners with local school boards to prepare youth for a career in the skilled trades. <a href="#">Contact your local OYAP recruiter</a> to connect with beginners who are eager to learn - at <b>no cost</b> to your business.
<b>Workforce Planning Boards</b>	Workforce Planning Boards work with a range of community/employment services and job seekers in their region. <a href="#">Connect with your local planning board</a> to reach job seekers in your area.
<b>Get SET (Skills, Education and Training) Programs</b>	Adult upgrading programs can share your job postings with learners who are ready for a career in the skilled trades. <a href="#">Contact your local Learning Network</a> to find adults who are ready to work in your area.

### Apprentices must

- ✓ be at least 16 years old
- ✓ meet minimum education requirements (usually Grade 12 or equivalent)



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## Apprentices from Outside of Ontario

To evaluate out-of-province experience, ask for

- ✓ **Work experience** - a signed letter or document from a previous employer or a [Work Experience Verification Form](#).
- ✓ **Technical training** - a transcript or letter from the candidates training program.
- ✓ **Apprenticeship registration** - a copy of their training agreement or registration card from their former province or territory.

**Remember!** Levelled schooling doesn't always transfer from province to province. The apprentice may need to start over in Ontario. For more information, contact Skilled Trades Ontario at [credentialcheck@skilledtradesontario.ca](mailto:credentialcheck@skilledtradesontario.ca).

## Apprentices from Outside of Canada

A newcomer to Canada may have the skills and experience they need, but may not have the proper qualifications to work in Ontario.

**The candidate may qualify for the Trade Equivalency Assessment.**

- ✓ Refer the candidate to the [Skilled Trades Ontario website](#).
- ✓ Check that the [Trade Equivalency Assessment](#) is available for the candidate's trade. The Assessment is only available for trades with certifying exams.
- ✓ Make sure the candidate has [the required documents](#).

For trades without a Certificate of Qualification (C of Q), the highest level of certification for internationally trained workers is the Certificate of Apprenticeship. In this case, the new worker will need to complete an apprenticeship.

Visit the [Skilled Trades Ontario website](#) for more details on how to recognize previous workplace experience and formal training completed outside of Ontario.



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### Register the Apprentice

You must be approved as a sponsor to register an apprentice. To apply to become a sponsor, create a My Ontario account on the [Skilled Trades Ontario \(STO\) Portal](#). If you've submitted a sponsorship application and you're unsure if it's been approved, login to the STO Portal to check the status of your application.

#### To apply as a sponsor...

[Create a My Ontario account](#) and follow the steps to submit an online application. Or, you can complete the [paper application form](#) and submit it to Skilled Trades Ontario.

- **email:** [apprenticeship@skilledtradesontario.ca](mailto:apprenticeship@skilledtradesontario.ca), or
- **mail:** Skilled Trades Ontario, PO Box 2354 RPO SQ1 Shoppers, Mississauga ON L5B 3C8

[Click here](#) to watch a 5 minute video on how to use the STO Portal as a sponsor. This will show you how to create an account and submit a sponsor registration application.

**If you're approved as a sponsor, use the STO Portal to submit an online apprenticeship training application.**

- If you've partnered with a group sponsor, **they'll do this for you**. They'll also register the apprentice with you, the employer.
- You and your apprentice will **both** need a My Ontario account to sign and send documents.
- You and your apprentice can check the status of your application on the STO Portal.
- Once the status says "registered" you can access the training agreement at the bottom of the page.
- If your apprentice is 16 or 17 years old, they must complete the [paper application form](#) and submit it to Skilled Trades Ontario.

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## 4

### Sign a Training Agreement

If your training application is approved, Skilled Trades Ontario (STO) will contact you with next steps.

- Access the training agreement on the [STO Portal](#).
- The agreement must be signed by **both you and the apprentice**.
- If you have questions or need support during training, contact your [local Employment Ontario Apprenticeship Office](#). Or, if you've partnered with a group sponsor you can contact them for support.

**Your training agreement provides important guidelines for training your apprentice, including that you (the sponsor) will**

- ✓ provide time for the apprentice to complete classroom training
- ✓ assign work in compulsory aspects for the trade (work that aligns with the [Apprenticeship Training Standards](#))
- ✓ track the apprentice's hours and acquired skills
- ✓ confirm when the apprentice has completed their workplace training based on the Apprenticeship Training Standards

**The training agreement also confirms other terms of the apprenticeship, including**

- ✓ the apprentice can apply for government [financial supports](#)
- ✓ your local Employment Ontario Apprenticeship Office will assist with coordinating and scheduling classroom training for the apprentice
- ✓ STO will register a copy of your signed agreement

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## 5

### Train Your Apprentice

As the employer/sponsor, you're responsible for training your apprentice on the skills set out in the [Apprenticeship Training Standard Logbook](#). Review the logbook with the apprentice regularly to track what they've completed and what's left to learn.

#### It's your responsibility as the sponsor to help your apprentice succeed!

- Sign off on skills **as the apprentice learns them** - not at the end of training!
- Skilled Trades Ontario (STO) will log schooling preferences and send this to the Ministry of Labour, Training, Immigration and Skills Development (MLITSD). **MLITSD is responsible for administering in-school training for apprentices.**
- For help with schooling preferences, contact STO at 647-847-3000 or toll free at 1-855-299-0028.
- You may be asked to provide proof of hours worked or competencies gained. This is found in **Appendix C** of the Apprenticeship Training Standard Logbook.

### Remember!

- ✓ **Connect your apprentice with a mentor whenever possible.** Apprentices learn best with the support of a mentor.
- ✓ **Sign off on your apprentice's skills and progress as they go through training.**
- ✓ **Update STO of any changes to your business information or the training agreement.** If you've partnered with a group sponsor, they can update STO on your behalf.
- ✓ **Contact your local Employment Ontario Apprenticeship Office to help your apprentice enroll in classroom training (if needed).**
- ✓ **Review the logbook with your apprentice regularly.**
- ✓ **[Contact your local Learning Network](#) if your apprentice needs to upgrade reading, writing, math or soft skills for work.**



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## 6

## Finalize Training

When your apprentice finishes all levels of classroom and on-the-job training, they can receive the Certificate of Apprenticeship (C of A).

This process includes

- ✓ confirming that the apprentice received a **Notice of Completion of School Requirements** from STO
- ✓ filling out and submitting the [Apprenticeship Completion Form](#) to STO
  - email to [completions@skilledtradesontario.ca](mailto:completions@skilledtradesontario.ca)

For trades with no certifying exam this is the final step in their journey!

For trades with certifying exams...

- STO will send the apprentice a [Provisional Certificate of Qualification](#). This is valid for one year to allow time to write and pass the exam.
- If successful, your apprentice will receive the [Certificate of Qualification \(C of Q\)](#) and become a certified journeyperson!

## Remember!

If your apprentice is having difficulty at any point in training, review the **Step Up and Succeed resources** on [skill development for your apprentice](#).

Here you'll find information about **free** programs that can help your apprentice improve important skills like

- math for the trades
- collaboration
- communication
- reading
- problem solving
- test anxiety
- writing
- exam preparation
- and more!



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