



Ontario

# Live the Skilled Life!



## A Guide for Graduating OYAP Apprentices

### Apprenticeship Continuation Beyond High School for Registered OYAP Apprentices



**If you have signed an Apprenticeship Agreement with the Apprenticeship Office (Ministry of Training, Colleges and Universities) and a Co-op employer ...and you are interested in continuing your apprenticeship beyond high school ...consider following these steps.**

1

## Contact your local MTCU office to provide your graduation date, transcript and employment status.

N.B

*If you have successfully completed a level one course, request a letter from the College's Registrars Office as proof of your successful completion (for future requirement).*

2

## Register with an Employment Ontario Employment Service Provider:

- Access job search assistance
- Access information about wage subsidies for employers



3

## Develop a trade specific resume:

- Highlight trade related skills and Co-op work experience
- Highlight your registration as an OYAP apprentice
- Include letters of recommendation and a copy of your secondary school transcript to support your resume

4

## Begin your job search:

- Consider starting with your Co-op employer
- Provide employers with information on wage subsidy programs for youth
- Leave a resume and follow up repeatedly



5

## If you stay with or change sponsors upon graduation:

- Advise MTCU about your status
- Have a local training consultant meet with you and your employer to sign a training agreement
- Advise Employment Ontario Employment Service Provider about your new status (if registered with them)



6

## When you sign a training agreement:

- Check your status of OCOT membership and pay annual renewal fee on anniversary date.

**\$60.00 plus HST = \$67.80**

7

## Fulfill your responsibilities as an apprentice:

- Review your training standard with your employer to sign off completed Training Units
- Keep a record of all hours worked as an apprentice
- If you leave your employer to work elsewhere request a letter on company letterhead confirming hours worked as an apprentice
- Contact the local apprenticeship office if you: change your address, change employers, can't complete the units of your training standard, cannot attend in-school training (trade school) or have questions about your apprenticeship
- Confirm your availability to attend in-school training once you receive a "notice to attend school"
- Throughout your apprenticeship prepare to write the Ministry exam for certification



8

**Hired?**

- Apply for grants and incentives
- Contact the Employment Ontario Employment Services Office for assistance

## Subsidies for Employers Who Hire Apprentices

**The Apprenticeship Training Tax Credit**

Refundable tax credit to employers/sponsors who hire and train apprentices in some trades

Up to \$10,000 per year for the first four years per qualifying apprentice

Visit [www. rev.gov.on.ca](http://www.rev.gov.on.ca)

**The Apprenticeship Job Creation Tax Credit**

Non-refundable tax credit up to \$2,000 per year based on % of salaries and wages

Visit [www. cra-arc.gc.ca](http://www.cra-arc.gc.ca)

**The Employer Bonus**

\$1,000 payable to employers/sponsors if apprentice completes apprenticeship program in a trade

Visit [www. tcu.gov.on.ca](http://www.tcu.gov.on.ca)

**Apprenticeship Employer Signing Bonus**

Available to employers who hire, register and train apprentices who participate in Employment Services Job Matching, Placement and Incentives.

\$1,000 for signing an apprentice and an additional \$1,000 if the apprentice is working and training with the employer after six months

Visit [www. tcu.gov.on.ca](http://www.tcu.gov.on.ca)

**Employment Ontario Employment Services**

Training incentives available to employers up to \$6,000 based on the duration of apprenticeship placement and complexity of training

Visit [www. tcu.gov.on.ca](http://www.tcu.gov.on.ca)

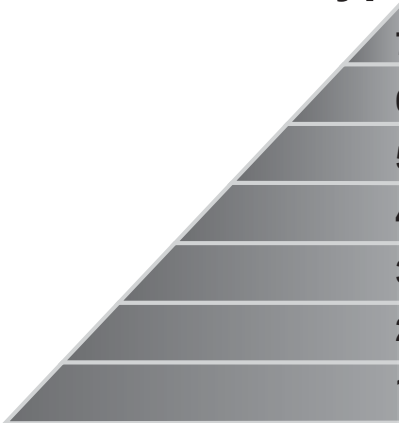
9

**Learn more about the apprenticeship pathway by visiting these web sites.**

[www.tcu.gov.on.ca/eng/employmentontario/training](http://www.tcu.gov.on.ca/eng/employmentontario/training)  
[www.oyap.com](http://www.oyap.com)  
[www.apprenticesearch.com](http://www.apprenticesearch.com)  
[www.servicecanada.gc.ca](http://www.servicecanada.gc.ca)  
[www.skillscanada.com](http://www.skillscanada.com)

[www.collegeoftrades.ca](http://www.collegeoftrades.ca)  
<http://services.findhelp.ca/eo/tcu/appoff>  
[www.CareersinTrades.ca](http://www.CareersinTrades.ca)  
[www.red-seal.ca](http://www.red-seal.ca)

## Typical Process leading to certification

- 
- 7/ Certificate of Qualification (Licensed Journeyperson)
  - 6/ Certificate of Apprenticeship
  - 5/ In-school Training combined with on- the-job training
  - 4/ Ongoing on- the-job training
  - 3/ Membership Registration with the Ontario College of Trades
  - 2/ Registration as an apprentice with the MTCU Apprenticeship Office and Co-op Employer
  - 1/ Co-op Placement with an employer to explore a trade

## Looking for financial assistance?

### Financial Support for Youth Apprentices

**The Apprenticeship Incentive Grant (AIG)** taxable cash grant of \$1,000 for first and second year up to a maximum amount of \$2,000 per apprentice available to apprentices in RED SEAL trades.

You must apply to receive this grant.

Visit [www.rhdcc-hrsdc.gc.ca](http://www.rhdcc-hrsdc.gc.ca)

**The Apprenticeship Completion Grant (ACG)** \$2,000 one time taxable cash grant available to apprentices who have completed an apprenticeship training program and have obtained certification in a RED SEAL trade. You must apply to receive this grant.

Visit [www.rhdcc-hrsdc.gc.ca](http://www.rhdcc-hrsdc.gc.ca)

**The Apprenticeship Completion Bonus** in Non-Red Seal Trades one-time \$2,000 taxable benefit for apprentices who have completed apprenticeship training and have received certification.

Visit [www.tcu.gov.on.ca](http://www.tcu.gov.on.ca)

**Loans for Tools Program** (up to \$800 depending on the trade) interest free loan to help apprentices buy tools and equipment to perform the tasks of their trade.

Visit [www.tcu.gov.on.ca](http://www.tcu.gov.on.ca)

**Tradesperson's Tools Deduction** tax deduction of up to \$500 for the purchase of new tools needed in the trade for employed apprentices.

Visit [www.cra-arc.gc.ca](http://www.cra-arc.gc.ca)

**Support for Non-Eligible Apprentices** grants up to \$1,500 per term to assist with the costs to attend in-school training (trades school) for apprentices not eligible for employment insurance.

Visit [www.tcu.gov.on.ca](http://www.tcu.gov.on.ca)

**Canada Apprentice Loan** The Canada Apprentice Loan is an initiative of the Government of Canada to help you complete your apprenticeship in a designated Red Seal trade.

Visit [www.pca-cal.ca/en/Home](http://www.pca-cal.ca/en/Home)

**Apprenticeship Scholarship** provides \$1,000 to support individuals who require academic upgrading to meet the academic requirements for apprenticeship training.

Visit [www.tcu.gov.on.ca/eng/](http://www.tcu.gov.on.ca/eng/)



# Live the Skilled Life!