



## APPRENTICESHIP CONTINUATION BEYOND HIGH SCHOOL FOR REGISTERED OYAP APPRENTICES

If you have signed a Registered Training Agreement with your local Ministry of Labour, Training and Skills Development (MLTSD) and a placement employer, and you are interested in continuing your apprenticeship beyond high school,

**Consider following these steps:**

**01**

### Collect your letter of recognition or certificate from your Co-op teacher.

The certificate and/or letter of recognition should include:

- The name "Ontario Youth Apprenticeship Program (OYAP)" and the name of the trade(s), name and date/duration of the OYAP placement(s) and number of hours completed.

**02**

### Contact your local MLTSD office.

- After graduation inform your training consultant of your employment position. If you are being hired by your placement employer your apprenticeship record will be updated. If you are not being hired, continue on with the next steps.
- For all training agreements, your training consultant will require a copy of your Ontario Secondary School Diploma for their records.

**03**

### Develop a trade specific resume.

- Highlight your trade related experience gained from your OYAP placement. Include your registration as an OYAP apprentice and trade related courses from your high school diploma. List all certifications you have earned such as CPR/First Aid and Working at Heights.
- Include a copy of your OYAP letter of recognition or certificate.
- Include a copy of your SHSM record card (if applicable) and any letters of recommendation.

**04**

### Begin your job search.

- Consider starting with your placement employer.
- [Provide employers with information on the benefits of hiring an apprentice.](#)
- Leave a resume and follow up repeatedly.

**05**

### If you change sponsors after graduation:

- Advise MLTSD that your status has changed and that you need to sign a new training agreement.
- Advise Employment Ontario Employment Service Provider about your new status (if registered with them).

**06**

### When you sign a training agreement:

- [Apply for the Apprenticeship Tool Grant.](#)
- Learn about the incentive grant for designated [red seal trades](#) and the [incentive grant for women.](#)



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## Fulfill your responsibilities as an apprentice.

- Review your Training Standards Log Book with your employer to sign off completed skill sets.
- 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 your training consultant if you: change your address, change employers, can't complete the subjects in your training standard, can't attend apprenticeship in-class training or have questions about your apprenticeship.
- Confirm your availability to attend in-class training once you receive an offer letter.
- Throughout your apprenticeship, prepare to write the Certificate of Qualification (C of Q) exam (if applicable).

## TYPICAL PROCESS LEADING TO CERTIFICATION

- 1 | Co-op placement with an employer to explore a trade
- 2 | Registration as an OYAP apprentice with MLTSD and your placement employer
- 3 | Ongoing on-the-job training
- 4 | Apprenticeship in-class training combined with on-the-job training
- 5 | Provisional C of Q or Certification of Apprenticeship (C of A) when training standards and in-class training are complete
- 6 | Pass the C of Q exam (if applicable)
- 7 | You are now a Journeyperson

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## Hired?

- Apply for grants and incentives.
- Continue to get your employer to sign off on your Training Standard skill sets in your log book.
- Learn about the financial supports available during in-class training from your training consultant.



OYAP.COM

## Learn more about the apprenticeship pathway by visiting these websites:

- [oyap.com](http://oyap.com)
- [skilledtradesontario.ca](http://skilledtradesontario.ca)
- [ontario.ca/page/apprenticeship-ontario](http://ontario.ca/page/apprenticeship-ontario)
- [careersintrades.ca](http://careersintrades.ca)
- [ctaontario.com](http://ctaontario.com)
- [red-seal.ca](http://red-seal.ca)
- [jobspeopledo.com](http://jobspeopledo.com)
- [skillsontario.com](http://skillsontario.com)
- [apprenticesearch.com](http://apprenticesearch.com)
- [servicecanada.gc.ca](http://servicecanada.gc.ca)
- [ontario.ca/page/employment-ontario](http://ontario.ca/page/employment-ontario)
- [skillscanada.com](http://skillscanada.com)
- [skillscompetencescanada.com/en/](http://skillscompetencescanada.com/en/)