

Ministry of Training, Colleges and
Universities
Eastern Region

**Ministère de la Formation
et des Collèges et Universités**
Région de l'Est

Employment and Training Division
347 Preston Street, 3rd Floor
Ottawa ON K1S 3H8
Telephone: (613) 731-7100
Facsimile: (613) 731-4160

Division de l'emploi et de la formation
347, rue Preston, 3^e étage
Ottawa (Ontario) K1S 3H8
Téléphone : (613) 731-7100
Télécopieur: (613) 731-4160



September, 2016

Dear OYAP participant,

Welcome to the Ontario Youth Apprenticeship Program (OYAP).

OYAP provides high school students with the opportunity to begin apprenticeship training while they are still in high school.

Your first step is to get registered and your school board/OYAP Coordinator/Co-op teacher should have provided you with your Training Agreement. Please sign, and have your employer sign, all three copies of your Training Agreement once you have read and agree to the Terms and Conditions of the Training Agreement as noted on the back of the document. If you are under 18 years old you will need to have the document signed where it indicates "Parent or Guardian."

You should have also received your Training Standard for your particular trade that you will need to get signed off, if your employer is in agreement, as you acquire the skills of the trade. You can also download and print a copy of your training standard from the following website: <http://www.collegeoftrades.ca/training-standards>

Your next step after your agreement is registered with the Ministry is to become a member of the Ontario College of Trades (OCOT). This is free of charge for OYAP students. You should have already received a welcome package from OCOT. Please contact the Ontario College of Trades regarding registering as a member if you have any questions; they can be reached at 1-855-299-0028. For more information on OCOT, please visit www.collegeoftrades.ca

Please don't hesitate to contact me if you have any further questions and best of luck in your apprenticeship.

Thank you,

Tara Currie, Employment & Training Consultant
Ministry of Advanced Education and Skills Development (formerly Ministry of Training,
Colleges and Universities)
Employment Training Division
347 Preston St, 3rd Floor, Suite 310, Ottawa, ON K1S 3H8
Tel: (613)-731-7100 Extension 6211 Fax: (613)-239-0411
E-mail : Tara.Currie@ontario.ca