



APPRENTICESHIP CONTINUATION BEYOND HIGH SCHOOL FOR REGISTERED OYAP APPRENTICES

If you have signed a Registered Training Agreement with Skilled Trades Ontario (STO) and a placement employer, and you are interested in continuing your apprenticeship beyond high school,

Consider following these steps:

If you are 18 years of age or older, you are required to create an online application for apprenticeship on the Skilled Trades Ontario website. If you are not yet 18, you can still apply for an apprenticeship but you must download and submit a paper application to skilledtradesontario.ca or by calling STO at 1-855-299-0028.

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 Skilled Trades Ontario (STO).

- After graduation inform STO 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, STO 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 STO 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.](#)



07

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 Skilled Trades Ontario (STO) 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 STO 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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08

Hired?

- 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 Skilled Trades Ontario (STO).



OYAPPAJO.COM

Learn more about the apprenticeship pathway by visiting these websites:

- oyappajo.com
- skilledtradesontario.ca
- ontario.ca/page/apprenticeship-ontario
- supportontarioyouth.ca
- meritontario.com
- careersintrades.ca
- ctaontario.com
- red-seal.ca
- jobspeopledo.com
- skillsontario.com
- apprenticesearch.com
- servicecanada.gc.ca
- ontario.ca/page/employment-ontario
- skillscanada.com
- skillscompetencescanada.com/en/