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.
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).

Register with an Employment Ontario Employment Service Provider:
- Access job search assistance
- Access information about wage subsidies for employers

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

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

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)

When you sign a training agreement:
- Check your status of OCOT membership and pay annual renewal fee on anniversary date.

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

$60.00 plus HST = $67.80
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)

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](http://services.findhelp.ca/eo/tcu/appoff)
- [www.CareersInTrades.ca](http://www.CareersInTrades.ca)
- [www.red-seal.ca](http://www.red-seal.ca)
Looking for financial assistance?

**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

**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

**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

**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

**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

**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

**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

**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/

---

**Typical Process leading to certification**

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