

# AN EMPLOYER'S 6-STEP GUIDE TO HIRING AN APPRENTICE IN ONTARIO

## STEP ONE

### ASSESS YOUR TRAINING ABILITY

An employer, individual or a group of employers can sponsor an apprentice and provide hands-on training for **a trade**.

Before you begin the process of hiring an apprentice, it's important to ***make sure you have the capacity for it.***

#### If you want to train an apprentice, you must:

- have the facilities, people and equipment needed to provide the training
- make sure the apprentice has time to attend classroom training as part of the apprenticeship program
- meet any **Ontario regulations applying to your trade**, such as wage rates and ratios where they apply—including Ontario minimum wage where applicable

Under the ***Building Opportunities in the Skilled Trades Act, 2021***, the journey person to apprentice ratios are set at one-to-one for all trades with ratios.

## STEP TWO

### FIND AN APPRENTICE

After you've determined you have the capacity to properly train an apprentice, your next step is to **find an apprentice who is a good fit for your business.**

An apprentice candidate must be at least 16 years old and meet the **minimum education requirements for the trade.**



## STEP TWO

### FIND AN APPRENTICE: CONTINUED

Here are some ways you can find an apprentice:

- **Online job listings:** Post opportunities on our [job bank](#) to recruit across Canada.
- **Employment Ontario:** Get in-person recruitment help at [Employment Ontario \(EO\)](#). They can also help to assess prior training and learning to determine where an apprentice begins in the apprenticeship program.
- **High school student apprentices:** The Ontario Youth Apprenticeship Program (OYAP) partners high school students with employers. Contact your local [OYAP coordinator](#) to get started.

#### Apprentices registered in another province or territory

Hire an apprentice who started training outside of Ontario. The hiring process is the same for apprentices from Ontario or another province.

To evaluate out-of-province training and job experience, you can ask for the following documents:

- **Work experience:** For example, a signed letter or record of employment from previous employer(s)
- **Technical training:** For example, a program transcript or letter from their college or training institution
- **Apprenticeship registration in their home province or territory:** For example, a copy of their training agreement or a registration wallet card

We strongly encourage you to work with your local [Employment Ontario apprenticeship office](#) to recognize previous workplace and formal training completed outside of Ontario.

## STEP THREE

### REGISTER THE APPRENTICE

Once you've found someone you'd like to train as an apprentice, an [online apprenticeship training application](#) can be completed through the Skilled Trades Ontario Portal which includes your information as the sponsor. In some cases, you can complete the online application.

If you haven't been approved as a sponsor already, someone from your local Employment Ontario apprenticeship office will contact you to confirm if you qualify as a sponsor.

#### If an apprentice candidate is under 18:

If an apprentice candidate is 16 or 17 years old, **they** must [fill out the paper application form](#).



## STEP THREE

### REGISTER THE APPRENTICE: CONTINUED

**It has to be signed by:**

- you, as the sponsor
- the apprentice's parent or guardian

Once completed and signed, the apprentice candidate can submit the application to your **local Employment Ontario apprenticeship office**.

## STEP FOUR

### SIGN A TRAINING AGREEMENT

Once the Ministry of Labour, Training and Skills Development has approved you and the apprentice candidate, you will get more information about your roles and responsibilities from a local apprenticeship office within five business days.

You and the apprentice candidate will then **sign a training agreement confirming the terms of the apprenticeship**, and the ministry will also register your signed training agreement.

**The agreement confirms that:**

- The apprentice can apply for provincial and federal financial incentives.
- You ensure that the apprentice will have time to complete the formal schooling/classroom training. **Your local Employment Ontario apprenticeship office** will coordinate school scheduling for the apprentice.
- You can assign the apprentice work in compulsory aspects of the trade (for applicable trades, such as plumber, electrician, automotive service technician).
- You will confirm when the apprentice has completed their workplace training based on apprenticeship training standards, hours logged and skills acquired.

If you have questions or need support during an apprentice's training, you can contact your local **Employment Ontario apprenticeship office**.



## STEP FIVE

### TRAIN THE APPRENTICE

As the employer/sponsor, **you are responsible for training an apprentice** on the skills set out in the [Apprenticeship Training Standard Log Book](#).

Review the log book regularly with the apprentice, and sign off on the skills as the apprentice acquires them.

Make sure you keep the ministry informed of any changes to your business information or the Registered Training Agreement.

## STEP SIX

### FINALIZE TRAINING AND COMPLETE PAPERWORK

When an apprentice completes their on-the-job and classroom training, they will get a Certificate of Apprenticeship. Completed apprentices who pass the trade exam (if applicable) will get a Certificate of Qualification.

To obtain the Certificate of Apprenticeship, the employer/sponsor and the apprentice have a few tasks to complete.

You will need to confirm to the Ministry of Labour, Training and Skills Development that the apprentice has completed training. This could be in the form of:

- a letter
- sign-off on the apprenticeship training standard log book
- Apprenticeship Completion Form

We encourage you or the apprentice to speak with your ministry consultant to confirm completion requirements. Learn more about [finishing an apprenticeship and what comes next](#).