



ONTARIO YOUTH APPRENTICESHIP PROGRAM - “NEXT STEPS”

1. Before the end of your placement, ask your employer if there are any skills in your Training Standard (Log book) that can be signed off
2. If you are interested in continuing to work for this employer, have the conversation with them to see if they can keep you on as a *registered apprentice*
3. Notify the Ministry of what your next steps are (See option 1,2,3, or 4 below)
4. Regardless of what your next steps are, you need to submit a copy of your Copy of OSSD (Ontario Secondary School Diploma) or OST (Ontario Student Transcript) – both are provided to you by your High School

OPTION 1

If you are **continuing in the trade with your current employer**, you need to notify your local Ministry of Labour, Immigration, Training and Skills Development (MLITSD) office by submitting this form (see next page)

OPTION 2

If you are **no longer continuing in this trade**, please complete page 2 and submit it to your local MLITSD office.

OPTION 3

If you are **continuing in the trade and *have found* a new employer**, please complete the information on page 2 and submit it to your local MLITSD office. You can then apply to change your sponsor at www.skilledtradesontario.ca . Follow the *Log In* link to create an account, and then apply to “change my sponsor”

OPTION 4

If you are **continuing in the trade but *need to find* a new employer**, please complete the information on page 2 and submit it to your local MLITSD office. Local Employment Service Providers (ESP) may be able to assist you with your job search. Contact the EO Hotline (see number above) to find the ESPs in your local area. Once you have found an employer who is able to register you, you can apply to change your sponsor at www.skilledtradesontario.ca. Follow the *Log In* link to create an account, and then apply to “change my sponsor”.

****If you change your address, phone number, or email address please notify MLITSD either via your local MLITSD office or the EO Hotline.***



Students' Next Steps (please select one):

- Continuing in the trade with your current employer (Fill in client ID# and printed name only and submit)
- No longer continuing in the trade (complete and submit template below)
- Continuing in the trade and have found a new employer (complete and submit template below)
- Continuing in the trade but need to find a new employer (complete and submit template below)

OYAP STUDENT & AGREEMENT INFORMATION

Client ID # (7 digits)	
Training Agreement # (SYS#####)	
Student/Apprentice Printed Name	
Student/Apprentice Signature	
Parent Printed Name (if student under 18)	
Parent Signature (if student under 18)	
Revoke Training Agreement (answer YES for option 2,3 or 4)	<input type="checkbox"/> YES <input type="checkbox"/> NO
Last Day of Co-op Placement	
Reason:	End of Co-op Placement

Durham Service Delivery Office
Suite 100, 78 Richmond St W, Oshawa, ON
L1G 1E1
905-433-0535
Durham@ontario.ca

Peterborough Service Delivery Office
901 Lansdowne St W, Peterborough, ON
K9J 1Z8
705-745-1918 ext 0
appr.peterborough@ontario.ca

Belleville Service Delivery Office
135 North Front St.,
Belleville, ON K8P 3B5
Tel: 1-800-953-6885
appr.belleville@ontario.ca