

# YAP

**ONTARIO YOUTH APPRENTICESHIP PROGRAM**

*A Pathway to a Rewarding Career*

# A Guide for Graduating OYAP Apprentices



## Are you interested in continuing your apprenticeship beyond secondary school?

Here are a few important steps to consider:

### STEP 1:

- Contact the Ministry of Training, Colleges and Universities (MTCU) Apprenticeship Office to provide your graduation date and employment status.
- If you have successfully completed a level one course, provide proof of successful completion.

### STEP 2:

- Register with an Employment Ontario (Employment Options) service provider to access job search assistance and wage subsidies for employers.

### STEP 3:

- Develop a trade specific resume that highlights trade related skills, co-op work experience and your registration as an OYAP apprentice.

### STEP 4:

- Begin your job search. Consider starting with your co-op employer.
- Leave a resume.
- Provide employers with wage subsidy information.
- Follow up repeatedly.

### STEP 5:

- Advise the MTCU Apprenticeship Office and Employment Ontario once an employer hires you as an apprentice.

### STEP 6:

- Arrange for a training consultant from the MTCU Apprenticeship Office to meet with you and your employer to sign a training agreement.

### STEP 7:

- Apply for grants and incentives.

### STEP 8:

- Review your training standard with your employer to sign off on completed units.
- Maintain a record of all hours worked as an apprentice.
- Update the Apprenticeship Office with changes regarding personal or employment status.
- Confirm your availability to attend in-school training once you receive a “notice to attend school”.



## Looking for financial assistance?

Grants, bursaries and bonuses may be available.

### FINANCIAL SUPPORT FOR YOUTH APPRENTICES

**The Apprenticeship Incentive Grant (AIG)** is a \$1,000 taxable cash grant for first and second year apprentices in RED SEAL trades. Visit [rhdcc-hrsdc.gc.ca](http://rhdcc-hrsdc.gc.ca).

**The Apprenticeship Completion Grant (ACG)** is a \$2,000 one-time taxable cash grant for RED SEAL trade apprentices who have completed their apprenticeship training program. Visit [rhdcc-hrsdc.gc.ca](http://rhdcc-hrsdc.gc.ca).

**The Apprenticeship Completion Bonus** is a \$2,000 one-time taxable benefit for non-RED SEAL trades apprentices who have completed training and received certification. Visit [tcu.gov.on.ca](http://tcu.gov.on.ca).

**Loans for Tools Program** is an interest free loan to help apprentices buy tools and equipment to perform the tasks of their trade. Depending on the trade, applicants could receive up to \$800. Visit [tcu.gov.on.ca](http://tcu.gov.on.ca).

**Tradesperson's Tools Deduction** is a tax deduction of up to \$500 for employed apprentices to purchase new tools needed for the job. Visit [cra-arc.gc.ca](http://cra-arc.gc.ca).

**Support for Non-Eligible Apprentices** is a grant of up to \$1,500 (per term) to assist with the costs of attending in-school training. Visit [tcu.gov.on.ca](http://tcu.gov.on.ca).

**Apprenticeship Scholarship** is a scholarship of \$1,000 given to individuals requiring academic upgrading for apprenticeship training. Visit [tcu.gov.on.ca](http://tcu.gov.on.ca).

### EMPLOYER SUBSIDIES

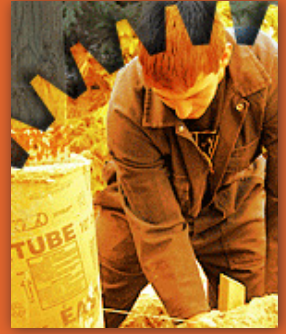
**The Apprenticeship Training Tax Credit** is a refundable tax credit of up to \$10,000 per year, per apprentice for employers/sponsors who hire and train apprentices in certain trades. Visit [rev.gov.on.ca](http://rev.gov.on.ca).

**The Apprenticeship Job Creation Tax Credit** is a non-refundable tax credit of up to \$2,000 per year. Credit amount is based on a percentage of salaries/wages. Visit [cra-arc.gc.ca](http://cra-arc.gc.ca).

**The Employer Bonus** is a \$1,000 bonus payable to employers/sponsors if the apprentice completes the apprenticeship program. Visit [tcu.gov.on.ca](http://tcu.gov.on.ca).

**Apprenticeship Employer Signing Bonus** is a bonus of \$1,000 made available to employers who register, hire and train apprentices. An extra \$1,000 will be given if the apprentice is working and training with the employer after six months. Visit [tcu.gov.on.ca](http://tcu.gov.on.ca).

**Employment Ontario Employment Services** has training incentives available to employers. Visit [tcu.gov.on.ca](http://tcu.gov.on.ca).



For more information, contact Sharon Orlak,  
OYAP Project Manager at 705.688.0888  
or visit the following web sites:

**MTCU:** [www.tcu.gov.on.ca](http://www.tcu.gov.on.ca)

**College of Trades:** [www.collegeoftrades.ca](http://www.collegeoftrades.ca)

**RED SEAL:** [www.red-seal.ca](http://www.red-seal.ca)

**OYAP:** [www.oyap.com](http://www.oyap.com)

**Apprentice Search:** [www.apprenticesearch.com](http://www.apprenticesearch.com)

**Skills Canada:** [www.skillscanada.com](http://www.skillscanada.com)

**Careers in Trades:** [www.careersintrades.ca](http://www.careersintrades.ca)

