

Memorandum

To: Employment Ontario Delivery Partners

From: Ken Nakahara
Assistant Deputy Minister, Employment and Training
Division, Ministry of Labour, Immigration, Training
and Skills Development

Date: March 31, 2025

Subject: **Update on Skilled Trades Ontario**

Dear Employment Ontario delivery partners:

I am writing to inform you of a significant milestone in our continuing work to simplify and transform the skilled trades and apprenticeship system. Beginning April 2, 2025, Skilled Trades Ontario (STO) will serve as the first point of contact for apprenticeship registrations, completions, and certifying exams in Ontario.

Skilled Trades Ontario's new responsibilities include registering apprenticeship training agreements and authorizing sponsors; administering certifying exams; and issuing Certificates of Apprenticeship upon program completion. These functions were previously overseen by the Ministry of Labour, Immigration, Training and Skills Development.

The ministry continues to support the apprentices and sponsors through the Ontario Youth Apprenticeship Program and Pre-Apprenticeship Training Program; the administration of in-school training through agreements with colleges and other training organizations; and the administration of apprenticeship-related financial incentives and grants for apprentices and employers.

This means:

- Training delivery agents will continue to work with the ministry for the In-Class Enhancement Fund, including in-class training, and the Apprenticeship Capital Grant.
 - Beginning April 2, Skilled Trades Ontario (STO) will assign a special representative to liaise with TDAs on offsite exams and locations. For further information, please contact them directly through their contact centre, who will redirect your inquiry to this representative. Telephone: 647-847-3000, Toll-free (Ontario-only): 1-855-299-0028 or Fax: 1-866-398-0368.
- School boards, colleges, and other training organizations offering the Ontario Youth Apprenticeship Program or Pre-Apprenticeship Training Program will continue to work with the ministry to administer these programs.
- The ministry's Employment and Training Division will continue to provide financial administration for several apprenticeship-related support programs and grants.

Important things to note

- Apprenticeship exams taking place after April 2, 2025, will now be administered by Skilled Trades Ontario. More information, including information on scheduling exams, is available on [Skilled Trades Ontario's website](#).
- The [STO Portal](#) will continue to be the platform for apprenticeship registration and information management. The portal lets users access and manage their apprenticeship information 24/7.
- Updated resource documents related to ministry-retained programs, including new forms, program guidelines, process changes, and other information, will be made available on respective program pages on the ministry's [Employment Ontario Partners' Gateway](#).

The ministry and Skilled Trades Ontario are committed to making this change as seamless as possible for all apprentices, sponsors, and stakeholders. For more details about these changes, visit [Skilled Trades Ontario's website](#).

Should you still have additional questions or concerns these changes, please contact your employment and training consultant.

Thank you for your continuing support of Ontario's skilled trades and apprenticeship system.

Sincerely,

Original signed by

Ken Nakahara

Assistant Deputy Minister, Employment and Training Division

c: Kirsten Cutler

Executive Director, Transformation Secretariat