

To be completed only when applying to be registered as an apprentice.

By completing this section you confirm that the sponsor/employer has been notified that a request for registration is being submitted to Skilled Trades Ontario and that the sponsor/employer agrees to register the apprentice.

Please check off the box below:

Yes, the sponsor/employer has been notified.

Trade Name		Trade Code
Social Insurance Number (SIN)		Ontario Education Number (OEN)
Last Name	First Name	Middle Name/Initial

**Sponsor Information**

Sponsor (full legal business name)	Sponsor ID (if known)	Sponsor Telephone Number
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**Sponsor Contact**

Last Name		First Name	Middle Name/Initial
Contact Telephone Number	Contact Cell Phone Number	Contact Email Address	

**Address**

Unit Number	Street Number	Street Name	PO Box
City/Town		Province	Postal Code

Start Date of Co-op Placement (dd/mm/yyyy)	End Date of Co-op Placement (dd/mm/yyyy)	Hours per Week
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**Collection and Use of Personal Information**

Your personal information on this form and in all other communications related to apprenticeship and related programs will be used by STO to administer and finance Ontario's apprenticeship training program. STO will collect relevant personal information directly from you and indirectly from your school board, employer, sponsor, training institution, Employment Ontario (EO) service provider, Ministry of Labour, Immigration Training and Skills Development (MLITSD) and Government of Canada for these purposes and may also disclose your personal information to these organizations. MLITSD may use the services of other Ontario ministries, contractors and auditors to administer and finance apprenticeship training. You may be contacted to request your voluntary participation in surveys and public relations campaigns related to apprenticeship training.

Administration includes assessing and verifying your eligibility for apprenticeship, including your age, and education; registering you as an apprentice and maintaining your file; working with you, your training institutions and your employers or sponsors to support your progress in and completion of workplace and classroom training; conducting examinations; issuing certificates of apprenticeship; evaluating, monitoring and auditing your progress and the activities of your employers, sponsors, trainer(s) and training institutions; enforcing the agreements between STO and your employer, sponsors and training institutions; conducting inspections and investigations; and detecting, monitoring and preventing fraud.

Apprenticeship training is funded in part by the Workforce Development Agreement (WDA) and the Labour Market Development Agreement (LMDA) between the Government of Canada and Ontario. Under these agreements, STO is required to collect your social insurance number to provide reports to Canada to allow it to monitor and assess the Employment Insurance Program under s. 3 of the *Employment Insurance Act* (EIA) and to track the progress of all clients participating in programs and services funded under these agreements. Information you provide on education level, immigration status, Employment Insurance eligibility, Francophone status and prior participation in special apprenticeship programs helps design policies and programs to support

apprenticeship completions, and better meet reporting requirements under the WDA.

STO will collect and disclose your personal information, including your contact information and other information in your registered training agreement (under s. 62 and 63 of the *Building Opportunities in the Skilled Trades Act, 2021* (BOSTA)). STO may also disclose your personal information to:

- any person employed in the administration of similar legislation in any Canadian province or territory (s. 63(6)(a) of the BOSTA, 2021); and
- to any person for the purpose of administering the Act or fulfilling the Corporation's functions (s. 63(6)(b) of the BOSTA, 2021); and
- to any person if, in the opinion of the chief executive officer, the disclosure or communication would clearly benefit the individual who is the subject of the information (s. 63(6)(c) of the BOSTA, 2021); and
- to Statistics Canada, if required under s. 13 of the *Statistics Act*, R. S. 1985, c. &19, as amended.

Your personal information is collected under the authority of the BOSTA, 2021 S.O. 2021, c. 28; the WDA, the LMDA, and ss. 3, 63 and 139 of the EIA, S.C. 1996, c. 23, as amended, s. 76.29 of the Employment Insurance Regulations, S.O.R./96-332, ss.10, 34(1) and 36(1) of the *Department of Human Resources and Skills Development Act*, S.C. 2005, c. 34; s. 8 of the *Privacy Act*, R. S.C. 1985, c. P-21, as amended; and s. 10.1 of the *Financial Administration Act*, R.S.O. 1990, c. F. 12, as amended.

Questions about the collection, use and disclosure of your personal information may be addressed to the Director, Corporate Reporting, Skilled Trades Ontario, by email at [foi@skilledtradesontario.ca](mailto:foi@skilledtradesontario.ca), by telephone at 647-847-3000 or toll-free (in Ontario) at 1-855-299-0028, and by mail to Skilled Trades Ontario, PO Box 2354 RPO SQ1 Shoppers, Mississauga, ON L5B 3C8.

By signing this form, you give consent to STO to collect, use and disclose personal information about you as described above.

Signature of Applicant	Signature of Parent (if applicant under 18)	Date (dd/mm/yyyy)
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