

# Ontario Youth Apprenticeship Program (OYAP) - Process Guide - Registering Training Agreements (TAs) for OYAP Participants

---

## Introduction

This guide outlines the steps for registering training agreements (TAs) for participants in the Ontario Youth Apprenticeship Program (OYAP). It is intended for use by OYAP Providers (District School Boards, First Nations secondary schools in the pilot program, Edvance Christian Schools Association) and ministry staff.

## Process Overview

The registration process involves several key steps, from enrolling in OYAP to requesting and registering the TA. Below is a detailed breakdown of each step:

### Steps in the Registration Process

1. OYAP Provider ensures an OYAP Participant Application Form is completed and signed by the student and parent (if applicable). This application must be signed prior to any information being entered in the Employment Ontario Information System-Apprenticeship (EOIS-APPR).
2. OYAP participant begins the program.
3. OYAP Provider enters the OYAP participant data into the EOIS-APPR.
4. OYAP participant begins the Cooperative Education placement.
5. Sponsor agrees to register a training agreement with the OYAP participant.
6. OYAP Provider completes Request for Registration form, issued by Skilled Trades Ontario (STO), and obtains signatures from participant and parent (if applicable). OYAP Providers should store these forms securely and according to their organization's records retention policy.
7. OYAP Provider verifies if sponsor is approved in the EOIS-APPR. If yes, continue to Step 9.

8. If sponsor is not approved, OYAP Provider directs potential sponsor to the STO Portal to apply for a sponsor registration. It is recommended that the OYAP Provider ask the potential sponsor to notify them when approved.
9. OYAP Provider then generates a TA in the EOIS-APPR, prints it, and obtains the required signatures from the student, parent (if applicable), and sponsor.
  - a. The apprenticeship training agreement is a legal document signed by STO, the OYAP participant, parent (if applicable), and the sponsor. The OYAP Provider is not a signatory or party to the TA. The OYAP Provider will determine the appropriate means of collecting OYAP participant, parent and sponsor signatures.
10. OYAP Provider sends a copy of the signed TA by secure email to STO at [OYAP@skilledtradesontario.ca](mailto:OYAP@skilledtradesontario.ca). OYAP Providers should store these forms securely and according to their organization's records retention policy.
11. STO reviews the TA and registers it in the EOIS-APPR.
12. When the TA is registered, STO emails a copy of the approved TA to the participant and the sponsor via secure email.
13. OYAP Providers will see that the TA is registered in the EOIS-APPR.

## Resources

- [Building Opportunities in the Skilled Trades Act, 2021 \(BOSTA\)](#)
- [Skilled Trades Ontario \(STO\)](#)
- [Skilled Trades Ontario Portal - Skilled Trades Ontario](#)
- Other information and resources regarding apprenticeship can be found on the [MLITSD public website](#)
- [The Ontario Curriculum, Grades 11 and 12: Cooperative Education, 2018](#)
- [Employment Ontario Partner's Gateway \(EOPG\)](#)