

This is an enrolment form for the Pre-Apprenticeship Training Program. The Ministry of Labour, Immigration, Training and Skills Development (MLITSD) will use the information collected in this form to administer the program. Enrolment with MLITSD is required for all pre-apprenticeship training program participants. By submitting this form, you are authorizing MLITSD to verify any of the information provided.

Section 1 – Participant Information

Pre-Apprenticeship Service Provider Name

Ministry-issued Client ID # (if any)	Trade Name	Trade Code (if known)
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Check if you have participated in one or more of the following programs

<input type="checkbox"/> Pre-Apprenticeship Training Program	<input type="checkbox"/> Co-op Diploma Apprenticeship (CODA)	<input type="checkbox"/> Ontario Youth Apprenticeship Program (OYAP)	If completed, when? (dd/mm/yyyy)
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First Name	Middle Initial	Last Name
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Preferred First Name	Date of Birth (dd/mm/yyyy)	Social Insurance Number (SIN)
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Home Telephone Number	Cell Telephone Number	Email Address
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Mailing Address

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

I identify as (check one of the following):

<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Trans	<input type="checkbox"/> Other _____	<input type="checkbox"/> Prefer not to disclose
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Marital Status

<input type="checkbox"/> Married/Common law	<input type="checkbox"/> Single	<input type="checkbox"/> Prefer not to answer
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Number of dependents

_____ <input type="checkbox"/> Prefer not to answer

Highest Level of Secondary Education Completed (check one of the following)

<input type="checkbox"/> Grade 8	<input type="checkbox"/> Grade 9	<input type="checkbox"/> Grade 10
<input type="checkbox"/> Grade 11	<input type="checkbox"/> Grade 12 or equivalent, including General Educational Development (GED) Certificate	<input type="checkbox"/> Grade 13 or Ontario Academic Credit (OAC)

Postsecondary Education and/or Training Completed (check all that apply)

<input type="checkbox"/> Some College	<input type="checkbox"/> Some University	<input type="checkbox"/> Postsecondary certificate
<input type="checkbox"/> Postsecondary diploma	<input type="checkbox"/> Undergraduate degree	<input type="checkbox"/> Postgraduate degree
<input type="checkbox"/> Certificate of apprenticeship in a trade	<input type="checkbox"/> Certificate of qualification in a trade	<input type="checkbox"/> None of the above

Language

Preferred Language of Communication	<input type="checkbox"/> English <input type="checkbox"/> French	Preferred Language of Instruction	<input type="checkbox"/> English <input type="checkbox"/> French
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Canadian Residency Status (check one of the following)

<input type="checkbox"/> Citizen	<input type="checkbox"/> Permanent Resident	<input type="checkbox"/> Temporary Resident
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Immigrant (mandatory if you answered "Citizen" above)

<input type="checkbox"/> Yes <input type="checkbox"/> No	Year of Immigration _____
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Voluntary Disclosure

Your responses to the following questions are entirely voluntary. The information will be used by Canada and Ontario for policy analysis and statistical purposes related to employment programs and services

Language History

Primary Language ☐ English ☐ French ☐ Other

Language of Instruction at prior Educational Institution(s) ☐ English ☐ French ☐ Bilingual ☐ Other

Self-Identification

Please indicate which of the following group(s) you self-identify with (if any)

☐ Person with a Disability ☐ Racialized Person ☐ Indigenous Person (First Nations, Métis or Inuit) ☐ Prefer not to answer

If you self-identify as an Indigenous person, are you

☐ First Nations ☐ Métis ☐ Inuit ☐ Prefer not to answer

Employment Insurance (EI) Status

☐ Currently in receipt of EI ☐ Received EI in the last 3 years but not currently receiving
☐ Application for EI in progress ☐ Application for EI denied ☐ None of the Above

Section 2 – Verification/Proof of Education and Age

You must provide proof of age, SIN and education for examination and verification by MLITSD. Indicate the type of document in each of the sections below. Please submit your documentation to your Pre-Apprenticeship Service Provider, who will forward photocopies or scanned images to MLITSD.

Proof of Age (indicate at least one from the list, below)

☐ Baptismal certificate ☐ Birth certificate ☐ Driver's licence ☐ Passport (Valid or Expired)
☐ Nexus card ☐ Ontario/Canadian registration licence ☐ Ontario photo card (new Ontario ID card)

Or one of the following, **with** (if not a photo ID) a recent photo accompanied by a letter from a notary public or lawyer naming you and confirming the date of the photo:

☐ Certificate of Canadian citizenship or naturalization (not commemorative issue) ☐ Government of Canada certificate of Indian or Métis status
☐ Current identity document issued by a Canadian government ministry or agency with a vigorous registration or security clearance process (OPP or RCMP security check)

Proof of Social Insurance Number (indicate one from the list below)

☐ SIN card ☐ Government income tax form ☐ Record of employment (ROE)

Proof of Education and/or Training (indicate at least one from the list below)

☐ Academic transcript ☐ Secondary school diploma ☐ Postsecondary certificate, diploma or degree
☐ Trade certificate ☐ Academic upgrading certificate ☐ GED certificate

Proof of education and training indicated above is from (indicate at least one from the list below)

☐ Canada ☐ Another country

Section 3 – Collection and Use of Personal Information

Your personal information on this form and in all other communications related to the pre-apprenticeship program will be used by MLITSD to administer Ontario's pre-apprenticeship program. This can include your formal enrolment with MLITSD as a current pre-apprenticeship program participant, providing financial assistance to you and/or your service provider, evaluating, monitoring and auditing your service provider's delivery of the program, and conducting inspections and investigations under the *Building Opportunities in the Skilled Trades Act, 2021* (BOSTA). MLITSD will collect relevant personal information directly from you and indirectly from, as applicable, your school board, employer, sponsor, training institution, Employment Ontario (EO) service provider, Skilled Trades Ontario (STO) and/or 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 the pre-apprenticeship program. You may be contacted to request your voluntary participation in surveys and public relations campaigns related to your pre-apprenticeship training.

The pre-apprenticeship program is funded in part by the Workforce Development Agreement (WDA) and the Labour Market Development Agreement (LMDA) between Canada and Ontario. Under these agreements, MLITSD is required to collect your personal information, including 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 Canada-Ontario WDA.

STO is responsible for administering apprenticeship programs under the BOSTA. Participation and progress in an MLITSD-approved pre-apprenticeship training program may be relevant to assessing your eligibility to register as an apprentice and/or your progress in an apprenticeship program. If you apply to be a registered apprentice under the BOSTA, MLITSD may disclose your personal information, including your contact information, to STO under s. 62 and 63 of the Building Opportunities in the *Skilled Trades Act, 2021* (BOSTA) when doing so is necessary for STO to carry out its responsibilities related to apprenticeship program administration.

MLITSD may also disclose your personal information to:

- any person in accordance with s. 63(5) of the BOSTA; and
- Statistics Canada, if required under s. 13 of the *Statistics Act*.

Your personal information is collected under the authority of s. 62 of the BOSTA; s. 76.29 of the Employment Insurance Regulations, ss. 34(1) and 36(1) of the *Department of Human Resources and Skills Development Act*, s. 8 of the *Privacy Act*, and s. 10.1 of the *Financial Administration Act*, and because it is necessary to the proper administration of the WDA and the LMDA.

Questions about the collection, use and disclosure of your personal information may be addressed to the Manager, Employment Ontario Contact Centre, Ministry of Labour, Immigration, Training and Skills Development, 33 Bloor St E, 2nd Floor, Toronto ON M7A 2S3, 1-800-387-5656 toll-free; 416-326-5656 in Toronto; TTY 1-866-533-6339.

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

Signature of Applicant

Date (dd/mm/yyyy)

Instructions

The completed participant form must include your signature. Submit the completed form and proof of age, SIN and education documents to your Pre-Apprenticeship Service Provider.

This area is for MLITSD use only

Proof of Education from Another Country Confirmed Equivalent

☐ Yes ☐ No ☐ N/A

Verification of Documents Confirming Proof of

☐ Age ☐ SIN ☐ Education

Date (dd/mm/yyyy)

Ministry Representative Name (print)