

[Regional Letterhead to be added]

Date: November 4, 2025

Memorandum to: Apprenticeship In-Class Training Delivery Agents

From: Regional Director

Subject: In-Class Enhancement Fund: Level 1 Classroom Fees

We are pleased to announce that for classes starting on or after January 1, 2026, the Ministry of Labour, Immigration, Training and Skills Development (MLITSD) will cover the \$10/day classroom fee for Level 1 apprentices in all trades. This includes apprentices who are repeating Level 1 in-class training due to a previous failure or withdrawal.

This initiative was announced in Ontario Budget 2025 as part of a broader investment of \$159.3 million over three years to support ongoing program growth and stability, including the expansion of the In-Class Enhancement Fund (IEF). It also reflects MLITSD's continued commitment to strengthening apprenticeship training across Ontario by reducing barriers and making it easier for apprentices to begin and complete their apprenticeship.

Action Required:

To support the implementation of this initiative, Training Delivery Agents (TDAs) are required to:

- Cease the collection of the \$10/day classroom fee for Level 1 apprentices for new classes starting on or after January 1, 2026; and
- Reimburse apprentices who have already paid the \$10/day classroom fee for a new class starting on or after January 1, 2026.

Additional Details:

TDAs should follow their own internal policies and procedures when issuing refunds. TDAs that receive ministry funding for classroom fees but fail to issue refunds to apprentices who already paid classroom fees for the same training would be in breach of their agreement. While TDAs may choose to wait until they receive funding from the ministry before issuing refunds, all refunds must be completed before the TDA's IEF Transfer Payment Agreement expires.

The ministry may, if needed, request a summary report outlining the total amount refunded to apprentices for Level 1 classroom fees to ensure transparency and compliance. Classroom fees for Level 2 and up should continue to be collected by TDAs, where applicable.

Next Steps:

IEF seat plans will be updated to reflect the ministry's payment of Level 1 classroom fees. Ministry staff will reach out to TDAs in early November to discuss the implications for their seat plans and to process amending agreements. These amendments will include updated language regarding the collection of classroom fees. Where applicable, the revised agreements will also include an updated budget.

Any questions may be directed to your ministry staff representative.

We appreciate your continued partnership in delivering high-quality apprenticeship in-class training and thank you for your commitment to Ontario's skilled trades and apprenticeship system.

Regional Director