

Memorandum

TO : Pre-Apprenticeship (Pre-App) 2025-26 Transfer Payment Recipients

FROM : XXX, Regional Director

Employment and Training Division

Date: April 20, 2026

Subject : **New recording tools for 2025-26 Pre-Apprenticeship Training**

Congratulations on your application having been recently selected as part of the 2025-26 Pre-Apprenticeship Training Call for Proposal.

We are writing to provide additional important information about new requirements that apply to all ministry-approved Pre-Apprenticeship Service Providers.

New Reporting Requirements for 2025-2026

All 2025-26 Pre-Apprenticeship projects will be required to report on participant information and outcomes through the ministry's case management system "Employment Ontario Information System-Case Management System" (commonly referred to as EOIS-CaMS).

This requirement is intended to improve consistency in participant reporting and strengthen program oversight across all ministry-funded programs and projects.

Program Requirements for 2025-2026

- **EOIS-CaMS Integration:** Participants' information will now be entered into EOIS-CaMS, enhancing data collection, data security and case management of individual participants.
- **Transfer Payment Agreement (TPA):** The 2025-26 Pre-Apprenticeship TPA outlines the expectations for using EOIS-CaMS, including designating staff to access and enter data, timely reporting of participant and employer information, and the introduction of longer-term outcome reporting for all participants.
- **Reporting:** Service Providers are required to follow-up with participants and enter the outcome of their participation into the participant's record in EOIS-CaMS. Other reports (Activity Reports, Estimate of Expenditure Reports, etc.) will continue to be submitted through SP Connect. Additional reports may be requested as per Schedule "F" of the TPA.

All 2025-26 Pre-Apprenticeship Service Providers will receive guidance from the ministry throughout the onboarding and implementation process.

Next Steps

- **Registration on EOIS-CaMS:** Your organization must designate a Service Provider Registration Authority (SPRA) to act as the system account administrator and manage staff access. If your organization is new to EOIS-CaMS you will be asked to provide the name and contact for the individual you would like to designate as SPRA. The ministry will contact you for registration.
- **Training:** A user guide will be made available and training sessions will be scheduled to support system onboarding and use.

Thank you for your continued support and commitment to meeting the employment and training needs of Ontarians.

Sincerely,

Original signed by

XXXX

Regional Director

cc: Vincent Suh, Regional Director, Central West/East Region
Heather Cross, Regional Director, Western Region
Nicole Pereira, A/Regional Director, Northern Region
Shawna Bourne, Regional Director, Eastern Region