Ministry of Labour, Immigration, Training and Skills Development

Office of the Assistant Deputy Minister

Employment and Training Division

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Toronto, ON M5G 2E5

Ministère du Travail, de l'Immigration, de la Formation et du Développement des compétences

Cabinet du sous-ministre adjoint

Division de l'emploi et de la formation

777, rue Bay, 26e étage
Toronto, ON M5G 2E5

MEMORANDUM TO: **Training Delivery Agents (TDAs)**

FROM: Didem Proulx
Assistant Deputy Minister
Employment and Training Division

DATE: November 3, 2026

SUBJECT: Service Delivery Transition to Skilled Trades Ontario - School Scheduling, In-Class Enhancement Fund and Apprentice Development Benefit

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Over the past two years, the Ontario government has taken important steps to modernize Ontario's skilled trades and apprenticeship system, with a focus on creating a more coordinated, accessible and client-centered experience for apprentices, employers/sponsors, Training Delivery Agents (TDAs) and other stakeholders.

As part of this modernization, the Ministry of Labour, Immigration, Training and Skills Development ("the ministry") and Skilled Trades Ontario (STO) have worked together to make significant progress in strengthening apprenticeship service delivery.

Following the April 2025 transition of apprenticeship registration, examination administration and certificate issuance functions to STO, the ministry assessed apprenticeship service delivery across both organizations. The assessment identified opportunities to further simplify access to apprenticeship services, strengthen coordination between the ministry and STO and continue advancing the government's long-term commitment to a one-window access service agency for apprentices, journeypersons, employers/sponsors and other apprenticeship stakeholders.

As a result of that assessment, the ministry is planning to transfer the following select functions to STO between fall 2026 and spring 2027:

- **Apprenticeship School Scheduling,** with manual school scheduling of non-restricted classes transferring in November 2026, full school scheduling transferring spring 2027

    - STO will continue to administer manual school scheduling using existing ministry approaches and processes with no process changes in advance of the full program transfer in spring 2027
- **Apprentice Development Benefit (ADB)** program, including application processing and related client service functions in winter 2027
- **In-Class Enhancement Fund (IEF),** which is inclusive of the French Language In-Class Enhancement Supplemental Fund (FLICESF), effective spring 2027

This transfer of functions is expected to further strengthen an integrated apprenticeship service delivery model, while enabling the ministry to continue focusing on its core responsibilities for policy leadership, stewardship, oversight and accountability.

Responsibility for policy oversight and financial accountability, as well as payment issuance for the IEF will remain with the ministry. The ministry will continue providing policy leadership, legislative and regulatory oversight, funding, compliance and enforcement, financial accountability and broader stewardship of Ontario's apprenticeship system. Existing processes and procedures will remain unchanged until programs formally transfer to STO.

I recognize the important and long-standing relationships that exist between TDAs and ministry regional offices and that you may have questions regarding the transfer of functions and process. The ministry and STO are committed to providing ongoing communication, as well as resources and support throughout the transfer. I encourage you to review the attached Questions and Answers document and visit the TDA pages of the Employment Ontario Partners Gateway (EOPG) for future updates.

Thank you for your continued commitment to supporting apprentices, sponsors and Ontario's skilled trades system. Together, we will continue building on the progress we have made to strengthen apprenticeship service delivery for the people we serve.

Sincerely,
Didem Proulx
Assistant Deputy Minister
Employment and Training Division

cc. Laura Loveridge, Transition Director
Heather Cross, Director, Skilled Trades and Indigenous Partnerships
Nicole Pereira, Director, North Region
Shawna Bourne, Director, East Region
Jennifer Galloway, Director, West Region
Vincent Suh, Director, Central Region

Attachment: *Questions and Answers – November 2026*