

Apprenticeship - Life after Secondary School

If you are going to be working for the same sponsor that registered you as an OYAP student in high school, use the following steps below:

- a) Visit : [Skilled Trades Ontario Portal](https://www.skilledtradesontario.ca/skilled-trades-ontario-portal/)
<https://www.skilledtradesontario.ca/skilled-trades-ontario-portal/>
- b) Select – **Create a new portal account**
- c) Select – **If you are applying for an apprenticeship**
- d) If you are 18 years or older – **Create a My Ontario account**
- e) If you are under 18 years old – **Follow the instructions on the web page**
- f) When setting up your My Ontario account, **use a personal email address and not your school email address** as you will lose access to this after graduation.

If you are going to be working for a different sponsor that registered you as an OYAP student in high school or you are looking for a new sponsor, use the following steps below:

<https://www.skilledtradesontario.ca/apprenticeship/starting-your-apprenticeship/>

How to start an apprenticeship?

Step 1: Find out if you qualify

To qualify for an apprenticeship, you must:

- Be **at least 16 years old**,
- Have **legal permission to work** in Canada (e.g., a valid Social Insurance Number),
- Meet the **education requirements** for your chosen trade, and
- Have a **sponsor in Ontario**.

Step 2: Find a sponsor

A **sponsor** is the person that is responsible for making sure you receive all the training in your apprenticeship program. Some sponsors are individual employers (e.g., a contractor) or a group of employers (e.g., unions or non-union consortiums).

Ways to find a sponsor

Here are some ways to find a sponsor for your apprenticeship:

- **Ask at School** – If you're in high school, talk to your guidance counsellor about programs like OYAP, Specialist High Skills Major, or dual credit programs.
- **Check colleges** – Many colleges have career centres to help students find apprenticeships.
- **Look online** – Post your **resume** on job websites to find apprenticeship openings.
- **Employment Ontario (EO)** – EO helps match [apprentices with sponsors](#) and offer training.
- **Unions and trade groups** – Many skilled trades have **unions or associations** that help apprentices find sponsors.
- **Local companies** – Search for businesses in your trade using **local websites, newspapers, or directories**.
- **Ask around** – Talk to **family, friends, or neighbors** who work in the trades. They might know someone who is hiring!

Step 3: Apply for an apprenticeship

What you need to apply

Personal information:

- Social Insurance Number (SIN)
- Mailing address
- **Email – Personal email – not school email as you will lose access after graduation.**

Sponsor's information:

- Legal name (may be different from business name)
- Mailing address
- Business phone number

Sponsor contact person's information:

- First and last name
- Phone number
- Email

Work details:

- Start date with the sponsor
- Number of work and training hours per week

How to apply

If you're **18+**, apply online through the [Skilled Trades Ontario Portal](#) for faster processing.

If you're **16-17 years old** or **unable to apply online**, apply by email or mail. Download an [Application for Apprenticeship Training](#), then:

- Complete and sign the form (if under 18, a parent/guardian must sign).
- Have your sponsor sign it.
- Submit it to Skilled Trades Ontario by:
 - **Email:** apprenticeship@skilledtradesontario.ca
 - **Mail:** Skilled Trades Ontario, PO Box 2354 RPO SQ1 Shoppers, Mississauga, ON L5B 3C8

Skilled Trades Ontario will review your application and let you and your sponsor know if your application is approved.

[Step 4: Sign and register your Training Agreement](#)

Once approved, you and your sponsor will sign a Training Agreement, officially registering you as an apprentice.

- You can access your Registered Training Agreement through your Skilled Trades Ontario Portal account.
- If you don't have a Portal account, Skilled Trades Ontario will mail you a copy of your Registered Training Agreement.

- Skilled Trades Ontario will send you a Registered Apprentice Wallet Card that you must carry while you work to prove that you are a registered apprentice.
- If you're in a compulsory trade, your name will appear on the [Skilled Trades Ontario Public Register](#).

Step 5: Download your Apprenticeship Training Standard Logbook

An **Apprenticeship Training Standard Logbook** or Schedule of Training outlines all the skills and tasks you need to master during your apprenticeship. Your sponsor or trainer will sign off on each skill once you demonstrate proficiency.

Your logbook includes:

- The specific skills and tasks you need to master
- Safety guidelines
- Qualification benchmarks

Download your logbook from the [Trades information](#) page.

If your trade is a Red Seal trade, make sure you and your sponsor regularly review the resources on the [Red Seal website](#). Understanding the National Occupational Analysis (NOA) or the Red Seal Occupational Standard (RSOS) for your trade will help you succeed in your program and on the certifying exam.

Congratulations! You've officially started your journey toward a great career in the skilled trades!