

Preferred Language English French

Trade Name	Trade Code	<input type="checkbox"/> Individual <input type="checkbox"/> Company <input type="checkbox"/> Organization
Sponsor (Full legal Name)	Sponsor ID	Telephone Number

Sponsor operating as (Business name if different from legal name)

Sponsor Address

Unit No.	Street No.	Street Name	PO Box
City/Town		Province	Postal Code

Contact Information

Last Name	First Name	Middle Initial
Title		Telephone No.
Cell Phone No.	Fax No.	Email Address

Responsibilities of a Sponsor

In order to become a sponsor of apprenticeship training, the sponsor must:

- (a) Abide by:
 - (i) Trade board guidelines from the Ontario College of Trades (OCOT)
 - (ii) Trade-specific training standards or schedules of training developed by OCOT; and
 - (iii) Regulations, if any, regarding wage rates, hours, and journey person-to-apprentice ratios.
- (b) For competency-based trades, sign off skill sets in OCOT's Training Standard or Schedule of Training that the apprentice has achieved and ensure that the trainer signs off skills that have been acquired by the apprentice. For hours-based trades, confirm that all the mandatory skills specified in OCOT's Training Standards or Schedule of Training have been acquired by the apprentice.
- (c) Notify the Ministry of Training, Colleges and Universities (the Ministry) of the following:
 - (i) Any changes that may affect the status of the sponsorship. Examples of changes include: change in trainers, equipment, departure of trainers.
 - (ii) Circumstances that may affect the sponsor's ability to comply with any terms specified in the registered training agreement.
- (d) Not charge a fee directly or indirectly to the apprentice - an indirect fee includes charging an employer/sponsor for training an apprentice. A fee does not include monies received by a temporary agency from an employer, or union dues.
- (e) Allow the Minister or his/her delegate(s) access to monitor whether the apprentice is receiving training in accordance with the Ontario College of Trades and Apprenticeship Act, 2009 (OCTAA) and the registered training agreement.
- (f) Ensure the training site(s) can accommodate the training for the apprenticeship program. The site(s) must have the equipment, materials, or processes needed for the delivery of the competencies (skills sets) as outlined in the OCOT training standards or schedule of training.
- (g) Ensure the trainer(s) is qualified to provide the training for the apprenticeship program.
- (h) Provide the apprentice with the required completion documents when the apprentice completes all elements of the apprenticeship program.
- (i) Ensure that the apprentice has the opportunity to complete the formal instruction requirements established for the apprenticeship program by OCOT.

Trainer Eligibility Requirements

The following are the required qualifications to be a trainer in an apprenticeship program established by OCOT:

For compulsory trades

The trainer(s) is qualified and holds a valid certificate of qualification with the Ontario College of Trades.

For voluntary trades

The trainer must:

- Hold a valid certificate or provisional certificate of qualification with the Ontario College of Trades; **or**
- Hold a statement of membership as a Tradesperson with the Ontario College of Trades; **or**
- Hold a certificate of qualification issued under the Apprenticeship and Certification Act, 1998 (ACA) or Trades Qualification and Apprenticeship Act, 1990 (TQAA) or OCTAA; **or**
- Hold a Certificate of Apprenticeship issued under the ACA or TQAA or OCTAA in the trade; **or**
- Have completed both the workplace-based training (competencies and/or hours as applicable) and classroom training in the apprenticeship in the trade under OCTAA; **or**
- Have workplace experience equivalent to the apprenticeship program (eligible to apply for OCOT membership as a Journey person or Tradesperson); **or**
- Have the skills outlined in the training standard or schedule of training for the trade.

I confirm that the training site(s) can accommodate the training as outlined in the training standard or schedule of training for this trade. I agree to comply with the responsibilities and trainer requirements outlined above and confirm that the information provided on this form and all attachments is accurate and true.

I have the authority to enter into this agreement on behalf of the sponsor and to bind the sponsor.

Signature of Sponsor's Representative	Witnessed by (print and sign name)
Date (dd/mm/yyyy)	Date (dd/mm/yyyy)

MINISTER USE ONLY

OCOT member ID number	Confirmed to be a Sponsor by:
Ministry representative name (Please Print)	Date (dd/mm/yyyy)