

Ministry of Labour, Immigration, Training and Skills Development ("Ministry") needs to collect, use and disclose your personal information to administer and finance Ontario's apprenticeship system as described in the notice of collection and in accordance with the consent you gave on your Application for Apprenticeship Training (Form 12-1661) or on a separate Notice of Collection and Use of Personal Information and Consent (Form 12-2586). You can obtain a copy of the notice of collection and use of personal information and consent from any ministry apprenticeship office.

Client ID Number	Sponsor ID Number	Trade Code
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This Training Agreement is made under the *Building Opportunities in the Skilled Trades Act, 2021* (BOSTA) including the regulations BETWEEN

Name of Apprentice

Last name	First name	Middle initial
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hereafter called the "Apprentice" and

Name of Sponsor

Full legal name
hereafter called the "Sponsor" ►

In the trade of: hereafter called the "Trade"	Start date of apprenticeship training with this Sponsor ►	yyyy	mm	dd
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Key Information

This Training Agreement is an agreement under which the Sponsor is required to ensure that the Apprentice is provided with the workplace-based training and classroom training required as part of the apprenticeship program by Skilled Trades Ontario (STO).

The Sponsor and Apprentice (the "Parties") agree to comply with the terms and conditions set out in this Training Agreement.

The apprenticeship program for the Trade shall be considered completed when all the requirements of the workplace-based training and classroom training, and any other requirements(s) of the program have been met, reported and documented to the satisfaction of the Ministry, in its opinion.

Failure, by either the Apprentice or the Sponsor, to comply with any of the terms and conditions of this Training Agreement, or BOSTA and its regulations, may result in suspension or revocation of the Training Agreement.

Competency-Based Trades

You must comply with Training Standard version :

Hours-Based Trades

The Apprentice agrees to follow all workplace-based training provided or arranged by the Sponsor in accordance with the BOSTA and its regulations and policy for a period of no less than _____ hours. A credit of _____ hours may be applied by the Ministry when all levels of the Apprentice's classroom training are successfully completed if requested in writing by the Sponsor to the Ministry.

Journeyman to Apprentice Ratios

For trades with journeyman to apprentice ratios prescribed in regulation only (i.e., a trade that prescribes the number of apprentices who may be sponsored or employed by a person in that trade in relation to the number of journeymen employed or otherwise engaged by the person):

☐ In compliance with the journeyman to apprentice ratio for the Trade.

The Apprentice and the Sponsor acknowledge that they have read, understand and accept all the terms and conditions set out in this Training Agreement including those set out on pages 3 and 4.

Signed By	Print Name	Date (yyyy/mm/dd)	Witnessed By (signature)
<i>Apprentice</i>			
<i>Parent, Guardian (if under 18)</i>			
<i>Sponsor</i>			

This area is for Ministry Use Only

Confirmation that this agreement is (check one of the following; if 3 obtain applicable signature):

- ☐ 1. An initial training agreement
- ☐ 2. A second or subsequent training agreement
- ☐ 3. Replacing Agreement Number _____, which the apprentice requests be revoked.

Signature of apprentice	Date (yyyy/mm/dd)
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Apprentice SIN	For trades with a regulated ratio Verified number of Journeypersons and Journeyperson equivalents	Verified Number of Apprentices and provisional CofQ holders
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For all trades

Approved for Registration

☐ If applicable: Proof of prior trade experience attached (describe type)

☐ Yes ☐ No

For hours-based trades only

_____ Hours credit for Education	_____ Hours of further credit, after successful completion of classroom training upon Sponsor's request
_____ Hours credit for Trade Experience	

Name of Ministry representative (Please Print)	Signature of Ministry Representative	Registration Date
Last Name First Name		yyyy mm dd

Date of registration of first training agreement in the Trade, if applicable	yyyy mm dd	Notes (including changes in telephone, address, classroom training preference, etc.)
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Terms and Conditions

The Sponsor's responsibilities and obligations

The Sponsor agrees:

1. to notify the Ministry within 7 calendar days of any changes that may affect its approved Sponsor status or affect its ability to comply with the terms and conditions of this Training Agreement, or BOSTA and its regulations, by contacting the Employment Ontario Contact Centre 1-800-387-5656 (or 416-326-5656 in Toronto) or TTY 1-866-533-6339;
2. to ensure that the Apprentice is provided with the training required as part of the apprenticeship program established by STO;
3. to ensure that the Sponsor's trainer(s) are qualified to provide the training necessary for the apprenticeship program.
 - a. For a compulsory trade, a trainer is qualified if the trainer:
 - i. Holds a valid certificate of qualification under BOSTA,
 - b. For a non-compulsory trade, a trainer is qualified if the trainer:
 - i. Holds a valid certificate of qualification in the Trade under BOSTA; or
 - ii. Holds a certificate of qualification in the Trade that was issued under the *Apprenticeship and Certification Act, 1998* (ACA) or *Trades Qualification and Apprenticeship Act* (TQAA) or under the *Ontario College of Trades Apprenticeship Act, 2009* (OCTAA); or
 - iii. Holds a certificate of apprenticeship in the Trade issued under the ACA, TQAA or under OCTAA; or
 - iv. Has completed both the workplace-based training (competencies and/or hours as applicable) and classroom training in the apprenticeship program for the Trade under BOSTA; or
 - v. Has workplace experience equivalent to the apprenticeship program; or
 - vi. Has the skills outlined in the training standard or schedule of training for the Trade.
4. to ensure that the Sponsor's trainer(s) verifies, in writing, when each skill identified in the training standard for the Trade has been successfully completed by the Apprentice;
5. to ensure the Apprentice has the opportunity to attend the classroom training to obtain the training described in the curriculum standard for the Trade which is part of the apprenticeship program established by STO;
6. to review the progress of training with the Apprentice, and with the trainer(s) where the Sponsor and the trainer are not the same party; and
7. to ensure access to the work site(s) for the Minister or their delegate to monitor, in accordance with BOSTA and its regulations, whether the Apprentice is receiving training in accordance with this Training Agreement.

The Apprentice's responsibilities and obligations

The Apprentice agrees:

1. to notify the Ministry within 7 calendar days of any change in Sponsor information, personal contact information (e.g., mailing address, telephone number(s), email address) or legal name by contacting the Employment Ontario Contact Centre at 1-800-387-5656 (or 416-326-5656 in Toronto) or TTY 1-866-533-6339;
2. to follow the Sponsor's and Sponsor's trainer(s) lawful instructions and make every effort to acquire the skills identified in the training standard for the Trade which is part of the apprenticeship program established by STO;
3. to obtain written verification from the Sponsor and the Sponsor's trainer(s) that the requirements in the Training Standard for the Trade have been met;
4. to fulfill the classroom training requirements that are described in the curriculum standard for the Trade which is part of the apprenticeship program established by STO;
5. to provide the Ministry with written verification that the skills and other requirements for the Trade have been met, when requested or upon completion of all terms and conditions of this Training Agreement, whichever comes first; and
6. to carry the Apprentice Identification Letter or alternate acceptable proof in accordance with s. 9 of the BOSTA at all times while participating in workplace training in the Trade and to produce it for a person appointed under, or authorized by, BOSTA and its regulations, upon request.

Both Parties' responsibilities and obligations

The Parties agree:

1. this Training Agreement may be revoked by the Minister on the written request of either the Apprentice or the Sponsor.
2. this Training Agreement may be suspended or revoked by the Minister:
 - a. If BOSTA, its regulations or this Training Agreement are not being complied with;
 - b. If the Apprentice or Sponsor submits false information to the Ministry of Labour, Immigration, Training and Skills Development; or,
 - c. For any other reason described in BOSTA or its regulations.