

**Curriculum Resource**

Apprenticeship Answers: How Do I Become an Apprentice?

**OALCF Alignment**

Competency	Task Group	Level
Competency A - Find and Use Information	A1. Read continuous text	2
Competency B - Communicate Ideas and Information	B1. Interact with others	2
Competency B - Communicate Ideas and Information	B3. Complete and create documents	1
Competency D - Use Digital Technology	N/A	2

**Goal Paths (check all that apply)**

- |  |  |
|--|--|
| <input type="checkbox"/> Employment                | <input type="checkbox"/> Postsecondary |
| <input checked="" type="checkbox"/> Apprenticeship | <input type="checkbox"/> Independence  |
| <input type="checkbox"/> Secondary School Credit   |  |

**Embedded Skills for Success (check all that apply)**

- |  |   |
|--|---|
| <input type="checkbox"/> Adaptability              | <input type="checkbox"/> Numeracy           |
| <input type="checkbox"/> Collaboration             | <input type="checkbox"/> Problem Solving    |
| <input checked="" type="checkbox"/> Communication  | <input checked="" type="checkbox"/> Reading |
| <input type="checkbox"/> Creativity and innovation | <input checked="" type="checkbox"/> Writing |
| <input checked="" type="checkbox"/> Digital        |   |

**Notes:**

**Original source material:** Apprenticeship Answers Curriculum

**Owner:** Literacy Link Niagara

**CLO Researcher / Writer:** Summer Burton

**Note:** Originally one large resource with three units, based on recommendations from our expert advisors, it has been divided into several separate resources:

1. Apprenticeship Answers: Exploring Apprenticeship
2. Apprenticeship Answers: How do I Become an Apprentice?
3. Apprenticeship Answers: Skills for Apprenticeship Success
4. Apprenticeship Answers: By the Numbers
5. Apprenticeship Answers: Working as an Apprentice
6. Apprenticeship Answers: Putting Your Best Foot Forward

This is the second resource, Apprenticeship Answers: How do I become an Apprentice?

CanadaEMPLOYMENT  
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# Apprenticeship Answers: How Do I Become an Apprentice?

## Contents:

<b>Becoming an Apprentice .....</b>	<b>1</b>
<i>Finding an employer.....</i>	<i>1</i>
<i>What are employers looking for?.....</i>	<i>2</i>
<i>Reaching out to an employer .....</i>	<i>2</i>
<b>Registering as an Apprentice .....</b>	<b>4</b>
<i>Creating a “My Ontario” Account .....</i>	<i>4</i>
<i>Getting ready to apply.....</i>	<i>10</i>
<i>Completing an Application for Apprenticeship.....</i>	<i>12</i>
<i>Activity – Practice Application .....</i>	<i>13</i>
<i>Next steps.....</i>	<i>21</i>

## Becoming an Apprentice

To become an apprentice, you first need to find an employer in your chosen trade that is willing to sponsor you. Employers are the people who will hire, train and pay you during your apprenticeship. Your employer will provide you with the equipment, people and places to learn on-the-job.

In a perfect world, there would be a long list of employers waiting to be matched with an apprentice. The reality is that most employers will not agree to take on an apprentice without getting to know them first. They want to see how someone acts on the job, if they are a hard worker, if they show up on time and work well with other people. If you can show an employer those qualities by working for them first, they are more likely to agree to hire you on as an apprentice.

### Finding an employer

Finding an employer willing to sign you on as an apprentice is a lot like looking for any kind of job. There are websites and services that can help you with your search, or you can do it on your own. Three good resources for support in finding an employer are:

- Employment Ontario (EO) offices, which offer employment services and training opportunities, like matching apprentices to employer sponsors. Find your local Employment Ontario office [here](https://feat.findhelp.ca/) and get help finding an employer from a professional Employment Counsellor: <https://feat.findhelp.ca/>
- Trade Unions for your chosen trade. Many professional tradespeople will belong to a Union, making it a good place to meet possible employers. Trade Unions may also offer Pre-Apprenticeship training, which is a great way to show your skills and work ethic in the trade you want to learn.
- The Government of Canada Job Bank. When you completed the Work Interests survey on the Job Bank in the previous module, the results included links to job postings. Use this website to look for part-time or full-time jobs, and apprenticeship opportunities in your chosen trade: <https://on.jobbank.gc.ca/home>

## What are employers looking for?

Before reaching out to an employer, research local companies in the skilled trades. Look at online job ads, in newspapers and for job fairs in your area. Knowing what employers are looking for is a great step to being prepared.

Most employers want to hire someone with a Grade 12 level of education (or equivalent). Some require an even higher level of education, and/or they may require particular courses such as technical math or physics. In some skilled trades, employers are willing to hire someone with a Grade 10 education. Be sure to look at what employers in your chosen trade need and want, what is required by the laws governing the trade, and make sure you have that level of education – without it, you cannot be hired as an apprentice.

What is your highest level of education? \_\_\_\_\_

Do you have proof of this level of education? ☐ Yes ☐ No

Do you know what level of education is needed in your chosen trade? ☐ Yes ☐ No

## Reaching out to an employer

Once you find an employer you would like to work with, you need to reach out to them. This can be a scary task. Most people aren't comfortable picking up a phone or walking into a business to talk to someone they don't know. Preparing what you are going to say can make you feel more confident.

First, introduce yourself. Shake the employer's hand if you are meeting them in person. Ask if they have a minute to chat. If they don't, ask if there is a time you can meet with them.

When you are able to speak with them:

- tell the employer **why you are there**. You are trying to find an employer in your chosen trade. You hope to become an apprentice. You will make a good impression if you are willing to work in a helper or general labourer role to prove yourself to them before they agree to sponsor you.
- tell the employer **what you are looking for**. You are asking if they are hiring, and if they could be looking for an apprentice. If they aren't, you can also ask if they know any other businesses who are hiring and might be looking for apprentices.
- tell the employer **what you will bring to their business**. This is where you want to brag a little. Tell them what makes you a good employee. Your skills don't have to relate directly to your chosen trade. They may include being a hard worker, being reliable, showing up on time, working well as a member of a team or any other skill that you think is important for them to know. These are called **transferable skills**.

You may have to submit a lot of resumes and knock on a few doors before you meet an employer that is a good fit. It can be hard when someone says no, but understand that this is a normal part of the process of looking for any job, including an apprenticeship.

For more tips check out the "Finding an Employer" page from Careers in Trades.

<https://careersintrades.ca/where-do-i-start/finding-an-employer/>

**Discussion:**

What makes you excited about finding an employer to sponsor you?

What makes you nervous about finding an employer?

## Registering as an Apprentice

To register as an Apprentice, you will need to have good digital literacy skills. You will need to fill in an online application form and follow many steps, including:

- creating an online account with a password
- accessing your email to confirm your account information
- entering information about yourself in the online application form
- uploading identification and other documents
- entering information about your employer in the online application form

Continue reading this resource to see what the application process looks like. You may decide you want to practice some of these skills before completing your own online apprenticeship application.

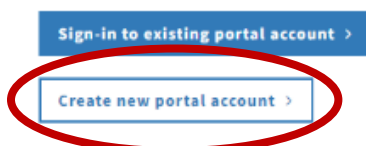
## Creating a “My Ontario” Account

Once an employer has agreed to become your sponsor, you will need register your apprenticeship with the Ministry of Labour, Immigration, Training and Skills Development (MLITSD). Before you can register, you will need to create a “My Ontario” account through the Skilled Trades Ontario portal. You can visit the Skilled Trades Ontario portal here:

<https://www.skilledtradesontario.ca/skilled-trades-ontario-portal/#Create-new-portal-account-Apprenticeship>

### Apprenticeship

- New apprenticeship applicants
- Registered Ontario apprentices
- Sponsors



1. Once you are there, you will click “Create new portal account” to begin.

2. Read the information in the section of the page called “Create new portal account – Apprenticeship.” When you are ready, click the blue link [creating a My Ontario account](#).

## Create new portal account - Apprenticeship

### New apprenticeship applicant

1. Ensure that you have the necessary information to complete your online application. Refer to the [Ontario government website](#) for a list of the information you will need, or contact the Employment Ontario Contact Centre toll-free at 1-800-387-5656 (TTY: 1-866-533-6339) or your local [Employment Ontario Apprenticeship Office](#) for more information.

You must be 18 years of age or older to submit an online application for apprenticeship. You can still apply for an apprenticeship if you are under 18 years of age, but you must [download and submit a paper application](#) to your local [Employment Ontario Apprenticeship Office](#).

2. If you are 18 years of age or older and are ready to apply for an apprenticeship online, start by [creating a My Ontario account](#).
3. Submit your application for apprenticeship online.

### Registered Ontario apprentices

### Sponsors

3. To create your account, enter your email address, and create a password that is:

- At least 8 characters
- At least 1 number
- At least 1 symbol
- At least 1 lowercase letter
- At least 1 uppercase letter
- And does not contain part of the username or email address you use.

A good example of a password you *couldn't* use is **abc123**.

Why won't that password work?

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A good example of a password that *could* use is **MyN3wC@r33r**.

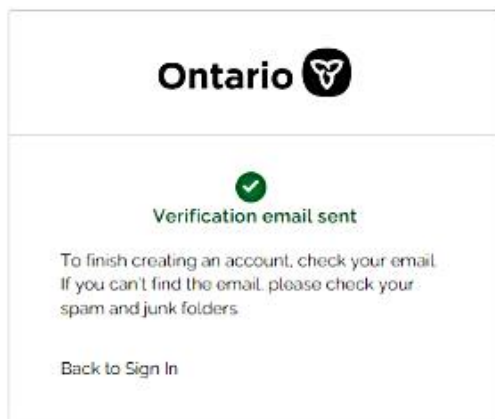
What rules does this password follow?

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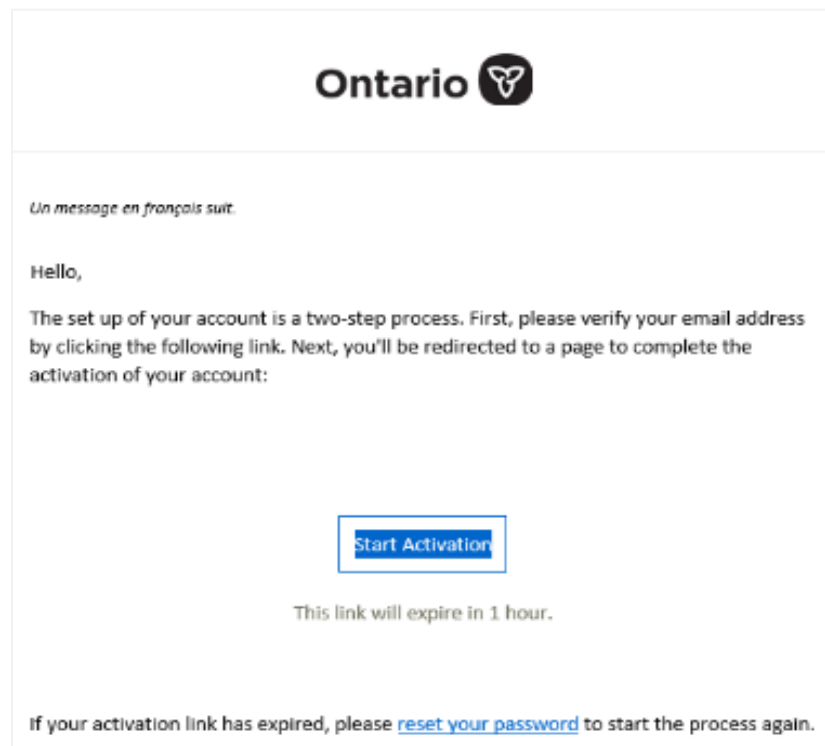
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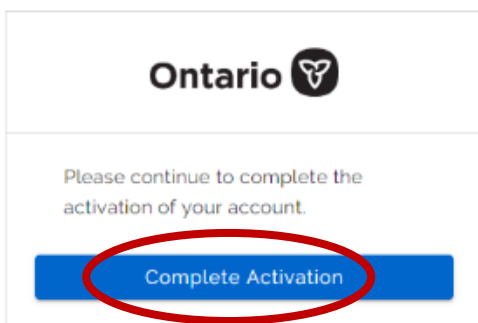
You will also have to agree to the terms of service.



4. Once you click "Create Account," a verification email will be sent to the address you provided.

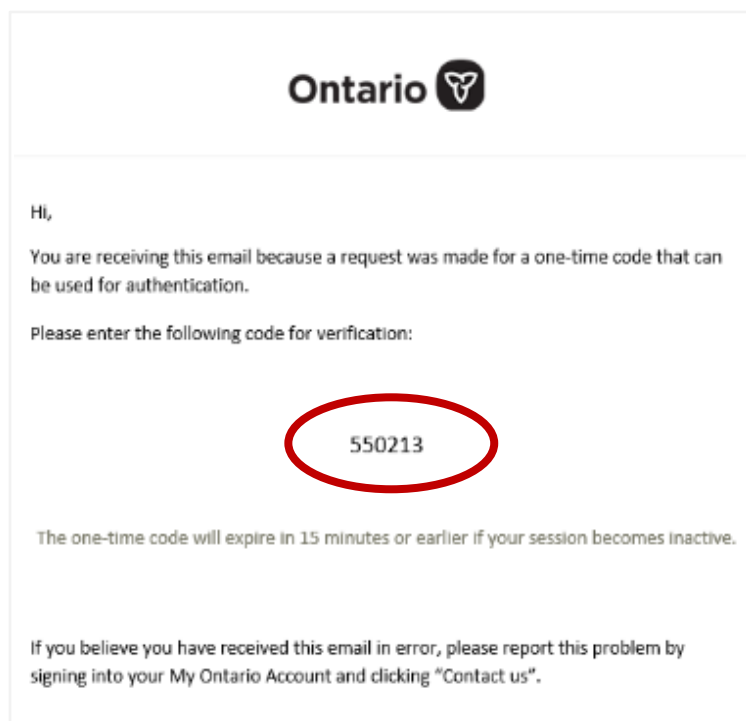
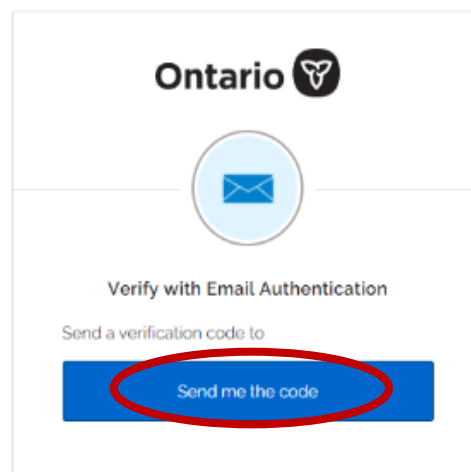
5. Check your email. You will see an email from [noreply@signin.ontario.ca](mailto:noreply@signin.ontario.ca). Click the button in that email that says "Start Activation."





6. Your web browser will open again. Click the button that says “Complete Activation.”

7. You will then be asked to verify your account through email again. Click the blue “Send me the code” button.



8. Return to your email and read the code.

9. Your web browser will open again. That code needs to be entered into the Ontario portal. Once you have entered it, click the “Verify” button.

10. Your registration is complete. Before you begin an Application for Apprenticeship, you will need to confirm your personal information. Review the personal information portion of the application, shown on the next page.

Do you have all the information you need to complete it?

☐ Yes      ☐ No

If you chose “no,” what information do you need? \_\_\_\_\_

## Confirm your personal information

Email (required)

First name (required)

Middle name (optional)

Last name (required)

Preferred first name (optional)

Preferred language of communication (required)

Date of birth(mm/dd/yyyy) (required)

Primary Phone (required)

Alternate Phone (optional)

Start typing detailed address here and get them populated automatically below (optional)

[Enter address manually](#)

PO box or rural route (RR) (optional)

Unit (optional)

Street # (required)

Street name (required)

Street type (optional)

Direction (optional)

City (required)

Province (required)

Country (required)

Postal code (required)

Gender (required)

## Voluntary disclosure questions

Your responses to the following questions are entirely voluntary and will not affect your eligibility under this application. The information will be used by Canada and Ontario for policy analysis and statistical purposes related to employment programs and services.

First nation (optional)

☐ Yes ☐ No

Métis (optional)

☐ Yes ☐ No

Inuit (optional)

☐ Yes ☐ No

Person with a disability (optional)

☐ Yes ☐ No

Visible minority? (optional)

☐ Yes ☐ No

Racialized person (optional)

☐ Yes ☐ No

[Back](#)

[Submit](#)

## Getting ready to apply

Before you begin, you will need a copy of **one** document from each category below. Check off which of these documents you have.

### Proof of age

- ☐ Baptismal certificate
- ☐ Birth certificate
- ☐ Driver's licence
- ☐ Passport (valid or expired)
- ☐ Nexus card
- ☐ Ontario / Canadian registration licence
- ☐ Ontario photo card (new Ontario ID card)
- ☐ Certificate of Canadian Citizenship or Naturalization (not commemorative issue)
- ☐ Government of Canada certificate of Indian or Métis status
- ☐ Current identity document issued by a Canadian government ministry or agency with a vigorous registration or security clearance process (OPP or RCMP security check)

Do you have the proof of age this application needs? ☐ Yes ☐ No

### Proof of Social Insurance Number (SIN)

- ☐ SIN card
- ☐ Government income tax form
- ☐ Record of employment (ROE)

Do you have proof of your Social Insurance Number? ☐ Yes ☐ No

### Proof of education/training

- ☐ GED certificate - Canadian
- ☐ GED certificate - foreign (accredited)
- ☐ High school diploma - Canadian
- ☐ High school diploma - foreign (accredited)
- ☐ Postsecondary diploma - Canadian
- ☐ Postsecondary diploma - foreign (accredited)
- ☐ Trade certificate - Canadian
- ☐ Trade certificate - foreign (accredited)
- ☐ Academic transcript
- ☐ Upgrading certificate - Canadian
- ☐ Upgrading certificate - Ontario

Do you have proof of education or training?

☐ Yes

☐ No

If you answered no to any of these questions, you will need to find these documents before completing an Application for Apprenticeship.

You will also need information about the employer you will be working with. You will need:

- your sponsor's full legal business name
- their complete mailing address, including postal code
- your sponsor's phone number(s)
- first and last name of the contact for your sponsor
- their phone number and email address
- the date you will start working
- the number of work and training hours you'll do per week

## Completing an Application for Apprenticeship

When you have confirmed your personal information, you can begin your Application for Apprenticeship. You can also wait and complete your application later by logging back into the Skilled Trades Ontario website.

1. When you are ready to begin, you will click the “New Application” button.

**My applications**

Please use this section to view and manage your applications and requests. Click the 'New application' button to start a new application or submit a change of sponsor request.

You do not have a application(s) at this moment

**New application**

2. When you click the “New Application” button, you will be asked to select your role. You will begin by choosing “Individual” from the drop-down and clicking “Continue.”

**Please select your role for this application**

**Individual** - may be any of the following:

- apprenticeship applicant
- apprentice
- holder of certificate of qualification
- trade equivalency assessment applicant

**Sponsor** - an employer, union or organization that has been approved to deliver apprenticeship training and has entered into a training agreement with the Ministry of Labour, Training and Skills Development (Ministry).

- Important: If you have not yet signed an agreement with the Ministry, contact your local apprenticeship office.

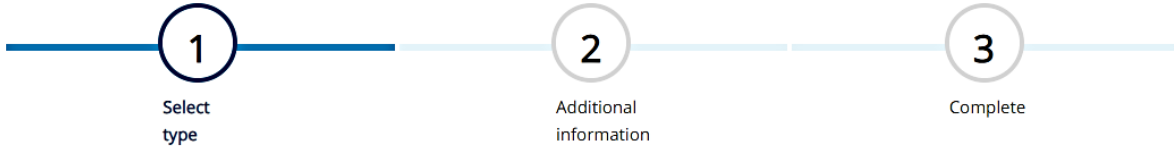
Individual

Individual

Sponsor

**Continue**

3. There are three fields in the **first step** of the application. You will use drop-down menus to choose the type of application you are doing, your chosen sector, and the trade you will be apprenticing in. Once you have made your choices, you will click the “Continue” button.



**New application**

Choose a trade/occupation. A sector represents the area of the economy with which skilled trades are associated.

If you are unable to select "Change My Sponsor" from the drop-down menu, your contact information needs to be updated. Please contact Skilled Trades Ontario to update your contact information by calling (647) 847-3000, or toll free 1-855-299-0028. If you are unsure about which trade or sector to select, please visit the [Trades Information](#) page and use the search bar to find more details.

Application type (required)

Apprentice Training Application ▼

First, select the sector(required)

Service ▼

Select the trade or occupation(required)

Retail Meat Cutter (245R) ▼

Cancel

Continue

4. In the **second step** of the application you will fill out information about yourself and your sponsor. Once you’ve completed all of the required fields, click “Continue.”

### Activity – Practice Application

Starting on the next page, you will find the **second step** of the Application for Apprenticeship Training.

**Scenario:** A+ Automotive has agreed to take you on as an Automotive Service Technician apprentice. Fill out the application using your own information, and the information from your sponsor’s business card (shown on the next page). Ask for help when you need it.



## A+ AUTOMOTIVE

SPECIALISTS IN AUTO BODY REPAIR

+123-456-7890

A+Auto.com

w.jones@A+Auto.com

123 Anywhere St., Anytown,  
Ontario N0N 0N0



**WYNN JONES**  
AUTOBODY REPAIR SPECIALIST

1

Select  
type

2

Additional  
information

3

Supporting  
documents

4

Complete

### Apprenticeship training application

Please provide the following information to help us contact you and assess your application. No information will be saved until you submit your application at the end of the process.

#### Apprentice information

Marital Status (required)

This input field is required.

Number of dependants (required)

This input field is required.

Residency Status (required)

This input field is required.

Immigrant (required)

☐ Yes

☐ No

This input field is required.

Immigration Year (optional)

### Co-op Diploma Apprenticeship/Pre-apprenticeship training program

If you are enrolled in or have completed the Co-op Diploma Apprenticeship(CODA) program or the Pre-apprenticeship Training program(Pre-App) for this trade. Select the appropriate box and enter the date of completion(if applicable)

Enrolled or completed pre-apprenticeship training program? (optional)

- ☐ Yes  
☐ No

Pre-Apprenticeship training completed date(mm/dd/yyyy) (optional)

### Education or Training

Please provide the following information on education or training to help us assess your application. No information will be saved until you submit your application at the end of the process.

Highest level of secondary education completed (required)

This input field is required.

Post secondary education and training completed (optional)

### Out of province apprenticeship training

Have completed some apprenticeship training in other provinces? (optional)

If yes, specify which province or territory (if yes, required)

## Sponsor details

Sponsor ID number is optional, including it will speed up the applicable submission process. If your sponsor has ever registered an apprentice, they will have an ID number issued by the Ministry of Labour, Training and Skills Development (MLTSD).

Sponsor ID Number as issued by the Ministry of Labour, Training and Skills Development (optional)

Legal name (required)

This input field is required.

Business telephone number (required)

This input field is required.

Start typing detailed address here and get them populated automatically below (optional) [Enter address manually](#)

PO box or rural route (RR) (optional)

Unit (optional)

Unit type (optional)

Street number (required)

Street (required)

Street type (optional)

Street direction (optional)

City (required)

This input field is required.

Postal code (required)

This input field is required.

Province (required)

This input field is required.

Contact name (required)

This input field is required.

Contact telephone number (required)

This input field is required.

Contact job title (optional)

Sponsor fax number (optional)

Sponsor email address (optional)

Sponsor contact email (required)

This input field is required.

## Employment information

Social insurance number (required)

This input field is required.

Start date of employment in the trade (mm/dd/yyyy) (required)

This input field is required.

Applicant regular working hours per week (required)

This input field is required.

Primary language (optional)

Language of instruction at prior education (optional)

Applicant's EI status (optional)

Preferred language of communication (required)

This input field is required.

Preferred language of instruction (optional)

Save for later

Continue

5. In the **third step** of the application, you will upload copies of the documents that show your age, your Social Insurance number, and your level of education. We will not upload any documents for this practice application, but make sure you have those documents on hand when you are ready to fill out the actual apprenticeship application.

When you are ready to complete your application online, you will need to choose which type of document you will upload first, and what the specific document is from the drop-downs. Then you can browse to where you have the documents saved on your computer and select them. Once you've selected them, you will click the blue "Upload document" button. Repeat this process until all three of the documents you need are uploaded.

The image on the next page shows you what step three looks like.



## Supporting documents

### Proof of age, social insurance number (SIN) and education/training documentation

To apply for apprenticeship training in Ontario, you must have documented proof of age, SIN and education/training for the ministry to examine and verify.

Uploading proof documentation will result in faster processing of your application, however you can click on 'Continue' at the bottom of this page if you do not wish to upload your proof documentation at this time.

Please note: If you chose to submit proof documentation with your online application by uploading below, all three documents must be uploaded in order to complete this section of your application. Please have your proof documentation ready for uploading.

Only files with extension 'jpg', 'jpeg', 'pdf', 'png' can be uploaded with a recommended size of 2 MB. If you do not wish to upload your proof documentation, you must provide it to a local [Ontario apprenticeship office](#). One document from each category below must be provided.

You do not have any document(s) at this moment

### Upload new document

Please upload document files for your application

1. Select a Document Type

2. Choose a drop down option from 'Document type description'

\*Current identity document issued by a Canadian government ministry or agency with a vigorous registration or security clearance process (OPP or RCMP security check)

3. In 'File' box, either drag and drop your document or click on browse to upload your document

4. Then, click on 'Upload Document'

Document type (required)

Document type description(required)

This input field is required.

File (required)

Drag or Browse to select file(s) to upload

This input field is required.

Upload document

Previous

Save for later

Continue

6. When you click “Continue” you will see a copy of everything you’ve entered in your Application for Apprenticeship. You will also see the list of documents you uploaded.

**Supporting documents**

**Proof of age, social insurance number (SIN) and education/training documentation**

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Uploading proof documentation will result in faster processing of your application, however you can click on 'Continue' at the bottom of this page if you do not wish to upload your proof documentation at this time. You must provide it to a local [Ontario apprenticeship office](#) before your application can be assessed.

Please note: If you chose to submit proof documentation with your online application by uploading below, all three documents must be uploaded in order to complete this section of your application. Please have your proof documentation ready for uploading. Only files with extension 'jpg', 'jpeg', 'pdf', 'png' can be uploaded and must not exceed 2 MB. If you do not wish to upload your proof documentation, you must provide it to a local [Ontario apprenticeship office](#). One document from each category below must be provided.

Description	Type	File type	File name	Date uploaded ▾	Actions
SIN card	Proof of Social Insurance Number	image/png		Dec 5 2022 3:38PM	<a href="#">Preview</a> <a href="#">Delete</a>
GED certificate - Canadian	Proof of Education and/or Training	image/png		Dec 5 2022 3:38PM	<a href="#">Preview</a> <a href="#">Delete</a>
Birth certificate	Proof of Age	image/png		Dec 5 2022 3:37PM	<a href="#">Preview</a> <a href="#">Delete</a>

0 / 3

[Previous](#) [Submit](#)



When everything is correct, you can click the blue “Submit” button to complete your Application for Apprenticeship.

If your application is approved, the Ministry will create a training agreement for you and your sponsor (employer) to sign. Once they have approved the signed agreement, you will officially be a registered apprentice in Ontario!

### Next steps

Now that you have learned how to become an apprentice, you can move on to the third resource in the Apprenticeship Answers series: **Skills for Apprenticeship Success**.