

How to Sponsor an Apprentice

Five steps to becoming an approved Skilled Trades Ontario sponsor and supporting your employee's apprenticeship, from first agreement to graduation.

STEP 1 Sign a Sponsor Agreement



BEFORE YOU BEGIN

Get approved as a new sponsor

If you've never sponsored an apprentice in Ontario, you must be approved by Skilled Trades Ontario before you can enter into a Training Agreement. Once your Sponsor Agreement is signed and approved, you'll receive a **Sponsor ID#** — required to register any Training Agreement.

- 1 **Complete it online.** The fastest option — complete your Sponsor Agreement through the [Skilled Trades Ontario Digital Portal](#).
- 2 **Download & submit.** [Download the Sponsor Agreement](#) and submit it to Skilled Trades Ontario by email or mail — see contact details below.

EMAIL

Call for secure email instructions: **647-847-3000** or toll-free (Ontario only) **1-855-299-0028**, Monday–Friday 7am–7pm.

MAIL

Skilled Trades Ontario, PO Box 2354 RPO SQ1 Shoppers, Mississauga, ON L5B 3C8

STEP 2 Support your employee to apply as an apprentice



APPLICATION

Help them apply through the Portal

Once you've selected an apprentice, they fill out and submit an **Application for Apprenticeship Training** online through the [Skilled Trades Ontario Portal](#) — the quickest way to complete the process. Skilled Trades Ontario will review the application and notify you both if it's approved.

The Portal is the quickest way to complete the process for both the Sponsor Agreement and the apprenticeship application.



STEP 3

Sign a Training Agreement



REGISTRATION

Register the agreement with Skilled Trades Ontario

Once approved, you and the apprentice candidate complete a Training Agreement, which Skilled Trades Ontario then registers. This agreement outlines the responsibilities and obligations of both the apprentice and the sponsor, including compliance with **BOSTA** and relevant regulations.

Once the agreement is registered, both the sponsor and the apprentice can apply for provincial and federal financial incentives.



STEP 4

Ensure the apprentice receives training



ONGOING RESPONSIBILITY

Deliver training to the program standard

As sponsor, you're responsible for ensuring the apprentice receives training in accordance with the apprenticeship training program set by Skilled Trades Ontario. The **Apprenticeship Training Standard Logbook** (or Schedule of Training) sets out the on-the-job training requirements.

1 Review & sign off. Regularly review the Training Standard with the apprentice and sign off on skills as they're learned.

2 Keep Skilled Trades Ontario informed. Notify them of any changes to your business information or Registered Training Agreement.

Supporting in-school training

Make sure your apprentice has time to attend required in-school training. Talk to them early to plan the best training times, and encourage them to register well in advance — classes fill up quickly. Skilled Trades Ontario logs schooling preferences and shares them with the Ministry of Labour, Immigration, Training and Skills Development (MLITSD).



STEP 5

Confirm apprenticeship completion



WRAPPING UP

Work with your apprentice to close out the program

Once your apprentice finishes all required on-the-job and in-school training, it's time to officially complete the apprenticeship program through Skilled Trades Ontario. As sponsor, you're responsible for ensuring all program requirements are met and records are up to date — you may be asked for supporting documentation.

- 1 Confirm records are complete.** The Apprenticeship Training Standard Logbook (or Schedule of Training) is signed off, and the apprentice has received their Notice of completion of schooling requirements.
- 2 Submit the Completion Form.** [Download the Apprenticeship Completion Form](#) — both sponsor and apprentice must sign — and submit it by email or mail (see contact details below).
- 3 Skilled Trades Ontario reviews.** They review the form to confirm the apprenticeship program is complete.
- 4 Certificate arrives by mail.** Once approved, Skilled Trades Ontario mails the apprentice their Certificate of Apprenticeship.

Congratulations to you and your completed apprentice on reaching this milestone — thank you for supporting apprenticeship in Ontario.

Ending an agreement early

To end a Registered Training Agreement before program completion, submit an [Application to Terminate a Registered Training Agreement](#) to Skilled Trades Ontario — see contact details below.

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