



## APPRENTICESHIP OVERVIEW

The **Apprenticeship Training Standard 'Log Book'** (Log Book) is your official record of the on-the-job skills you obtain throughout your apprenticeship. It contains all the skills associated with your trade and describes how you, the apprentice, must perform each skill in order to be considered competent.

### Training as an Apprentice

- ✓ Notify Ministry of Training, Colleges and Universities (MTCU) staff **immediately** of any changes to your contact information or Registered Training Agreement
- ✓ Review the Log Book regularly with your trainer and sponsor to track your progress
- ✓ Keep an accurate record of the hours you work
- ✓ Attend classroom training when it is offered
- ✓ Apply for the financial incentives for which you are eligible
- ✓ Pay your annual membership fee to the Ontario College of Trades (the College) and keep your membership in good standing

### Completing Your Log Book

There are two types of signatures required in your Log Book:

- **Skill Confirmation:** **You and your trainer** sign off each required skill to confirm that you have demonstrated competency in that skill.
- **Skill Set Confirmation:** After you and your trainer have signed off all the required skills in a skill set, **your sponsor** signs the signature box at the end of each skill set to confirm your competency in the skill set.

*Note: shaded boxes in your Log Book are optional and do not have to be confirmed by your trainer or sponsor*

### Changing Sponsors

- ✓ Contact MTCU immediately if you change sponsors as you will need to sign a new Training Agreement
- ✓ Record your original Sponsor's information in the Sponsor Record
- ✓ If you change sponsors, continue using your Log Book as it represents the official record of your training

### Completing Your Apprenticeship Program

Once your sponsor agrees that your hours are complete and you are competent in the required skills, and you have completed the levels of in-class training required for your trade:

1. Check the College's Public Register to ensure your Apprentices Class membership is active: [collegeoftrades.ca/public-register](https://collegeoftrades.ca/public-register)
2. Follow the completion instructions on the Completion Form (Appendix A) in the Log Book
3. Answer any questions that MTCU staff may have, and provide any additional completion documentation they may require
4. Once your completion is confirmed, MTCU will issue you a Certificate of Apprenticeship and notify the College

### After Your Apprenticeship

Once your apprenticeship has been recognized as being officially completed by the MTCU, the College will send you a welcome letter that outlines any membership and examination requirements that apply.

- **For trades with a certification examination**, your 12-month membership in the Journeyman Candidates Class will be automatically activated and allows you to attempt the certification exam. If you are in a compulsory trade, membership in the Journeyman Candidates Class will allow you to continue practising for up to 12 months while you prepare to attempt the exam.
- **For trades without a certification examination**, your membership in the Journeymen Class will be automatically activated and can be renewed annually.

### Preparing For Your Exam

**To find out if your trade is subject to a certification examination visit:** [collegeoftrades.ca/resources/exam-process](https://collegeoftrades.ca/resources/exam-process)

**To schedule an exam**, you must first contact the College's Client Services Department at 647-847-3000 or toll free at 1-855-299-0028 to pay the exam fee. Then contact your local Employment Ontario office offering apprenticeship services to schedule your exam.

**Download the College's exam preparation guide at:** [collegeoftrades.ca/resources/exam-process](https://collegeoftrades.ca/resources/exam-process)