Submit Application for Apprenticeship Training to MAESD Apprenticeship Office

Register a Training Agreement with MAESD (i.e. sign Registered Training Agreement (RTA))

Submit OCOT (Apprentice Class) Membership Application (with $60 + HST annual membership fee within 90 days of RTA)

Obtain Apprenticeship Training Standard from OCOT (http://www.collegeoftrades.ca/training-standards)

Complete in-school training
Complete the 960 hours of in-class training as set out in the Curriculum Training Standard established by OCOT at an Ontario College of Arts and Technology approved by MAESD.

Complete on-the-job training
Complete the competencies set out in the Apprenticeship Training Standard Log Book established by OCOT; benchmark to become competent is 6,240 hours

Maintain OCOT membership fee: $60 + HST (annually)

Total hours: 7,200

Submit completed Apprenticeship Training Standard to local MAESD Apprenticeship Office

MAESD issues Certificate of Apprenticeship

Option to apply for Certificate of Qualification and membership in OCOT’s Journeypersons Class

Complete additional course and practical requirements and obtain Child and Youth Care Diploma

Apprentices eligible to apply for apprenticeship incentive grants (Red Seal trades), and loans

**Sponsors eligible for the Graduated Apprenticeship Grant for Employers (GAGE), (in specific trades) and other incentives

Apprentices eligible to apply for Apprenticeship Completion Grant (Red Seal trades), or Non-Red Seal Completion Bonus

***Sponsors eligible for Apprenticeship Completion Employer Bonus

Note: CYW is a voluntary trade; membership in OCOT’s Journeypersons Class is optional

Note: Diploma requirements vary depending on the Ontario College of Applied Arts and Technology program; in general, bridging should be done at the same College where in-school apprenticeship training was completed.

* For a list of trades subject to a certification examination, visit: collegeoftrades.ca/resources/exam-process

** Eligible employers with apprentices registered to training agreements with the ministry on or before November 14, 2017, continue to be eligible for the Apprenticeship Training Tax Credit (ATTC) in select trades. Effective November 15, 2017, the ATTTC is replaced with a new Graduated Apprenticeship Grant for Employers (GAGE). For more information on GAGE, visit: https://www.ontario.ca/page/hire-apprentice#section-6

*** Effective November 15, 2017, there have been changes to the Apprenticeship Completion Employer Bonus. Employers eligible for GAGE are not eligible for the employer completion bonus. Employers in trades not eligible for GAGE are eligible for the completion bonus. Please note, Child and Youth Worker is not GAGE eligible.