



Hastings and Prince Edward District School Board

A Great Place to Learn and A Great Place to Work!

Dwayne Inch, Chair of the Board

Mandy Savery-Whiteway, Director of Education

Dear Parent/ Guardian,

Your child has chosen to participate in the Cooperative Education program as part of their secondary school course options. Students in this program have the unique situation where they are able to earn high school credits while gaining valuable lifelong employability skills. Students work in a variety of placements in order to help them gain experience in a field in which they may wish to pursue a career. Some of these placements are part of a group categorized as "Compulsory Trades". Students in these jobs are not able to complete any tasks unless they have an Ontario Youth Apprenticeship Program (OYAP) participation form completed and registered with the Ministry of Training, Colleges and Universities.

Your students will be completing a placement in one of these restricted areas. Attached is the OYAP participation form that needs to be completed, signed and returned to the Cooperative Education teacher at your students' school. Only the first, or front, page of the form needs to be completed at this time. If a student should wish to continue in this trade, and the employer agrees to sign them as a registered apprentice, then the rest of the document would be completed.

It is vital that this form be completed or your child will not be able to complete any tasks at their placement. Additionally, an employer could face a fine if a cooperative education student is performing tasks in a restricted trade without the OYAP form in file.

Once the OYAP form is registered with MTCU, students will be given an OYAP card that they will show to any MTCU representative that may visit the work site and request proof.

Thank you for your cooperation in this matter. If you have any questions, please do not hesitate to contact either your student's Cooperative Education teacher at the school or myself at the Education Centre.

Sincerely,
Eleanor MacNiven Hoecht
Pathways Coordinator, OYAP and Dual Credits
Hastings and Prince Edward District School Board
613-966-1170 ext 2325