



Ministry of Training,  
Colleges and Universities  
Service Delivery Branch  
33 Bloor St. east, 2<sup>nd</sup> Floor  
Toronto ON M7A 2S3

## Ontario Youth Apprenticeship Program (OYAP) Participant Application Form

### Section 1: Program Participation

Name of School		Preferred First Name	
Last Name		First Name	Middle Initial
Trade/Occupation	TOSS Code (if known)		Ontario Education Number (OEN)
Date of Birth (yyyy/mm/dd)	Preferred Language <input type="checkbox"/> English <input type="checkbox"/> French	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Education Level
Home Telephone No.		Business Telephone No.	Cell Telephone No.
Email Address			
Unit No.	Street No.	Street Name	PO Box
City/Town		Province	Postal Code

### Additional Information

**Required Documentation Verified**

Transcript  School Board Verification Form

### Notice of Collection of Personal Information and Consent

The Ministry of Training, Colleges and Universities (Ministry) provides funding to your school board to offer OYAP, in part from funds provided by Canada under the Labour Market Agreement ("LMA") between Canada and Ontario.

The goal of OYAP is to increase the high school graduation rate and to increase apprentice registrations to ensure that Ontario has the skilled labour necessary to support growth and attract investment. Your personal information on this form as well as your graduation date will be used by the Ministry to administer and finance OYAP, including monitoring and evaluating OYAP; conducting policy and statistical analysis; and reporting to Canada about the results of OYAP as required under the LMA. The Ministry will collect relevant personal information indirectly from your school board and employer/ sponsor for these purposes and may also disclose your personal information to these organizations. You may be contacted to request your voluntary participation in surveys and public relations campaigns related to OYAP. The Ministry may use the services of auditors, contractors or other third party administrators to administer and finance OYAP.

Depending on your trade, the Ministry collects, uses and discloses your personal information under the authority of the Trades Qualification and Apprenticeship Act, R.S.O. 1990, c. T.17 as amended and R.R.O. 1990, Regulation 1055 or the *Apprenticeship and Certification Act, 1998*, S.O. 1998, c. 22 and O. Reg. 566/99, as amended; and s. 266.3(3) of the *Education Act*, R.S.O. 1990, c. E.2, as amended and s. 2 of O.Reg. 440/0.

Questions about the collection, use and disclosure of this information may be addressed to the Director of Apprenticeship, Ministry of Training, Colleges and Universities, 900 Bay Street, 23rd floor Mowat Block, Toronto, Ontario M7A 1L2 or by phone at 1-800-387-5656.

By signing this form, you give consent to the Ministry to collect, use and disclose personal information about you where relevant to the administration and financing of OYAP.

Signature of Applicant	Signature of Parent (if under 18)	Date (yyyy/mm/dd)
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## Section 2: Request for Registration

(To be completed only when applying to be registered as an apprentice)

By completing this section you confirm that the sponsor / employer has been notified that a request for registration is being submitted to the Ministry of Training, Colleges and Universities and that the employer agrees to register the apprentice.

Please check off the box below:

Yes the employer has been notified

Last Name		First Name	Middle Initial
Ontario Education No.		Social Insurance Number	

### Sponsor/Employer Information

Sponsor/Employer ID (if known)		Sponsor/Employer Name		Sponsor/Employer Telephone	
Unit No.	Street No.	Street Name			PO Box
City/Town			Province	Postal Code	
Start Date of Coop placement (yyyy/mm/dd)			Hours per week		

### Notice of Collection of Personal Information and Consent

Your personal information on this form and in all other communications related to apprenticeship, trade certification and related programs will be used by the Ministry to administer and finance Ontario's apprenticeship and trade certification system (the "System"). The Ministry will collect relevant personal information directly from you and indirectly from your school board, employer/sponsor, training institution and Canada for these purposes and may also disclose your personal information to these organizations. The Ministry may use the services of other Ontario ministries, contractors and auditors to administer and finance the System. You may be contacted to request your voluntary participation in surveys and public relations campaigns related to the System.

Administration includes assessing and verifying your eligibility for apprenticeship; registering you as an apprentice and maintaining your file; providing financial assistance to you and training delivery providers; ensuring that you receive appropriate training; evaluating, monitoring and auditing your progress in your training and the activities of your employer, sponsor and training institution; enforcing your agreements with the Ministry and the legislation set out below; enforcing the agreements between the Ministry and your employer, sponsor and training institution; conducting inspections and investigations; detecting, monitoring and preventing fraud; and conducting policy analysis, evaluation and research related to all aspects of Employment Ontario programs and services, including the System.

The System is partly funded by Canada under Part II of the *Employment Insurance Act* (EIA). Under the Labour Market Development Agreement (LMDA) between Canada and Ontario, the Ministry must collect your social insurance number to provide reports to Canada to allow it to monitor and assess the Employment Insurance Program under s. 3 of the EIA.

The Ministry may disclose your personal information to the Ministry of Labour to enforce workplace health and safety. The Ministry may be required to disclose your personal information to Statistics Canada, under s. 13 of the *Statistics Act*, R. S. 1985, c. S-19, as amended.

The Ministry may disclose your apprenticeship contract or training agreement to any of your employers who need it for purposes of applying for the Apprenticeship Training Tax Credit under s. 89 of the *Taxation Act, 2007*, S.O. 2007, c. 11, Sched. A.

Your personal information is collected under the authority of the legislation set out in the Notice above and the *Occupational Health and Safety Act*, R.S.O. 1990, c. O.1, as amended; the LMDA between Canada and Ontario and ss. 3, 63 and 139 of the *Employment Insurance Act*, S.C. 1996, c.23, as amended, s. 76.29 of the *Employment Insurance Regulations*, S.O.R./96-332, ss. 10, 34(1) and 36(1) of the *Department of Human Resources and Skills Development Act*, S.C. 2005, c. 34; s. 8 of the *Privacy Act*, R.S.C. 1985, c. P-21, as amended; and s. 10.1 of the *Financial Administration Act*, R.S.O. 1990, c. F.12, as amended.

For more information on how the Ministry collects, uses and discloses your personal information, please refer to the contact information in the Notice above.

By signing this form, you give consent to the Ministry to collect, use and disclose personal information about you where relevant to the administration and financing of the System as described above.

Signature of Applicant	Signature of Parent (if under 18)	Date (yyyy/mm/dd)
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