

OYAP Students FAQ

WHO IS AN OYAP STUDENT?

An OYAP student is a full time student who is 16 years of age or older, has completed 16 secondary school credits and is earning cooperative education credits in an apprenticeship occupation.

WHAT ADVANTAGES DOES A OYAP STUDENT HAVE?

You are getting a head start on your apprenticeship hours and training standards while still in secondary school. As a Co-Op/OYAP student in a skilled trade placement, you have the opportunity to be registered with the Ministry of Training, Colleges and Universities (MTCU) as an apprentice through the OYAP program. Consider OYAP if you answer YES to the following questions:

- ⇒ Are you interested in the apprenticeship pathway and considering this as a possible career option?
- ⇒ Are you considering an occupation or College program related to a specific trade?

WHAT'S INVOLVED IN THE REGISTRATION PROCESS?

Registering as an apprentice is very simple.

- ⇒ Talk to your co-op teacher and employer about registering as an apprentice through OYAP.
- ⇒ You must have a Social Insurance Number (SIN) to apply.
- ⇒ Once it is determined that you should register as an apprentice and your employer has agreed to register you during your co-op placement, an Apprenticeship Registration participation Form will be completed by you and sent by your co-op teacher to the OYAP Coordinator.
- ⇒ Your application form will be forwarded to the MTCU Office by the OYAP coordinator.
- ⇒ An apprenticeship training consultant will contact your employer to establish a registration date.
- ⇒ The MTCU consultant, employer and student will meet to sign the apprenticeship training agreement. If you are under 18 a parent/guardian signature is required.

WHY SHOULD I REGISTER AS AN APPRENTICE?

Once you are registered by MTCU, you are an **apprentice!**

- ⇒ The hours that you work will be credited towards your apprenticeship.
- ⇒ You are exempt from the one-time \$40 registration fee.
- ⇒ You will receive the Apprenticeship Training Standards document from MTCU and begin working on the required on-the-job skills.
- ⇒ After graduation you may attend College for in-school apprenticeship training.

Please Note:

- ⇒ Being signed on as an apprentice during your Co-Op/OYAP term does not guarantee employment after you graduate.

WHAT ARE MY RESPONSIBILITIES AS AN APPRENTICE?

- ⇒ Review the Apprenticeship Training Standards Document that you received at registration from the MTCU training consultant with your supervisor on regular basis to ensure that the completed training units are "signed off" by all parties.
- ⇒ Keep an accurate record of the hours you work.
- ⇒ Acquire a letter form your employer confirming the hours worked.
- ⇒ You must submit a copy of your high school transcript to the MTCU office when you graduate.
- ⇒ If your co-op placement did not result in employment, contact the MTCU Office: (Chatham) 519-354-2766 or (Sarnia) 519 542-7705 when you have found a new employer/sponsor in your trade.

WHO SHOULD I CONTACT IF I HAVE QUESTIONS?

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