

Members' Bulletin: 2011-06

April 1, 2011

## The Apprenticeship Registration Process (for In-School Training)

To All OIRCA Active Members:

There seems to be some confusion amongst Active Members regarding the placement of apprentices at the Conestoga – OIRCA Centre for Roofing Training Technology. The purpose of this bulletin is to provide members a step-by-step procedure to follow.

1. Once you have identified employees who are interested in participation in the apprenticeship program, the employer should contact their local apprenticeship office of the Ministry of Training, Colleges and Universities (MTCU) to register the employee(s) as apprentices (see attached list of MTCU offices).
2. You may also contact Kitchener's MTCU office directly at 1-866-877-0099 and ask to speak to a training consultant for assistance in registering your employees.
3. Once an apprentice is registered they become eligible to attend the in-school training portion of their apprenticeship.
4. Apprenticeship classes are generally delivered in 8 week blocks, the first class intake running in January and February, the second in March and April.
5. The roofing apprenticeship curriculum is delivered in two levels; basic and advanced. Depending on the demand, any given year could see one or two basic classes and one or two advanced classes being delivered.
6. 90 days prior to the commencement of those classes, the MTCU will send the registered apprentice and employer letters offering the availability of classroom training.
7. The letter instructs the apprentice to contact the training centre with a VISA number, stop in with cash or send a cheque to guarantee a seat in the class.
8. As apprentices call in, their names are added to the class list thereby confirming their participation. A class is deemed full by the MTCU when 18 apprentices are confirmed.
9. The training centre receives the MTCU's list of letters 30 days before classes begin.
10. When a class is not completely filled, additional apprentices will be contacted. If an insufficient number of apprentices confirm attendance, the class will be cancelled; 6 weeks prior to the start date.
11. When you have officially laid-off your employee(s) be sure to file their record of employment (ROE) **electronically** to ensure that they start receiving UI benefits as soon as possible.

**It is important for the employer to monitor their employee's progress through this process. If left to the apprentice alone, and they take no action when contacted, they run the risk of not receiving a seat in the class.**

## Apprenticeship Offices

For more information about apprenticeship training, contact the Ministry of Training, Colleges and Universities apprenticeship office nearest you or call Employment Ontario at 1-800-387-5656 or TTY 416-325-4084, or visit: [www.ontario.ca/employmentontario](http://www.ontario.ca/employmentontario).

### Central District

Toronto . . . . .(416) 326-5800  
Pickering . . . . .(905) 837-7721  
Mississauga . . . . .(905) 279-7333  
Barrie . . . . .(705) 737-1431

### Western District

Hamilton . . . . .(905) 521-7764  
Brantford . . . . .(519) 756-5197  
St. Catharines . . . . .(905) 704-2991  
Owen Sound . . . . .(519) 376-5790  
London . . . . .(519) 675-7788  
Sarnia . . . . .(519) 542-7705  
Waterloo . . . . .(519) 571-6009  
Windsor . . . . .(519) 973-1441  
Chatham . . . . .(519) 354-2766

### Eastern District

Ottawa . . . . .(613) 731-7100  
Brockville . . . . .(613) 342-5481  
Cornwall . . . . .(613) 938-9702  
Kingston . . . . .(613) 545-4338  
Pembroke . . . . .(613) 735-3911  
Peterborough . . . . .(705) 745-1918  
Belleville . . . . .(613) 968-5558

### Northern District

Sault Ste. Marie . . . . .(705) 945-6815  
North Bay . . . . .(705) 495-8515  
Sudbury . . . . .(705) 564-3030  
Timmins . . . . .(705) 235-1950  
Thunder Bay . . . . .(807) 345-8888  
Kenora . . . . .(807) 468-2879