

## ONTARIO YOUTH APPRENTICESHIP PROGRAM

# NEXT STEPS after Graduation

1. Before the end of your placement, ask your employer if there are any skills in your Training Standard (Log) that can be signed off.
2. If you are interested in continuing to work for this employer, speak with the employer to see if they can keep you on as a registered apprentice.
3. If you are **no longer continuing in this trade**, please complete the Cancellation of OYAP Agreement information (page 2) and submit it to your local MLTSD office. You can call the EO hotline (listed above) to get the phone number and address of your local MLTSD office.
4. If you are **continuing in the trade with your current employer**, you need to notify your local MLTSD office.
5. If you are **continuing in the trade but need to find a new employer**, please complete the Cancellation of OYAP Agreement information (page 2) and submit it to your local MLTSD office. Local Employment Service Providers may be able to assist you with your job search. Contact the EO Hotline (1.800.387.56.56) to find the service providers in your local area. Once you have found an employer who is able to register you, you can apply to re-register as an apprentice via the "[change your sponsor](#)" link found on [Apprenticeship in Ontario website](#).
6. If you are **continuing in the trade and have found a new employer**, please complete the Cancellation of OYAP Agreement information (page 2) and submit it to your local MLTSD office. You can then re-register as an apprentice via the "[change your sponsor](#)" link found on [Apprenticeship in Ontario website](#).
7. Once you have graduated grade 12 you **must provide MLTSD with proof that you obtained your grade 12 diploma**. You can send proof (copy of transcript or diploma) to your local MLTSD office. You will also need to discuss your schooling preferences with MLTSD.
8. If you change your address, phone number, or email address please notify MLTSD either via your local MLTSD office or the EO Hotline.



## Students' Next Steps (please check off one):

- No longer continuing in the trade
- Continuing in the trade with your current employer
- Continuing in the trade but need to find a new employer
- Continuing in the trade and have found a new employer

## CANCELLATION OF OYAP AGREEMENT

Please cancel:

**Training Agreement #:**

**Company Name:**

**Cancellation Effective Date:**

**Reason (please select one of the following):**

- Registering with new sponsor
- No longer with sponsor but intend to continue in the trade
- No longer continuing in the trade
- Other: \_\_\_\_\_

**Student Printed Name:**

**Student Signature:**

**Student Client ID #:**

**Date:**