

ONTARIO YOUTH APPRENTICESHIP PROGRAM

Application Process Guidelines

Name: _____

School: _____

1. Information Session

- Attend information session with OYAP Coordinator
- Obtain information from Guidance and Co-op Department

2. Accelerated Program Awareness Form

- Awareness form signed by both the student and parents/guardians

3. PVNCCDSB OYAP Application Form

- Application form signed by student, parents/guardians, Guidance Counsellor and Principal, and returned to secondary school Co-op Education Teacher by the 3rd Friday of April each year.

4. OYAP Regional Application Form

- Application form signed by student, parents/guardians, Guidance Counsellor and Principal, and returned to secondary school Co-op Education Teacher by the 3rd Friday of April each year.

5. Portfolio

- Resumé
- Cover Letter
- Transcript of secondary school marks to date
- Attendance Record
- Letters of Recommendation from previous employers and tech teacher (if possible)

6. Interview Preparation

- Preparation through the Co-op Department
- Preparation through a mock interview with Human Resources Development Canada (optional)

7. Interview

- Determine date of interview and arrive in appropriate attire

8. Acceptance

- Student will be notified by the Co-op teacher as to their acceptance into the program.
- Student will receive a formal letter of acceptance from the OYAP Coordinator.
- Student, parents/guardians and teachers will be asked to attend a formal indenturing ceremony, where students will be registered as apprentices and information on the program and apprenticeship will be presented.

