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Once an Apprentice has completed all the classroom training and benchmark on-the-job hours specified for the trade and has acquired all the mandatory skills included in this Logbook.

The Apprentice and the Sponsor complete the Apprentice Completion Form and the Skill Set Completion for Sponsors Form located on the following pages.

1. They sign the forms and submit them to their local Service Delivery Office. To find the closest office, check the contact information at [ontario.ca/page/employment-ontario-apprenticeship-offices](http://ontario.ca/page/employment-ontario-apprenticeship-offices) or call the Employment Ontario toll free number at (1-800-387-5656).
2. For All Trades: All mandatory skills (or the combination indicated in the completion requirements for the trade) in the Logbook must be signed-off. The recommended hours are a benchmark. If the Sponsor is completing the Apprentice before the industry recommended training hours are done, staff may request further information regarding the Apprentice's on-the-job training. An example of a request would be a letter from the Sponsor confirming the Apprentice worked for some time in the trade before the initial Training Agreement was registered, thereby acquiring some skills beforehand.

If Apprentices are submitting the completion request form and supporting documentation to their local Service Delivery Office by mail, fax, or email (as a scanned document), they should not include their Logbook; if they are presenting this form in person at the local Service Delivery Office, they should bring their Logbook with them.

After staff verifies all the information in the completion request, they may contact either the Apprentice or the Sponsor for further information or documentation. Once the completion has been confirmed, the local Service Delivery Office will issue a Certificate of Apprenticeship to the Apprentice.

Skilled Trades Ontario will receive notification of this completion.

- If the Apprentice has completed a program in a **compulsory trade**, Skilled Trades Ontario will automatically register the Apprentice for a Provisional Certificate of Qualification to continue to work legally for one year while preparing for the certification examination.
- If an Apprentice completes their apprenticeship in a **non-compulsory trade** and there is a Certificate of Qualification exam, they must write and pass the exam to receive a Certificate of Qualification from Skilled Trades Ontario.

For permission to schedule an exam once completion is confirmed, the individual must first contact the Skilled Trades Ontario Client Services Department at 647-847-3000 or toll free at 1-855-299-0028 to pay the certification examination fee. Once you have paid your exam fee with Skilled Trades Ontario, book your exam by contacting your nearest Employment Ontario local Service Delivery Office.



## Appendix C — Skill Set Completion for Sponsors

You will find the skill set numbers and titles in the Logbook's Table of Contents. By signing off each skill set in the table below, you are providing final confirmation, as the Apprentice's Sponsor, that the Apprentice has demonstrated competency in all the mandatory skills included in the skill set.

Skill Set #	Skill Set Title	Signing Authority Signature
<b>U5135.0</b>	Occupational Health and Safety Procedures	
<b>U5136.0</b>	Electrical Systems - Starting and Charging	
<b>U5137.0</b>	Electrical Systems - Body Electrical and Components	
<b>U5138.0</b>	Fuel Systems	
<b>U5139.0</b>	Engine Systems - Gasoline and Diesel	
<b>U5140.0</b>	Engine Management Systems	
<b>U5141.0</b>	Exhaust, Intake and Emission Control Systems	
<b>U5142.0</b>	Transmission Systems	
<b>U5143.0</b>	Drive Shafts and Drive Axle Assemblies	
<b>U5144.0</b>	Frames and Hitching/Coupling Systems	
<b>U5145.0</b>	Body and Trim	
<b>U5146.0</b>	Suspension Systems	
<b>U5147.0</b>	Steering Systems	
<b>U5148.0</b>	Tires, Wheels, Rims and Hubs	
<b>U5149.0</b>	Air Supply Systems	
<b>U5150.0</b>	Braking Systems	
<b>U5151.0</b>	Heating, Ventilation, Air-Conditioning and Refrigeration Systems	
<b>U5152.0</b>	Hydraulic Systems	

### Ministry of Labour, Immigration, Training and Skills Development use only:

Sponsor verified as most recent sponsor of record:                      Yes ( )                      No ( )

Documentation to support completion of hours attached:                      Yes ( )                      No ( )

Completion of classroom training verified:                      Yes ( )                      No ( )

Staff Name \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_











**Competency Analysis Profile: Truck and Coach Technician 310T** *(all unshaded skill sets must be completed)*

<b>U5140.0</b> <b>Engine Management Systems</b>	<b>5140.01</b> Perform visual inspection	<b>5140.02</b> Diagnose and troubleshoot fuel control systems and components	<b>5140.03</b> Repair fuel control systems and components	<b>5140.04</b> Verify and document repair of fuel control systems and components	<b>5140.05</b> Diagnose and troubleshoot electronic ignition systems and components	
	<b>5140.06</b> Repair electronic ignition systems and components	<b>5140.07</b> Verify and document repair of electronic ignition systems and components	<b>5140.08</b> Diagnose and troubleshoot electronically-controlled engine systems and components	<b>5140.09</b> Repair electronically-controlled engine systems and components	<b>5140.10</b> Verify and document repair of electronically-controlled engine systems and components	
	<b>5140.11</b> Perform engine tune-ups					
	<b>U5141.0</b> <b>Exhaust, Intake, and Emission Control Systems</b>	<b>5141.01</b> Perform visual inspection	<b>5141.02</b> Diagnose and troubleshoot exhaust, intake, and emission control systems and components	<b>5141.03</b> Repair exhaust, intake, and emission control systems and components	<b>5141.04</b> Verify and document repair of exhaust, intake, and emission control systems and components	<b>5141.05</b> Diagnose and troubleshoot turbocharger systems and components
		<b>5141.06</b> Repair/Replace turbocharger systems and components	<b>5141.07</b> Verify and document repair of turbocharger systems and components			















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Truck and Transport Mechanic