

Application to Terminate Registered Training Agreement

Instructions: This form must be completed and signed by either the Sponsor or the Apprentice who signed the Registered Training Agreement (RTA). Submissions of this form will initiate the process to terminate the RTA with Skilled Trades Ontario (STO).

You may submit this form to Skilled Trades Ontario by:

- **Email:** Please call Skilled Trades Ontario for secure email instructions at 647-847-3000 or Toll-free (Ontario only) at 1-855-299-0028, Monday-Friday from 7 a.m. – 7 p.m. EST. **or**
- **Mail:** Skilled Trades Ontario, PO BOX 2354 RPO SQ1 Shoppers, Mississauga, ON L5B 3C8

Section 1 – Registered Training Agreement Information

Agreement Number:	
Trade Code:	

Section 2 – Apprentice Information

Name (last, first):	
Client ID Number:	

Section 3 – Sponsor Information

Sponsor ID Number:	
Full Legal Name:	
Contact Name:	
Email address:	
Telephone Number(s):	

Section 4 – Revocation Request

I, the undersigned, request that Skilled Trades Ontario (STO) terminate the RTA referenced above for the following reason(s):

<input type="checkbox"/>	Mutual agreement between Sponsor and Apprentice
<input type="checkbox"/>	Apprentice has left employment
<input type="checkbox"/>	Sponsor is unable to provide training
<input type="checkbox"/>	Other (please specify):

Section 5 – Acknowledgment and Signature

By signing this form, I certify that I am the original signatory of the Registered Training Agreement and that I understand this request will result in the termination of the Apprenticeship Training Agreement with Skilled Trades Ontario and the other party to the agreement will be notified.

I declare that the information provided is true and complete to the best of my knowledge. I understand that providing false or misleading information may result in disqualification from certification in accordance with [section 16\(2\)\(b\) of the Building Opportunities in the Skilled Trades Act, 2021](#) (BOSTA). Additionally, per [section 37\(3\) of BOSTA](#), knowingly submitting false information in an application or related documents is an offence punishable by a fine of up to \$10,000 upon conviction.

I further consent to the collection, use, and disclosure of my personal information by Skilled Trades Ontario for the purposes of registration and certification, in accordance with the Ontario [Freedom of Information and Protection of Privacy Act, 1990](#) (FIPPA) and BOSTA.

Signature

Date