

## Apprenticeship Completion Form

**Instructions:** Please submit this form to Skilled Trades Ontario via email to:  
[completions@skilledtradesontario.ca](mailto:completions@skilledtradesontario.ca)

For assistance, please contact STO at (647) 847-3000 or 1-855-299-0028 (toll-free within Ontario only), Monday – Friday, 7 a.m. – 7 p.m. EST.

### Section 1 – Registered Training Agreement Information

**You may be asked to provide proof of hours worked or competencies gained. Appendix C in the Apprenticeship Training Standard is used for tracking trade competencies.**

Agreement Number	
Trade Code	
Trade Name	

### Section 2 – Apprentice Information

Apprentice's Full Name	
Client ID Number	
Email Address	

### Section 3 – Sponsor Information

Sponsor ID Number	
Full Legal Name	
Contact Name	
Email Address	

## Section 4 – Apprentice Acknowledgement & Consent

I, the apprentice named in this form, have reviewed and agree with this application for apprenticeship completion.

I further consent to the collection, use, and disclosure of their personal information by Skilled Trades Ontario for the purposes of registration and certification, in accordance with the [Freedom of Information and Protection of Privacy Act, 1990](#) (FIPPA) and [Building Opportunities in the Skilled Trades Act, 2021](#) BOSTA.

Apprentice's Signature:

Date (mm/dd/yyyy):

## Section 5 – Sponsor Attestation & Consent

As the Sponsor of the above-named apprentice, I confirm:

- 1. Program Completion:** The apprentice has completed all trade-specific workplace-based training requirements (competencies and/or hours) as outlined in the Registered Training Agreement and Apprenticeship Training Standard/Schedule of Training, and that the designated trainer(s) have verified that the apprentice has successfully demonstrated all mandatory skills.
- 2. Training:** All training was provided by qualified trainers in accordance with the trade classification:
  - a. Compulsory trades – a trainer must hold a valid certification of qualification under the [Building Opportunities in the Skilled Trades Act, 2021](#) (BOSTA), in the same or a closely related trade as the apprentice.
  - b. Non-compulsory trades – a trainer may hold a certificate of qualification under BOSTA in the same trade as the apprentice or be a journeyman as defined by [O. Reg. 873/21](#) in the same trade as the apprentice.

**I, the sponsor named in this form, declare that the information provided above is true and complete to the best of my knowledge.**

I understand that providing false or misleading information may result in disqualification of the apprentice's certification in accordance with [section 16\(2\)\(b\) of 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 personal information by Skilled Trades Ontario for the purposes of registration and certification, in accordance with the [Freedom of Information and Protection of Privacy Act, 1990](#) (FIPPA) and BOSTA.

Sponsor's Full Name
Sponsor's Signature
Date (mm/dd/yyyy)