

## Memorandum

**To:** Service Providers delivering the following programs: Apprenticeship Enhancement Fund Program (AEF), Pre-Apprenticeship Training Program (PRE-APP), Ontario Youth Apprenticeship Program (OYAP), Co-op Diploma Apprenticeship Program (CODA) and Apprenticeship Seat Purchase Program (Classroom Training)

**From:** Jacqueline Cureton, Director, Program Delivery Support Branch

**Date:** October 20, 2017

**Subject:** Process for a Prior Approval Request (PAR)

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This memorandum is to inform all Apprenticeship service providers of the new process to initiate ministry consideration for a change to projects/activities in an agreement.

The new PAR form is designed to effectively and efficiently manage Apprenticeship related transfer payment agreements. The form will also support discussions between the service provider and the ministry, providing a consistent approach across all Apprenticeship programs.

If a change is required, service providers are requested to complete a PAR form and forward it to the ministry for review and consideration. **The PAR form is available on the EOPG.**

### Background

Throughout the course of an agreement, there may be unexpected circumstances that could impact a service provider's ability to complete or comply with the terms and conditions of their agreement in its entirety. In the past, service providers were advised to contact their local office, in writing, so that the circumstance of the change can be reviewed and/or approved.

Currently, some articles in the agreement inform recipients that they must acquire prior written approval from the ministry before completing certain actions (i.e. disposal of assets, shifting of funds, budget changes, etc.).

The new PAR form contains a list of situations that service providers will choose from to initiate the approval process. Please note that all changes must comply with the Audit and Accountability Requirements for the applicable program.

### Next Steps

If a change is required, service providers are requested to complete the Prior Approval Request (PAR) form, and forward it to your Employment and Training Consultant for review and consideration. The PAR should reflect what has been approved in your agreement, and include a detailed description, with a rationale, of the requested change.

Please ensure the PAR form is signed by the Recipient authorized signing officer.

If have any questions regarding this form, please contact your Employment and Training Consultant.