

**MEMORANDUM TO:** Apprentices

**FROM:** Ministry of Labour, Training and Skills Development

**DATE:** January 26, 2022

**SUBJECT: New Skilled Trades Ontario Portal for apprentices and sponsors**

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### **Background about the new Skilled Trades Ontario Portal:**

Earlier today, the Ontario government announced Skilled Trades Ontario, a new Crown agency where apprentices and tradespeople will be able to access registration, certification, renewals and trade equivalency assessments all in one place, with many services offered digitally. The agency replaces the Ontario College of Trades and will, at maturity, become the single point of access for all apprenticeship and skilled trades clients.

Apprentices and journeypersons can begin using the new Skilled Trades Ontario Portal to manage aspects of their training and certification. It will help save time and simplify some common processes.

The digital portal will be delivered in phases, with priority functionality for users in early releases. Our goal is to build a one-window online channel for all skilled trades and apprenticeship clients.

### **Features of the Skilled Trades Ontario Portal:**

In the first phase, apprentices and journeypersons can use the portal to:

- Apply to be an apprentice;
- Change their sponsors;
- View exam results; and,
- Pay renewal fees online.

Sponsors can also use the portal to:

- Create a sponsor account to submit applications on behalf of your apprentices, save applications to continue later and see a summary of applications submitted.

### **How to create your account:**

Visit [www.skilledtradesontario.ca](http://www.skilledtradesontario.ca) to access the Skilled Trades Ontario Portal and register as a new user. To complete your registration:

- Click “Login”, which will take you to the sign-in page
- Click the “Create Account” link at the bottom of the page and follow the prompts

If you had an online account with the Ontario College of Trades, please ensure that you **use the same email** when you sign up for an online account with Skilled Trades Ontario. If you are unsure of which email you have on file with us, please contact us at 647-847-3000 or 1-855-299-0028 (toll-free within Ontario only), Monday - Friday, 8:30am - 5:00pm EST.