



February 20, 2009

Dear Service Partner,

I am writing to all of our Training Delivery Agencies (TDAs) that are approved to deliver apprenticeship in-school training, in order to provide clarification about the collection of classroom fees.

As you know, in 2002, the Ministry introduced classroom fees requiring apprentices to pay a portion of the costs for their apprenticeship in-school training (O. Reg. 32/02). At that time, the Director of Apprenticeship had notified all TDAs about the introduction of the classroom fees and advised that the transfer payment for seat purchase funding would be reduced by the amount of the classroom fees (\$10.00 per 6 hours of training).

The Employment and Training Division of the Ministry of Training, Colleges and Universities has noted that different practices have developed over the years regarding the requirement to collect classroom fees from apprentices. Some TDAs are applying discretion in the collection of classroom fees, while others believe that discretion cannot be applied and that the collection of classroom fees cannot be absorbed by the TDA.

The Ministry's position regarding the collection of classroom fees is that a TDA can exercise discretion and choose not to collect the regulated classroom fee and instead absorb the cost. Please note, however, that the transfer payment for seat purchase funding would continue to be reduced by the amount of the classroom fee.

If you have any questions, please contact the Employment and Training Consultant or Service Delivery Manager at your local Ministry office.

Sincerely,

Originally signed by:

Catherine Drea  
Director

c: Peter Armstrong, Regional Director (Northern)  
Robert Dupuis, Regional Director (Eastern)  
Sherree Mahood, Regional Director (Western)  
Barbara Simmons, Regional Director (Central)