

MEMORANDUM TO: Colleges of Applied Arts and Technology
Offering CODA Programs

FROM: Barbara Simmons
Director, Service Delivery Branch

DATE: October 1, 2013

SUBJECT: **Co-Op Diploma Apprenticeship (CODA) Program:
New Program Registration Procedures**

MEMO #: **APPR2013-04**

OBJECTIVE:

The purpose of this bulletin is to update your organization of a change in program registration procedures for the Co-Op Diploma Apprenticeship (CODA) program participants.

BACKGROUND:

Currently, CODA program participants sign registered training agreements through their colleges at the start of the programs and pay Ontario College of Trade (OCOT) membership fees throughout their programs.

Beginning with all September 2013 CODA program intakes, MTCU will no longer require CODA participants to register training agreements with sponsors through the colleges at the start of their programs (unless they begin their CODA programs with work placements). Instead, participants will only need to register training agreements when they start their work placements.

ADVANTAGES:

This change will

- Align the delivery of CODA programs to those of other apprenticeship programs,
- Ensure the term of eligibility for the Apprenticeship Training Tax Credit (ATTC) for CODA participants begin only when their placement terms begin, and
- Make the management of CODA programs easier for both colleges and the Ministry.

NEXT STEPS:

All CODA participants will no longer sign registered training agreements or complete Section 3 (Employer or Sponsor Information) of their Applications for Apprenticeship Training unless they are starting their programs with work placements.

All CODA program participants are no longer required to become members of OCOT until they begin their work placements.