

Employment Ontario Information System (EOIS) Apprenticeship (APPR)



Guide for Modular Employers

Version 1.4

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Document History

Version #	Date	Description
1.0	October 2010	Initial Version
1.1	April 2012	Updates
1.2	December 2015	Update to format and readability
1.3	September 2017	Updates and corrections
1.4	October 2018	Ministry Name change and updates

1 Introduction

Modular employers in Ontario can access the Employment Ontario Information System – Apprenticeship (EOIS-APPR) to register and report on their modular trainees.

An employer subscriber is the approved user who can enter and print the modular training applications and modular training reports, as well as apply for signing authority. Users can also update the company address and contact information and view their approved program(s), signing authority designate and employer subscriber records. The home page allows access to these features.

The system features a two-tier security access. The first tier is through the Service Ontario ONE-key login. Details can be found in the ONE-key User Guide for all Services.

This document provides information on the following:

- Documentation requirements and guidelines
- Working from your home page
- Reporting a modular trainee
 - Personal information screen
 - Mailing address
 - Print-friendly reports
- Tips when using the system
- Questions and answers

2 Documentation Requirements & Guidelines

The **Notice of Collection of Personal Information and Consent to Indirect Collection** must be signed by every trainee before entering any personal information into the EOIS-APPR system. A copy is to be provided to the trainee. This form authorizes the employer to provide the trainee's personal information to Ministry of Training, Colleges and Universities (MTCU) and replaces the release clause that trainees previously agreed to on the paper version of the modular training application and modular training report. A copy of the form must be retained by the employer for a minimum of one year after the trainee has completed the training and has obtained a certificate, ceases to be employed by the employer or does not need modular training by virtue of a change in occupation with the employer.

The electronic version of the **Modular Training Application** must be signed by the signing authority designate (SAD) only if a paper version has not been completed and signed. It continues to be the SAD's responsibility to ensure section 4 is completed for all registrants in the forestry programs.

The electronic version of the **Modular Training Application** should be signed by the trainee if the paper version has not been completed and signed. It is suggested that this application be completed at the same time as all other new hire documentation; this process follows the Occupational Health and Safety Act which states that trainees must be registered in the modular program for which they will train.

The electronic version of the **Modular Training Report** must be signed by the SAD. This continues to be their attestation of competency of the trainee.

The electronic version of the **Modular Training Report** does not require the signature of the trainee, as long as the trainee has signed some other suitable document where he / she have affirmed the dates and content of training received (module number). This signed document should be attached to the electronic version of the modular training report, which remains on file with the employer. You, as the employer, may use a document of your own design to confirm completion of training modules; however, it is suggested that you continue to use the pages from the modular training standard.

Modular Transcripts will continue to be requested from the service delivery offices.

3 Working from your Home Page

On the left navigation panel there are two choices:

- **Home Page:** Use to return to this page.
- **Logout:** Use to close your session.

Clicking any of the links on the home page will open your **employer record**.

Select the ***Help with this Page?*** link for assistance on any page.

Once you are in your record, you can use the tabs across the top of the screen to navigate.

By using the links on this page you can:

- View and update your contact information by selecting the page actions to add a contact, update a contact or update mailing address.
- View the programs your organization is approved to train.
- Report a modular trainee. This link will allow you to enter a modular training application and/or modular training report for a trainee. The last page in this process has a print friendly button that will print the application and/or report based on what data was entered. After it is printed, the applications and reports can be dated and signed as required.
- View individual designated to attest to skill competency. This page will display the SAD name and contact information.
- View individual with EOIS-APPR log-in privileges. This page will display the person(s) in your organization approved as the employer subscriber.
- Apply to obtain modular training signing authority for a program you are not currently approved to train.

4 Reporting a Modular Trainee

4.1 Personal Information Screen

If this screen is pre-populated with data, this indicates that a modular training application has been completed, previously registering this trainee in the program.

If this screen is not populated with data, this indicates that this is the first time the trainee is being reported/registered in the program.

4.2 Mailing Address Information

When entering the address of a trainee, enter the postal code and select the “**Look up Address**” button. You will be taken to the postal code look-up screen which is a Canada Post interface. This will display the street that corresponds to the postal code that you entered. You need to specify the street number, apartment or unit, as appropriate. If you do not find the address under the selected postal code, go to the Canada Post web site, and use the postal code search tool to find it.

The additional information field can contain any notes that are required to ensure that the correspondence is delivered correctly (e.g. c/o, Attention to: trainee street address if mailing address is a Post office box). Remember that this information will appear on all correspondence the applicant receives from the ministry in the bottom left corner of the mailing label.

4.3 Print-Friendly Reports

The employer subscriber has the ability to create the modular training application alone or with the modular training report if the trainee has modules reported at the same time the application is entered. When adding only the application, the employer subscriber simply selects **Next Step** at the bottom of the program requirements page without entering completion dates.

The first reporting of a trainee will produce a modular training application and/or modular training report to print. The reporting of subsequent completed modules will produce only a modular training report.

IMPORTANT: The employer subscriber has only one opportunity to print the modular training application and report. On the application summary screen the user must select the print-friendly button before choosing the option to report another trainee or exiting the page.

5 Tips when using the system

5.1 The Location Bar

The **location bar** which is located at the top of the screen is useful when you need to return to a screen to review or change data. Simply click the screen descriptor for quick access.

5.2 Error messages

If mandatory information is not captured, a message will prompt you to enter the data before proceeding. The system also verifies specific data and will prompt you to correct inaccurate information. For example, if you enter a trainee's date of birth as the current year, the system will display the following error:

"The entry requirement related to age has not been met. Revise date of birth if entered incorrectly."

5.3 Time Out

As a security measure, the system will automatically time out if left idle for 15 minutes.

5.4 Service Delivery Office Hours

Monday – Friday: 8:30 a.m. – 5:00 p.m.

6 Appendix

6.1 Questions and Answers

Q: Is the employer subscriber affected if the signing authority designate leaves the company?

A: Yes. The status of the signing authority designate (SAD) directly affects the status of the employer subscriber. The SAD must be active for the programs to which the employer subscriber is approved in order for the employer subscriber to access the EOIS-APPR system. If the SAD is inactivated for a particular program, the corresponding employer subscriber will be automatically inactivated for that same program, but will remain active in programs where the SAD remains active.

Q: My employer does not want me to continue as the employer subscriber for one of the programs; can I continue to have access to the EOIS-APPR system?

A: Yes. You, as the employer subscriber can continue to have access, as long as you have an active status in at least one modular program for which your employer is approved to train. If however, an employer subscriber is inactivated in all programs, their PIN will be automatically set to inactive and access to the EOIS-APPR will be denied. The process to activate an employer subscriber will issue new emails, identifying new enrolment and PIN codes.

Note: The employer must notify the local service delivery office immediately to inactivate an employer subscriber in one or all programs.

Q: Can I access the EOIS-APPR system from our company satellite locations?

A: Yes. The employer subscriber can access the EOIS-APPR system as long as there is internet access available.

Q: When reporting a modular trainee, why does the personal information screen display data only some of the time?

A: When the personal information screen pre-populates with data, this indicates that a modular training application has been previously submitted for the trainee in the program being reported. If the screen displays no data, this indicates that a modular training application has not been submitted for the trainee in the program being reported and therefore all information must be captured on this screen.

Q: Can I change the address of a modular trainee employed by our company?

A: When reporting a modular trainee, you have the opportunity to update the trainee address and telephone number. However, you cannot directly access the trainee's record to make a change; you should advise the individual to contact the local service delivery office and they will update the trainee record accordingly.

Q: If our company trainees sign the e-versions of the modular training application and modular training report, is it necessary for them to sign the Notice of Collection of Personal Information and Consent to Indirect Collection?

A: Yes. This release form must be signed before you, as the employer subscriber can input personal information about the trainee into the EOIS-APPR system.