

MEMORANDUM TO: Approved Sponsors of Apprenticeship Training

FROM: Ministry of Labour, Training and Skills Development

DATE: January 26, 2022

SUBJECT: New Skilled Trades Ontario Portal for apprentices and sponsors

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.

Tradespeople and sponsors 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, sponsors can 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.

Apprentices and journeypersons can use the portal to:

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

Please feel free to share information about the portal with your apprentices.

How to create your account:

Visit 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, please contact Skilled Trades Ontario at 647-847-3000 or 1-855-299-0028 (toll-free within Ontario only), Monday - Friday, 8:30am - 5:00pm EST.