ONTARIO YOUTH APPRENTICESHIP PROGRAM (OYAP)
Employment Ontario Information System-Apprenticeship (EOIS-APPR)

Updating the Special Program Outcome
Questions & Answers

School boards have used the EOIS-APPR since 2010 to enter OYAP participant information. This requirement, outlined in the OYAP contract agreement, ensures that students' records are accurate, and the ministry is able to track their progress through the apprenticeship program to completion. In addition, accurate statistics on OYAP participation are available to the ministry, stakeholders, and the public, and are used to demonstrate the success of OYAP and to inform ministry decision making.

Question 1 - How do I update the special program outcome?

Please see section 4.2.2 of the [EOIS-APPR User Manual for School Boards](#).

Question 2 – Should I update the special program outcome after students have finished their co-op placements?

No. If students quit a co-op placement, you can withdraw them at any time during the school year. Otherwise, wait until the students have left high school. Further details are provided below.

Question 3 - When do I begin updating the special program outcome to complete or withdrawn?

Each year, begin this work in mid-September for the students who have left high school prior to August 31. Please refer to the school board's OYAP contract agreement for the exact start date and the due date. Or refer to the Reporting and EOIS-APPR Due Dates document on the [Employment Ontario Partners' Gateway](#) (EOPG).

Question 4 - When should students' OYAP participation be updated to "complete"?

This box should be checked when OYAP participants obtain their Ontario Secondary School Diploma (OSSD) <u>and</u> have left high school. Please refer to the school board's OYAP contract agreement or the EOPG for the exact start date and the due date.

Question 5 - What date should I enter for the completion date?

Please follow these guidelines:
- If the student did <u>not</u> return for a 5th year, enter the student's graduation date.
- If the student returned for a 5th year, enter the date the student left high school (i.e. the date the student was demitted from the board's database).
- **Do not** enter the date that the data entry was performed.

Question 6 - When should students' OYAP participation be updated to "withdrawn"?

This box should be checked when OYAP participants:
- withdraw from OYAP before completing the placement, or
- leave high school without obtaining their OSSD.

Please refer to the school board's OYAP contract agreement or the EOPG for the exact start date and the due date.

Question 7 - What date should I enter for the withdrawn date?

Please follow these guidelines:
- If the student did not complete the OYAP program (i.e. s/he quit the co-op placement), enter the date the student withdrew from OYAP.
- If the student left high school without obtaining an OSSD, enter the date the student was demitted from the board's database.
- **Do not** enter the date that the data entry was performed.

Question 8 - Can I enter the date the data entry was done for the complete or withdrawn date?

No. See above for dates to enter.

Question 9 - How do I complete or withdraw a student who has more than one OYAP program participation?

Please follow these guidelines:
- When a student quits an OYAP placement, you can update the program outcome to "withdrawn" at any time during the school year.
- When the student graduates and leaves high school, update all program outcomes to complete (for the programs that the student did, in fact, complete). See above for guidelines on dates to enter.
- When the student leaves high school without an OSSD, update all program outcomes to withdrawn. See above for guidelines on dates to enter.

Question 10 – Do I have to complete or withdraw each program separately, or is there a way to complete or withdraw all programs for one student at one time?

Yes. If the information entered is the same for all programs, you can select the client and then update the special program outcome for all programs. See section 4.2.2 of the [EOIS-APPR User Manual for School Boards](#).

Question 11 - Do I have to enter the graduation date in the "date of graduation" field?

Yes. Enter the date of graduation for students who obtain their OSSD. This provides confirmation to the ministry that the students obtained their diplomas.

Question 12 - What effect does completing OYAP participation have on a student's Ontario College of Trades (OCOT) membership status?

When students complete OYAP and continue to hold registered training agreements (RTAs), they will be required to pay membership fees to OCOT. Apprentices will be invoiced by the college before the anniversary date of their initial membership in the college. Apprentices will also appear on the college's public register.

Question 13 – What happens when I update the OYAP participation to complete or withdrawn, will I be able to see the student's record?

You will still see the student's record on the screen, until you exit that record. Then you will no longer see it in your Client List. Note that the record is not deleted; records remain in the system and are visible to MAESD staff. For privacy reasons, school board staff can no longer see the records as those students are no longer in OYAP / high school.

Question 14 – What do I do if I have questions?

Please contact your local MAESD Employment and Training Consultant (ETC) responsible for your school board's OYAP contract agreement.