

**Ministry of Labour, Training
and Skills Development**

Program Delivery Support
Branch

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**Ministère du Travail, de la
Formation et du Développement
des compétences**

Direction du soutien à la
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Memorandum

To: Ontario Bridge Training Program Service Providers

From: David Cronin, Director, Program Delivery Support Branch (PDSB),
Employment and Training Division

Date: August 26, 2020

Subject: Submission of Reports in Schedule F of the Ontario Bridge Training Program
Agreement

Objective

The purpose of this memorandum is to provide Ontario Bridge Training Program (OBTP) service providers with a consistent method for submitting reports to the ministry.

What is happening?

The ministry continues to use Transfer Payment Ontario (TPON) to manage OBTP contracts. The function to download and submit reports on TPON is available to service providers. However, moving forward all reports outlined in Section F of the OBTP transfer payment agreement are to be submitted to the ministry via email, addressed to the service provider's Employment Training Consultant.

Who is affected?

OBTP service providers.

What should be done now?

Service providers are to submit all reports outlined in Section F of the transfer payment agreement to their Employment Training Consultant.

Contact Information

For further clarification, please contact your Ministry representative.

Many thanks,

David Cronin