

OYAP APPRENTICE INTAKE SYSTEM - WINTER 2025/26 SEMESTER

1. Identifying Qualified Students and Contractor Registration

- Students are only employed for the length of the semester. If available you can apply for student(s) in the following term.
- Students submit applications through the OCDSB intake process and OCDSB Coordinator identifies qualified students each semester.
- A list of approved candidates is provided to the OECA and IBEW.
- The Ottawa ECA provides online registration for contractors and sends out notification that registration is open (process should be wrapped up prior to Sept. and Feb. each year).
- OYAP coordinators match students' locations with job site locations and provide contact information for contractors to Teachers to begin paperwork.

2. Contractor, OYAP & IBEW — Paperwork, Training & Dispatch

- Approved candidates can begin their 2-week training package immediately, without any forms in place. Forms will need to be completed prior to placement starting.
- OYAP's Work Education Agreement Form provides the insurance coverage which is a requirement for student placement. This must be signed by all parties. OYAP contacts/teachers will contact the contractors to organize this meeting.
- OYAP co-ordinators/teachers meet with contractors onsite to complete WEA (if not already done) and complete the in-person placement assessment with all required information.
- The Work Education Agreement Form and OYAP Forms are submitted to the OYAP Co-ordinator (David Hubbard) by the co-ordinators/teachers.
- OYAP Forms are approved by OYAP Co-ordinator (David Hubbard) and students are provided tools, PPE, are advised to wear the appropriate footwear (work boots).
- Upon completion of the 2-week training package, students will attend an additional 1-day information session at the IBEW office. This will be approximately the 3rd week of September.
- IBEW will then dispatch the apprentices to their designated job sites (next day).
- Students arrive with a first-year tool kit, hard hat, safety glasses and CSA approved work boots (no running shoes).

3. Completion of semester

- Contractors sign off on hour books/time sheets.
- IBEW completes any additional requirements.
- Contractors process stipend/payments. One payment of \$5,000 directly to the student. One payment of \$5,000 to the IBW Market Recovery (Stabilization) Fund.
- The apprentice payment and the IBEW payment should be treated as a lump sum with no taxes removed.
- Contractors sign off on hours books

4. Payroll/T4

- Regarding payroll and T4's. The following are the two versions that can be used although #2 is recommended:
 1. Payroll - You can put them on the payroll, pay them the wage, take deductions and remit a T4
 2. Scholarship/Grant – these types of programs are not taxable but should be reported and a T4A slip provided (Box 105).

5. Winter Timelines

Students

- Application Deadline for Students: November 21
- Selection process for Students: November 24

Contractors

- RTAs generated: January
- OCDSB training: Feb 2 – 13
- Orientation Day: ?
- Ready to start: Feb 16
- Last Day of the Semester: June 17