



OYAP APPRENTICE INTAKE SYSTEM – FALL 2026 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 September 14, 2026).
- 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 4-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 1-week training package at the school board office. An additional 3 week training period at the IBEW training centre.
- 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).
- Contractors submit weekly payroll to IBEW for Ministry Reimbursement under the SDZF funding program (approx. \$3500)

3. Completion of semester

- Contractors sign off on hour books/time sheets. All worked hours are to be recognized.
- IBEW completes any additional requirements.
- Contractors process weekly payments at the student minimum of \$16.60 per hour as a regular part of your payroll. One payment of \$5,000 to the IBEW Market Recovery (Stabilization) Fund at the end of the term.

Fall Timelines

- Sep 1 - Sep 25 (4 weeks) specialized pre-placement training out of IBEW Training Centre here students must demonstrate they meet expectations before a placement
- Sep 28 - Dec 4 (10 weeks of paid placement)
- Dec 7 - Jan 22 (for students meeting expectations who employers want to keep on until the end of the semester - but would not have additional reimbursement coverage through SDF)
- \$5000 payment to IBEW at the end of the term

4. 1202 TOOL LIST (APPRENTICES)

All OYAP students should ensure you have the following basic tools for the job site:

1st Level Apprentice

3 Pairs Pliers - 8" Side cutters, Diagonal, Channellock

1 Pocket Knife

1 Steel Tape, 12-foot or 10-foot

6 Screwdrivers - Robertson and Standard Types

1 Tool Box

1 Tool Pouch for hand tools