

# The Apprenticeship Training Standard Log Book

The **Apprenticeship Training Standard Log Book** identifies all the skills associated with your trade in Ontario. It is written in statements that describe how you, the apprentice, must perform each skill in order to be considered competent in that skill.

## Training As An Apprentice

- ✔ Notify Ministry of Training, Colleges and Universities (MTCU) staff **immediately** of any changes to contact information or training agreement, especially if you change sponsors.
- ✔ Review the Log Book regularly with your trainer and sponsor to track your progress.
- ✔ Keep an accurate record of the hours you work.
- ✔ Attend classroom training when it is offered.
- ✔ Apply for the financial incentives for which you are eligible.
- ✔ Pay your annual membership fee to the Ontario College of Trades (the College) and keep your membership in good standing.

## Completing your log Book

There are two types of signatures required in your Log Book:

### **Skill Confirmation:**

**You and your trainer** sign off each required skill to confirm that you have demonstrated competency in that skill.

### **Skill Set Confirmation:**

After you and your trainer have signed off all the required skills in a skill set, **your sponsor** signs the signature box at the end of each skill set to confirm your competency in the skill set.

Shaded boxes in your Log Book mean the skills are optional and do not have to be confirmed by your trainer or sponsor. However, you are encouraged to complete them as part of your training.

## Changing Sponsors

- ✔ Contact MTCU immediately if you change sponsors as you will need to sign a new Registered Training Agreement
- ✔ Record your original Sponsor's information in Sponsor Record #1 (the sponsor who has signed your initial Registered Training Agreement).



**This document is the property of the apprentice named inside and represents the official record of your training. For information about completing your apprenticeship, see inside of back cover.**

## Completing Your Log Book

Once your sponsor agrees that your hours are complete and you are competent in the required skills, and you have completed all the levels of classroom training required for your trade:

- ✔ Check the College's Public Register to make sure your Apprentices Class membership is still active:  
<http://www.collegeoftrades.ca/public-register>
- ✔ Follow the completion instructions on the Completion Form (Appendix A) in the Log Book.
- ✔ Answer any questions that MTCU staff may have, and provide any additional completion documentation they may require.
- ✔ Once they confirm completion, MTCU will issue you a Certificate of Apprenticeship and notify the College of your completion.

## After Your Apprenticeship

If you are in a trade with a certification exam, the College of Trades will **automatically** complete your membership in the Apprentices Class and activate your 12-month membership in the Journeyman Candidates Class. This change will be reflected on your account with the College as well as on the College's Public Register.

Membership in the Journeyman Candidates Class will allow you to continue practising in a compulsory trade for 12 months while you prepare for and write your exam; if you are in a voluntary trade, it is your automatic approval to challenge the certification exam.

The College will send you a Journeyman Candidates Class welcome letter within 3 weeks of completion that outlines any/all of your future requirements for membership and examination as appropriate (different situations for voluntary and compulsory trades).

If you complete an apprenticeship program for which there is no exam, you can submit an application to become a member of the College's Journeymen Class on the basis of having earned a Certificate of Apprenticeship in the trade.

## Preparing For Your Exam

**Find out if your trade has a Certificate of Qualification exam at:**

[www.collegeoftrades.ca/wp-content/uploads/tradesOntarioTradesCodes\\_En.pdf](http://www.collegeoftrades.ca/wp-content/uploads/tradesOntarioTradesCodes_En.pdf)

**For permission to schedule an exam once completion is confirmed by MTCU,** you must first contact the College's Client Services Department at 647-847-3000 or toll free at 1-855-299-0028 to pay the certification exam fee. Once you have paid, contact your local MTCU Apprenticeship office to book your exam.

**Download College's Exam Prep Guide at:** [www.collegeoftrades.ca/resources/exam-process](http://www.collegeoftrades.ca/resources/exam-process)  
**and/or view the exam preparation guide for Red Seal trades at:** [www.red-seal.ca/w.2lc.4m.2@-eng.jsp](http://www.red-seal.ca/w.2lc.4m.2@-eng.jsp)