



Eligibility

You are eligible to register for an apprenticeship if you:

- are 16 years of age or older;
- are a Yukon resident;
- work for an employer:
 - who employs a journeyman certified in the trade you're applying to register in; and
 - who is willing to sponsor your apprenticeship.

All apprenticeship applicants must fill out parts 1 and 3

- Applicant signature
- Any applicable Canadian transcripts
- Other supporting documents, like a Trade Experience Verification form

An applicant's employer must fill out parts 2 and 3

- Employer signature
- Copy of supervising journeyman's certificate or wallet card

Application fee

- You need to pay a \$10.00 non-refundable fee to register for an apprenticeship. Your fee must be submitted with this application. **Do not send cash in the mail.**

You can pay your fee:

- in person using a credit card, debit card or cash at the Apprenticeship Office;
- over the phone using a credit card by calling toll free 1-800-661-0408 ext. 5298 or 667-5298; or
- by mailed cheque, bank draft or money order made payable to "Government of Yukon".

Return your completed application and documents:

By mail: Apprenticeship Office
Education (E-13)
Box 2703, Whitehorse, YT
Y1A 2G6

In person: Apprenticeship Office
Department of Education
1000 Lewes Boulevard
Whitehorse, Yukon

Online: Request a secure link to upload your complete application by emailing our office at tso.apprenticeship@yukon.ca.

Do **not** email the form directly to us as it contains personal information.

Note that your application will be considered incomplete if fields other than those marked "if applicable" are left blank, or you do not include the required fee, transcripts or documents. Incomplete applications will not be processed.



EDUCATION | TRAINING PROGRAMS
**APPRENTICESHIP REGISTRATION
APPLICATION AND AGREEMENT
PART 1 - APPLICANT**

Section 1 – Trade

Visit yukon.ca/apprenticeship to view a full list of trades.

What is your trade?

Section 2 – Applicant information

Legal last name	Former legal last name (if applicable)
Legal first name	Middle name
Preferred first name (if applicable)	Date of birth YYYY/MM/DD
Daytime phone number	Email address

Permanent mailing address

Unit # (optional)	Street address or P.O. Box		
City or town	Province or territory	Postal code	

Section 3 – Education and training information

Are you currently attending high school? Yes No

Where did you attend high school?

You will need to take different actions depending on where you attended high school. If you attended high school outside of Canada, you'll need to take an entrance exam after you're registered.

- I attended high school in the Yukon. Submit [transcript request form](#).
- I attended high school in Canada, outside of the Yukon. Attach a copy of your transcripts.
- I attended high school outside of Canada.

Do you have post-secondary education in the trade you're registering for or in a related trade? For example, in a pre-apprenticeship or a pre-employment program? Yes No
If yes, attach a copy of your certificate or diploma.

Do you have certification or credentials in a related trade? Yes No
For a list of related trades, visit tradesecrets.alberta.
If yes, attach a copy of your certificate or credentials.

Section 4 – Trade-related work experience (if applicable)

A Trade Experience Verification form must be attached to this application for every employer with over 300 hours work experience. The Trade Experience Verification form can be found at yukon.ca or contact the Apprenticeship Office.

Company name	Start date	End date	Total hours	Type of work
	YYYY/MM/DD	YYYY/MM/DD		
	YYYY/MM/DD	YYYY/MM/DD		
	YYYY/MM/DD	YYYY/MM/DD		

Section 5 – Statistical information

For statistical purposes only.

What gender do you identify as? Male Female Prefer not to say Other: _____

Do you identify as Indigenous? Yes No Prefer not to say

What is the highest level of education you've completed?

Section 6 – Consent to disclose information

You must fill out the below information for this application form to be considered complete.

- YES, I attest** that, to the best of my knowledge, the information provided in this application is true and complete in all respects.
- YES, I understand and authorize** Apprenticeship and Tradesperson Qualification to verify my education, training and work experience by contacting my current or previous employers and educational institutions as listed on this application form, and apprenticeship authorities in other jurisdictions where applicable.
- YES, I understand and authorize** Apprenticeship and Tradesperson Qualification to disclose information respecting my participation in the apprenticeship and/or certification program to apprenticeship authorities in other jurisdictions for the purposes of providing verification of my certification, determining my eligibility for similar programs in other jurisdictions, assisting inter-provincial/territorial labor mobility, program planning and labor market research.

Your consent is voluntary to the disclosures below. If you do not authorize us to disclose information in these cases, it will not stop your application from being considered or prevent your participation in an apprenticeship program. However, it may restrict your ability to receive awards recognizing your achievement as an apprentice.

Your consent is valid for the duration of your apprenticeship agreement plus one year following. You may withdraw your consent at any time but must do so in writing to the Apprenticeship Office. Revoked consent is not retroactive.

- YES, I consent;** or,
- NO, I do not consent** to the Apprenticeship Office sharing my name, trade, level and exam results with an individual or group for the purpose of being considered for an award, scholarship or other recognition.
- YES, I consent** to the Apprenticeship Office communicating with the following individuals, who have agreed to speak on my behalf, about my personal information related to this application and throughout my apprenticeship.

First and last name

Relationship

First and last name

Relationship

EDUCATION | TRAINING PROGRAMS
**APPRENTICESHIP REGISTRATION
 APPLICATION AND AGREEMENT
 PART 2 - EMPLOYER**

Section 7 – Employer information

Legal business name		Operating business name (if applicable)	
Mailing address			
Unit # (optional)	Street address or P.O. box		
City or town	Province or territory	Postal code	

Section 8 – Authorized employer contact

First name	Last name
Position or title	Phone number (Direct line preferred)
Email address	

Section 9 – Hours to credit to applicant

A Trade Experience Verification form must be attached to this application for every employer with over 300 hours of work experience. The form can be found at yukon.ca or contact our office.

Hours the applicant has worked at your company	Start date YYYY/MM/DD
Total hours	Type of work

Section 10 – Level 1 exam challenge

Do you support the applicant challenging the level 1 exam? Yes No

Section 11 – Certified journeyman who has consented to provide a copy of their certificate and who will be supervising this apprentice.

Attach a copy of the journeyman's certificate or wallet card.

First name	Last name
Phone number	Email address
Certificate number	Province or territory of issue

Section 12 – Rates of pay for your company

Hourly rate of pay for an entry-level certified journeyperson \$ _____

Current hourly rate of pay for the applicant \$ _____

Section 13 – Adequate mentorship

Can your business provide adequate mentorship to the applicant by ensuring that a journeyperson supervises no more than two registered apprentices at any one time? Yes No

EDUCATION | TRAINING PROGRAMS

APPRENTICESHIP REGISTRATION APPLICATION AND AGREEMENT PART 3 – APPRENTICESHIP AGREEMENT

After the employer and apprentice sign this document and it is registered by the Director of Apprenticeship, it becomes the Apprenticeship Agreement.

The employer and apprentice agree that:

1. The applicant shall be an apprentice under the Apprentice Training and Tradesperson’s Qualifications Regulation in the trade identified in Section 1 of the Application and the parties to this Apprenticeship Agreement shall comply with the Apprentice Training and Tradesperson’s Qualifications Regulation.
2. The Schedule of Training provided by Apprenticeship and Trade Certification shall outline the in-school and on-the-job training requirements of this Apprenticeship Agreement.
3. Should any party to this Agreement at any time be of the opinion that the rates of wages or conditions of work are unreasonable, such party may apply to the Director of Apprenticeship for review. On receipt of such request, the Director of Apprenticeship may make such inquiry and decision as they consider appropriate. This Agreement shall read and be construed as though rectified in accordance with such decision.
4. This Apprenticeship Agreement comes into effect on the date it is registered by the Director of Apprenticeship.
5. This agreement may be transferred to other employers by submitting a request for transfer to Apprenticeship and Trade Certification.

Applicant

I authorize Apprenticeship and Trade Certification to deliver reports regarding my apprenticeship to my employer about my:

- progress in training courses;
- change in apprenticeship level status;
- apprenticeship completion; and
- journeyperson certification.

The following are the obligations under the apprenticeship agreement. The apprentice shall:

1. observe the established hours of work and not be absent without good cause,
2. show due regard for the tools and goods of the employer and avoid damage and waste of those tools and goods insofar as they are able,
3. follow safe work practices to the best of their ability,
4. incur such loss of periodic wage increases as may be ordered by the Director,
5. attend regularly the training courses prescribed by the Director, and purchase all text books and supplies as required for such training,
6. notify the Director immediately when they cease to be employed by the employer signatory to the agreement.

I, as the apprentice, by my own free will, or with the consent of my parent or guardian, agree to enter into this agreement.

		YYYY/MM/DD
Name of applicant (print)	Signature	Date
		YYYY/MM/DD
Signature of parent or guardian (if applicant is under the age of 19)		Date

Employer

The following are the obligations under the apprenticeship agreement. The employer shall:

1. on request from the Director, provide such relevant information as may be requested regarding employees and their qualifications in designated occupations,
2. provide adequate training for the apprentice in all areas of the trade insofar as their facilities and the type of work permit,
3. provide supervision by a qualified journeyperson in accordance with this regulation,
4. cooperate with the Director in the transfer of the terms and conditions of the apprenticeship agreement should such a transfer be required,
5. encourage and allow the apprentice to attend such training courses as prescribed by the Director,
6. notify the Director immediately of any difficulties that may occur respecting the apprenticeship agreement, and
7. notify the Director immediately when they cease to employ the apprentice signatory to the agreement.

I certify that, to the best of my knowledge, the information provided in this document is true and complete in all respects. As the Employer, I agree to accept and train the apprentice in all areas of the trade so far as my facilities and availability of work permit. I agree to provide the Apprenticeship Office with such information regarding this apprenticeship as may be required for the administration of the program.

_____	_____
Name (person signing for employer)	Position
_____	YYYY/MM/DD
Signature	Date

Registration (Office use)		
Registered at the Office of the Director of Apprenticeship on this _____ day of _____ 20_____.		
_____	_____	YYYY/MM/DD
Apprentice ID number	Signature of Director	Date