

Process for Leaving OYAP After Graduation

→ For students who are continuing with their employer/sponsor:

1. **Create a STO account** – You cannot submit applications through the portal until you are 18. If completed in the OYAP program and 18 or older you can update contact information, submit applications and make payments through the STO portal.
2. **Email OYAP Coordinator** to confirm that you're continuing with your current employer/sponsor. OYAP Coordinator will update your status to complete once your high school graduation is confirmed (via transcripts). This will allow STO to record your schooling preferences in the system in order to receive ministry issued school offer letters in the future.
3. **Then, email oyap@skilledtradesontario.ca with the following details:**
 - a. First and Last Name
 - b. Trade Code (found on the front of your Logbook)
 - c. Client ID and or STO ID # (found on your training agreement)
 - d. Email Address (associated with your apprenticeship record)
 - e. Schooling Preferences (include your first and second preference for apprenticeship schooling along with your preferred delivery method for both preferences: block release, day release, evenings/weekends)

→ For students who are continuing in the trade but are changing employers/sponsors and are 18+ of age:

1. **Email OYAP Coordinator** to confirm that you're continuing with a new employer/sponsor. OYAP Coordinator to update your status in the OYAP system once confirmed your high school graduation (via transcripts).
2. **Create a STO Portal account** with your email attached to your apprenticeship record to access the portal for the first time.
3. In your STO portal **submit a “Change My Sponsor” (CMS) application.**
4. **Notify STO by emailing them at oyap@skilledtradesontario.ca.** In this email, please provide the following information:
 - a. First and Last Name

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- b. Confirm you have electronically completed the CMS application via the STO Portal
- c. Client ID or STO Account Number
- d. Schooling Preferences (include your first and second preference for apprenticeship schooling along with your preferred delivery method for both preferences: block release, day release, evenings/weekends)
- e. Also attach the **Application to Terminate Form** to terminate your Training Agreement with your previous employer

➔ For students who are changing employers/sponsors and are under 18:

1. You must **submit 2 applications**:

- a. A manual **“Apprentice Training Application” form**; Please do not tick the OYAP box when submitting the application for a regular apprenticeship. Additional supportive documentation/proof is not required.
- b. **Application to Terminate Form** to terminate your Training Agreement with your previous employer

2. Submit both applications to oyap@skilledtradesontario.ca and include the following information:

- a. First and Last Name
- b. Trade Code (found on the front of your Logbook)
- c. Client ID and/or STO Account Number (found on your training agreement)
- d. Email address (associated with your apprenticeship account)

➔ For students who are no longer with their employer/sponsor:

- 1. You must **submit an “Application to Terminate Form”** to oyap@skilledtradesontario.ca
 - a. *Note - Your co-op employer may have already submitted this on your behalf.
- 2. Once you find a new employer/sponsor, you will need to complete the Change My Sponsor request/application as listed in steps above.

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- a. *If you are struggling to find a new employer/sponsor, consider checking [Merit Ontario's website](#) to see if they support your trade.

➔ Please note: if you wish to withdraw from the Ontario Youth Apprenticeship Program, **please email your OYAP Coordinator** to confirm and they will update your status to withdrawn from the OYAP program.