

MONEY and RESOURCES for employers*

BEFORE YOU HIRE check out the following:

The Apprenticeship Job Creation Tax Credit (AJCTC)

- A non-refundable federal tax credit of up to \$2,000 per apprentice, per year, in the first two years of apprenticeship in a Red Seal trade
- Find more information on the Canada Revenue Agency website at cra-arc.gc.ca (enter AJCTC in the Search bar)
- Find more information on Red Seal Trades at red-seal.ca

The Apprenticeship Training Tax Credit (ATTC)

- A refundable provincial tax credit of up to \$5,000 per apprentice, per year, to a maximum of three years or \$15,000
- Find more information on the Ontario Ministry of Finance website at fin.gov.on.ca/en/credit/attc

The Apprenticeship Completion Employer Bonus

- A taxable provincial cash grant of \$1,000 for each apprentice you employ. To qualify, the apprentice must complete the training and pass the Certificate of Qualification
- Find more information at tcu.gov.on.ca/eng/employmentontario/employers/appr_completion



What are employers SAYING?

"We have a long history of hiring apprentices and have always found them hardworking and eager to learn. They are an invaluable part of our team and an important part of building for the future."

— Lori White, Owner,
Bouffard Plumbing & Heating Inc.

"I strongly believe that apprentices trained by us are the key to keeping this company moving forward."

— Larry Therrien, President/General Manager,
LaRo Construction

"Sponsoring apprentices is an opportunity to positively impact the future of the workforce and industry. Participation is an investment well returned, don't miss out."

— Cora DeMarco, Human Resources,
Technica Group Inc.

"We have two apprentices right now that are definitely an asset to our business. It is so important to pass on the skills that have taken you a lifetime to acquire."

— Eva Edwards, Franchisee/Owner,
Trade Secrets

Our PARTNERS

- Cambrian College
- Collège Boréal
- Employment Options Emploi
- Greater Sudbury Chamber of Commerce
- Northeastern Ontario Construction Association
- The Mid North Network
- Rainbow District School Board
- Workforce Planning for Sudbury & Manitoulin
- YMCA Sudbury Employment Services



*All tax credits, subsidies and grants are subject to change and availability. Other wage subsidies and employer incentives may also be available. Contact the **Employment Ontario – Employment Services** provider in your area for the most up-to-date information. Your local service provider can be found by calling the **Employment Ontario Hotline** at 1-800-387-5656.

Last modified 1/2016

Hiring an APPRENTICE made easy



It's worth the INVESTMENT!

\$1.00 invested =
A return of \$1.47*

*Canadian Apprenticeship Forum
caf-fca.org



Why **HIRE** an apprentice?

Invest in your business; train and mentor your future workforce.

- Train **YOUR** way to industry standards
- Enhance and protect your **PROFITABILITY** and **PRODUCTIVITY**
- Recruit and retain **HIGHLY SKILLED** talent
- **"TEST DRIVE"** a new employee

"Replacement demand represents nearly seventy percent of all projected job openings over the coming decade (2011-2020)"

Source: Statistics Canada and HRSDC 2011

Why hire **NOW?**

Have you thought about...

- Where your future workforce will come from?
- Who will fill key openings resulting from retirements?
- How an apprentice can contribute to innovation through new knowledge, ideas and technology?

How can you **FIND** an apprentice?

Contact

- Employment Ontario - Employment Services
1-800-387-5656
- Community college apprenticeship and trades programs
- Ontario Youth Apprenticeship Programs (OYAP) at a school board in your area
- Industry associations

See insert for local details

Or you can...

- Tap into your network of personal and professional contacts
- Attend trade shows and career fairs
- Advertise on community bulletin boards in stores, libraries and arenas
- Post your ad on the Service Canada Job Bank at jobbank.gc.ca
- Register with websites like kijiji.ca and apprenticesearch.com

What are the **STEPS?**

- 1 Identify an individual that you would like to hire as an apprentice
- 2 **BEFORE** you hire, review the "Money and Resources for Employers" section of this brochure and contact Employment Ontario - Employment Services to determine your eligibility for funding
- 3 Contact the Ministry of Training, Colleges and Universities (MTCU) Apprenticeship Office to discuss apprenticeship requirements, procedures and the registration process

What are the Employer's **RESPONSIBILITIES?**

- Provide on-the-job training
- Ensure trainers are qualified to provide training to industry standards
- Regularly evaluate apprentice's progress
- Sign off on hours, skills and training competencies completed
- Release apprentice to attend required classroom training as scheduled
- Appreciate your apprentice!





Hiring an **APPRENTICE** made easy

Important Contacts

North Bay Apprenticeship Office

Ministry of Training, Colleges and Universities (MTCU)
200 First Ave West, North Bay, ON P1B 3B9
Telephone: 705-495-8515
Toll Free: 1-800-236-0744

Employment Ontario Hotline

Toll Free: 1-800-387-5656

tcu.gov.on.ca/eng/employmentontario/employers

Ontario College of Trades

Toll Free: 1-855-299-0028
collegeoftrades.ca

**EMPLOYMENT
ONTARIO**

Employment Service Providers

Agilec Burk's Falls

205 Ontario Street, Burk's Falls, ON P0A 1C0
Telephone: 705-382-6086
Toll Free: 1-800-361-4642

Employment North

Main Street, P.O. Box 9, Sundridge, ON P0A 1Z0
Telephone: 705-384-1110
Toll Free: 1-800-461-5541
info@employmentnorth.com

Employment Options Emploi – Sturgeon Falls

186 Main St, Sturgeon Falls, ON P2B 1N9
Telephone: 705-753-9844

Yes Employment Services

149 Main St E, North Bay, ON P1B 1A9

Telephone: 705-476-3234

info@yesnorthbay.com

YMCA Employment Services

60 James Street, Suite 303 Parry Sound, ON P2A 1T5

Telephone: 705-746-8480

ymcaofsimcoemuskoka.ca/employment-services/

Ontario Youth Apprenticeship Program**Near North District School Board**

Project Leader: Roy Desjardins

Telephone: 705-472-8170 x5054

roy.desjardins@nearnorthschools.ca

Nipissing Parry Sound Catholic District School Board

Project Leader: Kevin Hotten

Telephone: 705-494-8600

hottenk@npssc.ca

Conseil Scolaire Catholique Franco-Nord

Chef de projet: Lise Paulin

Telephone: 1-800-259-5567

paulinl@franco-nord.ca

Conseil Scolaire Public du Nord-Est de l'Ontario

Chef de projet: Paul Seguin

Telephone: 705-474-5500

paul.seguin@cspne.ca