

Employer Eligibility Requirements for Training Providers Policy PL - #4034

Who:	Executive Director Apprenticeship Training Coordinators (ATC)
Effective Date:	October 28, 2015

Policy Statement:

A training provider that requests the ability to register an apprentice must satisfy all employer eligibility requirements identified in *The Apprenticeship and Certification Act*, the *Apprenticeship and Certification – General Regulation* and the relevant trade regulation(s). These requirements include:

- a) providing suitable practical experience in the trade;
- b) ensuring apprentice to journey person ratios and appropriate supervision of the apprentice;
- c) allowing the apprentice to attend scheduled technical training and examinations;
- d) complying with the trade's wage rate as identified in the trade regulation or the *Apprenticeship and Certification – General Regulation*; and
- e) meeting any other conditions prescribed in the relevant trade regulation.

In addition, practical and technical training must be kept separate. The practical training must be conducted in a physically different location than the technical training.

Example:

The Aveda Institute is a training provider that has been approved to register apprentices in its salon setting. The Aveda Institute is responsible for providing on-the-job practical training, and the Aveda Academy delivers technical training in the same building but in a different area.

Definitions:

Training provider - For the purposes of this policy, a training provider refers to an institution that has been accredited by the director as per section 15 of *Apprenticeship and Certification – General Regulation*.

X-Referencing	Employer Responsibilities Policy and Procedure PL #4011, PR #4011 Employer Eligibility Requirements Policy and Procedure PL #4010. PR #4010 Out of Province Apprentice – Registration in a Compulsory Certification Trade Policy and Procedure PL #4015, PR #4015 Processing an Apprenticeship Application and Agreement Policy and Procedure PL #4008, PR #4008 Ratio Adjustment Policy and Procedure PL # 4019, PR #4019
Legislation	<i>The Apprenticeship and Certification Act</i> <i>Apprenticeship and Certification - General Regulation</i>
Reference Forms	
Approved Date	October 27, 2015
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Comments	