

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/atcc

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

*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.



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



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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

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

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

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?

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 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

Sudbury Apprenticeship Office

Ministry of Training, Colleges and Universities [MTCU]
159 Cedar Street, Suite 506, Sudbury
Telephone: 705-564-3031/3030
Toll Free: 1-800-603-5999

MTCU Apprenticeship Offices in Ontario

services.findhelp.ca/eo/tcu/appoff

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

Employment Options Emploi - Chelmsford

4764 Regional Road 15 (Place Bonaventure Mall)
Telephone: 705-855-1562
Toll Free: 1-800-361-6673 Extension 7700
optionsemploi@collegeboreal.ca
1job.ca

Employment Options Emploi - Espanola

91 Tudhope Street, Suite 101
Telephone: 705-869-4113
Toll Free: 1-866-703-5627
espanola@cambriancollege.ca

Employment Options Emploi - Little Current

7 Water Street
Telephone: 705-368-3194
manitoulin@cambriancollege.ca

Employment Options Emploi - Noelville

8 St. David Street North
Telephone: 705-898-2244
optionsemploi@collegeboreal.ca
1job.ca

Employment Options Emploi - Sudbury

1560 Lasalle Boulevard
Telephone: 705-560-1562
optionsemploi@collegeboreal.ca
1job.ca

Employment Options Emploi - Val Caron

3140 Hwy 69 North (Val Est Mall)

Telephone: 705-897-5627

Toll Free: 1-877-295-5627

employmentoptions@cambriancollege.ca

Gezhtoojig Employment and Training

117 Elm Street, Unit 102, Sudbury

Telephone: 705-524-6772

Toll Free: 1-800-361-9256

gezhtoojig.ca

March of Dimes Canada

10 Elm Street, Suite 303, Sudbury (Rainbow Centre Mall)

Telephone: 705-674-3377

Toll Free: 1-877-705-7854

marchofdimes.ca

Sudbury Vocational Resource Centre (SVRC)

124 Cedar Street, 3rd Floor, Sudbury

Telephone: 705-671-2544

svrc.on.ca

YMCA Employment Services

10 Elm Street, Suite 112, Sudbury (Rainbow Centre Mall)

Telephone: 705-674-2324

sudbury.ymca.ca/employment

Hire a Student

Cambrian College Student Employment & Co-op Services

Telephone: 705-566-8101 extension 7350

Toll Free: 1-800-461-7145 extension 7350

studentemploymentservices@cambriancollege.ca

College Boreal Student Job Centre & Co-op Services

Telephone: 705-521-6034

Toll Free: 1-800-361-6673 extension 6034

job@collegeboreal.ca

Ontario Youth Apprenticeship Program (OYAP)

oyap.com

Conseil scolaire catholique du Nouvel-Ontario

Chef de projet: Sherry McAllister

Telephone: 705-673-5626 extension 704

sherry.mcallister@nouvelon.ca

Conseil scolaire public du Grand Nord de l'Ontario

Chef de projet: Jennifer Beaulieu

Telephone: 705-671-1533 extension 2302

jennifer.beaulieu@cspgno.ca

Rainbow District School Board

Project Leader: Sharon Orlak

Telephone: 705-688-0888

orlaks@rainbowschools.ca

Sudbury Catholic District School Board

Project Leader: Michel Grandmont

Telephone: 705-673-5620 extension 260

grandmm@scdsb.edu.on.ca