

Ontario Youth Apprenticeship Program (OYAP) - MLITSD Level 1 Form

MLITSD/EDU
September 2025

Ontario Youth Apprenticeship Program (OYAP) - MLITSD Level 1 Form

Dual Credit programs are programs approved by the Ministry of Education that allow students, while they are still in secondary school, to take post-secondary courses that count towards both their Ontario Secondary School Diploma (OSSD) and a postsecondary certificate, diploma, or degree, or a Certificate of Apprenticeship. Regional Planning Teams (RPTs) may submit proposals for Level 1 apprenticeship In-Class Training; however, OYAP students **must have Registered Training Agreements (RTAs)** to be eligible for Ministry of Labour, Immigration, Training and Skills Development (MLITSD) In-Class Training funding. For more information, please visit [Dual credit programs | ontario.ca](https://www.ontario.ca/dual-credit)

INSTRUCTIONS TO REGIONAL PLANNING TEAM (RPT): Contact the local MLITSD office to request In-Class Training funding. Complete the information in the table on the second page of this document, print the descriptions of the relevant programs from the Ministry of Education's Enhanced Data Collection Solution (EDCS) and attach to this form, and forward them to the local MLITSD office. Once the MLITSD office has signed this form, submit it by email to Pauline McNaughton at pauline.mcnaughton@ontario.ca. Please note that programs will not be approved without a completed and signed form.

INSTRUCTIONS TO MLITSD FIELD OFFICE: Approval decisions should be based on data which can be shared through the EOIS-APPR. Please have a discussion with RPT representative(s) that focuses on approved vs actual student numbers, retention and success in the requested Level 1 program(s). Where previous year's results are a concern, the discussion may also include how strategies were implemented to better select and support students AND/OR reducing the approved numbers of students in the Level 1 program. If In-Class Training funding is approved, please complete the last two columns of the table – Number of Seats Funded and Total In-Class Training Funding Amount. If In-Class Training funding is not approved, please provide an explanation below. For more information about SCWI OYAP Level 1, please refer to [Ontario Youth Apprenticeship Program](https://www.ontario.ca/youth-apprenticeship) or contact your regional OYAP lead.

Ontario Youth Apprenticeship Program (OYAP) - Level 1 Programs MLTSD Seat Purchase Confirmation Form

RPT Number:

RPT Name:

RPT Chair :

MLITSD Field Office:

Type in the information indicated in the chart below. If additional rows are required, please complete another form.

DC Proposal Program No. (e.g. 12.1)	Name of Training Delivery Agent	Trade Code	Trade Name	Semester	Start and End Dates of Program (yyyy/mm/dd)	Total No. Hours of Instruction in Program	No. of MLITSD funded Students	Total MLITSD In-Class Training Funding Amount

DC Proposal Program No. (e.g. 12.1)	Name of Training Delivery Agent	Trade Code	Trade Name	Semester	Start and End Dates of Program (yyyy/mm/dd)	Total No. Hours of Instruction in Program	No. of MLITSD funded Students	Total MLITSD In-Class Training Funding Amount

DC Proposal Program No. (e.g. 12.1)	Name of Training Delivery Agent	Trade Code	Trade Name	Semester	Start and End Dates of Program (yyyy/mm/dd)	Total No. Hours of Instruction in Program	No. of MLITSD funded Students	Total MLITSD In-Class Training Funding Amount

MLITSD Service Delivery Manager Name (please print) / : _____

Date: _____

MLITSD Service Delivery Manager Signature: : _____

If form is being signed by designate, please print name and title.

If the MLITSD Field Office has not approved In-Class Training funding, please indicate reasons here for each applicable program, citing the applicable Dual Credit program no(s):