

CANADIAN APPRENTICESHIP SERVICE (CAS)

CANADIAN
APPRENTICESHIP
FORUM



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Employer checklist and process document

1-877-905-2748 ApprenticeSearch.com/cas

From 2022 to 2024, the Canadian Apprenticeship Forum (CAF-FCA) in partnership with the Aboriginal Apprenticeship Board (AAB), the Canadian Construction Association (CCA), BuildForce, SkillPlan and ApprenticeSearch.com will provide employers with a financial incentive and complimentary training for first year apprentices. By entering into a Sub-Agreement, the CAF-FCA partnership and the Employer agree to complete the following requirements.

1. Requirements for registration

Complete and sign Sub-Agreement, submit on ApprenticeSearch.com (assistance can be provided as needed, and a representative from ApprenticeSearch.com will reach out for any missing information)

Complete and sign Registered Training Agreement, submit to ApprenticeSearch.com

Apprentice completes registration through ApprenticeSearch.com

Complete EFT registration, provide to ApprenticeSearch.com

Provide name of Journeyperson and Apprentice, along with email addresses, to ApprenticeSearch.com

2. Upon successful registration, training requirements commence

BuildForce provided training PINs to Apprentice and Journeyperson

Apprentice and Journeyperson completed online Introduction to Mentorship course

1

Visit ApprenticeSearch.com/cas to register. Required documents include:

- Completed registration form (provided on website)
- Completed sub-agreement (provided on website)
- Completed EFT document (provided by ApprenticeSearch.com representatives)
- Provide the Registered Training Agreement (or equivalent for your province/territory)

2

Ensure your apprentice registers on ApprenticeSearch.com/cas or, if you do not have an apprentice, use the exclusive matching service on ApprenticeSearch.com to find a candidate in your region

3

Ensure your journeyperson and apprentice complete the required, industry-leading Introduction to Mentorship program on BuildForce.com

4

CAF-FCA reviews and approves your submission - Receive your funding!



Funded by the Government of
Canada's Apprenticeship Service

Canada