

# CANADIAN APPRENTICESHIP SERVICE (CAS)

CANADIAN  
APPRENTICESHIP  
FORUM



FORUM  
CANADIEN SUR  
L'APPRENTISSAGE

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

## Employer checklist and process document

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](https://ApprenticeSearch.com) (assistance can be provided as needed, and a representative from [ApprenticeSearch.com](https://ApprenticeSearch.com) will reach out for any missing information)

Complete and sign Registered Training Agreement, submit to [ApprenticeSearch.com](https://ApprenticeSearch.com)

Apprentice completes registration through [ApprenticeSearch.com](https://ApprenticeSearch.com)

Complete EFT registration, provide to [ApprenticeSearch.com](https://ApprenticeSearch.com)

Provide name of Journeyperson and Apprentice, along with email addresses, to [ApprenticeSearch.com](https://ApprenticeSearch.com)

### 2. Upon successful registration, training requirements commence

BuildForce provides training PINs to Apprentice and Journeyperson

Apprentice and Journeyperson complete online Introduction to Mentorship course



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Canada