



APPLICATION TO TRANSFER APPRENTICESHIP TO AN EMPLOYER WITHIN THE YUKON

Important information

You can transfer your apprenticeship to a different employer at any time during your apprenticeship.

Before your employment ends with one employer, it's good practice to have your hours with that employer signed off in your apprenticeship record book. You'll then submit your record book with this form.

After your employment begins with a new employer, complete this form as soon as possible so that they are authorized to sign off on your hours in your apprenticeship record book.

Use this form if your employer is operating in the Yukon.

Return your completed application and documents:

By mail:

Apprenticeship Office
Education (E-13)
Box 2703, Whitehorse, YT
Y1A 2C6

In person:

Apprenticeship Office
Department of Education
1000 Lewes Boulevard
Whitehorse, Yukon

Online:

Request a secure link to upload your complete application by emailing our office at: tso.apprenticeship@yukon.ca.

Do **not** email the form directly to us as it contains personal information.

Note that your application will be considered incomplete if fields other than those marked "if applicable" are left blank. Incomplete applications will not be processed.

Section 1 – Trade

Trade

Section 2 – Applicant information

Legal last name

Legal first name

Former legal last name (if applicable)

Preferred first name (if applicable)

Daytime phone number

Email address

Permanent mailing address

Unit # (optional)

Street number and name or P.O. Box

City or Town

Province or Territory

Country

Postal code

Section 3 – Employer information

Legal business name

Operating business name (if applicable)

Mailing address

Unit # (optional)

Street number and name or P.O. Box

City or Town

Province or Territory

Country

Postal code

Section 4 – Authorized employer contact

First name	Last name	Position/title
E-mail address		Phone number (direct line preferred)

Section 5 – Apprentice's first day of work with your company

Start date (YYYY/MM/DD)

Section 6 – Certified journeyperson who has consented to provide a copy of their certificate and who will be supervising this apprentice**Attach a copy of the journeyperson's certificate or wallet card**

First name	Last name
Phone Number	E-mail Address
Certificate number	Province or territory of issue

Section 7 – Rates of pay for your company

Hourly rate of pay for an entry-level certified journeyperson	\$
Current hourly rate of pay for the applicant	\$

Section 8 – Adequate mentorship

Can your business provide adequate mentorship to the applicant by ensuring that a journeyperson supervises no more than two registered apprentices at any one time?

☐ Yes ☐ No

Section 9 – Transfer request approval

By signing this form, you, the apprentice and employer, request and agree to accept the transfer of the apprenticeship agreement. You agree to comply with the *Apprenticeship Training Act* and *Apprentice Training and Tradesperson's Qualifications Regulation of the Yukon*.

_____ NAME OF APPRENTICE (PRINT)	_____ SIGNATURE	_____ DATE
_____ NAME OF EMPLOYER (PRINT)	_____ SIGNATURE	_____ DATE

Office use only

Agreement #: _____

Apprentice current status: in the _____ period at _____ % of minimum pay rate ITC initials: _____

_____ NAME OF DIRECTOR (PRINT)	_____ SIGNATURE	_____ DATE REGISTERED
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