GOVERNMENT OF NEWFOUNDLAND AND LABRADOR
DEPARTMENT OF EDUCATION

LETTER OF UNDERSTANDING

(Out-of-Province Employer)

This Letter of Understanding governing out-of-province on-the-job training signifies that at the date of signing, the out-of-province employer agrees to provide the training and/or required workplace skills as outlined in the Newfoundland and Labrador Provincial Plan of Training, **which is available on our website at www.gov.nl.ca/app;** the Apprentice agrees to participate in the training and skills acquisition as outlined in the Newfoundland and Labrador Provincial Plan of Training; the Newfoundland and Labrador Program Development Officer ensures that each apprentice is registered and his/her progress is verified and recorded through communication with the appropriate out-of-province employer designate.

PLEASE PRINT CLEARLY (All Sections must be completed)

Company Name _____

Company Address _____

Company Telephone Number ( ) _____ Fax ( ) _____

GST / HST Number _____

Employer Representative (PRINT) _____

Apprentice (PRINT)_____

Apprentice's Employment Start Date _____/_____/_____
Month Day Year

Supervising Journey Person (PRINT) _____

Journey Person Certification Number: _____ Province of Certification: _____

THE OUT-OF-PROVINCE EMPLOYER:

- will provide high quality workplace skills in an environment that is conducive to learning
- will remunerate apprentices as per relevant collective agreements or as set out in accordance with jurisdictional apprenticeship regulations
- will release and encourage apprentices to participate in Newfoundland and Labrador based institutional training necessary to complete the required technical courses
- will ensure that the workplace skills and hours of employment are signed and verified in the Newfoundland and Labrador Apprenticeship Logbook

THE APPRENTICE:

- ***must*** notify the Industrial Training Section (Department of Education, Government of Newfoundland and Labrador) upon commencement of employment
- ***must*** maintain a permanent address in Newfoundland and Labrador
- ***must*** ensure that this Letter of Understanding is completed
- will complete all required technical training courses as approved by the Newfoundland and Labrador Provincial Apprenticeship and Certification Board
- will acquire the workplace skills and the time (in hours) as outlined in the Newfoundland and Labrador Provincial Plan of Training
- will ensure that all technical courses and workplace skills are properly documented and signed off by the appropriate people

THE NEWFOUNDLAND AND LABRADOR PROGRAM DEVELOPMENT OFFICER:

- will ensure that all apprentices are registered and recorded
- will establish and maintain a liaison with the employers and apprentices

_____ _____
Employer Representative Signature ***Apprentice Signature***

_____ _____
Supervising Journeyperson Signature ***Newfoundland and Labrador Program Development Officer Signature***

ADMITTED INTO THE NEWFOUNDLAND AND LABRADOR APPRENTICESHIP PROGRAM BY THE PROVINCIAL APPRENTICESHIP AND CERTIFICATION BOARD

Registration Date: _____/_____/_____ **Director's Signature** _____
Month Day Year

Avalon	**Central**	**Western**	**Labrador**
Department of Education Industrial Training Section Confederation Building, West Block P.O. Box 8700 St. John's, NL A1B 4J6 Phone: (709) 729-2729 Fax: (709) 729-5878 Toll Free: 1-877-771-3737	Department of Education Industrial Training Section 7 Queensway Grand Falls-Windsor, NL A2A 1W9 Phone: (709) 292-4215 Fax: (709) 292-4502	Department of Education Industrial Training Section Noton Building Annex 133 Riverside Drive P.O. Box 2006 Corner Brook, NL A2H 6J8 Phone: (709) 637-2366 Fax: (709) 637-2519	Department of Education Industrial Training Section Elizabeth Goudie Building 146 Hamilton River Road P.O. Box 3014, Station B Happy Valley-Goose Bay, NL A0P 1E0 Phone: (709) 896-6348 Fax: (709) 896-3733