

PLEASE RETAIN THESE INSTRUCTIONS FOR YOUR RECORDS

Purpose: To request an increase in the ratio of apprentices to journeypersons

Ratio Adjustment Applications will be considered according to the following criteria:

1. The employer requires the services of a journeyperson, including the supervision of apprentices by journeypersons.
2. The employer agrees to participate in Manitoba's apprenticeship system by releasing apprentices for technical training and examinations.
3. There are no longer an adequate number of journeypersons to train apprentices at a location the employer carries out business.
4. The employer has demonstrated that an attempt was made to hire journeypersons to adhere to the 2:1 ratio (attach copy of most recent job advertisement).
5. The employer is in compliance with the provisions of the Act and the regulations at the time of the request.
6. The employer is prepared to abide by the terms and conditions specified by the executive director.
7. Due to insufficient number of journeypersons the employer is unable to carry out business.

Ratio Adjustment Applications may not be accepted or approved if:

1. The employer has previously been denied a Ratio Adjustment, has violated the terms and conditions of a previous Ratio Adjustment, has violated the Apprenticeship and Certification General Regulation, Employment Standards Code or the Work Place Safety and Health Act, without taking corrective actions since that time.
2. Apprentices are attending technical training and the resulting ratio of apprentices to journeypersons does not require a Ratio Adjustment.

Ratio Adjustment Contract Term: The Ratio Adjustment Contract is valid for up to a 12 month term, effective upon the approval date.

When do I need to apply for an amendment to my Ratio Adjustment? Employers have 90 days from the approval date to make changes to apprentices and journeypersons identified on the Ratio Adjustment Application. If changes occur outside the 90-day period, a new Ratio Adjustment request must be submitted.

Trade _____

Employer information

Business/Association Name	Business Address	Contact Name/Business Position
Town/City	Postal Code	Business Phone
		Business Fax

Office Use Only

Apprenticeship Employer # _____
 Ratio Application # _____
 ATC Assigned _____
 Date _____

Ratio Adjustment Request:

The following information is required and must be completed to be considered for a Ratio Adjustment.

Incomplete applications will not be accepted.

We are requesting approval to register _____ additional apprentice(s) to train with the certified journeyperson(s) listed below, as per Section 11 of the *Apprenticeship and Certification - General Regulation*.

What is your current ratio of apprentices to journeypersons? _____:_____

Please list all apprentices currently registered in the apprenticeship program.

Names of Apprentices	Apprenticeship#	Level	Journeypersons/Designated Trainer	Certificate/Licence #

Reason employer no longer has adequate number of journeypersons to train apprentices at location where Employer carries out business:

Check one or more reason(s) why the employer is requesting a Ratio Adjustment:

- Business expansion/increase in workload.
- Journeyperson is performing other duties and cannot supervise/train an apprentice.
- Unable to find/employ journeypersons (provide documentation).
- Other – attach additional information as required.

Please provide additional detail regarding the reason/s for your request. This step must be completed as part of the application process:

Supplemental Information:

1. Project Details:

Number of new apprentices required to meet work commitments:

Work Commitment	Start Date	End Date	Number of apprentices assigned to project	Number of journeypersons assigned to project

Additional Project Information:

2. Has the employer actively attempted to recruit journeypersons?

Check the appropriate box: Yes No

If yes, please attach copies of supporting documentation. If no, please expand on your answer:

3. Have you previously requested a ratio adjustment? Yes No

If yes, how many requests have you made? _____

Date Requested: _____

Have you previously been denied a ratio adjustment? _____ If yes, how many times? _____

Date Denied: _____

Reason for denial:

You are reminded that ratios of journeypersons/designated trainers to apprentices are in place for training purposes, and that any adjustment to this ratio does not reduce or lessen the employer's obligations to worker safety as directed by *The Workplace Safety and Health Act* its attendant regulations.

Employer Application Declaration:

I, _____ do solemnly declare that all of the information provided in this application is true and accurate. If any of the above information changes, I will immediately notify Apprenticeship Manitoba in writing. Based upon the legal authority granted under The Apprenticeship Certification Act, if the Executive Director of Apprenticeship Manitoba is of the opinion that the holder of the Ratio Adjustment provided false or misleading information, the Executive Director may cancel or suspend the Ratio Adjustment. I understand that a person who knowingly contravenes a provision of the above Act is guilty of an offence and upon summary conviction is liable to pay a fine up to \$10,000.

Business Name: _____ Trade: _____

Name (print): _____ Position: _____

Signature: _____ Date: _____