Apprentice logbook reminder sheet

A reminder sheet next to your official logbook: skills signed off, dates, and sponsor-record reminders. Use the official logbook from your authority; this page does not replace it.

NAME

DATE

Skill or task (official standard)	Date done	Apprentice initials	Trainer initials	In official logbook?

Download the official logbook from your apprenticeship authority. Keep your sponsor's records up to date as the official page says.

SOURCES (CHECKED 2026-11-27)

After registration, Skilled Trades Ontario tells apprentices to download the Apprenticeship Training Standard Logbook or Schedule of Training for their trade. The current-apprentices page says to record completed skills or skill sets in the logbook and make sure they are dated by you and your trainer, and to fill out the Sponsor Record forms, especially if you change sponsors. https://www.skilledtradesontario.ca/apprenticeship/current-apprentices/ (checked 2026-11-27)
Once the application is approved, you and your sponsor sign a Training Agreement. Skilled Trades Ontario says you can access the Registered Training Agreement through a Portal account, or it will be mailed if you don't have one, and it will send a Registered Apprentice Wallet Card that you must carry while you work. In a compulsory trade, your name will appear on the Skilled Trades Ontario Public Register.
https://www.skilledtradesontario.ca/apprenticeship/starting-your-apprenticeship/ (checked 2026-11-27)