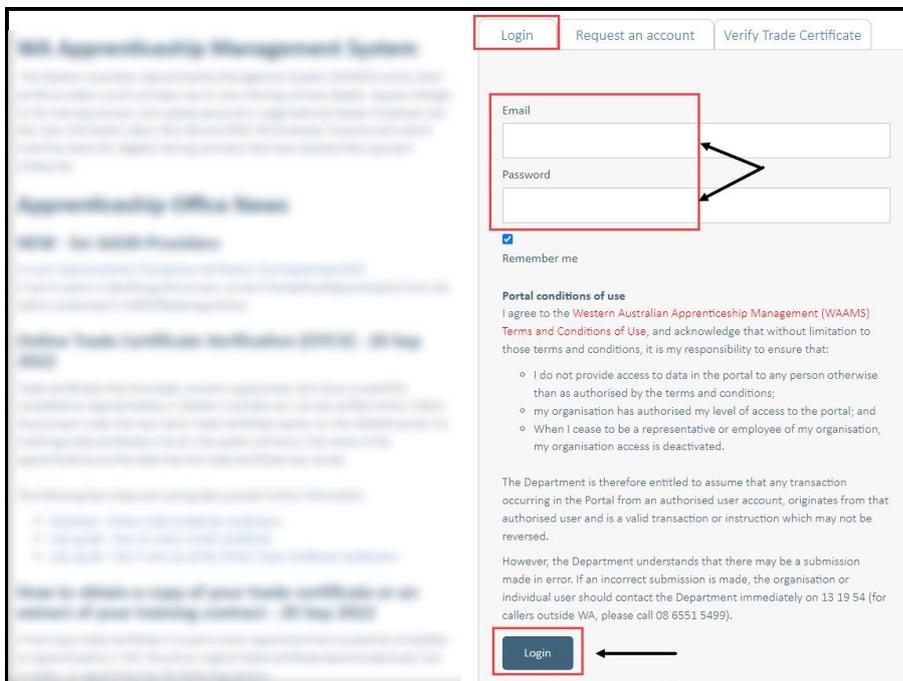




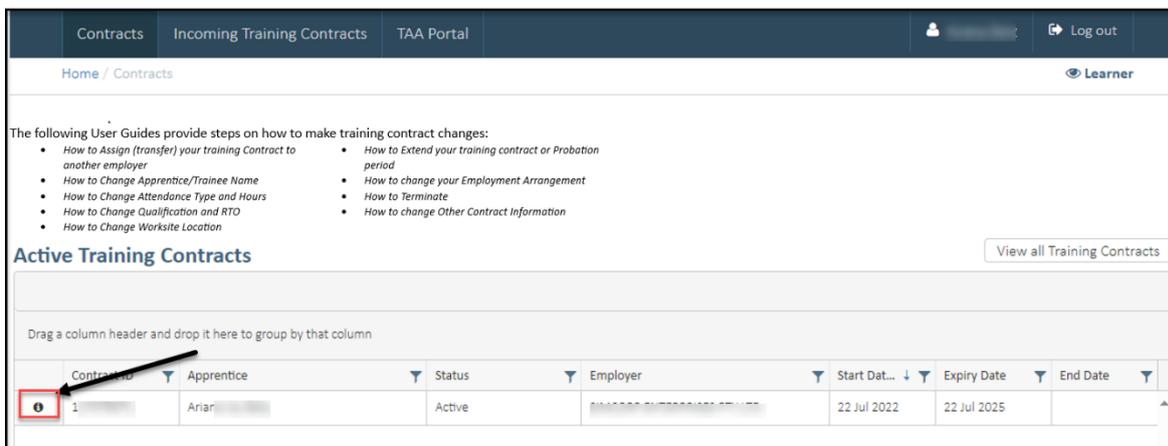
How to Extend a Training Contract or Probation Period – User Guide – For Apprentice/Trainee and Parent/Guardian (if applicable)

To submit a Training Contract or Probation Period Extension.

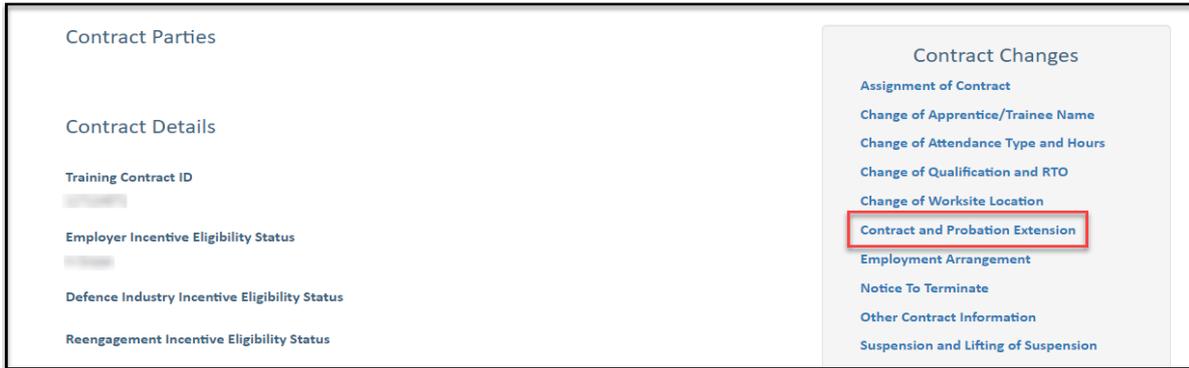
1. Log in to the WAAMS portal.



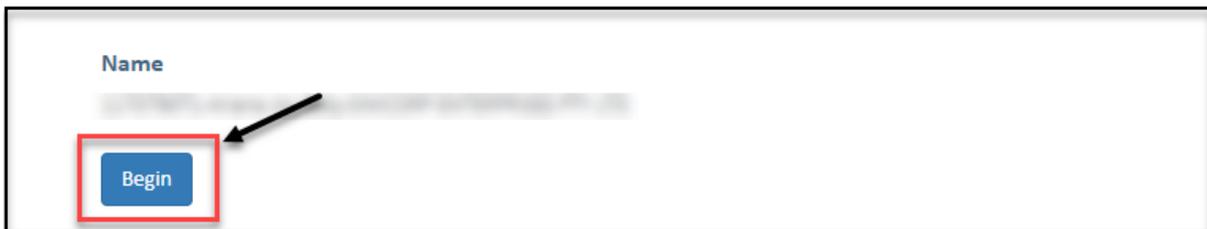
2. Select the **Training Contract** you want to make changes to by selecting the  icon on the left-hand side of the table.



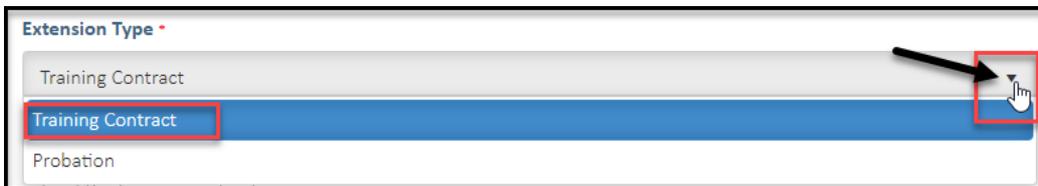
- From the **Training Contract Changes** menu on the right-hand side of the screen, click on **Contract and Probation Extension**.



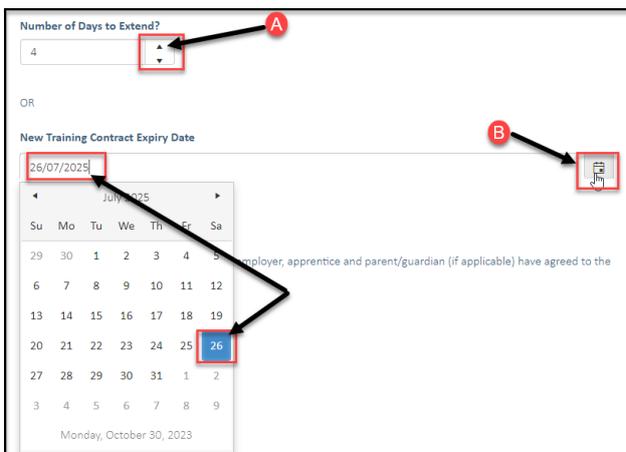
- Click on **Begin**.



- From the drop-down menu, select the **Extension Type**.



- (A) Use the arrow to enter the number of days you would like to extend the training contract or probation period. (B) Alternatively, by using the calendar, you can enter a new expiry date for the training contract or probation period.



7. Check the box indicating **all parties agree to** the extension to the training contract or probation period.

* Please note: if the extension has not been discussed with all parties to the training contract, please obtain consent before proceeding to make this change.
The extension request must be submitted prior to the training contract or probation expiry date

All parties agree to this change?

Yes

By selecting this check box, I verify that the employer, apprentice and parent/guardian (if applicable) have agreed to this change of worksite location.

8. Click on **Submit**

Submitted By (Portal)