



ST. CLAIR

C O L L E G E

Letter to Placement Employers

Process for Workplace Safety and Insurance Board coverage:

The Ministry of Advanced Education and Skills Development (formerly MTCU) has implemented a new streamlined process for students enrolled in an approved Ontario college program that requires them to complete unpaid work placements.

The Workplace Educational Placement Agreement (WEPA) Form has been replaced by the Postsecondary Student Unpaid Work Placement Workplace Insurance Claim Form. Placement Employers and Training Agencies (colleges) are not required to complete and sign the online Postsecondary Student Unpaid Work Placement Workplace Insurance Claim Form for each student completing an unpaid work placement in order to be eligible for WSIB coverage or private insurance. Instead, this form only needs to be completed when submitting a claim resulting from an on-the-job injury/disease. Please note that colleges will be required to enter their AESD-issued Firm Number in order to complete the online claim form.

The new form has been posted on the Ministry's public website at:

[Postsecondary Student Unpaid Work Placement Workplace Insurance Claim Form](#)

Please note that all WSIB procedures must be followed in the event of an injury/disease. Colleges will keep the signed original of this placement letter on file and ensure that Placement Employers have a copy.

Declaration

By signature of an authorized representative here under we confirm our commitment to immediately report any workplace injuries or disease to the student's college.

Signature: _____ Title: _____

Organization: _____ Date: _____

Distribution

A copy with the original signature is to be returned to the St. Clair College Placement Coordinator and a copy is to be kept by the placement employer.