

Ministry of Social Development
Employment & Labour Market Services Division

****IMPORTANT NOTICE TO APPRENTICES****

CHANGES TO HOW YOU APPLY FOR PROGRAM FINANCIAL SUPPORTS

If you are going into Apprentice Training, there will be changes to the application process for Program Financial Supports for Apprentices for any ***courses that begin April 2, 2012 and beyond***. Please read on. . .

Note: If you are attending Apprenticeship Training ***prior to*** April 2, 2012 you ***will not be affected***.

On April 2, 2012, the Province is launching the new Employment Program of British Columbia. This new integrated system of employment services and supports will be delivered through a network of WorkBC Employment Services Centres (ESCs). All Apprentice supports and services will be accessible through a WorkBC ESC.

KEY CHANGES:

1. If you **have** an Employer Sponsor, or are attached to a Union Hiring Hall, and are **starting training April 2, 2012 or later**, you **must complete an online application** for Program Financial Supports.

If you **do not have** an Employer Sponsor, or are not attached to a Union Hiring Hall, you **must contact Enquiry BC @ 1-800-663-7867**.

2. An application for Apprentice Program Financial Supports (whether completed online or not), must be submitted ***no later than the day you start your course***. You are however, encouraged to submit your application ***4 weeks prior*** to your course start date to allow time for processing the application and to ensure you receive supports in a timely manner. Applications received after your course start date **will not be accepted**.
3. You **must apply separately for Employment Insurance (EI) Benefits** in your last week of work, or in the first week of training. EI information can be obtained by visiting www.servicecanada.gc.ca.

Already have an Active EI Claim? If you currently have an active EI claim and will be submitting claimant's reports to Service Canada in the 2 weeks prior to attending school, you have a Continuing Claim. **Do not re-apply** for EI Benefits. On your claimant report, you must indicate that you are attending Apprenticeship Training. Service Canada will then contact you to confirm your training and obtain the EI Reference Code that you will receive when you apply for Apprentice Program Financial Supports.

IF YOU ARE ELIGIBLE TO USE THE ONLINE APPLICATION (as per #1 above):

1. This new online application service will be available to you beginning **February 6, 2012** at <https://www.apprenticeonline.gov.bc.ca/UnsecuredForms/HomePage.aspx>

PLEASE TURN OVER FOR MORE INFORMATION . . .



Continued . . . IF YOU ARE ELIGIBLE TO USE THE ONLINE APPLICATION . . .

2. Before you begin, you will need a BCeID as well as an Industry Training Authority (ITA) registration number, and a Social Insurance Number. For information on obtaining a(n):
 - a. BCeID, register at www.bceid.gov.bc.ca.
 - b. ITA registration number, visit www.itabc.ca.
3. Be sure to complete only **ONE** online application for your course even if you have applied at multiple schools. **Note:** Once you know which school you are accepted in, you must update your online application with the correct Training Provider information.
4. Once you have applied for Apprentice Program Financial Supports online, before your course starts you will receive an automated notice advising you of the **Employment Insurance (EI) Reference Code** (needed for *EI Benefits* application) and instructions on how to apply for *EI Benefits*.
5. Once your course attendance is confirmed and your Apprentice Program Financial Supports have been approved, you will be notified as to which WorkBC ESC will be providing your supports.

QUESTIONS?

To find out more about Program Financial Supports for Apprentices and WorkBC ESC's please visit www.labourmarketservices.gov.bc.ca

If you require assistance contact **Enquiry BC @ 1-800-663-7867**, to be directed to a WorkBC ESC.