

## Instructions for Filing an Application and Registering an Apprenticeship Agreement with a Recognized Association

To participate in apprenticeship training in Manitoba, an individual must first have a qualified\* employer who is willing to provide supervision and the practical experience an apprentice needs for trade certification. The individual who wants to be an apprentice, and the employer must forward completed Apprenticeship Applications and Agreements to the Director of Apprenticeship and Trades Qualifications.

**\*NOTE:** As of April 1, 2003, an individual filling out an application to become an apprentice must receive practical training from a certified journeyman. Exceptions include employers training a Senior Years apprentice, individuals wanting to apprentice in a trade that permits the use of designated trainers, or those applying from:

- A community or incorporated community as defined under *The Northern Affairs Act* (effective until March 1, 2006)
- A reserve as defined under *The Indian Act* (effective until March 1, 2006)

### INSTRUCTIONS FOR APPRENTICES:

***If you are a new applicant or re-registering due to the cancellation of a previous agreement:***

- a) complete the Apprentice's Application and sign the Agreements with your employer
- b) attach proof of education. If you attended Senior Years (high school) in Manitoba, you may obtain an official transcript of your marks by contacting:

Professional Certification & Student Records Unit  
Manitoba Education, Citizenship and Youth  
Telephone: (204) 773-2998 OR 1-800-667-2378 Fax: (204) 773-2411

**Note:** If you graduated from a Manitoba school in or after 1993, the Branch can electronically obtain your academic records. If you would like the Branch to do this, answer "Yes" to the question on the ***Apprentice's Application***.

- c) return the Apprentice and Recognized Association Applications, transcript of marks, \$50.00 application fee and three copies of the Agreement to the Apprenticeship Branch. When the Agreement is registered, you will receive a copy.

***If you are a registered Apprentice but CHANGING EMPLOYERS OR RECOGNIZED ASSOCIATION:***

- a) complete the Apprentice's Application and sign the Agreements with your Recognized Association
- b) return your Report of Hours, and if your trade has a Practical Training Record Book, return it to your Apprenticeship Training Coordinator showing all tasks completed to date
- c) return the Apprentice and Recognized Association Applications and three copies of the Agreement to the Apprenticeship Branch. You will receive a copy of the registered Agreement
- d) do not submit a fee

### APPLICATION FEES

New Application/Re-registration\* (\*cancelled 12 months or longer)... \$50.00  
Change of Employer/Recognized Association... No Fee  
(\*No fee if an Agreement is reactivated within a year of its original signing date.)

The \$50.00 non-refundable fee can be a cheque or money order payable to **Minister of Finance**. There is a \$20.00 service charge applied to NSF cheques. If you want to pay by VISA or MasterCard, complete the section on the Apprentice's Application.

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#### Important Note:

Contact the Apprenticeship Branch immediately in writing to update your records when you change:

- your name, telephone, address, or employer/Recognized Association
- your designated contact person or e-mail
- your consent to disclose personal information

## NOTICE – WHY WE COLLECT PERSONAL INFORMATION

The Apprenticeship Branch collects personal information and personal health information on this application under the authority of *The Apprenticeship and Trades Qualifications Act* and its regulations. The Apprenticeship Branch will use the information for these purposes:

- to administer and monitor your apprenticeship training and enforce compliance with the Act and the regulations under that Act
- to verify information submitted on an Application so an Apprenticeship Agreement can be registered
- to administer and participate in provincial and interprovincial trade certification and information programs including the Interprovincial Standards (Red Seal) Program of the Canadian Council of Directors of Apprenticeship (CCDA)
- to plan, research and evaluate programming

**If you do not consent to collection and use for these purposes, your application cannot be processed and your Apprenticeship Agreement cannot be registered.**

Your personal and health information is protected by *The Freedom of Information and Protection of Privacy Act* of Manitoba and *The Personal Health Information Act* of Manitoba. Any other use, and any disclosure, of your personal information or personal health information by the Apprenticeship Branch must be authorized by you or authorized under these Acts.

If you have any questions concerning use of your personal information or personal health information, please contact the Information Officer at the Apprenticeship Branch.

## EXPLANATIONS TO QUESTIONS ON THE APPRENTICE'S APPLICATION

### Application Category

**Senior Years** – You must be attending secondary school and applying to be an apprentice under the Senior Years Apprenticeship Option.

**Mature Student** – You must be at least 19 years old, NOT have Senior 4 OR the trade's educational requirement and be assessed before you start apprenticeship training.

**Transfer** – You must be a registered apprentice or certified journeyman who wants to train in another trade.

**Apprenticeship Registration Number** – This number appears on Apprenticeship Branch correspondence such as school call notices.

**Canadian Citizenship** – If you answer "No", you need authorization to work in Canada and to be an apprentice in Manitoba. You must also be allowed to attend an educational institute to take academic, professional or professional training courses. For more information, contact a Citizenship and Immigration Canada office by calling toll-free 1-888-242-2100 or visit the Government of Canada Web site at <http://www.cic.gc.ca>.

**Optional Self Declaration** – The Apprenticeship Branch maintains statistics of registered apprentices who belong to four employment equity categories to measure participation and to improve client services.

**Education and Trade Experience** – Include a transcript of the final set of marks for courses taken at each institution you attended. For example, if your last level of education was college, include your Senior Years transcript AND final college transcript.

**Previous Trade Certification** – This information, subject to verification by the Apprenticeship Branch, may be used to give credit towards your required technical training.

**Previous Related Employment in Your Chosen Trade** – This information, combined with information in your Recognized Association's Application, may be used to give credit towards your required practical experience.

## INSTRUCTIONS FOR RECOGNIZED ASSOCIATIONS:

- a) complete the Recognized Association's Application and sign the three Apprenticeship Agreements with your Apprentice
- b) ensure your Apprentice sends all the information to the Apprenticeship Branch. When the Agreement is registered, you will receive a copy of the Agreement.

## EXPLANATIONS TO QUESTIONS ON THE RECOGNIZED ASSOCIATION'S APPLICATION

**Workers Compensation Number** – This is required when the apprentice is being registered as a Senior Years Apprentice or working in a business or workplace considered a mandatory coverage industry as listed in the Schedule to *The Workers Compensation Act*.

**Journeyman Information** – You must have a sufficient number of trade journeymen to train apprentices.

**Applicant's Employment History** – This helps the Apprenticeship Branch determine the apprentice's anticipated completion date and grant credit for previous technical training or practical experience.

**Wages** – The apprentice's starting wage must meet or exceed wage rates set in the trade's regulation. Your information regarding typical wage rates for your industry sector helps the Apprenticeship Branch administer the regulation.

**Consent to Disclose Information** – This is voluntary and may be withdrawn at any time by contacting the Apprenticeship Branch in writing.

**Certified Journeyman** – A person who holds a Certificate of Qualification in a designated apprenticeship trade.

**Designated Trainer** – An experienced tradesperson without journeyman certification who is deemed qualified according to specific Manitoba regulations or under specific circumstances to supervise the work of and train an apprentice.

## Apprentice's Application Form

Incomplete applications or with support documents missing, cannot be processed and will be returned to you.

Forward the completed Apprentice and Recognized Association Applications, three signed copies of the Apprenticeship Agreement, transcript(s) of marks and the \$50.00 registration fee to:

Apprenticeship Branch  
1010-401 York Avenue  
Winnipeg MB R3C 0P8

Direct all inquiries and correspondence to this address or:

Phone: 945-3337

Fax: 948-2346

Toll Free: 1-877-978-7233

(1-877-97-TRADE)

Please PRINT answers in INK in all relevant categories.

Language for correspondence

- English  French

**APPLICATION CATEGORY** (Check all applicable box(es))

- New Application  Re-registration/Transfer  
 Change of Employer  Senior Years Apprentice  
 ASEP (Automotive Service Educational Program)  Mature Student  
 ASSET (Automotive Student Service Educational Training)

**TRADE NAME** \_\_\_\_\_  
*Print name of chosen trade*

### Optional Self Declaration

Sex:  Male  Female

Disability:  Yes  No

Visible Minority:  Yes  No

Native Ancestry:

- First Nations  
 Non-Status  
 Métis  
 Inuit

### PERSONAL INFORMATION

_____	_____	
<i>Legal First Name</i>	<i>Middle Name</i>	
_____	_____	
<i>Last Name</i>	<i>Preferred First Name</i>	
_____	_____	
<i>Social Insurance Number</i>	<i>Date of Birth (y/m/d)</i>	
_____	_____	
<i>Home Mailing Address</i>	<i>City/Town</i>	
_____	_____	
<i>Province</i>	<i>Postal Code</i>	<i>E-Mail</i>
_____	_____	_____
<i>Home Telephone</i>	<i>Work Telephone</i>	
_____	_____	

Apprenticeship Registration Number (For Re-registration/Transfer ONLY) \_\_\_\_\_

Are you a Canadian Citizen?  Yes  No

If No, what is your status in Canada? \_\_\_\_\_

### EDUCATION AND TRADE EXPERIENCE

(Include a photocopy or transcript of marks with Application)

Last level of education attended  Secondary School  College  University

What level/diploma/degree did you attain? \_\_\_\_\_

Name of last school/college/university attended (Include City/Town name) \_\_\_\_\_

Trade-related courses (include course name(s), institution, location, course start and end dates) \_\_\_\_\_

**PREVIOUS TRADE CERTIFICATION**

Trade _____	Certificate Number _____	Certificate Date _____	Issuing Province/Territory _____
Trade _____	Certificate Number _____	Certificate Date _____	Issuing Province/Territory _____

How was certification obtained?

Apprenticeship    
  Trades Qualification    
  Grandparenting    
  Other \_\_\_\_\_

**PREVIOUS TRADE-RELATED EMPLOYMENT** *(Use more paper if necessary)*

Business Name and Address	# weeks	# hrs./ week	Start/ end dates	Trade-related work experience

If you have an e-mail address, can the Apprenticeship Branch use your e-mail address as an alternate way to send information? (For school call notices, receipt of marks, and other administrative information)      Yes      No

**For applicants who graduated from a Manitoba school in or after 1993**

I give the Apprenticeship Branch permission to obtain a printed or electronic copy of my Senior Years transcript of marks from the Professional Certification and Students Records Unit. This transcript is required to verify my education level and/or access my educational qualifications for apprenticeship training.      Yes      No

**DECLARATION**

The information I have given is true, complete and correct. I understand that failure to give truthful, complete and accurate information may result in refusal of this Application or cancellation of my Apprenticeship Agreement.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

If you are paying your \$50.00 registration fee by credit card indicate:      VISA      MasterCard

Credit Card Number                           Expiry Date   /

Cardholder Name \_\_\_\_\_

**Office Use Only**

Assessment <input type="checkbox"/> Yes <input type="checkbox"/> No	Start Date _____
Date Requested _____	Time Credit _____ hrs/months
Date Assessed _____	Level Test Date _____ Mark _____
Levels Required _____	Anticipated Completion _____
I.D. No. _____	Registration Date _____
Term _____	Institution Accreditation No. _____
<small>Levels</small>	<small>Annual Hours</small>

Branch Authorizing Signature \_\_\_\_\_ Date \_\_\_\_\_

## Recognized Association's Application Form

**NOTE:** As of April 1, 2003, an individual filling out an application to become an apprentice must receive practical training from a certified journeyperson. Exceptions to this requirement include employers training a Senior Years apprentice, individuals wanting to apprentice in a trade that permits the use of designated trainers, or those applying from:

- A community or incorporated community as defined under *The Northern Affairs Act* (effective until March 1, 2006)
- a reserve as defined under *The Indian Act* (effective until March 1, 2006)

For more information on the use of designated trainers, please contact the Apprenticeship Branch.

Please PRINT answers in INK in all relevant categories.

_____ <i>Legal (Registered) Name of Recognized Association</i>		_____ <i>Operating Name (If different than Legal Name)</i>	
_____ <i>Recognized Association Mailing Address</i>			
_____ <i>City/Town</i>		_____ <i>Province</i>	_____ <i>Postal Code</i>
_____ <i>Name of Recognized Association Contact</i>		_____ <i>Business Telephone</i>	
_____ <i>Contact's Cell Phone</i>	_____ <i>Contact's Fax Number</i>	_____ <i>Contact's E-Mail</i>	
_____ <i>Worksite Name &amp; Address (if different from above)</i>			
_____ <i>City/Town</i>		_____ <i>Province</i>	_____ <i>Postal Code</i>
_____ <i>Workers Compensation Number (if applicable)</i>		_____ <i>Indicate Trade Name for this Application</i>	

### TRAINING INFORMATION (Complete either A OR B)

A) Complete this section if you are using journeypersons to train an apprentice.

Number of trade-certified journeypersons employed in this trade in your Association \_\_\_\_\_

Number of registered apprentices employed in this trade in your Association \_\_\_\_\_

Name(s) of journey person(s) assigned to this applicant. Include each journey person's Certificate of Qualification number \_\_\_\_\_

B) Complete this section only if your trade regulation allows the use of designated trainers. (Eligible trades as of June, 2003 include Cook, Concrete Finisher, Ironworker, Lather (Interior Systems Mechanic) and Pork Production Technician) OR if you represent a community as defined under *The Northern Affairs Act* or a reserve under *The Indian Act*.

- Are you applying to train an apprentice in a trade that permits the use of a designated trainer?  Yes  No
- Name(s) of designated trainer(s) \_\_\_\_\_
- Are you applying to train an apprentice as an employer representing a community or incorporated community as defined under *The Northern Affairs Act*?  Yes  No
- Name(s) of designated trainer(s) \_\_\_\_\_

- Are you applying to train an apprentice as an employer representing a reserve as defined under *The Indian Act*?  
 Yes     No

Name(s) of designated trainer(s) \_\_\_\_\_  
\_\_\_\_\_

## ALL EMPLOYERS MUST COMPLETE THE FOLLOWING:

### APPLICANT'S EMPLOYMENT HISTORY

Name of applicant \_\_\_\_\_

The applicant began work in the trade at this business on (y/m/d) \_\_\_\_\_

Hours of practical experience you would give this applicant as credit towards apprenticeship training  
(Indicate number of hours.) \_\_\_\_\_

### WAGES

Typical journeyperson wage you pay per hour for this trade \_\_\_\_\_

Wage the applicant will receive per hour to start in this trade \_\_\_\_\_

### CONSENT TO DISCLOSE BUSINESS INFORMATION

I authorize the Apprenticeship Branch to disclose to a trade union or other recognized group, organization, association or business, business-identifying information as it relates to participation in a Manitoba apprenticeship program, for general trade-related correspondence or for consideration of an honour or award.     Yes     No

### DECLARATION

I have the authority as, or, on behalf of, the Employer to complete this application. The information given in support of this Application is true, complete and correct. I understand that failure to give truthful, complete and accurate information may result in refusal of this Application or cancellation of the Apprenticeship Agreement.

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

Position with Employer \_\_\_\_\_

# Apprenticeship Agreement between an apprentice and a recognized association

*NOTE: Please sign all THREE copies and return them with the Applications, transcript(s) and fee to the Apprenticeship Branch.*

This is a legal agreement in effect after it is registered with the Director of Apprenticeship and Trades Qualifications between:

1. \_\_\_\_\_, (the "Apprentice"), and  
Print Name of Apprentice
2. \_\_\_\_\_, (the "Recognized Association")  
Print Name of Recognized Association

for the Trade of \_\_\_\_\_

The Apprentice and the Recognized Association will abide by the provisions of *The Apprenticeship and Trades Qualifications Act*, its regulations\* and specifically:

***The Apprentice and Recognized Association agree:***

- the Recognized Association is not responsible for paying the Apprentice's wages and benefits
- each level of training is at least twelve calendar months and includes both the trade's required hours of practical experience and technical training
- to discuss the Apprentice's development and progress and complete required information in the Report of Hours and Practical Training Record Book
- either may cancel this Agreement by notifying the other and the Director
- the Director may suspend or cancel this Agreement if the Director believes the Apprentice is not receiving adequate training

***The Apprentice agrees to:***

- pay tuition and other fees when required
- use financial assistance received from government sources to pay only for education and living costs directly related to apprenticeship training and will return any amount not used for these purposes
- complete hours of practical work experience, technical training and examinations
- notify the Director in writing within 15 days if there are name or address changes, if the Apprentice is no longer with the Recognized Association, unable to obtain practical experience or is not allowed to attend technical training

***The Recognized Association, acting as the Apprentice's Employer agrees to:***

- assign a certified journeyman or approved designated trainer to give the Apprentice as much practical experience as is available
- supervise the Apprentice and ensure that the Apprentice's daily work does not begin earlier or end later than the working hours of a supervising journeyman or designated trainer
- let the Apprentice attend required technical training and examinations
- notify the Director in writing within 15 days if the Apprentice is no longer with the Recognized Association, cannot give the Apprentice practical experience or let the Apprentice attend technical training

**We have read, understand and agree with the terms of this Agreement.**

_____ <small>Signature of Apprentice</small>	_____ <small>Date</small>
_____ <small>Signature of Representative of Recognized Association</small>	_____ <small>Date</small>
_____ <small>Signature of Parent or Guardian (if a minor apprentice)</small>	_____ <small>Date</small>

Registered by the Director of Apprenticeship and Trades Qualifications on \_\_\_\_\_

*\*Out-of-province apprentices and employers who register an agreement in Manitoba for technical training purposes only are not bound by Manitoba apprenticeship legislation. Please contact the Branch for details.*

(continued on reverse side)

## THE APPRENTICE MUST COMPLETE THE FOLLOWING:

### CONSENT TO OBTAIN AND DISCLOSE PERSONAL INFORMATION

I understand that to administer, monitor and evaluate my apprenticeship training, the Apprenticeship Branch may need to obtain personal information about me from, and provide personal information about me to:

- my sponsoring employer
- other Provincial Government Education Branches and Human Resources Development Canada (HRDC) to assist in obtaining financial support
- the Workplace Safety and Health Branch and the Employment Standards Branch of Manitoba Labour and Immigration, to administer and enforce workplace safety legislation
- accredited training providers that provide technical training to me
- Transport Canada for program audit purposes (Trade of Aircraft Maintenance Journeyman only)
- government officials responsible for apprenticeship or trade certification programs in other Canadian provinces and territories to verify my status under the Manitoba apprenticeship and trades certification program
- Canadian Council of Directors of Apprenticeship and Human Resources Development Canada (HRDC) officials to administer interprovincial (Red Seal) trade certification programs and/or to confirm my status as a Red Seal program client listed in the Interprovincial Computerized Examination System database (ICEMS)
- a trade union or other recognized group, organization or association for general trade-related correspondence, or to be considered for an honour or award

I authorize the Apprenticeship Branch and these persons and entities to share such personal information about me as may be necessary for these purposes.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

I understand that under the authority of the *Statistics Act (Canada)*, the Apprenticeship Branch shares identifying personal information with Statistics Canada to conduct statistical surveys with individuals. Reports and information produced by Statistics Canada from these surveys do not identify any individual or individuals. I also understand that the Apprenticeship Branch may share non-identifying bulk information with Statistics Canada and other Canadian provinces and territories to maintain national statistics and records.

### ALTERNATE CONTACT PERSON (*This is optional*)

The person named below can give information to, and receive information from the Apprenticeship Branch regarding the status and details of my apprenticeship in the event that I cannot be contacted:

\_\_\_\_\_  
*Contact's Name* *Relationship to Me*

\_\_\_\_\_  
*Home Mailing Address* *Town/City* *Postal Code*

\_\_\_\_\_  
*Home Phone Number* *Work Phone Number* *Fax Number*

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Forward the completed Apprentice and Recognized Association Applications, three signed copies of the Apprenticeship Agreement, transcript(s) of marks and the \$50.00 registration fee to:

The Director of Apprenticeship and Trades Qualifications  
Apprenticeship Branch  
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Winnipeg MB R3C 0P8

Direct all inquiries and correspondence to the above address or:

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# Apprenticeship Agreement between an apprentice and a recognized association

*NOTE: Please sign all THREE copies and return them with the Applications, transcript(s) and fee to the Apprenticeship Branch.*

This is a legal agreement in effect after it is registered with the Director of Apprenticeship and Trades Qualifications between:

1. \_\_\_\_\_, (the "Apprentice"), and  
*Print Name of Apprentice*

2. \_\_\_\_\_, (the "Recognized Association")  
*Print Name of Recognized Association*

for the Trade of \_\_\_\_\_

The Apprentice and the Recognized Association will abide by the provisions of *The Apprenticeship and Trades Qualifications Act*, its regulations\* and specifically:

***The Apprentice and Recognized Association agree:***

- the Recognized Association is not responsible for paying the Apprentice's wages and benefits
- each level of training is at least twelve calendar months and includes both the trade's required hours of practical experience and technical training
- to discuss the Apprentice's development and progress and complete required information in the Report of Hours and Practical Training Record Book
- either may cancel this Agreement by notifying the other and the Director
- the Director may suspend or cancel this Agreement if the Director believes the Apprentice is not receiving adequate training

***The Apprentice agrees to:***

- pay tuition and other fees when required
- use financial assistance received from government sources to pay only for education and living costs directly related to apprenticeship training and will return any amount not used for these purposes
- complete hours of practical work experience, technical training and examinations
- notify the Director in writing within 15 days if there are name or address changes, if the Apprentice is no longer with the Recognized Association, unable to obtain practical experience or is not allowed to attend technical training

***The Recognized Association, acting as the Apprentice's Employer agrees to:***

- assign a certified journeyman or approved designated trainer to give the Apprentice as much practical experience as is available
- supervise the Apprentice and ensure that the Apprentice's daily work does not begin earlier or end later than the working hours of a supervising journeyman or designated trainer
- let the Apprentice attend required technical training and examinations
- notify the Director in writing within 15 days if the Apprentice is no longer with the Recognized Association, cannot give the Apprentice practical experience or let the Apprentice attend technical training

**We have read, understand and agree with the terms of this Agreement.**

\_\_\_\_\_  
*Signature of Apprentice*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Representative of Recognized Association*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Parent or Guardian (if a minor apprentice)*

\_\_\_\_\_  
*Date*

Registered by the Director of Apprenticeship and Trades Qualifications on \_\_\_\_\_

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- my sponsoring employer
- other Provincial Government Education Branches and Human Resources Development Canada (HRDC) to assist in obtaining financial support
- the Workplace Safety and Health Branch and the Employment Standards Branch of Manitoba Labour and Immigration, to administer and enforce workplace safety legislation
- accredited training providers that provide technical training to me
- Transport Canada for program audit purposes (Trade of Aircraft Maintenance Journey person only)
- Canadian Council of Directors of Apprenticeship and Human Resources Development Canada (HRDC) officials to administer interprovincial (Red Seal) trade certification programs and/or to confirm my status as a Red Seal program client listed in the Interprovincial Computerized Examination System database (ICEMS)
- a trade union or other recognized group, organization or association for general trade-related correspondence, or to be considered for an honour or award

I authorize the Apprenticeship Branch and these other persons to share such personal information about me as may be necessary for the above purposes.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

I understand that under the authority of the *Statistics Act (Canada)*, the Apprenticeship Branch shares identifying personal information with Statistics Canada to conduct statistical surveys with individuals. Reports and information produced by Statistics Canada from these surveys do not identify any individual or individuals. I also understand that the Apprenticeship Branch may share non-identifying bulk information with Statistics Canada and other Canadian provinces and territories to maintain national statistics and records.

### ALTERNATE CONTACT PERSON *(This is optional)*

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\_\_\_\_\_  
*Contact's Name* \_\_\_\_\_ *Relationship to Me* \_\_\_\_\_

\_\_\_\_\_  
*Home Mailing Address* \_\_\_\_\_ *Town/City* \_\_\_\_\_ *Postal Code* \_\_\_\_\_

\_\_\_\_\_  
*Home Phone Number* \_\_\_\_\_ *Work Phone Number* \_\_\_\_\_ *Fax Number* \_\_\_\_\_

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

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# Apprenticeship Agreement

## between an apprentice and a recognized association

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1. \_\_\_\_\_, (the "Apprentice"), and  
Print Name of Apprentice

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Print Name of Recognized Association

for the Trade of \_\_\_\_\_

The Apprentice and the Recognized Association will abide by the provisions of *The Apprenticeship and Trades Qualifications Act*, its regulations\* and specifically:

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- notify the Director in writing within 15 days if there are name or address changes, if the Apprentice is no longer with the Recognized Association, unable to obtain practical experience or is not allowed to attend technical training

***The Recognized Association, acting as the Apprentice's Employer agrees to:***

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- supervise the Apprentice and ensure that the Apprentice's daily work does not begin earlier or end later than the working hours of a supervising journeyman or designated trainer
- let the Apprentice attend required technical training and examinations
- notify the Director in writing within 15 days if the Apprentice is no longer with the Recognized Association, cannot give the Apprentice practical experience or let the Apprentice attend technical training

**We have read, understand and agree with the terms of this Agreement.**

\_\_\_\_\_  
Signature of Apprentice

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Representative of Recognized Association

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent or Guardian (if a minor apprentice)

\_\_\_\_\_  
Date

Registered by the Director of Apprenticeship and Trades Qualifications on \_\_\_\_\_

*\*Out-of-province apprentices and employers who register an agreement in Manitoba for technical training purposes only are not bound by Manitoba apprenticeship legislation. Please contact the Branch for details.*