

APPLICATION GUIDE FOR APPRENTICESHIP INCENTIVE GRANT

PLEASE READ THESE INSTRUCTIONS CAREFULLY BEFORE COMPLETING THE FORM. INCOMPLETE APPLICATIONS AND/OR APPLICATIONS SUBMITTED WITHOUT APPROPRIATE SUPPORTING DOCUMENTS WILL NOT BE PROCESSED.

The Apprenticeship Incentive Grant (AIG) Program will provide \$1,000 per year to registered apprentices who have successfully completed **their first or second year (level/block)** of an approved Red Seal apprenticeship program, on or after January 1, 2007. To apply for the AIG, you must complete this application form.

CAN I APPLY?

If you are an apprentice in an Interprovincial Standards Red Seal Program trade in your province or territory, you may apply for a grant. For more information about the Red Seal trades designated in your province or territory, visit www.red-seal.ca/Site/trades/aig_province.htm.

AM I ELIGIBLE?

To be eligible for the AIG, you must be:

- a Canadian citizen, a permanent resident¹ or a protected person¹;
- out of high school (some exceptions may apply);
- a registered apprentice with a provincial/territorial apprenticeship authority in an Interprovincial Standards Red Seal Program trade which is designated as such in your jurisdiction (refer to the Terms and Conditions section of this application for more details);
- a registered apprentice with an employer, training trust fund, union training centre, joint apprenticeship training committee, or apprenticeship authority; and
- able to show progress within your apprenticeship program by proving that you have successfully completed either the first or second year (level/block) (refer to the *Supporting Documents* chart and the *Terms and Conditions* section).

(¹permanent residents and protected persons must include a copy of their status documents from Citizenship and Immigration Canada)

WHEN AND HOW DO I APPLY?

To qualify for the grant, you must:

- apply by June 30th of the subsequent calendar year in which you demonstrate progression in your apprenticeship program. Demonstrating progression generally means that you have completed both your technical training and your on-the-job portion of your apprenticeship year (level/block).

Level completion confirmed by your apprenticeship authority prior to January 1, 2007 will not be considered eligible for the grant.

- submit your completed application, along with proof of registration and progression, to your Service Canada Processing Centre listed in Part 7, Page 3 of the application form.

IMPORTANT NOTES

Please review the "*Supporting Documents*" chart to ensure your application is complete. **Incomplete applications or applications without the appropriate supporting documents will not be processed.**

If you need help completing this form, please call 1-866-742-3644, or TTY 1-866-909-9757. You can also visit your closest Service Canada Centre with your completed application and supporting documents.

SUPPORTING DOCUMENTS

NOTE: The following table lists the documents you must provide as proof of registration and progression in your apprenticeship program along with this completed application form. Please provide copies of documents required for the province/territory in which you are registered as an apprentice.

For more information see the HRSDC website at www.hrsdc.gc.ca/en/workplaceskills/trades_apprenticeship/AIG/apply.shtml

ALBERTA

- Copy of the **Apprentice Identification Card**, issued by the Alberta Government, Apprenticeship and Industry Training, AND
- Signed copy of the official **period completion letter**, provided by the Alberta Government, Advanced Education.

BRITISH COLUMBIA

- Copy of **trainee wallet card**, provided by the Industry Training authority (ITA). You must have been registered as an apprentice for at least 12 months for a first level/year or at least 24 months for a second level/year, AND
- Copy of **ITA official industry training program transcript**. Please ensure your transcript has been updated with the most current information.

MANITOBA

- Copy of the **apprenticeship pocket card** issued by the Government of Manitoba, AND
- Signed copy of the official **level completion letter** provided by the Government of Manitoba, Executive Director of the Apprenticeship Branch.

NEW BRUNSWICK

- Copy of the **ID wallet card** provided by the Department of Post Secondary Education and Training, AND
- Signed copy of the official **letter** provided by the Department of Post Secondary Education and Training.

NEWFOUNDLAND AND LABRADOR

- Copy of the **ID wallet card** issued by the Government of Newfoundland and Labrador, Department of Education, AND
- Signed copy of the "**Confirmation of Block/Level Completed**" **letter** to be provided by the Government of Newfoundland and Labrador.

NORTHWEST TERRITORIES

- Copy of the **certificate of status for the first level**, issued by the Apprenticeship, Trade & Occupations Certification Board, AND
- Copy of the **certificate of status for the second or third level**, issued by the Apprenticeship, Trade & Occupations Certification Board.

NOVA SCOTIA

- Copy of the **ID wallet card** from the Government of Nova Scotia, Department of Education, Skills and Learning.

Note:

You must submit your AIG application form to the Nova Scotia apprenticeship office*, who will forward a signed copy of your "**Record of Progress**" **letter** along with your application form to Service Canada.

*<http://www.apprenticeship.ednet.ns.ca/trainoff.shtml>

NUNAVUT

- Copy of the **certificate of status for the first level**, issued by the Government of Nunavut, AND

NUNAVUT (cont'd)

- Copy of the **certificate of status for the second** (if you're applying for the 1st year grant) **or third level** (if you're applying for the 2nd year grant), issued by the Government of Nunavut.

ONTARIO

- Copy of **both sides** of the **registration wallet card** provided by the Ministry of Training, Colleges and Universities (MTCU). You must have been registered as an apprentice for at least 12 months for a first level or at least 24 months for a second level, AND
- Copy of the **official student college transcript/letter or union letter** (showing your name, courses you attended for that level with a clear indication of a pass mark, end date of training, and the training delivery institution name and address).

Or, if applicable

Copy of the letter which confirms you have been exempted for technical in-class training (MTCU or college exemption test letter or MTCU Portfolio Assessment letter).

PRINCE EDWARD ISLAND

- Copy of the cover page and page 4 of the apprentice's **log book**, issued by the Government of Prince Edward Island, Department of Education, AND
- Signed copy of the "**Apprenticeship Incentive Grant**" **letter** provided by the Apprenticeship training manager.

QUEBEC - CCQ

- Copy of **both sides** of the **Certificate of Apprenticeship Competency** issued by the CCQ, AND
- Signed copy of the "**Attestation de réussite**" **letter** provided by the CCQ.

QUEBEC - EMPLOI-QUÉBEC

Compulsory certification trades

- Copy of the **apprenticeship card** issued by Emploi-Quebec, AND
- Signed copy of the official **progression letter** provided by Emploi-Quebec.

Voluntary certification trades

- Copy of the **Apprenticeship Contract** with Employer issued by Emploi-Quebec, AND
- Signed copy of the official **progression letter** provided by Emploi-Quebec.

SASKATCHEWAN

- **1st year grant**, a copy of your Y1 card **and** a copy of your Y2 card provided by the Saskatchewan Apprenticeship and Trade Certification Commission.
- **2nd year grant**, a copy of your Y2 card **and** a copy of your Y3 card provided by the Saskatchewan Apprenticeship and Trade Certification Commission

YUKON

- Copy of the **registration wallet card**, issued by Yukon Education, AND
- Signed copy of the **Results Confirmation Letter**, provided by the Government of Yukon, apprenticeship training authority.

For more information please see the Terms and Conditions section on the next page.

If you are registered in the following trades: **Hairstylist, Industrial Mechanic, Welder, Glazer, Lather, Cook, Automotive Painter or Construction Craft Worker** please consult the following Website at www.servicecanada.gc.ca as required documents may vary according to Province/Territory.

TERMS AND CONDITIONS FOR THE PROVISION OF THE APPRENTICESHIP INCENTIVE GRANT

The grant is intended to promote access to apprenticeship opportunities and encourage progression in apprenticeship programs. The grant provides an incentive to Canadians to complete all the requirements of their apprenticeship programs, both the in-school technical training and hours of on-the-job work experience, to meet Canada's current and future need for skilled trades people, which is crucial to the sustained growth of the economy.

DEFINITIONS

Apprenticeship Authority: For each province and territory, there will be a governing body in charge of apprenticeship. This body is usually a branch related to each provincial or territorial Department/Ministry of Education and Training. This body will have authority over training, regulation and certification of the apprenticeship program for their region.

Designated Red Seal Program Trade: A trade that has been designated by the Canadian Council of Directors of Apprenticeship for inclusion in the Interprovincial Standards Red Seal Program. The training and certification is based on a national occupational standard, and provinces and territories participating in the program for that trade or occupation are permitted to affix a Red Seal to the certificates of candidates who meet the standard. For more information visit http://www.red-seal.ca/Site/about/redseal_e.htm

Protected Person: Person who has reason to fear persecution in his/her country of origin due to race, religion, nationality, membership in a social group, or political opinion, selected by the Immigration and Refugee Board and Citizenship and Immigration Canada.

PROGRESSION IN APPRENTICESHIP

The program will provide a grant of \$1,000 per year to apprentices who successfully advance from one level to the next in the first two years of any apprenticeship program under the Interprovincial Standards Red Seal Program.

To demonstrate progression within your apprenticeship program, you need to provide proof of successful completion of the first year/level/block in an eligible apprenticeship program in order to qualify for the first \$1,000 grant or successful completion of the second year/level/block in an eligible apprenticeship program in order to qualify for the second \$1,000 grant.

Determination of successful completion of first- or second-level of an apprenticeship program will be made based on the requirements for your apprenticeship program in the province or territory in which you are registered.

NOTE: Apprenticeships in most of the Red Seal trades take 3 to 5 years to complete. However, some apprentices may acquire all of the competencies required for Red Seal endorsement within the first year of their apprenticeship program. These apprentices would be eligible only for a \$1,000 grant. In addition, there are a number of trades that involve only 2 years of training. In these cases, apprentices would qualify for the second \$1,000 grant upon receipt of their Certificate of Qualification.

GRANT AMOUNT

The maximum amount payable per eligible recipient per approved application is \$1,000 in each of the first two years of qualifying apprenticeship training. There is a \$2,000 lifetime maximum per individual.

BASIS AND TIMING OF PAYMENT

Payments to eligible recipients will be made in a lump-sum payment upon approval of the application and verification of successful completion of the first year/level or second year/level of apprenticeship training, as prescribed by the apprenticeship authority in the province or territory in which the applicant is registered.

TAXABLE INCOME

Under the *Income Tax Act* the grant paid to you is included as income for income tax purposes.

PAYMENT SUBJECT TO APPROPRIATION OF FUNDS BY PARLIAMENT

Any payment payable to you under this grant application is subject to the appropriation of funds by Parliament for the fiscal year in which the payment is to be made and to the maintenance of current and forecasted funding allocation levels for the Apprenticeship Incentive Grant program. In the event that the Government of Canada cancels this program or reduces its level of funding HRSDC may terminate its agreement to pay the grant or reduce the amount of its financial assistance payable under this agreement.

CONFLICT OF INTEREST

No member of the House of Commons shall be admitted to any share or part of this agreement or to any benefit to arise there from.

APPLICATION FOR APPRENTICESHIP INCENTIVE GRANT

OFFICIAL USE

Date application received (dd-mm-yyyy)	Client mailed application to processing center <input type="checkbox"/>	BUDGET RC	Institution Code
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PRIVACY STATEMENT

The information you provide on this application form is collected under the authority of the *Department of Human Resources and Skills Development Act* to administer the Apprenticeship Incentive Grant (AIG). The Social Insurance Number (SIN) is collected under the authority of the *Human Resources and Skills Development Act* and in accordance with Treasury Board's *Policy on Privacy and Data Protection* regarding use of the SIN. The SIN will be used as a file identifier and, along with the other information you provide, will also be used to validate your application, and to manage and administer the AIG program. Information, including the SIN, may also be used for investigative purposes in the event of an allegation of wrongdoing. You must provide your SIN and the other personal information requested on this form to be considered for the grant.

The information you provide may also be used for policy analysis, research and/or evaluation purposes. These purposes may involve the matching of various sources of data that are under the control of the Government of Canada. The information collected on this form may be shared with other federal government institutions. It may also be shared with the provincial/territorial apprenticeship authority with which you are registered and the employer(s) and/or training institutions you name to confirm your participation in the apprenticeship program and to determine whether or not you qualify for the AIG. The use, retention, and disclosure of personal information collected on this form are described in Personal Information Bank number HRSDC PPU 295.

ALL FIELDS MARKED WITH AN ASTERISK (*) ARE MANDATORY AND MUST BE COMPLETED. SEE NOTES BELOW FOR PART 2 AND 3. FIELDS IDENTIFIED IN PART 2 ARE MANDATORY FOR APPRENTICES REGISTERED IN ONTARIO AND BRITISH COLUMBIA ONLY. FIELDS IDENTIFIED IN PART 3 ARE MANDATORY FOR APPRENTICES REGISTERED IN ONTARIO ONLY.

PART 1 - APPLICANT INFORMATION (*Mandatory fields must be completed by applicant)

*1. Last Name		*2. First Name		3. Middle Name	
*4. Date of Birth (dd-mm-yyyy)		*5. Social Insurance Number - -		6. Province of Training	
*7. Province of Registration		*8. Street Address (include city/town, and province/territory)			*Postal Code
9. Mailing Address where you wish your cheque to be sent (if different)			*10. Telephone Number () -		*11. Alternate Telephone Number () -
*12. Provincial Apprentice ID Number		*13. Date Registered (dd-mm-yyyy)		*14. Name of Red Seal Trade	
*15. What is your legal status in Canada? <input type="checkbox"/> Canadian Citizen or <input type="checkbox"/> Permanent Resident ¹ or <input type="checkbox"/> Protected Person ¹ <small>(¹permanent residents and protected persons must include a copy of their documents from Citizenship and Immigration)</small>					
*16. For which level grant are you applying? (A separate application is required for each level.) <input type="checkbox"/> First year / Level / or Block <input type="checkbox"/> Second year / Level / or Block		*17. Are you a high school student? <input type="checkbox"/> Yes <input type="checkbox"/> No <small>(Apprentices enrolled in adult learning or professional upgrading classes and QC apprentices completing their Vocational Training Diploma (DEP) are not considered high school students)</small>			
*18. When registering as an apprentice, did you receive an exemption for one or more complete levels based on previous work experience and in-school courses? (Not applicable to CCQ apprentices) <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, at which year/level/block did you start your apprenticeship? <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4					
19. First Language <input type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Other			20. Official Language you wish to use for communication <input type="checkbox"/> English <input type="checkbox"/> French		

PART 2 - APPRENTICE ON-THE-JOB TRAINING HISTORY OVER THE LAST 12 MONTHS
 *(Mandatory for apprentices registered in Ontario and British Columbia only - must be completed by applicant)

*21. Most Recent Employer Name or Business Name		*22. Name of Contact Person	
*23. Mailing Address of the Employer (include city/town, province/territory and postal code)		*24. Location of Work	
*25. Telephone Number () -	*26. Start Date of Employment (mm-yyyy)	*27. End Date of Employment (mm-yyyy)	

PART 2 continued - FIELDS IDENTIFIED IN PART 2 ARE MANDATORY FOR APPRENTICES REGISTERED IN ONTARIO AND BRITISH COLUMBIA ONLY

28. Employer Name or Business Name		29. Name of Contact Person
30. Mailing Address of the Employer (include city/town, province/territory, and postal code)		31. Location of Work
32. Telephone Number () -	33. Start Date of Employment (mm-yyyy)	34. End Date of Employment (mm-yyyy)

35. Employer Name or Business Name		36. Name of Contact Person
37. Mailing Address of the Employer (include city/town, province/territory, and postal code)		38. Location of Work
39. Telephone Number () -	40. Start Date of Employment (mm-yyyy)	41. End Date of Employment (mm-yyyy)

PART 3 - APPRENTICE IN SCHOOL TECHNICAL TRAINING INFORMATION
 * (Mandatory for apprentices registered in Ontario only - must be completed by the applicant)

*42. Name of Training Institution	*43. Name of Training Program/Course
*44. When did you complete your technical training for the level for which you are applying? _____ (mm-yyyy)	

PART 4 - DIRECT DEPOSIT (To be completed by applicant)
 (You can only use Direct Deposit for a Financial Institution located in Canada)
 Please note that completion of this section is voluntary and not required as part of the application process for the Apprenticeship Incentive Grant.

Do you want your AIG payment deposited into your account at your financial institution?

No (Go to Part 5) Yes (Complete this section)

Chequing account, please attach an unsigned personalized cheque. Write the word "VOID" on the front of the cheque, or

Chequing or Savings account, complete the boxes below:

_____ _____ _____
 Branch Number Institution Number Account Number

_____ _____
 Name(s) on the account(s) Telephone Number of your Financial Institution

NOTE: If you have authorized direct deposit and your bank account information changes or if you move, it is important that you let us know as soon as possible by calling or visiting your local Service Canada Centre.

PART 5 - EMPLOYMENT EQUITY (OPTIONAL) (To be completed by applicant)

Please note that completion of this section is voluntary and not required as part of the application process for the Apprenticeship Incentive Grant. This information will be used for statistical purposes only.

<input type="checkbox"/> Male <input type="checkbox"/> Female	If you are an aboriginal person of Canada, please specify to which group you belong. <input type="checkbox"/> Metis <input type="checkbox"/> Status <input type="checkbox"/> Non-Status <input type="checkbox"/> Inuit
Are you a person with a disability? <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you consider yourself to be a member of a visible minority? <input type="checkbox"/> Yes <input type="checkbox"/> No

*** PART 6 - DECLARATION**

(Must be completed by applicant)

I DECLARE THAT:

- I have read and understood the information provided in this application package, including the Terms and Conditions.
- The information I have provided in this application and supporting documentation is true, accurate, and complete in every respect.
- If the information described above is inaccurate, false or misleading, I may be required to repay all or some of the financial assistance I receive.

 Applicant's Signature

 Date

Your personal information is administered in accordance with the *Department of Human Resources and Skills Development Act* and the *Privacy Act*. You have the right to the protection of, and access to, your personal information. It will be retained in personal information bank HRSDC PPU 295. Instructions for obtaining this information are outlined in the government publication *Info Source*. You can get a copy of *Info Source* at any Service Canada Centre or you can access it at <http://infosource.gc.ca>.

PART 7 - WHERE TO SEND YOUR APPLICATION AND SUPPORTING DOCUMENTS**For residents of British Columbia, Yukon, Alberta, Northwest Territories, Nunavut, Saskatchewan, and Manitoba:**

Alberta - AIG Western Processing Centre
 Calgary South Service Canada Centre
 100 - 6712 Fisher Street SE
 Calgary, Alberta
 T2H 2A7

For residents of Québec:

Québec - AIG Processing Centre
 New Richmond Service Canada Centre
 122 Perron Boulevard West
 New Richmond, Québec
 G0C 2B0

For residents of Newfoundland and Labrador, Prince Edward Island, New Brunswick, and Ontario:

New Brunswick - AIG Eastern Processing Centre
 Miramichi Service Canada Centre
 P.O. Box 1030
 Miramichi, New Brunswick
 E1V 3V5

For apprentices registered in Nova Scotia:

You must submit your AIG application form to the Nova Scotia apprenticeship office*, who will forward a signed copy of your "Record of Progress" letter along with your application form to Service Canada.

*<http://www.apprenticeship.ednet.ns.ca/trainoff.shtml>

PART 8 - EVALUATION - VALIDATION OF DOCUMENTS

(Must be completed by Service Canada Processing Centre Official)

PROOF OF ELIGIBILITY FROM APPLICANT (See "Supporting Documents" chart)

- Apprentice Registration document, AND
- Progression documents for first grant, OR
- Progression documents for second grant

PART 9 - RECOMMENDATION AND APPROVAL

(Must be completed by Service Canada Processing Centre Official)

The above application for the Apprenticeship Incentive Grant is: Approved Not Approved

Client's AIG grant is approved for: 1st level/block/year 2nd level/block/year

Signature and Title of recommending Service Canada Officer

Date

Signature and Title of approving Service Canada Processing Centre Manager

Date

Financial assistance is authorized pursuant to the terms and conditions for the Apprenticeship Incentive Grant and payment is certified to be in accordance with Section 34 of the F.A.A.