Ontario Application Checklist – Apprenticeship Incentive Grant

AIG Application Form (EMP 5391)

List of Mandatory Fields

Part 1 – Applicant information
- [ ] Field 1
- [ ] Field 2
- [ ] Field 4
- [ ] Field 5
- [ ] Field 7
- [ ] Field 8
- [ ] Field 10
- [ ] Field 11
- [ ] Field 12
- [ ] Field 13
- [ ] Field 14
- [ ] Field 15
- [ ] Field 16
- [ ] Field 17
- [ ] Field 18

Part 2 – Apprentice on-the-job training history over the last 12 months
- [ ] Field 21
- [ ] Field 22
- [ ] Field 23
- [ ] Field 24
- [ ] Field 25
- [ ] Field 26
- [ ] Field 27

Part 3 – Apprentice in-school technical training information
- [ ] Field 42
- [ ] Field 43
- [ ] Field 44

Part 6 – Declaration
- [ ] Applicant's Signature
- [ ] Date (of signature)

Supporting documents that must be submitted with your AIG application form

Proof of registration
- [ ] Copy of **front side** of registration wallet card issued by Ministry of Training, Colleges and Universities (MTCU).

- [ ] Copy of **back side** of registration wallet card issued by Ministry of Training, Colleges and Universities (MTCU).

Proof of progression

☐ Copy of the **official student college transcript / letter** <u>or</u> **union letter** that indicates:

    ☐ Your name.
    ☐ The name of the training delivery institution.
    ☐ The address of the training delivery institution.
    ☐ The names of the courses you attended and/or the apprenticeship level you completed.
    ☐ A clear indication of the pass mark for the courses.
    ☐ The end date of training.

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).

AIG Eligibility Requirements

To be eligible for the AIG, you must be:

- a Canadian citizen, permanent resident or protected person
- out of the secondary school system
- a registered apprentice with an employer, training trust fund, union training centre, joint apprenticeship training committee, or apprenticeship authority
- registered in a designated Red Seal trade in the province or territory where you are a registered apprentice
- able to show progress within an eligible apprenticeship program by proving that you have successfully completed either the first or second level, based on supporting documents