



## APPLICATION GUIDE FOR APPRENTICESHIP INCENTIVE GRANT

The Apprenticeship Incentive Grant (AIG) Program will provide \$1,000 per year to registered apprentices who have 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. Please note that payment of the grant is subject to the approval of funds for the Program. A decision on funding is expected to be made in spring 2007. Applications will be processed when funding for the grant has been approved.

### 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 Program, visit <http://www.red-seal.ca/>.

### AM I ELIGIBLE?

To be eligible for the AIG, you must be:

- a Canadian citizen, a permanent resident or a protected person;
- out of high school;
- 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;
- 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 *Additional Documents Required* chart and the Terms and Conditions section).

### WHEN AND HOW DO I APPLY?

To qualify for the grant, you must apply by June 30 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). You must submit your completed application along with proof of registration and progression, as noted below, to Service Canada.** The program begins January 1, 2007. Training completed prior to this date will not be considered to qualify for the grant.

Please mail your application together with your supporting documents to the following Processing Centre:

For **British Columbia, Yukon, Alberta, Northwest Territories, Nunavut, Saskatchewan, and Manitoba:**

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

For **Quebec:**

Quebec  
New Richmond Service Canada Centre  
122 Perron Boulevard West  
New Richmond, Quebec  
G0C 2B0

For **Newfoundland and Labrador, PEI, Nova Scotia, New Brunswick, and Ontario:**

New Brunswick  
Miramichi Service Canada Centre  
P.O. Box 1030  
Miramichi, New Brunswick  
E1V 3V5

If you have questions, call 1-866-742-3644, or TTY 1-866-909-9757, or visit your closest Service Canada Centre with your completed application and supporting documents.

## ADDITIONAL DOCUMENTS REQUIRED, BY PROVINCE/TERRITORY

**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 and retain originals in case you are selected for a review.

PROVINCE/TERRITORY		PROOF OF APPRENTICESHIP REGISTRATION	PROOF OF APPRENTICESHIP PROGRESSION
Newfoundland and Labrador		Apprentice ID "wallet" card	Letter from apprenticeship authority
Prince Edward Island		Apprentice Log book - cover page + page 4	Letter from apprenticeship authority
Nova Scotia		Apprentice ID "wallet" card	Letter from apprenticeship authority
New Brunswick		Apprentice ID "wallet" card	Letter from apprenticeship authority
Quebec - CCQ		Certificate of Apprenticeship Competency	Progression Letter from apprenticeship authority
Emploi-Quebec	Compulsory Trade	Apprentice Card	Progression Letter from apprenticeship authority
	Voluntary Trade	Apprentice Contract with Employer	Progression Letter from apprenticeship authority
Ontario		Apprentice Registration "wallet" card	Copy of transcript + 12 or 24 months must have elapsed since registration
Manitoba		Apprentice ID "wallet" card	Letter from apprenticeship authority
Saskatchewan		Apprentice Year card	Apprentice Year 2 or Year 3 Card
Alberta		Apprentice ID "wallet" card	Letter from apprenticeship authority
British Columbia		Apprentice ID "wallet" card	Copy of transcript
Yukon		Apprentice Registration "wallet" card	Letter from apprenticeship authority
Northwest Territories		Apprentice Certificate of Status	Copy of apprentice year 2 or year 3 Certificate of Status
Nunavut		Apprentice Certificate of Status	Copy of apprentice year 2 or year 3 Certificate of Status

**If you are registered in the following trades: Hairstylist, Industrial Mechanic, Welder, Glazer or Lather please consult the following Website at [www.servicecanada.gc.ca](http://www.servicecanada.gc.ca) as required documents may vary according to province/territory.**

For more information on eligibility criteria, see the Terms and Conditions section at the back of this package.



## APPLICATION FOR APPRENTICESHIP INCENTIVE GRANT

OFFICIAL USE

Date application received (yyyy-mm-dd)	Client mailed application to processing center <input type="checkbox"/>	Identification Verified <input type="checkbox"/>	BUDGET RC
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The information you provide in this application form is collected under the authority of the *Department of Human Resources and Skills Development Act* to provide a grant to offset the costs of apprenticeship training. Completion is voluntary; however, if you do not complete this form, you will not be considered for the grant. The information you provide may also be used for policy analysis, research and/or evaluation purposes. In order to conduct these activities, various sources of information under the custody and control of the Government of Canada may be linked. The information you provide may be shared with the province/territory (with the exception of your Social Insurance Number) in which you are registered to confirm your participation in the apprenticeship program and/or with the employer(s) and training institutions you name. This is necessary to determine if you qualify for the Apprenticeship Incentive Grant. Subsection 5(2) of the *Privacy Act* requires that a government institution informs any individual from whom the institution collects information about the individual of the purpose for which the information is being collected.

PART 1 - APPLICANT INFORMATION			(TO BE COMPLETED BY APPLICANT)
1. Surname	2. Given Name	3. Middle Name	
4. Date of birth (yyyy-mm-dd)	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. E-mail Address (if applicable)		11. Telephone Number ( ) -	12. Alternate Telephone Number ( ) -
13. Provincial Apprentice ID Number	14. Date Registered (yyyy-mm-dd)	15. Red Seal Trade	
16. Are you a Canadian Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No      Are you a Permanent Resident? <input type="checkbox"/> Yes <input type="checkbox"/> No Are you a Protected Person? <input type="checkbox"/> Yes <input type="checkbox"/> No			
17. Which year/level/block of apprenticeship have you completed? <input type="checkbox"/> First Year/Level/Block <input type="checkbox"/> Second Year/Level/Block		18. Are you a high school student? <input type="checkbox"/> Yes <input type="checkbox"/> No	
19. Have you received credit or advanced standing for: <input type="checkbox"/> a) technical training <input type="checkbox"/> b) on-the-job <input type="checkbox"/> c) both		If yes, for which year/level/block <input type="checkbox"/> Year/Level/Block 1 <input type="checkbox"/> Year/Level/Block 2	
20. First Language <input type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Other		21. 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 PAST YEAR			(TO BE COMPLETED BY APPLICANT)
This information may be used to validate your apprenticeship status.			
22. Most Recent Employer Name or Business Name		23. Name of Contact Person	
24. Mailing Address of the Employer (include city/town, province/territory and postal code)		25. Location of Work	
26. E-mail Address (if applicable)		27. Telephone Number ( ) -	28. Fax Number (if applicable) ( ) -
29. Start Date of Employment (yyyy-mm-dd)		30. End Date of Employment (yyyy-mm-dd)	

31. Employer Name or Business Name		32. Name of Contact Person	
33. Mailing Address of the Employer (include city/town, province/territory, and postal code)		34. Location of Work	
35. E-mail Address (if applicable)	36. Telephone Number ( ) -	37. Fax Number (if applicable) ( ) -	
38. Start Date of Employment (yyyy-mm-dd)		39. End Date of Employment (yyyy-mm-dd)	

40. Employer Name or Business Name		41. Name of Contact Person	
42. Mailing Address of the Employer (include city/town, province/territory, and postal code)		43. Location of Work	
44. E-mail Address (if applicable)	45. Telephone Number ( ) -	46. Fax Number (if applicable) ( ) -	
47. Start Date of Employment (yyyy-mm-dd)		48. End Date of Employment (yyyy-mm-dd)	

**PART 3 - APPRENTICE IN SCHOOL TECHNICAL TRAINING INFORMATION**

(TO BE COMPLETED BY APPLICANT)

49. Name of Training Institution		50. Mailing Address of Training Institution (include city/town, province/territory, and postal code)	
51. Institution Code			
52. Campus (if applicable)		53. Name of Training Program/Course	
54. E-mail Address	55. Telephone Number ( ) -	56. Fax Number ( ) -	
57. Start Date of Training (yyyy-mm-dd)		58. End Date of Training (yyyy-mm-dd)	

**PART 4 - DECLARATION**

(TO BE COMPLETED BY APPLICANT)

I DECLARE THAT:

- I have read and understood the information provided in this applicable package;
- 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.
- I understand that payment of the grant is subject to the approval of funds for the Program and that my application will only be processed when funding for the Program has been approved.

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 Applicant's Signature

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 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 296. 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 5 - DIRECT DEPOSIT (in Canada only)** (TO BE COMPLETED BY APPLICANT)

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

- No (Go to Part 6)                       Yes (Complete this section)  
 Chequing account, please attach an unsigned personalized cheque. Write the word "VOID" on the front of the cheque.  
 Savings account, complete the boxes below (you may want to contact your financial institution to get this information):

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 6 - 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 7 - EVALUATION - VALIDATION OF DOCUMENTS** (TO BE COMPLETED BY SERVICE CANADA OFFICIAL)

**PROOF OF ELIGIBILITY FROM APPLICANT**

- Registered Apprentice:** Confirmation of registration as provided by a provincial/territorial apprenticeship authority in any provincially/territorially designated apprenticeship programs under the Interprovincial Standards Red Seal Program.  

DATE RECEIVED \_\_\_\_\_
- Requirements for first grant:** A transcript or validation issued by a provincial/territorial apprenticeship authority or a technical training provider (e.g., college, cégep, technical institute, union training centre, private training institute) of completion of the first or second year/level/block of training, as prescribed by the provincial/territorial apprenticeship authority in which the apprentice is registered.  

DATE RECEIVED \_\_\_\_\_
- Requirements for second grant :** A transcript or validation issued by a provincial/territorial apprenticeship authority or a technical training provider (e.g., college, cégep, technical institute, union training centre, private training institute) of completion of the first or second year/level/block of training, as prescribed by the provincial/territorial apprenticeship authority in which the apprentice is registered.  

DATE RECEIVED \_\_\_\_\_

**PART 8 - RECOMMENDATION AND APPROVAL** (TO BE COMPLETED BY SERVICE CANADA OFFICIAL)

The above application for the apprenticeship incentive grant is:     Approved     Not Approved

Client is approved for:     1<sup>st</sup> lump sum payment     2<sup>nd</sup> lump sum payment

SIGNATURE AND TITLE OF SERVICE CANADA OFFICER	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.	

# **TERMS AND CONDITIONS FOR THE PROVISION OF THE APPRENTICESHIP INCENTIVE GRANT**

The AIG is intended to foster a highly skilled and mobile workforce to meet the needs of the growing Canadian economy. The grant is intended to increase access to apprenticeship in the Red Seal trades, and encourage progression through technical and on-the-job training requirements in the early years of an apprenticeship program, building momentum towards Red Seal certification.

## **DEFINITIONS**

*Advance Standing:* The process in which an apprentice, on the basis of having significant prior learning (i.e. pre-employment program) and/or experience, may register in an apprenticeship program at an advanced level.

*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.

*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.

## **GRANT AMOUNT**

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

## **BASIS AND TIMING OF PAYMENT**

A lump sum payment, through a cheque or direct deposit, will be made upon approval of the application and verification of registration and successful progression through the first year (level/block) or the second year (level/block), 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.