

Apprentice Development Benefit - Applicant Checklist

Before submitting your Apprentice Development Benefit (ADB) application, please ensure all required information and documents have been provided.

Incomplete or inaccurate applications cannot be accepted by the ministry.

- I have applied for Employment Insurance (EI) using the 16-digit code found on my *Confirmation of Classroom Training*.
- I have read the ADB application, FAQs and eligibility criteria.
- I have completed all fields in **Section A, B, and C**, of the ADB application.
- I have provided my **name, signature and date** in **Section D** of the application.
- I have completed **Parts A, B, C, and signed Part D** of the *Application for Direct Deposit for Ontario EBSMs*.
- I have attached a Void Cheque or a Direct Deposit form.

Processing Time

The ministry aims to process applications within **2-3 weeks**, but it may take longer during peak periods.

Need Help or Missing a Payment?

If you have not received any payments by the end of your class, contact the ministry at 613-731-7100 ext. 0 or by email at Appr.Ottawa@ontario.ca