

## APPLICATION FOR THE APPRENTICESHIP INCENTIVE GRANT

At Service Canada, we administer the Apprenticeship Incentive Grant (AIG). This document contains the form you need to apply for the grant. Please read these instructions carefully before filling out the form. You must complete your application, sign it in ink, and submit it to us with all the required supporting documents before we can process it.

### What is the Apprenticeship Incentive Grant?

The Apprenticeship Incentive Grant is a taxable cash grant of \$1,000 per year or level, up to two levels, for a lifetime maximum amount of \$2,000 per person. The grant is available to registered apprentices once they have successfully completed their first or second year/level (or equivalent) of an apprenticeship program in one of the designated Red Seal trades.

### The AIG is meant to:

Increase access to apprenticeships in the Red Seal trades by helping apprentices cover expenses such as the purchase of tools and other materials required for learning on-the-job and travel expenses associated with classroom training.

Encourage the apprentices' progression through the technical and on-the-job training requirements in the early years of their apprenticeship program, building momentum towards certification.

Promote interprovincial mobility by increasing the number of apprentices who remain in the Red Seal trades and get their Red Seal.

### Am I eligible?

To be eligible for the AIG, you must be:

- a Canadian citizen, a permanent resident or a protected person<sup>1</sup> as defined in the *Immigration and Refugee Protection Act*,
- not a high school student (some exceptions may apply, please see High School Student definition in the DEFINITIONS section);
- 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 DEFINITIONS 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 progression within an eligible 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 DEFINITIONS section).

<sup>1</sup>Permanent Residents and Protected Persons must include a copy of their status documents from Immigration, Refugees and Citizenship Canada if they have a SIN beginning with "9".

### How do I apply?

You must send a separate application for each level of the grant.

Send your completed application, along with proof of your registration and progression corresponding to the level for which you are applying, to the appropriate Service Canada Processing Centre listed on Page 6.

### Is there a deadline?

Yes. You must submit your completed application by **June 30** of the calendar year following the date you completed the year (level/block) for which you are applying. For example, if you completed both the technical and on-the-job training of year (level/block) 1 of your apprenticeship program in February 2017, you have until June 30, 2018 to submit your application.

If you do not have the required supporting document(s), submit your application on or before the June 30<sup>th</sup> deadline. Once you have received your supporting document(s), you must submit them to Service Canada at the address shown on page 6 or to a Service Canada Centre. Service Canada will honour the date of the postmark date on your mailed application.

### What is the maximum amount I can receive?

Eligible apprentices can receive up to a \$ 2,000 lifetime maximum per individual upon successful completion of their first or second year (level/block).

### Who can I speak to for more information?

For more information, or for help completing this form, contact us:

**CLICK**            [Canada.ca/apprenticeship-incentive-grant](http://Canada.ca/apprenticeship-incentive-grant)

**CALL**             1-866-742-3644; TTY: 1-866-909-9757

**VISIT**            a Service Canada Centre

### Important note

We cannot process incomplete applications or applications that do not include the required supporting documents.

## Supporting Documents by Province/Territory of Registration

Please provide a **copy of the documents** required for the province/territory in which you are registered as an apprentice in a designated Red Seal trade. Certain trades may require different supporting documents. For more information, please consult the Service Canada website at [Canada.ca/apprenticeship-incentive-grant](http://Canada.ca/apprenticeship-incentive-grant). If you need Internet access, you can always access the information at a Service Canada Centre. **Note:** By applying for the Apprenticeship Incentive Grant, you are authorizing Service Canada to contact your provincial/territorial apprenticeship authority to verify information in your application, and for any other purposes necessary to the administer and enforce the Apprenticeship Incentive Grant.

### ALBERTA

- Copy of the **Apprenticeship Period Completion Letter** issued by the Government of Alberta, Advanced Education, Apprenticeship and Industry Training (The **Period Technical Training Letter** is not acceptable).

**Note:** Second-year AB hairstylists must provide a copy of the **Journeyman Certificate** issued by the Government of Alberta, Advanced Education, Apprenticeship and Industry Training to prove progression.

### BRITISH COLUMBIA

- Copy of the **Confirmation of Progression Letter** issued by the Government of British Columbia, Industry Training Authority.

### MANITOBA

- Copy of the **Apprenticeship Registration Card** issued by the Government of Manitoba, Apprenticeship Manitoba, Department of Education and Training **AND**
- Signed copy of the **Apprenticeship Level Completion Letter** issued by the Government of Manitoba, Apprenticeship Manitoba, Department of Education and Training.

**Note:** Second-year MB hairstylists, cooks, automotive painters, concrete finisher and construction craft workers must provide a copy of the **Certificate of Qualification** issued by the Government of Manitoba, Apprenticeship Manitoba, Department of Education and Training to prove progression for AIG Level 2.

### NEW BRUNSWICK

- Signed Copy of the **Official Level Completion Letter** issued by the Government of New Brunswick, Department of Post-Secondary Education, Training and Labour.

### NEWFOUNDLAND AND LABRADOR

- Copy of the **ID Wallet Card** issued by the Government of Newfoundland and Labrador, Department of Advanced Education and Skills and Labour Apprenticeship and Trades Certification Division, **AND**
- Signed copy of the **Confirmation of Block/Level Completed Letter** issued by the Government of Newfoundland and Labrador, Department of Advanced Education and Skills and Labour Apprenticeship and Trades Certification Division.

### NORTHWEST TERRITORIES

- For a **1st year** grant, a copy of the **Certificate of Status** for the **Second Level** issued by the Government of Northwest Territories, Department of Education, Culture and Employment, **OR**
  - For a **2nd year** grant, a copy of the **Certificate of Status** for the **Third Level** issued by the Government of Northwest Territories, Department of Education, Culture, and Employment.
- Note:** Second-year Hairstylist must provide a copy of the **Certificate of Qualification** issued by the Government of Northwest Territories, Department of Education, Culture, and Employment.

### NOVA SCOTIA

- Copy of the **ID Wallet Card** issued by the Government of Nova Scotia, Nova Scotia Apprenticeship Agency **AND**
- Signed copy of the **Record of Progress Letter** issued by the Government of Nova Scotia, Department of Labour and Advanced Education.

### NUNAVUT

- For a **1st year** grant, a copy of the **Certificate of Status** for the **Second Period Level** issued by the Government of Nunavut, Department of Family Service, **OR**
  - For a **2nd year** grant, a copy of the **Certificate of Status** for the **Third Period Level** issued by the Government of Nunavut, Department of Family Service.
- Note:** Second-year Hairstylist must provide the **Certificate of Qualification** to confirm completion of second level for AIG Level.

### ONTARIO

- Copy of the official **Confirmation of Progress for the Apprenticeship Incentive Grant Letter** issued by the Government of Ontario, Ministry of Advanced Education and Skills Development (MAESD).

**Note:** To be eligible for **Level 1** grant, you will need to have been registered as an apprentice for **at least 12 months**, and **at least 24 months** for the **Level 2** grant.

### PRINCE EDWARD ISLAND

- Signed Copy of **Confirmation of Progress For the Apprenticeship Incentive Grant** Letter issued by the Government of Prince Edward Island, Department of Workforce and Advanced Learning.

### QUEBEC - Commission de la construction du Québec (CCQ)

- Copy of the **lettre d'attestation de réussite, premier ou deuxième niveau** issued by the Government of Quebec, CCQ.

### QUEBEC - Emploi-Québec (E-Q)

#### **Compulsory certification trades:**

- Copy of the **Attestation de participation letter** issued by the Government of Quebec, E-Q.

#### **Voluntary certification trades:**

- Copy of **démarche de qualification professionnelle** (avis 1002A) issued by the Government of Quebec, E-Q, **AND**
- Copy of the **lettre d'attestation de participation** issued by the Government of Quebec, E-Q.

### SASKATCHEWAN

- For a **1st year** grant, a copy of the **Y2 Card** issued by the Government of Saskatchewan, Saskatchewan Apprenticeship and Trade Certification Commission (SATCC), **OR**
- For a **2nd year** grant, a copy of the **Y3 Card** issued by the Government of Saskatchewan, Saskatchewan Apprenticeship and Trade Certification Commission (SATCC).

**Note:** Second-year SK Hairstylists must provide a copy of the **Certificate of Completion of Apprenticeship** issued by the Government of Saskatchewan, Saskatchewan Apprenticeship and Trade Certification Commission (SATCC) to prove registration.

### YUKON

- Signed copy of the **Registration Card** issued by the Government of Yukon, Advanced Education, **AND**
- Signed copy of the **Level Completion Confirmation Letter** issued by the Government of Yukon, Advanced Education.

**Note:** Second-year Yukon Hairstylists must provide a copy of the **Certificate of Qualification** issued by the government of Yukon, Advanced Education.

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

## **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/block) or second year (level/block) of apprenticeship training, as prescribed by the apprenticeship authority in the province or territory in which the applicant is registered. Eligibility of applicants is also subject to the authentication of identity, verification of the applicant's registered apprenticeship, determination of whether the applicant has already received maximum payments under the AIG and reception by the appropriate Service Canada Processing Centre of required supporting documents.

## **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.

## **GRANT AMOUNT**

The maximum amount payable to an eligible recipient per approved application is \$1,000. There is a \$2,000 lifetime maximum per individual.

## **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 ESDC may terminate its agreement to pay the grant or reduce the amount of its financial assistance payable under this agreement.

## **TAXABLE INCOME**

Under the *Income Tax Act* the grant paid to you is taxable. It will therefore be included as income for income tax purposes.

## **DEFINITIONS**

### **ADVANCED STANDING**

Apprentices assessed by the provincial or territorial apprenticeship authority with significant prior learning and experience may be registered in an advanced year/level of an apprenticeship program. Apprentices that receive credit for both technical training and work experience are not eligible for an apprenticeship incentive grant for the level recognized as completed outside of an apprenticeship program

### **APPRENTICESHIP AUTHORITY**

There is a governing body in charge of apprenticeship in each province and territory. This body is usually a branch related to each provincial or territorial Department/Ministry of Education and Training with authority over training, regulation and certification of the apprenticeship program for their province/territory.

### **HIGH SCHOOL STUDENT**

Apprentices enrolled in Adult Learning or professional upgrading classes, and Quebec apprentices completing their Vocational Training Diploma (*Diplôme d'études professionnelles*) are not considered high school students.

### **EXEMPTION**

The process in which an apprentice, on the basis of having significant prior learning and experience, may be registered in an apprenticeship program at an advanced level.

### **DESIGNATED RED SEAL PROGRAM TRADE**

A designated Red Seal program trade is 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 the following address: [www.red-seal.ca](http://www.red-seal.ca).

### **PERMANENT RESIDENT**

A Permanent Resident is a person who is granted permanent residency by Immigration, Refugees and Citizenship Canada (IRCC) with a regular Social Insurance Number who is eligible to live, work or study in Canada. A Permanent Resident with 900 Social Insurance Number must provide a copy of a Permanent Resident Card, Confirmation of Permanent Residence or Record of Landing document issued by IRCC.

### **PROTECTED PERSON**

A Protected Person is a protected temporary resident with 900 Social Insurance Number who has reason to fear persecution in his or her country of origin due to race, religion, nationality, membership in a social group or political opinion. A protected person must provide a copy of their status document (IMM 5292) issued by Immigration, Refugees and Citizenship Canada (IRCC) (valid only until their expiry date), OR a decision letter (Notice of Decision) from the Immigration and Refugee Board, OR a Verification of Status document from IRCC as proof of status.

### **PROGRESSION**

To demonstrate progression you must have completed both the technical and on-the-job training within your apprenticeship program. Determination of successful completion of first or second-year (level/block) of an apprenticeship program will be made based on the requirements for your apprenticeship program. Proof of your progression will be validated based on the authorized supporting documents you provide with your application. For more information, please refer to the SUPPORTING DOCUMENTS BY PROVINCE/TERRITORY OF REGISTRATION section of the application.

## APPLICATION FOR APPRENTICESHIP INCENTIVE GRANT

OFFICIAL USE

<b>Date application received (dd-mm-yyyy)</b>	<b>Client mailed application to processing center</b>	<b>BUDGET RC</b>	<b>Institution Code</b>
---	---	------------------	-------------------------

**Privacy Statement**

The information you provide is collected under the authority of the *Department of Employment and Social and Development Act (DESDA)* to administer and enforce the Apprenticeship Incentive Grant (AIG) program. The Social Insurance Number (SIN) is collected under the authority of the AIG program and in accordance with the *Treasury Board Secretariat Directive on the Social Insurance Number*, which lists the AIG program as an authorized user 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 administer and enforce the AIG. As permitted by DESDA, the information you provided may be shared for both AIG and the Apprenticeship Completion Grant (ACG) for the purpose of direct deposit.

Participation in the AIG program is voluntary. Refusal to provide personal information will result in your application not being considered for the AIG program. Acceptance or refusal to participate will in no way affect your relationships with ESDC or the Government of Canada.

The information you provide may be shared with the provincial/territorial authority, with the training institution, or with your employer with which you are registered, to confirm/verify your participation in the apprenticeship program and to determine whether or not you qualify for the AIG and for any other purposes necessary to the administration or enforcement of the AIG program. Administration and enforcement of the AIG program means development and operation of the program, including investigations into allegations of wrongdoing, and audits. Information may be used for policy analysis, research, evaluation and/or communication/marketing purposes. The information you provide may be disclosed to Statistics Canada for statistical and research purposes. However, these additional uses and/or disclosures of your personal information will never result in an administrative decision being made about you.

The information you provide may be shared with the Canada Revenue Agency for tax purposes, the Department of Justice for the administration of the *Family Orders and Agreements Enforcement Assistance Act*, and to Public Services and Procurement Canada (PSPC) for purposes of issuing a payment to you or your financial institution, and with other federal government institutions for the administration and enforcement of the AIG, if required.

Your personal information is administered in accordance with DESDA, the *Privacy Act* and other applicable laws. You have the right to the protection of, and access to, and correction of your personal information, which is described in Personal Information Bank ESDC PPU 297. Instructions for obtaining this information are outlined in the government publication entitled *Info Source*, which is available at the following Web-site:  
[Info Source](#).

*Info Source* may also be accessed on-line at any Service Canada Centre.

You have the right to file a complaint with the Privacy Commissioner of Canada regarding the institution's handling of your personal information at: [File a formal privacy complaint](#).

**ALL FIELDS MARKED WITH AN ASTERISK (\*) ARE MANDATORY AND MUST BE COMPLETED. SERVICE CANADA CANNOT PROCESS AN APPLICATION IF THE MANDATORY FIELDS ARE INCOMPLETE. SEE NOTES BELOW FOR PART 2 AND PART 3.**

**FIELDS IDENTIFIED IN PART 2 AND PART 3 ARE MANDATORY FOR APPRENTICES REGISTERED IN ONTARIO ONLY.**

Please note that by applying for the AIG, you are authorizing Service Canada to contact the provincial/territorial apprenticeship authority and/or the individual/organization identified in your application to confirm/verify the information provided and for other purposes necessary to the administration and enforcement of the AIG.

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

<b>*1. Last Name</b>		<b>*2. First Name</b>	
<b>*3. Date of Birth (dd-mm-yyyy)</b>	<b>*4. Social Insurance Number</b>	<b>*5. Province of Registration</b>	
<b>*6. Permanent Home Address</b> (include street address, city/town, and province/territory)			<b>*Postal Code</b>
<b>7. Mailing Address</b> (if different from Permanent Home Address, include street address, city/town, and province/territory)			<b>Postal Code</b>
<b>*8. Telephone Number</b>	<b>9. Alternate Telephone Number</b>	<b>*10. Provincial/territorial Apprentice ID Number</b>	<b>*11. Date Registered as an Apprentice (dd-mm-yyyy)</b>
<b>*12. Name of your Red Seal Trade</b>		<b>*13. Are you a Canadian Citizen?</b> If no, are you a <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Permanent Resident? or <input type="checkbox"/> Protected Person?	
<b>*14. For which grant level are you applying?</b> (A separate application is required for each level.) <input type="checkbox"/> First year / Level / or Block <input type="checkbox"/> Second year / Level / or Block		<b>*15. Were you attending a High School when you completed the level of apprenticeship for which you are currently applying?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>*16. At the time of 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 Quebec and Ontario apprentices)</b> If yes, for which year, level, block were you exempted? <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>*17. Which official Language do you prefer to use to communicate with us?</b> <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 only - must be completed by applicant)**

<b>*18. Most Recent Employer Name or Business Name</b>		<b>*19. Name of Contact Person</b>	
<b>*20. Mailing Address of the Employer</b> (include city/town, province/territory and postal code)		<b>*21. Location of Work</b>	
<b>*22. Telephone Number</b>	<b>*23. Start Date of Employment (mm-yyyy)</b>	<b>*24. End Date of Employment (mm-yyyy)</b>	

**PART 2 continued - "FIELDS IDENTIFIED IN PART 2 ARE MANDATORY FOR APPRENTICES REGISTERED IN ONTARIO ONLY"**

25. Employer Name or Business Name		26. Name of Contact Person
27. Mailing Address of the Employer (include city/town, province/territory, and postal code)		28. Location of Work
29. Telephone Number	30. Start Date of Employment (mm-yyyy)	31. 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)**

*32. Name of Training Institution	*33. Name of Training Program/Course
*34. When did you complete your in-school training for the level for which you are applying? <div style="text-align: right;">_____ (mm-yyyy)</div>	

**PART 4 - DIRECT DEPOSIT** (To be completed by applicant)

**Notes**  
 1. You can use Direct Deposit only if your Financial Institution is located in Canada.  
 2. Completion of this section is voluntary. You do **not** have to complete it to apply for the Apprenticeship Incentive Grant.

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

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

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 request direct deposit and your bank account information changes or you move, please let us know as soon as possible. Call the Apprenticeship Grants toll-free number at 1-866-742-3644 (TTY: 1-866-909-9757) 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.

<b>Are you?</b> <input type="checkbox"/> Male <input type="checkbox"/> Female	<b>Are you an aboriginal person of Canada?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Are you a person with a disability?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Do you consider yourself to be a member of a visible minority?</b> <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 Terms and Conditions of this application, its use and disclosure, and I understand that by applying for the AIG I am authorizing the exchange of information between Service Canada and my provincial/territorial apprenticeship authority for the administration and enforcement of the AIG.
- The information and answers given by me on this application and the supporting documentation are 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**PART 7 - WHERE TO SEND YOUR APPLICATION AND SUPPORTING DOCUMENTS****For apprentices registered in Alberta, British Columbia, Manitoba, Northwest Territories, Nunavut, Saskatchewan, or Yukon:**

Apprenticeship Grants Western Processing Centre  
Service Canada Centre  
Harry Hays Bldg  
220 - 4<sup>th</sup> Avenue SE, Room 270  
Calgary, AB T2G 4X3

**For apprentices registered in New Brunswick, Newfoundland and Labrador, Nova Scotia, Ontario, Prince Edward Island or Quebec:**

Apprenticeship Grants Eastern Processing Centre  
Service Canada Centre  
139 Douglastown Blvd  
Miramichi, NB E1V 0A4