

APPLICATION GUIDE FOR THE APPRENTICESHIP INCENTIVE GRANT AND THE APPRENTICESHIP INCENTIVE GRANT FOR WOMEN

This guide contains the form you need to complete to apply for either the Apprenticeship Incentive Grant (AIG) or the Apprenticeship Incentive Grant for Women (AIG-W), as well as other relevant information. Please read all information 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 document(s) 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 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/block of an apprenticeship program in one of the designated Red Seal trades.

What is the Apprenticeship Incentive Grant for Women?

The Apprenticeship Incentive Grant for Women is a taxable cash grant of \$3,000 per year or level, up to two levels, for a maximum amount of \$6,000 per person. The grant is available to registered apprentices once they have successfully completed their first or second year/level/block of an apprenticeship program in one of the designated Red Seal trades with low female representation.

The AIG and AIG-W are meant to:

Increase access to apprenticeships in the Red Seal trades by helping apprentices cover expenses such as the purchase of tool 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 person¹ as defined in the *Immigration and Refugee Protection Act*;
- not be a high school student (some exceptions may apply, please see High School Student definition in the DEFINITIONS section);
- be 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);
- be 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).

To be eligible for the AIG-W, you must:

- self-identify as a woman
- be a Canadian citizen, a permanent resident or a protected person¹ as defined in the *Immigration and Refugee Protection Act*;
- not be a high school student (some exceptions may apply, please see High School Student definition in the DEFINITIONS section);
- be 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);
- have successfully completed the first or second year/level/block of an apprenticeship program in one of the designated Red Seal trades with low female representation. For Red Seal trades related information for the AIG-W, please visit canada.ca/apprenticeship-grants; and
- be able to show progression, on or after April 1, 2018, 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).

¹ 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.

Your application can be submitted online, but your proof of registration and progression corresponding to the province and level for which you are applying must be sent to the appropriate Service Canada Processing Centre listed on Page 6 or bring them to an in-person [Service Canada Centre](#).

Is there a deadline?

Yes, there is a deadline to apply for either the AIG or the AIG-W. Please refer to the table below.

If you progressed in 2018, your deadline is:	If you progressed on or after January 1, 2019, your deadline is:
June 30, 2019	12 months following the date of progression

If you do not have the required supporting document(s), you must still submit your application before your deadline. Once you have received your supporting document(s), you must mail them to Service Canada at the address shown either on page 6 of this guide or the address provided when you submitted your online application, or bring them in-person to a [Service Canada Centre](#). Service Canada will accept the postmark date as the date your mailed application is deemed submitted.

If your application is incomplete (missing mandatory information or missing supporting document(s)), you will have one year from your deadline date to submit a completed application or supporting document(s), as applicable. If you do not provide the missing information by the end of the additional one year period, you will no longer be considered eligible and no further application will be accepted.

What is the maximum amount I can receive for AIG?

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

What is the maximum amount I can receive for AIG-W?

Eligible apprentices may receive up to a \$ 6,000 lifetime maximum per individual upon successful completion of their first or second year/level/block.

Important note: We cannot process incomplete applications or complete applications that do not include the required supporting document(s).

Who can I speak to for more information?

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

- CLICK** canada.ca/apprenticeship-grants
- CALL** 1-866-742-3644; TTY: 1-866-909-9757
- VISIT** a Service Canada Centre

ALL PARTS OF THE APPLICATION APPLY TO BOTH THE AIG AND AIG-W.

Supporting Documents by Province/Territory of Registration

Please provide a **copy of the document(s)** 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 document(s). For more information, please consult the Service Canada website at canada.ca/apprenticeship-grants. If you need Internet access, you can always access the information at a Service Canada Centre.

Note: By applying for the Apprenticeship Incentive Grant (AIG) or the Apprenticeship Incentive Grant for Women (AIG-W), you understand that Service Canada may contact your provincial/territorial apprenticeship authority to verify information in your application, and for any other purposes necessary to administer and enforce the Apprenticeship Incentive Grant and the Apprenticeship Incentive Grant for Women.

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 for AIG application only: 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

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

Note for AIG application: 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.

Note for AIG-W application: Second-year MB 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-W 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

- 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 for AIG application only: 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

- 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 for AIG application only: Second-year Hairstylist must provide the **Certificate of Qualification** to confirm completion of second level for AIG Level 2.

ONTARIO

- Copy of the official **Confirmation of Progress for the Apprenticeship Incentive Grant Letter** issued by the Government of Ontario, Ministry of Training, Colleges and Universities (MTCU).

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 for AIG application only: 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 **Level Completion Confirmation Letter** issued by the Government of Yukon, Advanced Education.

Note for AIG application only: 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 AND THE APPRENTICESHIP INCENTIVE GRANT FOR WOMEN

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 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 matching identity information, verification of the applicant's registered apprenticeship, determination of whether the applicant has already received maximum payments under the AIG and the AIG-W and reception by the appropriate Service Canada Processing Centre of required supporting document(s).

Recipients of the AIG-W are not eligible for AIG for same trade, same year/level/block.

Recipients of the AIG may be eligible to receive the difference between the AIG-W and the AIG payment for same AIG-W eligible trade, same year/level/block. To determine eligibility, clients will need to submit a separate application.

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.

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 and Apprenticeship Incentive Grant for Women. In the event that the Government of Canada cancels this program or reduces its level of funding Employment and Social Development Canada (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. Apprentices (training agreements) may be registered with other organizations, such as an employer, training trust fund, union training center or joint apprenticeship training committee as determined by the apprenticeship authority.

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.

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 THE APPRENTICESHIP INCENTIVE GRANT AND THE APPRENTICESHIP INCENTIVE GRANT FOR WOMEN

OFFICIAL USE

Privacy Statement

Your personal information is collected under the authority of section 7 of the *Department of Employment and Social and Development Act* (DESDA). Your social insurance number (SIN) is collected for the purposes of assessing your eligibility for either the Apprenticeship Incentive Grant (AIG) or the Apprenticeship Incentive Grant for Women (AIG-W). ESDC will be unable to determine your eligibility and disburse grant money if the required personal information is not provided.

Your personal information may be shared with the provincial/territorial authority with which you are registered, to confirm your participation in the apprenticeship program you have identified in your application for either grant. Your personal information may be shared with the Canada Revenue Agency for income tax purposes and the Department of Justice for the administration of the *Family Orders and Agreements Enforcement Assistance Act*. Your direct deposit information may be shared between the AIG, AIG-W and the Apprenticeship Completion Grant (ACG) for the disbursement of your grant money. Your direct deposit information will be shared with Public Services and Procurement Canada (PSPC) for purposes of issuing your payment.

Your personal information may be used for policy analysis, research, and evaluation purposes by ESDC. Additionally, your information may be disclosed to Statistics Canada for statistical and research purposes. However, these additional uses and disclosures of your personal information will not result in an administrative decision being made about you.

You have the right to the protection of, access to, and correction of your personal information, which is described in personal information banks ESDC PPU 297 Apprenticeship Incentive Grant, and ESDC PPU 909 Apprenticeship Incentive Grant for Women. Instructions for obtaining your information are outlined in the government publication entitled *Information about programs and information holdings*, which is available at the following Website:
www.canada.ca/infosource-ESDC

The publication may also be accessed online at any Service Canada Centre.

You have the right to file a complaint with the Office of the Privacy Commissioner of Canada regarding the institution's handling of your personal information at:
<https://www.priv.gc.ca/en/report-a-concern/>.

**ALL FIELDS MARKED WITH AN ASTERISK (*) ARE MANDATORY AND MUST BE COMPLETED.
SERVICE CANADA CANNOT PROCESS AN APPLICATION IF THE MANDATORY FIELDS ARE INCOMPLETE.**

PART 1 - APPLICANT INFORMATION

(*Mandatory fields must be completed by applicant)

<p>*1. Which grant are you applying for? Check only one box.</p> <p><input type="checkbox"/> AIG (proceed to question 3) <input type="checkbox"/> AIG-W (proceed to question 2)</p>		<p>*2. For AIG-W: (answer both questions)</p> <p>A) Do you self-identify as a woman? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>B) Do you consent to be assessed for AIG if you are found to be ineligible for the AIG-W? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>*3. Last Name</p>		<p>*4. First Name</p>	
<p>*5. Date of Birth (dd-mm-yyyy)</p>		<p>*6. Social Insurance Number</p>	
<p>*7. Permanent Home Address (include street address, city/town, and province/territory)</p>			<p>*Postal Code</p>
<p>8. Mailing Address (if different from Permanent Home Address, include street address, city/town, and province/territory)</p>			<p>Postal Code</p>
<p>*9. Telephone Number</p>	<p>10. Alternate Telephone Number</p>	<p>*11. Province of Registration</p>	<p>*12. Provincial/territorial Apprentice ID Number</p>
<p>*13. Were you a Registered Apprentice when you completed the level of apprenticeship for which you are currently applying?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>*14. Name of your Red Seal Trade</p>	
<p>*15. For which grant level are you applying? (A separate application is required for each level.)</p> <p><input type="checkbox"/> First year / Level / or Block <input type="checkbox"/> Second year / Level / or Block</p>			
<p>*16. Were you attending a High School when you completed the level of apprenticeship for which you are currently applying? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>			
<p>*17. 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) <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>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</p>			
<p>*18. Which official Language do you prefer to use to communicate with us?</p> <p><input type="checkbox"/> English <input type="checkbox"/> French</p>		<p>*19. Are you a Canadian Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Permanent Resident? or <input type="checkbox"/> Protected Person?</p>	

PART 2 - EQUITY GROUPS (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 AIG or the AIG-W. Information collected will be used for policy analysis, research and/or program evaluation purposes by ESDC

Are you?
 Male Female
Are you an aboriginal person of Canada?
 Yes No
Are you a person with a disability?
 Yes No
Do you consider yourself to be a member of a visible minority?
 Yes No
PART 3 - 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 AIG or the AIG-W.

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

- Yes (Complete this section) No (Go to Part 4)
- 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 4 - CERTIFICATION AND AGREEMENT**

(Must be completed by applicant)

USE OF DOCUMENTS YOU HAVE ALREADY SENT IN:

- If you have submitted documents for another AG, you instruct ESDC to use those documents for the purpose of assessing any other AG applications you submit that use the same supporting documents.

I HEREBY CERTIFY THAT:

- I have read the Terms and Conditions of this application, its use and disclosure and I understand that by applying for the AIG or the AIG-W, ESDC may exchange information, including my personal information, with my provincial/territorial apprenticeship authority for the purposes of the administration and enforcement of the AIG or the AIG-W including for the purposes of validating my application.
- All of the information submitted in relation to my application including all supporting documents is true, complete and accurate.

I HEREBY AGREE THAT:

- In the event that any of my information or supporting documents provided in my application, is, whether I knew it or not at the time I submitted my application,
 - false or misleading
 - incomplete or inaccurate
- I am liable to repay the entire amount of all grants received under the AIG and the AIG-W and such amount is a debt due to Her Majesty and recoverable as such.

Applicant's Signature	Date (dd-mm-yyyy)
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PART 5 - 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 - 4th 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