

# APPLICATION FOR THE APPRENTICESHIP INCENTIVE GRANT

OFFICIAL USE

## ALL FIELDS WITH AN ASTERISK (\*) MUST BE COMPLETED

To apply for the Apprenticeship Incentive Grant for Women, please use the form "Application for the Apprenticeship Incentive Grant for Women"

- |   |   |
|---|---|
| <input type="checkbox"/> <b>I am registered in:</b><br>Alberta, British Columbia, Manitoba, Northwest Territories,<br>Nunavut, Saskatchewan, or Yukon.  | <input type="checkbox"/> <b>I am registered in:</b><br>New Brunswick, Newfoundland and Labrador,<br>Nova Scotia, Ontario, Prince Edward Island or Quebec.   |
| <input type="checkbox"/> <b>I will send my supporting documents to:</b><br>Apprenticeship Grants Western Processing Centre<br>Service Canada Centre<br>Harry Hays Bldg<br>220 - 4th Avenue SE, Room 270<br>Calgary AB T2G 4X3 | <input type="checkbox"/> <b>I will send my supporting documents to:</b><br>Apprenticeship Grants Eastern Processing Centre<br>Service Canada Centre<br>139 Douglastown Blvd<br>Miramichi NB E1V 0A4 |

OR

- I will submit my supporting documents in person at a Service Canada Centre.

## \*PART 1 - APPLICANT INFORMATION

|   |                                      |  |   |
|---|--------------------------------------|--|---|
| <b>*1. Last name</b>  |                                      | <b>*2. First name</b>  |   |
| <b>*3. Date of birth (YYYY-MM-DD)</b>   |                                      | <b>*4. Social Insurance Number</b>   |   |
| <b>*5. Mailing address (include street address, city/town, and province/territory)</b>  |                                      |  | <b>*Postal Code</b>   |
| <b>*6. Telephone number</b>   | <b>7. Alternate telephone number</b> | <b>*8. Province/territory of registration</b>  | <b>*9. Apprentice ID number</b>   |
| <b>*10. Name of your Red Seal trade</b>   |                                      | <b>*11. What grant level are you applying for? (check one box)</b><br><input type="radio"/> First year/level/block <input type="radio"/> Second year/level/block |   |
| <b>*12. Were you a registered apprentice when you completed this level?</b><br><br><input type="radio"/> Yes <input type="radio"/> No   |                                      | <b>*13. Were you attending a high school when you completed this level?</b><br><br><input type="radio"/> Yes <input type="radio"/> No                            |   |
| <b>*14. 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? (Quebec and Ontario apprentices should answer "No" to this question)</b> |                                      |  |   |
| <b>If "Yes", what year/level/block were you exempted?</b>   |                                      |  | <input type="radio"/> Yes <input type="radio"/> No<br><br><input type="radio"/> 1 <input type="radio"/> 2 |
| <b>*15. Which official language do you prefer to use to communicate with us?</b><br><br><input type="radio"/> English <input type="radio"/> French  |                                      | <b>*16. What is your status in Canada?</b><br><br><input type="radio"/> Citizen <input type="radio"/> Permanent Resident <input type="radio"/> Protected Person  |   |

**Note:** For any additional information regarding supporting document requirements to demonstrate progression and status in Canada, please refer to pages 4 and 5 of this document, call the Apprenticeship Grants toll-free number at 1-866-742-3644 (TTY: 1-866-909-9757), or visit your local Service Canada Centre.

## PART 2 - DIRECT DEPOSIT INFORMATION

**\*Do you want your Apprenticeship Incentive Grant (AIG) payment deposited into your account at your financial institution?**

- Yes (complete this section)                       No (go to Part 3)  
 I will attach an unsigned personalized cheque and write the word "VOID" on the front of the cheque, or  
 I will complete the boxes below:

|                                      |                                 |   |
|--------------------------------------|---------------------------------|---|
| <b>Institution number (3 digits)</b> | <b>Branch number (5 digits)</b> | <b>Account number (7-12 digits)</b>                   |
| <b>Name(s) on the account</b>        |                                 | <b>Telephone number of your financial institution</b> |

**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 visit your local Service Canada Centre.

**PART 3 - EQUITY GROUPS (OPTIONAL)**

|   |   |
|---|---|
| <b>Are you?</b><br><input type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Another gender | <b>Are you an aboriginal person of Canada?</b><br><input type="radio"/> Yes <input type="radio"/> No                  |
| <b>Are you a person with disability?</b><br><input type="radio"/> Yes <input type="radio"/> No                  | <b>Do you consider yourself a member of a visible minority?</b><br><input type="radio"/> Yes <input type="radio"/> No |

**Privacy Statement**

Your rights:

- You have the right to the protection of, access to, and correction of your personal information;
- 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 this link: <https://www.priv.gc.ca/en/report-a-concern/>.

Where to find your personal information:

- Your personal information for this grant is described in the **ESDC PPU 297 Apprenticeship Incentive Grant (AIG)** personal information bank (PIB);
- The PIB lists the personal information elements collected, the purpose for collection and use, and who it may be shared with and why;
- Follow the instructions in the government publication *Information about programs and information holdings*;
- This publication is available at this link: [www.canada.ca/infosource-ESDC](http://www.canada.ca/infosource-ESDC).

**We may share the following information**

| Information type           | To who   | Why  |
|----------------------------|--|--|
| Personal information       | The provincial/territorial authority with which you are registered | Confirm your participation in apprenticeship                       |
|                            | Canada Revenue Agency  | Income tax purposes  |
|                            | Department of Justice  | Administer Family Orders and Agreements Enforcement Assistance Act |
|                            | ESDC   | Policy analysis, research, and evaluation                          |
|                            | Statistics Canada  | Statistics and research  |
| Direct deposit information | AIG, AIG-W, ACG  | Disburse grant money   |
|                            | Public Services and Procurement Canada                             | Issue you a payment  |

Why we are able to collect your personal information:

- Your personal information is collected under the authority of section 7 of the *Department of Employment and Social and Development Act*;
- Your Social Insurance Number (SIN) is collected under the authority of the *Department of Employment and Social and Development Act* part 3 and in accordance with the Treasury Board Secretariat *Directives on the Social Insurance Number*, which lists the Apprenticeship Incentive Grants as authorized user of the SIN;
- Your Social Insurance Number (SIN) is collected for the purpose of assessing your eligibility for the Apprentice Incentive Grant (AIG). ESDC will be unable to determine your eligibility and disburse grant money if the required personal information is not provided.

**\*PART 4 - CERTIFICATION AND AGREEMENT**

**USE OF DOCUMENTS YOU HAVE ALREADY SENT IN:**

- If you have submitted documents for another Apprenticeship Grant (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, 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 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 such amount is a debt due to Her Majesty and recoverable as such.

\_\_\_\_\_

Applicant's Signature
Date (YYYY-MM-DD)

# 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 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 therefrom.

## GRANT AMOUNT

The maximum amount payable to an eligible recipient is \$1,000. There is a \$2,000 lifetime maximum per individual upon successful completion of their first and second year/level/block.

## 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. 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.

### 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).

### 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.

### 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.

### PERMANENT RESIDENT

A Permanent Resident is a person who is granted permanent residency by Immigration, Refugees and Citizenship Canada (IRCC), who is eligible to live, work or study in Canada.

### 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.

### PROTECTED PERSON

A Protected Person is a protected temporary resident with a 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.

# ADDITIONAL INFORMATION FOR THE APPRENTICESHIP INCENTIVE GRANT

This guide contains information you need to complete your application for the Apprenticeship Incentive Grant (AIG) 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.

## Eligibility:

### To be eligible for the AIG, you must:

- be a Canadian citizen, a permanent resident or a protected person as defined in the *Immigration and Refugee Protection Act*;
- not be a high school student;
- 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; and
- 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 on the next page).

## Permanent Resident:

A Permanent Resident with 900 Social Insurance Number must provide a copy of their Confirmation of Permanent Residence status document (IMM 5292, or IMM 5688, or IMM 5509) that has not expired, or a Verification of Landing document (IMM 5617), or a Record of Landing document (IMM 1000), or a Verification of Status document (IMM 5716), issued by Immigration, Refugees and Citizenship Canada (IRCC), or a decision letter (Notice of Decision) from the Immigration and Refugee Board as proof of status.

## Protected Person:

A Protected person must provide a copy of their Confirmation of Permanent Residence status document (IMM 5292, or IMM 5688, or IMM 5509) that has not expired, or a Verification of Status document (IMM 5716), issued by Immigration, Refugees and Citizenship Canada (IRCC), or a decision letter (Notice of Decision) from the Immigration and Refugee Board as proof of status.

## Deadline:

There is a deadline to apply for the grants. Please refer to the table below.

| If you progressed in 2018, your deadline was: | 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 on the 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.

## Supporting document(s) 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 [www.canada.ca/apprenticeship-grants](http://www.canada.ca/apprenticeship-grants). If you need Internet access, you can always access the information at a Service Canada Centre.

|  |   |
|--|---|
| <b>ALBERTA</b>   | <b>NUNAVUT</b>  |
| <ul style="list-style-type: none"> <li>- Copy of the <b>Apprenticeship Period Completion</b> letter (the Period Technical Training Letter is not acceptable).</li> </ul> <p><b>Note:</b> Second-year hairstylists, who completed the program <b>prior to July 20, 2022</b>, must submit a copy of <b>either the Apprenticeship Period Completion</b> letter or the <b>Journeyman Certificate</b>.</p> <p>Second-year hairstylists, who completed the program <b>on or after July 20, 2022</b>, must submit a copy of <b>either the Apprenticeship Period Completion</b> letter or the <b>Journeyman Certificate</b>.</p> | <ul style="list-style-type: none"> <li>- For a <b>Level 1</b> grant, a copy of the <b>Certificate of Status for the Second Period Level</b>.</li> <li>- For a <b>Level 2</b> grant, a copy of the <b>Certificate of Status for the Third Period Level</b>.</li> </ul> <p><b>Note:</b> Second-year <b>hairstylists</b> must provide a copy of the <b>Certificate of Qualification</b> to confirm completion of second level for AIG Level 2.</p>           |
| <b>BRITISH COLUMBIA</b>  | <b>ONTARIO</b>  |
| <ul style="list-style-type: none"> <li>- Copy of the <b>Confirmation of Progression</b> letter.</li> </ul>   | <ul style="list-style-type: none"> <li>- Copy of the <b>Confirmation of Progress for the Apprenticeship Incentive Grant and the Apprenticeship Incentive Grant for Women</b> letter.</li> </ul> <p><b>Note:</b> To be eligible for <b>Level 1</b> grant, you will need to have been registered as an apprentice <b>for at least 12 months</b>, and <b>at least 24 months</b> for the <b>Level 2</b> grant.</p>  |
| <b>MANITOBA</b>  | <b>PRINCE EDWARD ISLAND</b>   |
| <ul style="list-style-type: none"> <li>- Signed copy of the <b>Apprentice Level Completion</b> letter.</li> </ul> <p><b>Note:</b> Second-year <b>hairstylists, cooks, automotive painters concrete finishers, construction craft workers and gasfitter class B – domestic gasfitters</b> must provide a copy of the <b>Certificate of Qualification</b> to prove progression for AIG Level 2.</p>  | <ul style="list-style-type: none"> <li>- Signed copy of the <b>Confirmation of Progress for the Apprenticeship Incentive Grant and the Apprenticeship Incentive Grant for Women Letter</b>.</li> </ul>  |
| <b>NEW BRUNSWICK</b>   | <b>QUEBEC - Commission de la construction du Québec</b>   |
| <ul style="list-style-type: none"> <li>- Signed copy of the <b>Official Level Completion</b> letter.</li> </ul>  | <ul style="list-style-type: none"> <li>- Copy of the <b>Accomplishment letter of first or second level</b>.</li> </ul>  |
| <b>NEWFOUNDLAND AND LABRADOR</b>   | <b>QUEBEC - Emploi-Québec</b>   |
| <ul style="list-style-type: none"> <li>- Signed copy of the <b>Confirmation of Block/Level Completed</b> letter.</li> </ul>  | <p><b>Compulsory trades:</b></p> <ul style="list-style-type: none"> <li>- Copy of the <b>Confirmation of participation</b> letter (official progression letter).</li> </ul> <p><b>Voluntary trades:</b></p> <ul style="list-style-type: none"> <li>- Copy of the <b>Vocational Qualification Process</b> (document number 1002A), <b>and</b></li> <li>- Copy of the <b>Confirmation of Participation</b> letter (official progression letter).</li> </ul> |
| <b>NORTHWEST TERRITORIES</b>   | <b>SASKATCHEWAN</b>   |
| <ul style="list-style-type: none"> <li>- For a <b>Level 1</b> grant, a copy of the <b>Certificate of Status for the Second Level</b>.</li> <li>- For a <b>Level 2</b> grant, a copy of the <b>Certificate of Status for the Third Level</b>.</li> </ul> <p><b>Note:</b> Second-year <b>hairstylists</b> must provide a copy of the <b>Certificate of Qualification</b></p>   | <ul style="list-style-type: none"> <li>- For a <b>Level 1</b> grant, a copy of the <b>Y2 Card</b>.</li> <li>- For a <b>Level 2</b> grant, a copy of the <b>Y3 Card</b>.</li> </ul> <p><b>Note:</b> Second-year <b>hairstylists and construction craft labourers</b> must provide a copy of the <b>Certificate of Completion of Apprenticeship</b> to prove registration and progression.</p>  |
| <b>NOVA SCOTIA</b>   | <b>YUKON</b>  |
| <ul style="list-style-type: none"> <li>- Signed copy of the <b>Record of Progress</b> letter.</li> </ul>   | <ul style="list-style-type: none"> <li>- Signed copy of the <b>Level Completion Confirmation</b> letter.</li> </ul> <p><b>Note:</b> Second-year <b>hairstylists</b> must provide a copy of the <b>Confirmation of Apprenticeship Completion</b> letter.</p>   |