

APPLICATION FOR APPRENTICESHIP COMPLETION GRANT

OFFICIAL USE

ALL FIELDS MARKED WITH AN ASTERISK (*) MUST BE COMPLETED

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

OR

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

***PART 1 - APPLICANT INFORMATION**

*1. Last name		*2. First name	
*3. Date of birth (yyyy-mm-dd)		*4. Social Insurance Number	
*5. Mailing address (include street address, city/town, and province/territory)			*Postal Code
*6. Telephone number	*7. Alternate telephone number	*8. Province/territory of certification	*9. Apprentice ID number
*10. Name of your Red Seal trade		*11. Have you completed your apprenticeship program? <input type="radio"/> Yes <input type="radio"/> No	
*12. Did you receive your journeyperson certification? <input type="radio"/> Yes <input type="radio"/> No		*13. Date of certification (yyyy-mm-dd)	
*14. Did you obtain your journeyperson certification without completion of an apprenticeship program (Trade Qualifier)? <input type="radio"/> Yes <input type="radio"/> No		*15. Were you attending a High School when you completed your apprenticeship? <input type="radio"/> Yes <input type="radio"/> No	
*16. What is your status in Canada? <input type="radio"/> Citizen <input type="radio"/> Permanent Resident <input type="radio"/> Protected Person		*17. Which official language do you prefer to use to communicate with us? <input type="radio"/> English <input type="radio"/> French	

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 Completion Grant (ACG) 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:

Institution number (3 digits)	Branch number (5 digits)	Account number (7-12 digits)
Name(s) on the account		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 visit your local Service Canada Centre.

PART 3 - EQUITY GROUPS (OPTIONAL)

Are you? <input type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Another gender	Are you an aboriginal person of Canada? <input type="radio"/> Yes <input type="radio"/> No
Are you a person with disability? <input type="radio"/> Yes <input type="radio"/> No	Do you consider yourself a member of a visible minority? <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 299 Apprenticeship Completion Grant (ACG)** 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.

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 Completion Grant (ACG). 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 ACG, ESDC may exchange information, including my personal information, with my provincial/territorial apprenticeship authority for the purposes of the administration and enforcement of the ACG 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 ACG 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 COMPLETION 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 apprenticeship training completion and certification of a designated Red Seal apprenticeship program and in receipt of a provincial or territorial certificate of qualification as prescribed by the apprenticeship authority in the province or territory in which the applicant completed the apprenticeship program and was certified. Eligibility of applicants is also subject to the matching identity information, verification of the applicant's completion of an apprenticeship program and certification, determination of whether the applicant has already received the maximum payment under the ACG and receipt by the appropriate Service Canada Processing Centre of required supporting document(s).

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 \$2,000. 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 Completion 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

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/Commission of Education and Training with legislative 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.

COMPLETION OF APPRENTICESHIP

The fulfillment of training requirements, both technical and on-the-job, by registered apprentices. Graduates of an apprenticeship program applicable to the trade and the province and territory will be issued a Certificate of Apprenticeship.

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.

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.

JOURNEYPERSON RESIDENT

A certificate issued to an individual who has successfully completed an apprenticeship program or has met all the requirements of a trade and has attained the prescribed pass mark on the certification examination to qualify as a journeyman in that trade.

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.

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.

TRADE QUALIFIER

A trade qualifier is a tradesperson with significant experience who is assessed by the provincial or territorial apprenticeship authority and allowed to write the final trade certification exam and has received journeyman certification without having completed an apprenticeship program. Trade qualifiers are not eligible for an ACG.

ADDITIONAL INFORMATION FOR THE APPRENTICESHIP COMPLETION GRANT

This guide contains information you need to complete your application for the Apprenticeship Completion Grant (ACG) 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 ACG, 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 able to show you have completed an apprenticeship program in a designated Red Seal trade; and
- be able to show you are a certified journeyman in a designated Red Seal trade (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. If you need Internet access, you can always access the information at a Service Canada Centre.

<p>ALBERTA</p> <p>Proof of completion prior to July 20, 2022:</p> <ul style="list-style-type: none"> - Copy of the Journeyman Certificate, or - Copy of the Occupational Certificate. <p>Proof of completion on or after July 20, 2022:</p> <ul style="list-style-type: none"> - Copy of the Journeyman Certificate. 	<p>PRINCE EDWARD ISLAND</p> <ul style="list-style-type: none"> - Signed copy of the Proof of Apprenticeship Completion letter. <p>QUEBEC - Commission de la construction du Québec (CCQ)</p> <ul style="list-style-type: none"> - Copy of the Eligibility for the Apprenticeship Completion Grant letter.
<p>BRITISH COLUMBIA</p> <ul style="list-style-type: none"> - Copy of the Certificate of Apprenticeship (except Welder A and B), and - Copy of the Certificate of Qualification. <p>Note: Welder A and B must submit a copy of the Certificate of Qualification and a copy of the Confirmation of Apprenticeship Completion letter.</p> <p>Gasfitter A must submit a copy of the Certificate of Qualification.</p>	<p>QUEBEC - Emploi-Québec (E-Q)</p> <p>Compulsory trades:</p> <ul style="list-style-type: none"> - Copy of the Certificat de qualification professionnelle (except Gasfitters), and - Copy of the Confirmation of your Eligibility letter ((document number 1009A) except Gasfitter). Note: Gasfitters from the École Technologie Gazière must submit a copy of the Certificat pour le programme d'accès à la qualification TAG-1, TAG-2, TAG-3N or TAG-3P. Note: Document number 1009A has a bottom portion that is detachable and is to be accepted as a valid document with or without the detachable portion and with or without the journeyman signature on the detachable portion. Document number 1009A is not signed by EQ. Document number 1009A (version 03-2015) is issued on two pages; both pages are required. <p>Note: All Gasfitters Class A or B must also submit a copy of their Certificat de qualification de Technique d'appareils au gaz TAG-1 or TAG-2, and a copy of their Certificat de qualification de Technique d'installation de tuyauterie de gaz (ITG). The Certificat de qualification ITG is not required for the Certificat de qualification TAG-3N or TAG-3P.</p> <p>Voluntary trades:</p> <ul style="list-style-type: none"> - Copy of the Vocational Qualification Process (document number 1002A), and - Copy of the Certificat de qualification professionnelle. <p>Note: Landscape Horticulturists must submit the most recent Vocational Qualification process along with the Certificates of qualification for both domains of the trades - Landscape work & landscape maintenance.</p>
<p>MANITOBA</p> <ul style="list-style-type: none"> - Copy of the Certificate of Qualification, and - Signed copy of the Confirmation of Apprenticeship Completion letter. 	
<p>NEW BRUNSWICK</p> <ul style="list-style-type: none"> - Signed copy of the Completion Letter. 	
<p>NEWFOUNDLAND AND LABRADOR</p> <ul style="list-style-type: none"> - Signed copy of the Completion Letter (Confirmation Certificate Issued). 	
<p>NORTHWEST TERRITORIES</p> <ul style="list-style-type: none"> - Copy of the Completion of Apprenticeship Certificate, and - Copy of the Certificate of Qualification. 	
<p>NOVA SCOTIA</p> <ul style="list-style-type: none"> - Copy of the Certificate of Apprenticeship. 	
<p>NUNAVUT</p> <ul style="list-style-type: none"> - Copy of the Completion of Apprenticeship Certificate, and - Copy of the Certificate of Qualification. 	<p>SASKATCHEWAN</p> <ul style="list-style-type: none"> - Copy of the Certificate of Completion of Apprenticeship.
<p>ONTARIO</p> <ul style="list-style-type: none"> - Copy of the Certificate of Apprenticeship, and - Copy of the Certificate of Qualification (wall or wallet) issued by the Ontario College of Trades or a Certificate of Qualification Issuance Notification Letter issued by Skilled Trades Ontario (STO). 	<p>YUKON</p> <ul style="list-style-type: none"> - Signed copy of the Confirmation of Apprenticeship Completion letter.