



NOTICE TO TRAINING PROVIDERS

Information on Application Process Change to apply for EPBC Financial Supports for Apprentices

All Employment Program of British Columbia (EPBC) Apprentice Services and Supports are provided through WorkBC Employment Services Centres (ESC).

WHO CAN APPLY

ITA registered Apprentices who meet EI Client eligibility and who have an:

- Employer Sponsor, or a
- Union Hiring Hall Sponsor, or an
- Aboriginal Skills and Employment Training Strategy (ASETS) Sponsor, or are
- An unemployed pre-existing ITA Registered Apprentice who:
 - Is unemployed and is attached to their Employer Sponsor but does not have a specific return to work date at the time of requesting Financial Supports to attend Classroom Technical Training, or
 - Is unemployed and without an Employer Sponsor, but has an active ITA Apprentice Registration at the time of requesting Financial Supports to attend Classroom Technical Training. (**Note:** The ITA keeps the Apprentice Registration active for 18 months from the date the apprentice loses his/her Employer Sponsor).

HOW TO APPLY

1. Apprentices who meet the above criteria **MUST** apply for EPBC Apprentice Financial Supports online through WorkBC at: <https://www.workbc.ca/Employment-Services/Apprenticeship-Training-Supports.aspx>; and
2. Apprentices **must apply separately for Employment Insurance (EI) Benefits** in their last week of work, or in the first week of training to be eligible to receive EPBC Apprentice Financial Supports. EI information can be obtained by visiting <http://www.servicecanada.gc.ca/>
3. **If apprentices do not meet the criteria above under “Who Can Apply”, they must, CALL Service BC @ 1-800-663-7867** for information on how to apply for Apprentice Program Financial Supports. Enquiry BC will provide the contact information for a WorkBC Employment Services Centre (ESC) closest to the apprentice’s home.

Notes:

- To ensure there is no interruption in EI Benefits, the apprentice must immediately contact Service Canada and provide Service Canada with the 16 digit Apprentice EI Reference Code and apprentice training dates.
- To protect and continue to receive your EI Benefits while in Training, Active EI Claimants who do not need any EPBC Apprentice Program Financial Supports, **MUST** also apply through the Apprentice Supports Online portal to get approval from the Ministry (ELMSD) to participate in training.

TRAINING PROVIDERS ARE REQUESTED TO

- ✓ Notify the Apprentice of acceptance into the course and provide them with a Ministry handout/insert that has information on applying for Program Financial Supports for Apprentices
- ✓ Send a Final Confirmed Class List, showing confirmed attendance to the ESC during the first week of the course.
- ✓ Notify the WorkBC ESC if the Apprentice stops attending their course.

Note: Apprentices or Training Providers who require assistance must contact **Service BC @ 1-800-663-7867**.