

NOTICE TO APPRENTICES

HOW TO APPLY FOR EMPLOYMENT PROGRAM OF BRITISH COLUMBIA APPRENTICE FINANCIAL SUPPORTS

You may be eligible for financial support for the classroom portion of your apprentice training through the Employment Program of British Columbia (EPBC). All Apprentice supports and services are delivered through WorkBC Employment Services Centres.

WHO CAN APPLY

If you meet EI Client eligibility and 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)

WHAT STEPS YOU MUST TAKE

1. You **MUST** apply for EPBC Apprentice Program Financial Supports online through the WorkBC website at: <https://www.workbc.ca/Employment-Services/Apprenticeship-Training-Supports.aspx>; and
2. You **must apply separately for Employment Insurance (EI) Benefits** in your last week of work, or in the first week of training, or you will not be eligible to receive EPBC Apprentice Program Financial Supports. EI information can be obtained by visiting <http://www.servicecanada.gc.ca/>
 - **Already have an Active EI Claim? Do not re-apply** for EI Benefits. If you currently have an active EI claim and will be submitting EI claimant reports to Service Canada in the 2 weeks prior to attending school, you have a Continuing Claim. On your claimant report, you must indicate that you are attending Apprenticeship Training. To ensure there is no interruption in your EI Benefits, you must immediately contact [Service Canada](#) and provide Service Canada with the 16 digit Apprentice EI Reference Code and apprentice training start and end dates.

Note: 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.

3. If you **do not meet** the criteria above under “Who Can Apply”, you **must, CALL Service BC @ 1-800-663-7867** for information on how to apply for Apprentice Program Financial Supports. Service BC will provide you with the contact information for a WorkBC Employment Services Centre (ESC) closest to your home.
4. You **must** make an appointment with the ESC, **a minimum of 4 weeks prior to the start of your course**, in order to determine if you qualify for EPBC Apprentice Financial Supports. **You will not be able to apply once you begin your course.**