

**NOTICE TO APPRENTICES**  
**How to apply for WorkBC Apprentice Services**

You may be eligible for financial support for the classroom portion of your apprentice training through the WorkBC Apprentice Services. All apprentice services and supports are delivered through the WorkBC Apprentice Services Contractor.

**WHO CAN APPLY**

You can apply if you are an ITA registered apprentice who meets EI eligibility as an Active EI Claimant receiving EI benefits or has received EI benefits within the last 5 years, and who has an:

- Employer Sponsor, or a
- Union Hiring Hall Sponsor, or an
- Indigenous Skills and Employment Training Program (ISET) 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 WorkBC Apprentice Services Financial Supports through the Online Employment Services (OES) at: <http://apply.workbc.ca/>; and
2. You **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 WorkBC Apprentice Services 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.*** To ensure there is no interruption to your EI benefits, you must immediately contact Service Canada and provide Service Canada with the 16-digit EI Reference Code and start and end dates of apprentice training.
3. **If you do not meet the criteria above under “Who Can Apply”, you must contact WorkBC Apprentice Services at 1-844-428-4730** for information on how to apply for financial supports.

**Note:** To protect and continue to receive your EI benefits while in training, Active EI claimants who do not need any WorkBC Apprentice Services Financial Supports **MUST** also apply through the Online Employment Services portal at: <http://apply.workbc.ca/> to get approval to participate in training.



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