

## NOTICE TO TRAINING PROVIDERS

### Information on Application Process for Apprentices to apply for WorkBC Apprentice Services

WorkBC Apprentice Services financial supports are provided by the WorkBC Apprentice Services Contractor.

#### WHO CAN APPLY

ITA-registered Apprentices who meet EI Client eligibility as an Active EI Claimant receiving EI Part I benefits or have received EI Benefits within the last 5 years, and who have 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 through the Online Employment Services (OES)** at: <http://apply.workbc.ca/>; 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 WorkBC Apprentice Services 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 contact WorkBC Apprentice Services at 1-844-428-4730** for information on how to apply for financial supports.

#### 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 WorkBC Apprentice Financial Supports, **MUST** also apply through the Online Employment Services portal at: <http://apply.workbc.ca/> to get approval 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 WorkBC Apprenticeship Services Financial Supports.
- ✓ Confirm classroom attendance with the WorkBC Apprenticeship Services Contractor during the first week of the course.
- ✓ Notify the WorkBC Apprenticeship Services Contractor if the Apprentice stops attending their course.

**Note:** Apprentices or Training Providers who require assistance must contact **WorkBC Apprenticeship Services at 1-844-428-4730**.



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