

**Welcome to**



# **Applying for Apprentice EI While Attending School**

## **Important Contacts:**

**Service Canada EI inquiries:**

1-800-206-7218

**ITA Customer Service:**

1-866-660-6011

**WorkBC online application inquiries:**

Apprentice Hot Line: 1-844-428-4730

[info-apprenticeservices@workbc.ca](mailto:info-apprenticeservices@workbc.ca)

**Camosun Trades Apprenticeship  
Office:**

250-370-4972

[tradesinfo@camosun.bc.ca](mailto:tradesinfo@camosun.bc.ca)

CTEI 102

# STEPS TO APPLY FOR APPRENTICE FINANCIAL SUPPORTS

To begin your EI application, go to [WorkBCApprenticeServices.ca](http://WorkBCApprenticeServices.ca)

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WorkBC Apprenticeship Services

1410 – 1250 Pinetree Way  
Coquitlam, BC, V3B 7X3  
1-844-428-4730  
info-apprenticeservices@workbc.ca  
workbcapprenticeservices.ca

9:00 am to 5:00 pm,  
Monday, Tuesday, Wednesday, Friday  
11:00 am to 7:00 pm, Thursday  
Saturday and Statutory holidays closed

Complete an Application

Apprentice Financial Support

Eligibility & Support

Complete an application to receive eligible financial support. You can apply up to 4 weeks in advance of your course start date. Visit [WorkBC Apprenticeship Services](#) to get started.

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## Welcome to Online Employment Services

Online Employment Services provides online access to WorkBC for residents of British Columbia.

If you are currently receiving services through WorkBC, Online Employment Services will allow you to securely access your current information online. You will be able to communicate electronically with your WorkBC Centre, apply for services, upload documents and view your account information.

Sign in to find employment opportunities and discover specific services and supports that may be available to you. If you don't already have a WorkBC account, select 'create an account' to begin.

Yes, I have an OES account

Sign in

No, I do not have an OES account

Create an account

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### What type of services are you applying for?

- WorkBC Employment Services – I would like to work with an Employment Counsellor to help me find a job.
- WorkBC Self-Serve – I would like to look for a job on my own, using the WorkBC resource centre.
- WorkBC Apprenticeship Services – I am currently in a trade, and I am applying for an apprenticeship program with the support of my employer.
- WorkBC Assistive Technology – I need assistive technology to help me at work.
- I have an open existing WorkBC case and would like to register for Online Services.

Continue →

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### WorkBC Apprenticeship Services

You may be eligible for financial assistance during the in-school portion of your apprenticeship program. WorkBC Apprenticeship Services helps with expenses such as living costs, travel, childcare and disability-related costs.

If you already have an account, please sign in

To register for an Online Employment Service account and complete a WorkBC Apprenticeship Services application, select the start button below.

Start →

Additional Resources

More Information >

To find more information on WorkBC Apprenticeship Services return to the WorkBC site.

Return to WorkBC →

Letter to Apprentices →

How to retrieve your EI Reference code >

Instructions on how to retrieve your EI reference code.

Instructions →

Submitted online already?

If you have already started or submitted an online request, you can access it anytime with your Basic BCEiD.

Sign In →

Related Resources >

- The Apprenticeship Toolkit
- ITA Essential Skills Tool
- Secondary School Apprenticeship
- Register your Apprenticeship - ITA

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## Your consent is required

### Terms and Conditions

Please read the Terms of Use below. You must accept these Terms of Use in order to access and use WorkBC Online Employment Services.

#### Terms of Use

Access to WorkBC Online Employment Services is restricted to individuals who have a BCeID.

By accessing WorkBC Online Employment Services you:

1. Confirm that you are the individual who is registered to use the BCeID that you are using to access WorkBC Online Employment Services;
2. Acknowledge that you may compromise your personal information if you:
  1. share your BCeID, or any password or other information associated with your BCeID, with any person, or
  2. fail to log out after finishing any WorkBC Online Employment Services session; and
3. Agree that you will:
  1. not share your BCeID, or any password or other information associated with your BCeID, with any person; and
  2. log out, using the log out button, when you finish any WorkBC Online Employment Services session.

#### Privacy Statement

Personal information collected through Online Employment Services is collected under the authority of sections 26 (c) and (e) of the Freedom of Information and Protection of Privacy Act (FOIPPA) and is subject to all the provisions of that Act. The personal information collected will be used by the Ministry of Social Development and Poverty Reduction, its service providers, and

I agree to the above Terms and Conditions \*

Continue →

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## Step 1 of 3

Do you currently have a BCeID?

▶ More Info

- Yes
- No
- Not sure

Continue →

**IF THE ANSWER IS 'NO' or 'UNSURE', YOU WILL NEED TO REGISTER FOR A BASIC BCeID**

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## Register for a BCeID

There are three [types of BCeID](#) accounts.

Already know what type you want to register for?

Register for a **Business BCeID** >

Register for a **Personal BCeID** >

Register for a **Basic BCeID** >

To complete your EI application, go to [Canada.ca/en.html](https://Canada.ca/en.html)

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**Canada.ca**  
The official website of the Government of Canada

Featured: [Behind-the-scenes: the rehabilitation of Centre Block](#)

**Most requested**

- [Sign in to an account](#)
- [Employment Insurance and leave](#)
- [Public pensions \(CPP and OAS\)](#)
- [Get a passport](#)
- [Weather](#)
- [Grants and fundings](#)
- [Change your address](#)
- [Student aid](#)

**Jobs**  
Find a job, training, hiring programs, work permits, Social Insurance Number (SIN)

**Business and industry**  
Starting a business, permits, copyright, business support, selling to government

**Taxes**  
Income tax, payroll, [GST/HST](#), contribution limits, tax credits, charities

**Immigration and citizenship**  
Visit, work, study, immigrate, refugees, permanent residents, apply, check status

**Benefits** (circled in red)

**Health**  
Food, nutrition, diseases, vaccines, drugs, product safety and recalls

**Travel and tourism**  
In Canada or abroad, advice, advisories, passports, visit Canada, events, attractions

**Environment and natural resources**  
Weather, climate, agriculture, wildlife, pollution, conservation, fisheries

**National security and defence**  
Military, transportation and cyber security, securing the border, counter-terrorism

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## Employment Insurance benefits and leave

Employment Insurance benefits and leave information for workers, fishers, sickness and families, as well as how to apply and submit a report.



### Services and information

[Regular benefits](#) (circled in red)

[Sickness benefits](#)

### Most requested

- [Send your EI report by internet](#)
- [View current or past claim](#)

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## EI Regular Benefits - Apply

From: [Employment and Social Development Canada](#)

### **Please read our latest notice:**

- [September 2018 – Possible disruption of Canada Post services](#)

[1. Overview](#)

[2. Eligibility](#)

[3. How much you could receive](#)

[4. What you need before you start](#)

[5. Apply](#) (circled in red)

[6. After you've applied](#)

[7. While on EI](#)

### 5. Apply

In some cases, it may be to your advantage to cancel or end your old claim and start a new claim, because this may increase the amount of your benefits or the length of your benefit period.

You must decide whether or not to cancel or renew a claim based on your own personal situation.

It is important to consider:

- If your claim is reactivated and you work after the start of that claim, you may be able to establish a new claim when your existing claim runs out.
- In order to establish a new claim you must have enough insurable hours and meet the qualifying conditions for a new claim.
- If a new claim is established instead of reactivating your existing claim, the remaining weeks payable on the existing claim will be lost.
- Additionally, a one-week unpaid waiting period must be served on a new claim before you are entitled to receive payment.

Visit [My Service Canada Account](#) for more information about your previous claim.

[Ready to start?](#) (circled in red)

### Guides and help

#### Contact us

- [Contact EI - individual for help](#)
- [Contact My Service Canada Account \(MSCA\)](#)

#### Related services and info

- [MSCA](#)
- [Direct deposit](#)
- [Benefits finder](#)
- [Finding a job](#)

#### Service Standards

- [Service Standards](#)

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## Privacy notice statement

### Personal information

Service Canada, which is part of Employment and Social Development Canada (ESDC), administers the Employment Insurance (EI) program. Service Canada collects personal information you put in an EI benefit application to decide whether you qualify for EI benefits. Your Social Insurance Number (SIN) is collected and used to identify your file with Service Canada and to confirm your identity by comparing the information you give us with the information found in your SIN record.

### Apply now

By starting this application, you consent to the terms of the above privacy notice statement.

Start application

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## Start application

You have chosen to complete your application in English. You will not be able to change to French once you start your online session. If you wish to [change language](#) you must do so before you begin.

Answers to fields and questions with an asterisk ( \* ) are mandatory

**Only use the buttons provided at the bottom of the screens to navigate through the application.**

\* Are you trying to retrieve an application you began within the last 72 hours but did not complete?

- Yes  
 No

Continue


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## Type of Employment Insurance Application

Answers to fields and questions with an asterisk ( \* ) are mandatory.

### Benefits for employees

You can apply for benefits for employees if you worked in insurable employment as an employee, including if you are a fisher. These benefits provide temporary financial assistance if you have lost your job (through no fault of your own), if you are sick, pregnant, caring for a newborn or adopted child, caring for a family member who is seriously ill with a significant risk of death or providing care or support to a critically ill family member.

\* What type of Employment Insurance benefits would you like to claim? 


- Benefits for employees  
 Benefits for self-employed people

Continue

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## Reference Code

Answers to fields and questions with an asterisk ( \* ) are mandatory.

\* Are you part of a group of employees in an **Apprenticeship** program, a **Work-sharing** program, a **group layoff** situation (including layoffs due to a natural disaster), or the **automotive industry** AND were you given a reference code to submit with this application? 

- Yes  
 No

\* Reference Code

Previous

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# FUNDING SOURCES FOR APPRENTICES



**YOU CAN APPLY FOR EI** if you are an Apprentice 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 his/her 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:** If you **do not meet** the criteria above, you must contact your local WorkBC centre to arrange a meeting with a case manager a **minimum of 4 weeks prior to the start of your course**. You will not be able to apply once you begin your course.

## **HOW TO APPLY**

### **STEP 1 – Work BC Application: All eligible apprentices MUST apply online through**

**WorkBCApprenticeservices.ca** for Apprentice Program Financial Supports up to four weeks prior to course start date. A BCEID is required to access the application. Choose a username and password that you will remember. If you cannot complete your application in one sitting, you can save and close at any time and return to the spot where you left off by logging in with your BCEID through workbc.ca. Within 2 days of submitting your application, **WorkBC will email you a 16-digit reference code**, which identifies you as an Apprentice. You will need to provide this code to Service Canada. **NOTE:** The Apprentice Office does not have the code; you must apply online to receive it.

Call the Apprentice Hot Line at **1-844-428-4730** or email **info-apprenticeservices@workbc.ca** if you have questions about your online WorkBC application. You will receive a response within 48 hours.

**STEP 2 – Service Canada Employment Insurance (EI) Application: You MUST apply through [Canada.ca/en.html](http://Canada.ca/en.html)** for EI Benefits in your last week of work or in the first week of training, or you will not be eligible to receive Financial Supports. Visit [Canada.ca/apprentice](http://Canada.ca/apprentice) for Apprentice EI information. The 16-digit reference code provided by WorkBC is required to **complete your EI application on [Canada.ca/en.html](http://Canada.ca/en.html)**.

**If you currently have an Active EI Claim, do not re-apply for EI Benefits.** If you 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 receive Apprentice EI, **you must complete the online WorkBCApprenticeservices.ca application to obtain your 16-digit Apprentice EI reference code.** To ensure there is no interruption in your EI Benefits, **immediately contact Service Canada at 1-800-206-7218** to provide them with the 16-digit Reference Code and your apprentice training start and end dates. **NOTE:** To receive the 16-digit Reference Code, you **must** complete the online application at WorkBCApprenticeservices.ca. Do not contact Service Canada until you have this code.

# FUNDING SOURCES FOR APPRENTICES



## APPRENTICE INCENTIVE GRANT

**YOU CAN APPLY FOR A CANADA APPRENTICE LOAN** to borrow from \$500 - \$4000 per period of technical training (maximum 5 terms). It is interest free until you complete your apprenticeship OR a period of 6 years goes by. At that time, it begins to collect interest and you are required to begin paying back the loan 6 months later. A credit check is done only with your first application. **Apply at <https://www.pca-cal.ca/en/Home>**

## APPRENTICE INCENTIVE GRANTS (AIG, AIG-W) & COMPLETION GRANT (ACG)

**TO BE ELIGIBLE FOR AN AIG, AIG-W, or ACG**, you must be a registered apprentice in a Red Seal trade. Make sure that your ITA account, sponsors, hours, etc. are all up to date with the ITA. Foundation graduates who acquire apprenticeship can apply for first year grant when a portion of work based training hours are completed. Apprentices who identify as female may apply for the AIG-W (Apprentice Incentive Grant for Women) OR the AIG (Apprentice Incentive Grant). Grant details are shown below. **Funds are distributed after successful completion of a level and the appropriate number of work hours have been achieved and recorded.**

***The ITA will send you a letter of progression when you are eligible to apply for the grant.*** The letter of progression must be submitted to Service Canada with your application. The application deadline is a maximum of 12 months following your completion date.

- Year 1 - Grant of \$1000 for all apprentices **OR** \$3000 for apprentices who identify as female (taxable). Requirements: Successful completion of Level 1 training (i.e. passing grade) and 25% of total work based training hours.
- Year 2 – Grant of \$1000 for all apprentices **OR** \$3000 for apprentices who identify as female (taxable). Requirements: Successful completion of Level 2 training (i.e. passing grade) and 50% of total work based training hours.
- Year 3 – No cash grant but a tax credit of \$2000 can be claimed on your personal income taxes. Google ‘form T-1014’ and follow the links to apply for your tax credit.
- Year 4 – Completion Grant of \$2000 (taxable) plus a tax credit of \$2500. Google ‘form T-1014’ and follow the links to apply for your tax credit. Successful completion of Level 4, a passing grade on the Interprovincial Red Seal exam (IP), and achievement of all work hours are the requirements. There is no additional grant for those who identify as female.

To learn more about Apprentice grants, including information on eligibility requirements, visit <https://www.canada.ca/en/employment-social-development/services/apprentices/grants.html>

## CAMOSUN TRADES AWARDS, SCHOLARSHIPS, & BURSARIES

**TO BE ELIGIBLE** for a Trades award, scholarship, or bursary, you must have been enrolled in a Trades program for at least 1 month during the year. More than 70 awards are available. **Visit [camosun.ca](http://camosun.ca) and type “bursaries” in the search box** on the top right corner of page to explore the options and links.

**NOTE:** the annual application periods typically run between early January to mid-February and from early September to mid-October.