

## APPLICATION FOR THE APPRENTICESHIP INCENTIVE GRANT

At Service Canada, we administer the Apprenticeship Incentive Grant (AIG). This document contains the form you need to apply for the grant. Please read these instructions carefully before filling out the form. You must complete your application, sign it in ink, and submit it to us with all the required supporting documents before we can process it.

### What is the Apprenticeship Incentive Grant?

The Apprenticeship Incentive Grant is a taxable cash grant of \$1,000 per year, up to a maximum of \$2,000 per person. The grant is available to registered apprentices once they have successfully completed their first or second year/level (or equivalent) of an apprenticeship program in one of the designated Red Seal trades.

### The AIG is meant to:

Increase access to apprenticeships in the Red Seal trades by helping apprentices cover expenses such as the purchase of tools and other materials required for learning on-the-job and travel expenses associated with classroom training.

Encourage the apprentices' progression through the technical and on-the-job training requirements in the early years of their apprenticeship program, building momentum towards certification.

Promote interprovincial mobility by increasing the number of apprentices who remain in the Red Seal trades and get their Red Seal.

### Am I eligible?

To be eligible for the AIG, you must be:

- a Canadian citizen, a permanent resident or a protected person<sup>1</sup> as defined in the Immigration and Refugee Act;
- not a high school student (some exceptions may apply, please see High School Student definition in the DEFINITIONS section);
- a registered apprentice with a provincial/territorial apprenticeship authority in an Interprovincial Standards Red Seal Program trade which is designated as such in your jurisdiction (refer to the DEFINITIONS section of this application for more details);
- a registered apprentice with an employer, training trust fund, union training centre, joint apprenticeship training committee, or apprenticeship authority; and
- able to show progression within an eligible apprenticeship program by proving that you have successfully completed either the first or second year (level/block) (refer to the *Supporting Documents* chart and the DEFINITIONS section).

<sup>1</sup>Permanent Residents and Protected Persons must include a copy of their status documents from Citizenship and Immigration Canada.

### How do I apply?

You must send a separate application for each level of the grant.

Send your completed application, along with proof of your registration and progression corresponding to the level for which you are applying, to the appropriate Service Canada Processing Centre listed on Page 6.

### Is there a deadline?

Yes. You must submit your completed application by **June 30** of the calendar year following the date you completed the year (level/block) for which you are applying. For example, if you completed both the technical and on-the-job training of year (level/block) 1 of your apprenticeship program in February 2012, you have until June 30, 2013 to submit your application.

If you do not have the required supporting documents, submit your application on or before the June 30th deadline. Once you have received your supporting document, you must submit them to Service Canada. Service Canada will honour the date of the postmark date on your mailed application.

### What is the maximum amount I can receive?

Eligible apprentices can receive up to a \$ 2,000 lifetime maximum per individual upon successful completion of their first or second year (level/block).

### Who can I speak to for more information?

For more information, or for help completing this form, contact us:

**CLICK**                      servicecanada.gc.ca

**CALL**                      1-866-742-3644; TTY: 1-866-909-9757

**VISIT**                      a Service Canada Centre

### Important note

We cannot process incomplete applications or applications that do not include the required supporting documents.

## SUPPORTING DOCUMENTS BY PROVINCE/TERRITORY OF REGISTRATION

**NOTE:** The following table lists the documents you must provide as proof of registration and progression in your apprenticeship program along with this completed application form. Please provide copies of documents required for the province/territory in which you are registered as an apprentice. Certain trades may require different supporting documents, for more information see the Service Canada website at [servicecanada.gc.ca/eng/goc/apprenticeship.shtml](http://servicecanada.gc.ca/eng/goc/apprenticeship.shtml)

Please note that by applying for the AIG, you are authorizing Service Canada to contact your provincial/territorial apprenticeship authority to confirm/verify the information provided and for other purposes necessary to the administration and enforcement of the AIG.

### ALBERTA

- Copy of the **Apprentice Identification Card**, issued by the Government of Alberta, Department of Advanced Education and Technology, Apprenticeship and Industry Training, **AND**
- A copy of the Apprenticeship **Period Completion Letter**, issued by the Government of Alberta, Department of Advanced Education and Technology, Apprenticeship and Industry Training. (The Period **Technical** Training Letter is not acceptable)

**Note:** Second-year AB hairstylists must provide the Certificate of Qualification to prove progression.

### BRITISH COLUMBIA

- Copy of the **Confirmation of Progression Letter**, issued by the Government of British Columbia, Industry Training Authority (ITA).

### MANITOBA

- Copy of the **Apprenticeship Registration Card**, issued by the Government of Manitoba, Department of Entrepreneurship, Training and Trade, **AND**
- Copy of the Apprenticeship **Level Completion Letter** issued by the Government of Manitoba, Department of Entrepreneurship, Training and Trade.

**Note:** Second-year MB hairstylists, cooks, automotive painters, and construction craft workers must provide the Certificate of Qualification to prove progression for AIG level 2.

### NEW BRUNSWICK

- Copy of the **Pocket Identification Card or copy of Apprenticeship and Occupational Certification photo card** issued by the Government of New Brunswick, Department of Post-Secondary Education, Training and Labour, **AND**
- Copy of the Official **Level Completion Letter** issued by the Government of New Brunswick, Department of Post-Secondary Education, Training and Labour.

### NEWFOUNDLAND AND LABRADOR

- Copy of the **ID Wallet Card** issued by the Government of Newfoundland and Labrador, Department of Education, Institution and Industrial Education Division, **AND**
- Copy of the **Confirmation of Block/Level Completed Letter** to be requested by the apprentice from the Government of Newfoundland and Labrador.

**Note:** The apprentice must request this letter in advance.

### NORTHWEST TERRITORIES

- **For a 1st year grant**, a copy of the **Certificate of Status** for the **second level**, issued by the Government of Northwest Territories, Education, Culture and Employment, **OR**
- **For a 2nd year grant**, a copy of the **Certificate of Status** for the **third level**, issued by the Government of Northwest Territories, Education Culture and Employment.

### NOVA SCOTIA

- Copy of the **ID Wallet Card** issued by the Government of Nova Scotia, Department of Labour and Workforce Development, **AND**
- Signed copy of the **Record of Progress letter** issued by the Government of Nova Scotia Labour and Workforce Development.

### NUNAVUT

- **For a 1st year grant**, a copy of the **Certificate of Status** for the **second period level**, issued by the Government of Nunavut, Department of Education, **OR**
- **For a 2nd year grant**, a copy of the **Certificate of Status** for the **third period level**, issued by the Government of Nunavut, Department of Education.

### ONTARIO

- Copy of the official Ministry of Training, Colleges and Universities (MTCU) **Confirmation of Progress for the Apprenticeship Incentive Grant** letter,

### OR

- Copy of **both sides** of the **Registration Wallet Card**, issued by the Government of Ontario, MTCU, Or, if applicable, **the Date of Registration** letter issued by MTCU, **AND** Copy of the official MTCU **Confirmation of In-School Training** letter.

**Note:** To be eligible for Level 1 grant, you will need to have been registered as an apprentice **for at least 12 months**, and at least **24 months for the Level 2 grant**. If you have questions regarding your supporting documents or your application, please call 1-866-742-3644 (TTY: 1-866-909-9757) for further instructions.

### PRINCE EDWARD ISLAND

- Copy of the cover page and page 4 of the apprentice's **Log Book**, issued by the Government of Prince Edward Island, Department of Innovation and Advanced Learning Post-Secondary and Continuing Education, **AND**
- Signed copy of the **Apprenticeship Incentive Grant Letter** issued by the Government of Prince Edward Island, Department of Innovation and Advanced Learning Post-Secondary and Continuing Education.

### QUEBEC - Commission de la construction du Québec (CCQ)

- Copy of **both sides** of the **Certificat de compétences apprenti** (Certificate of Apprenticeship Competency) issued by the CCQ, **AND**
- Copy of the **Attestation de réussite, 1ère ou 2ème niveau** **letter** (official progression letter) issued by the CCQ.

### QUEBEC - Emploi-Québec (E-Q)

#### **Compulsory certification trades**

- Copy of the **Apprenticeship Card** (carte d'apprenti) issued by E-Q, **AND**
- Copy of the official progression letter (lettre officielle de progression) issued by E-Q.

#### **Voluntary certification trades**

- Copy of **Vocational Qualification Process** (avis 1002A), issued by E-Q, **AND**
- Signed copy of the **Confirmation of participation letter** issued by E-Q.

### SASKATCHEWAN

- **For a 1st year grant**, a copy of your **Y2 card** issued by the Saskatchewan Apprenticeship and Trade Certification Commission, **OR**
- **For a 2nd year grant**, a copy of your **Y3 card** issued by the Saskatchewan Apprenticeship and Trade Certification Commission.

**Note:** Second-year SK Hairstylists must provide the Certificate of Completion of Apprenticeship to prove registration.

### YUKON

- Copy of the **Registration Card**, issued by the Government of Yukon, Advanced Education Apprenticeship Branch, **AND**
- Signed copy of the **Level Completion Confirmation Letter**, issued by the Government of Yukon, Advanced Education Apprenticeship Branch.

For more information please see the Terms and Conditions section on the next page.

# **TERMS AND CONDITIONS FOR THE PROVISION OF THE APPRENTICESHIP INCENTIVE GRANT**

## **BASIS AND TIMING OF PAYMENT**

Payments to eligible recipients will be made in a lump-sum payment upon approval of the application and verification of successful completion of the first year (level/block) or second year (level/block) of apprenticeship training, as prescribed by the apprenticeship authority in the province or territory in which the applicant is registered. Eligibility of applicants is also subject to the authentication of identity, verification of the applicant's registered apprenticeship, determination of whether the applicant has already received maximum payments under the AIG and reception by the appropriate Service Canada Processing Centre of required supporting documents.

## **CONFLICT OF INTEREST**

No member of the House of Commons shall be admitted to any share or part of this agreement or to any benefit to arise there from.

## **GRANT AMOUNT**

The maximum amount payable to an eligible recipient per approved application is \$1,000. There is a \$2,000 lifetime maximum per individual.

## **PAYMENT SUBJECT TO APPROPRIATION OF FUNDS BY PARLIAMENT**

Any payment payable to you under this grant application is subject to the appropriation of funds by Parliament for the fiscal year in which the payment is to be made and to the maintenance of current and forecasted funding allocation levels for the Apprenticeship Incentive Grant program. In the event that the Government of Canada cancels this program or reduces its level of funding ESDC may terminate its agreement to pay the grant or reduce the amount of its financial assistance payable under this agreement.

## **TAXABLE INCOME**

Under the Income Tax Act the grant paid to you is taxable. It will therefore be included as income for income tax purposes.

# **DEFINITIONS**

## **APPRENTICESHIP AUTHORITY**

There is a governing body in charge of apprenticeship in each province and territory. This body is usually a branch related to each provincial or territorial Department/Ministry of Education and Training with authority over training, regulation and certification of the apprenticeship program for their province/territory.

## **DESIGNATED RED SEAL PROGRAM TRADE**

A trade that has been designated by the Canadian Council of Directors of Apprenticeship for inclusion in the Interprovincial Standards Red Seal Program. The training and certification is based on a national occupational standard, and provinces and territories participating in the program for that trade or occupation are permitted to affix a Red Seal to the certificates of candidates who meet the standard. For more information visit [red-seal.ca/w.2lc.4m.2@-eng.jsp](http://red-seal.ca/w.2lc.4m.2@-eng.jsp)

## **EXEMPTION**

The process in which an apprentice, on the basis of having significant prior learning (i.e. pre-employment program) and/or experience, may register in an apprenticeship program at an advanced level.

## **HIGH SCHOOL STUDENT**

Apprentices enrolled in Adult Learning or professional upgrading classes, and Quebec apprentices completing their Vocational Training Diploma (Diplôme d'études professionnelles) are not considered high school students.

## **PERMANENT RESIDENT**

A permanent resident is a person who can remain in Canada permanently but who is not a Canadian citizen. A Permanent Resident with a 900 series Social Insurance number must provide a copy of their Permanent Resident card issued by Citizenship and Immigration Canada.

## **PROTECTED PERSON**

A Protected Person is someone who has reason to fear persecution in his or her country of origin due to race, religion, nationality, membership in a social group or political opinion. A protected person must provide a copy of their status document (IMM 5292) issued by Citizenship and Immigration Canada.

## **PROGRESSION**

To demonstrate progression you must have completed both the technical and on-the-job training within your apprenticeship program. Determination of successful completion of first- or second-year (level/block) of an apprenticeship program will be made based on the requirements for your apprenticeship program. Proof of your progression will be validated based on the authorized supporting documents you provide with your application. For more information, please refer to the SUPPORTING DOCUMENTS BY PROVINCE/ TERRITORY OF REGISTRATION section of the application.

# APPLICATION FOR APPRENTICESHIP INCENTIVE GRANT

**OFFICIAL USE**

|   |   |   |   |
|---|---|---|---|
| <b>Date application received<br/>(dd-mm-yyyy)</b>   | <b>Client mailed application to<br/>processing center</b> | <b>BUDGET RC</b>  | <b>Institution Code</b>                                       |
| <b>Privacy Statement</b><br><p>The information you provide is collected under the authority of sub-sections 5(1) and 5(2) and section 7 of the <i>Department of Employment and Social Development Act</i> to administer and enforce the Apprenticeship Incentive Grant (AIG) program. The Social Insurance Number (SIN) is collected under the authority of the AIG program and in accordance with the Treasury Board Secretariat <i>Directive on the Social Insurance Number</i>, which lists the AIG program as an authorized user of the SIN. The SIN will be used for as a file identifier and, along with the other information you provide, will also be used to validate your application, and to administer and enforce the AIG.</p> <p>Participation in AIG program is voluntary. Refusal to provide personal information will result in your application not being considered for the AIG program.</p> <p>The information you provide may be shared with the provincial/territorial authority, with the training institution, or with your employer with which you are registered, to confirm/verify your participation in the apprenticeship program and to determine whether or not you qualify for the AIG and for any other purposes necessary to the administration or enforcement of the AIG program. Administration and enforcement of the AIG program means development and operation of the program, including investigations into allegations of wrongdoing, and audits. Information may be used for policy analysis, research, evaluation and/or communication/marketing purposes. In order to conduct these activities various sources of information under the custody and control of the Department may be linked. However, these additional uses and/or disclosures of your personal information will never result in an administrative decision being made about you.</p> <p>The information you provide may be shared with the Canada Revenue Agency for tax purposes, the Department of Justice for the administration of the <i>Family Orders and Agreements Enforcement Assistance Act</i>, and to Public Works and Government Services Canada for purposes of issuing a payment to you or your financial institution, and with other federal government institutions for the administration and enforcement of the AIG, if required.</p> <p>Your personal information is administered in accordance with sub-sections 5 (1) and 5(2) and section 7 of the <i>Department of Employment and Social Development Act</i>, the <i>Privacy Act</i> and other applicable laws. You have the right to the protection of, and access to, your personal information, which is described in Personal Information Bank ESDC PPU 297. Instructions for obtaining this information are outlined in the government publication entitled <i>Info Source</i>, which is available at the following web site address:</p> <p><a href="http://www.infosource.gc.ca">http://www.infosource.gc.ca</a></p> <p><i>Info Source</i> may also be accessed on-line at any Service Canada Centre.</p> |   |   |   |
| <b>ALL FIELDS MARKED WITH AN ASTERISK (*) ARE MANDATORY AND MUST BE COMPLETED. SEE NOTES BELOW FOR PART 2 AND PART 3.</b><br><b>FIELDS IDENTIFIED IN PART 2 AND PART 3 ARE MANDATORY FOR APPRENTICES REGISTERED IN ONTARIO ONLY.</b>  |   |   |   |
| Please note that by applying for the AIG, you are authorizing Service Canada to contact the provincial/territorial apprenticeship authority and/or the individual/organization identified in your application to confirm/verify the information provided and for other purposes necessary to the administration and enforcement of the AIG.   |   |   |   |
| <b>PART 1 - APPLICANT INFORMATION</b> <span style="float: right;">(*Mandatory fields must be completed by applicant)</span>   |   |   |   |
| <b>*1. Last Name</b>  |   | <b>*2. First Name</b>   |   |
| <b>*3. Date of Birth (dd-mm-yyyy)</b>   | <b>*4. Social Insurance Number</b>                        | <b>*5. Province of Registration</b>   |   |
| <b>*6. Permanent Home Address</b> (include street address, city/town, and province/territory)   |   |   | <b>*Postal Code</b>   |
| <b>7. Mailing Address</b> (if different from Permanent Home Address, include street address, city/town, and province/territory)   |   |   | <b>Postal Code</b>  |
| <b>*8. Telephone Number</b>   | <b>9. Alternate Telephone Number</b>                      | <b>*10. Provincial/territorial Apprentice ID Number</b>   | <b>*11. Date Registered as an Apprentice<br/>(dd-mm-yyyy)</b> |
| <b>*12. Name of your Red Seal Trade</b>   |   | <b>*13. Are you a Canadian Citizen?</b> <b>If no, are you a</b><br><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Permanent Resident? <b>or</b> <input type="checkbox"/> Protected Person? |   |
| <b>*14. For which grant level are you applying?</b><br>(A separate application is required for each level.)<br><input type="checkbox"/> First year / Level / or Block <input type="checkbox"/> Second year / Level / or Block   |   | <b>*15. Were you attending a High School when you completed the level of apprenticeship for which you are currently applying?</b><br><input type="checkbox"/> Yes <input type="checkbox"/> No                                 |   |
| <b>*16. At the time of registering as an apprentice, did you receive an exemption for one or more complete levels based on previous work experience and in-school courses? (Not applicable to CCQ apprentices)</b> <input type="checkbox"/> Yes <input type="checkbox"/> No<br>If yes, for which year, level, block were you exempted? <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4  |   |   |   |
| <b>*17. Which official Language do you prefer to use to communicate with us?</b><br><input type="checkbox"/> English <input type="checkbox"/> French  |   |   |   |
| <b>PART 2 - APPRENTICE ON-THE-JOB TRAINING HISTORY OVER THE LAST 12 MONTHS</b><br><b>*(Mandatory for apprentices registered in Ontario only - must be completed by applicant)</b>   |   |   |   |
| <b>*18. Most Recent Employer Name or Business Name</b>  |   | <b>*19. Name of Contact Person</b>  |   |
| <b>*20. Mailing Address of the Employer</b> (include city/town, province/territory and postal code)   |   | <b>*21. Location of Work</b>  |   |
| <b>*22. Telephone Number</b>  | <b>*23. Start Date of Employment (mm-yyyy)</b>            | <b>*24. End Date of Employment (mm-yyyy)</b>  |   |

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|---|---|---|
| <b>PART 2 continued - "FIELDS IDENTIFIED IN PART 2 ARE MANDATORY FOR APPRENTICES REGISTERED IN ONTARIO ONLY"</b>  |   |   |
| <b>25. Employer Name or Business Name</b>   |   | <b>26. Name of Contact Person</b>   |
| <b>27. Mailing Address of the Employer</b> (include city/town, province/territory, and postal code)   |   | <b>28. Location of Work</b>   |
| <b>29. Telephone Number</b>   | <b>30. Start Date of Employment (mm-yyyy)</b> | <b>31. End Date of Employment (mm-yyyy)</b>   |
| <b>PART 3 - APPRENTICE IN SCHOOL TECHNICAL TRAINING INFORMATION</b><br>*(Mandatory for apprentices registered in Ontario only - must be completed by the applicant)   |   |   |
| <b>*32. Name of Training Institution</b>  |   | <b>*33. Name of Training Program/Course</b>   |
| <b>*34. When did you complete your in-school training for the level for which you are applying?</b><br><div style="text-align: right; margin-top: 10px;">_____ (mm-yyyy)</div>  |   |   |
| <b>PART 4 - DIRECT DEPOSIT</b> <span style="float: right;">(To be completed by applicant)</span>  |   |   |
| <b>Notes</b><br>1. You can use Direct Deposit only if your Financial Institution is located in Canada.<br>2. Completion of this section is voluntary. You do <b>not</b> have to complete it to apply for the Apprenticeship Incentive Grant.  |   |   |
| Do you want your AIG payment deposited into your account at your financial institution?<br><br><div style="display: flex; justify-content: space-between;"> <span><input type="checkbox"/> Yes (Complete this section)</span> <span><input type="checkbox"/> No (Go to Part 5)</span> </div> <div style="margin-top: 10px;"> <input type="checkbox"/> Chequing account, please attach an unsigned personalized cheque. Write the word "VOID" on the front of the cheque, or<br/> <input type="checkbox"/> Chequing or Savings account, complete the boxes below:         </div> <div style="display: flex; justify-content: space-around; margin-top: 20px;"> <div style="text-align: center;">_____</div> <div style="text-align: center;">_____</div> <div style="text-align: center;">_____</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="text-align: center;">_____</div> <div style="text-align: center;">_____</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="text-align: center;">Branch Number</div> <div style="text-align: center;">Institution Number</div> <div style="text-align: center;">Account Number</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;">_____</div> <div style="text-align: center;">_____</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="text-align: center;">Name(s) on the account(s)</div> <div style="text-align: center;">Telephone Number of your Financial Institution</div> </div> |   |   |
| <b>Note:</b> If you request direct deposit and your bank account information changes or you move, please let us know as soon as possible. Call the Apprenticeship Grants toll-free number at 1-866-742-3644 (TTY: 1-866-909-9757) or visiting your local Service Canada Centre.   |   |   |
| <b>PART 5 - EMPLOYMENT EQUITY (OPTIONAL)</b> <span style="float: right;">(To be completed by applicant)</span>  |   |   |
| Please note that completion of this section is voluntary and not required as part of the application process for the Apprenticeship Incentive Grant. This information will be used for statistical purposes only.   |   |   |
| <b>Are you?</b><br><input type="checkbox"/> Male <input type="checkbox"/> Female  |   | <b>Are you an aboriginal person of Canada?</b><br><input type="checkbox"/> Yes <input type="checkbox"/> No                        |
| <b>Are you a person with a disability?</b><br><input type="checkbox"/> Yes <input type="checkbox"/> No  |   | <b>Do you consider yourself to be a member of a visible minority?</b><br><input type="checkbox"/> Yes <input type="checkbox"/> No |

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|--|--|--|
| <b>*PART 6 - DECLARATION</b>   |  | (Must be completed by applicant)                                 |
| <p>I DECLARE THAT:</p> <ul style="list-style-type: none"> <li>- I have read and understood the Terms and Conditions of this application, its use and disclosure, and I understand that by applying for the AIG I am authorizing the exchange of information between Service Canada and my provincial/territorial apprenticeship authority for the administration and enforcement of the AIG.</li> <li>- The information I have provided in this application and supporting documentation is true, accurate, and complete in every respect.</li> <li>- If the information described above is inaccurate, false or misleading, I may be required to repay all or some of the financial assistance I receive.</li> </ul> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%; text-align: center;"> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/>             Applicant's Signature         </div> <div style="width: 45%; text-align: center;"> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/>             Date         </div> </div> |  |  |
| <b>PART 7 - WHERE TO SEND YOUR APPLICATION AND SUPPORTING DOCUMENTS</b>  |  |  |
| <p><b>For apprentices registered in British Columbia, Yukon, Alberta, Northwest Territories, Nunavut, Saskatchewan, and Manitoba:</b></p> <p>Apprenticeship Grants Western Processing Centre<br/>             Calgary South Service Canada Centre<br/>             100 - 6712 Fisher Street SE<br/>             Calgary, AB<br/>             T2H 2A7</p> <p><b>For apprentices registered in Québec:</b></p> <p>Apprenticeship Grants - Québec Processing Centre, Service Canada<br/>             P.O. Box 10800, STN. Ste-Foy<br/>             Québec, QC<br/>             G1V 5B4</p>  | <p><b>For apprentices registered in New Brunswick, Newfoundland and Labrador, Nova Scotia, Ontario and Prince Edward Island:</b></p> <p>Apprenticeship Grants Eastern Processing Centre<br/>             Miramichi Service Canada Centre<br/>             139 Douglastown Blvd<br/>             Miramichi, NB<br/>             E1V 0A4</p> |  |
| <b>PART 8 - EVALUATION - VALIDATION OF DOCUMENTS</b>   |  | (Must be completed by Service Canada Processing Centre Official) |
| <p><b>PROOF OF ELIGIBILITY FROM APPLICANT (See "Supporting Documents" chart)</b></p> <p style="margin-left: 40px;">Apprentice Registration document, AND</p> <p style="margin-left: 40px;">Progression documents for first grant, OR</p> <p style="margin-left: 40px;">Progression documents for second grant</p>  |  |  |
| <b>PART 9 - RECOMMENDATION AND APPROVAL</b>  |  | (Must be completed by Service Canada Processing Centre Official) |
| <p><b>The above application for the Apprenticeship Incentive Grant is:</b></p> <div style="display: flex; justify-content: space-around;"> <span>Approved</span> <span>Not Approved</span> </div>  |  |  |
| <p><b>Client's AIG grant is approved for:</b></p> <div style="display: flex; justify-content: space-around;"> <span>1<sup>st</sup> level/block/year</span> <span>2<sup>nd</sup> level/block/year</span> </div>   |  |  |
| <p><b>Signature and Title of recommending Service Canada Officer</b></p> <hr style="border: 0; border-top: 1px solid black; margin-top: 20px;"/>   | <p><b>Date</b></p> <hr style="border: 0; border-top: 1px solid black; margin-top: 20px;"/>   |  |
| <p><b>Signature and Title of approving Service Canada Processing Centre Manager</b></p> <hr style="border: 0; border-top: 1px solid black; margin-top: 20px;"/>  | <p><b>Date</b></p> <hr style="border: 0; border-top: 1px solid black; margin-top: 20px;"/>   |  |
| <p><small>Financial assistance is authorized pursuant to the terms and conditions for the Apprenticeship Incentive Grant and payment is certified to be in accordance with Section 34 of the F.A.A.</small></p>  |  |  |