

# **Application for the Apprenticeship Completion Grant**

At Service Canada, we administer the Apprenticeship Completion Grant (ACG). 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 Completion Grant?

The Apprenticeship Completion Grant is a \$2,000 taxable cash grant designed to encourage apprentices registered in a designated Red Seal trade to complete their apprenticeship program and receive their journeyperson certification.

# The ACG is meant to:

Provide a taxable grant of \$2,000 to those apprentices who successfully complete their apprenticeship program and become certified in a Red Seal trade, which is designated as such in the jurisdiction in which they became certified. Increase the number of apprentices who complete their apprenticeship program and receive their journeyperson certification in a designated Red Seal trade.

# Am I eligible?

To be eligible for the ACG, you must be:

- a Canadian citizen, permanent resident, or protected person1 as defined in the Immigration and Refugee Act;
- not a high school student (some exceptions may apply please see "high school student" under "Definitions" on page 3);
- able to show you have completed an apprenticeship program in a designated Red Seal trade (please see "Supporting documents" on page 2); and
- able to show you are a certified journeyperson in a designated Red Seal trade effective January 1, 2009 or after (please see "Supporting documents" on page 2).

You are **not eligible** for the ACG if you obtained your journeyperson certification in one of the designated Red Seal trades without completion of an **apprenticeship program** in that trade.

# How do I apply?

Send your completed application, along with proof that you completed an apprenticeship program and are certified in a designated Red Seal trade, to the appropriate Service Canada Processing Centre listed on page 5.

# Is there a deadline?

Yes. You must submit your completed application by **June 30** of the calendar year after the year you obtain your certification. For example, if you completed your apprenticeship program and became a certified journeyperson in a designated Red Seal trade in February 2011, you have until June 30, 2012, to submit your application.

# What is the maximum amount I can receive?

The grant is taxable and has a lifetime maximum of \$2000 per eligible journeyperson.

# 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.



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

# Supporting Documents by Province/Territory

The following table lists the supporting documents you need to include with your application for the Apprenticeship Completion Grant. These documents prove that you have completed your apprenticeship program, and that you have been certified in a designated Red Seal trade.

Please provide **copies of the documents** required for the province/territory in which you completed your apprenticeship program and became certified as a journeyperson in a designated Red Seal trade. Certain trades may require different supporting documents. For more information, please see the Service Canada Web site at

http://www.servicecanada.gc.ca/eng/goc/apprenticeship.shtml

If you need Internet access, you can always access the information at a Service Canada Centre.

#### Note

By applying for the Apprenticeship Completion Grant, you are authorizing Service Canada to contact your provincial/territorial apprenticeship authority to verify information in your application, and for any other purpose necessary to administer and enforce the ACG.

## **Alberta**

 Copy of Journeyman Certificate for completing and certified apprentices in a designated Red Seal trade provided by the Government of Alberta,

#### ΩR

 Copy of Occupational Certificate for completing and certified Construction Craft workers provided by the Government of Alberta.

#### **British Columbia**

- Copy of the Certificate of Apprenticeship, provided by the IndustryTraining Authority (ITA),
- Copy of the Certificate of Qualification issued by the ITA.

## Manitoba

- Copy of the Certificate of Qualification issued by the Manitoba Entrepreneurship, Training and Trade Department,
   AND
- Signed copy of the Confirmation of Apprenticeship
  Completion letter provided by the Manitoba Entrepreneurship,
  Training and Trade Department, signed by the Executive Director
  of the Apprenticeship Branch.

# **New Brunswick**

 Signed copy of the Completion Letter provided by the Department of Post Secondary Education, Training and Labour (must include Diploma of Apprenticeship number, Certificate of Qualification number and Interprovincial Red Seal number).

# **Newfoundland and Labrador**

- Signed copy of the **Confirmation of Certificate Issued** letter provided by the Registrar of Apprentices.

## **Northwest Territories**

- Copy of the Completion of Apprenticeship Certificate, issued by the Department of Education, Culture and Employment, AND
- Copy of the **Certificate of Qualification**, issued by the Department of Education, Culture and Employment.

#### **Nova Scotia**

 Copy of the Certificate of Apprenticeship issued by the Department of Labour and Workforce Development.

#### Nunavut

- Copy of the **Completion of Apprenticeship Certificate**, issued by the Department of Education,

 Copy of the Certificate of Qualification, issued by the Department of Education.

#### Ontario

- Copy of the Certificate of Apprenticeship issued by the Ministry of Training, Colleges and Universities (MTCU), AND
- Copy of the Certificate of Qualification issued by the MTCU.

#### PE

 Signed copy of the Completion Letter provided by the Apprenticeship Training Manager.

# Quebec - Emploi-Québec

For compulsary certification trades;

- Copy of Confirmation de votre admissibilité (avis 1009), AND
- Copy of Certificat de qualification issued by Emploi-Québec.

For voluntary certification trades;

- Copy of Workplace Apprenticeship Program Agreement with an employer issued by Emploi-Québec,
- Copy of Formulaire d'inscription Programme d'apprentissageen milieu de travail (01-1038), issued by Emploi-Quebec

# AND

 Copy of Certificat de qualification professionnelle issued by Emploi-Québec.

# Quebec - CCQ

- Copy of the Eligibility for the Apprenticeship Completion Grant letter.

# Saskatchewan

 Copy of the Certificate of Completion of Apprenticeship issued by the Saskatchewan Apprenticeship and Trade Certification Commission,

#### AND

 Copy of the Journeyperson Certificate of Qualification issued by the Saskatchewan Apprenticeship and Trade Certification Commission.

#### Yukon

- Signed copy of the **Confirmation of Apprenticeship Completion** letter provided by the Training Support Officer.

# Terms and Conditions of Payment for the Provision of the Apprenticeship Completion Grant

# **Basis and Timing of Payment**

Payments made, through a cheque or direct deposit, to eligible recipients will be made in a lump-sum payment upon approval of the application and verification of successful apprenticeship training completion and certification of a designated Red Seal apprenticeship program and in receipt of a provincial or territorial certificate of qualification as prescribed by the apprenticeship authority in the province or territory in which the applicant completed the apprenticeship program and was certified. Eligibility of applicants is also subject to the authentication of identity, verification of the applicant's completion of an apprenticeship program and certification, determination of whether the applicant has already received the maximum payment under the ACG and receipt by the appropriate Service Canada Processing Centre of required supporting documents.

#### Conflict of Interest

If you are a Member of the House of Commons, you are not eligible to receive the Apprenticeship Completion Grant.

# **Maximum Amount Payable**

The ACG will provide a one-time taxable cash grant of \$2,000 to applicants who successfully complete an apprenticeship program and become certified in one of the Red Seal trades. There is a lifetime maximum amount of \$2,000 per recipient.

# 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 Completion Grant.

If the Government of Canada were to cancel this program or reduce its level of funding, HRSDC could elect not to pay the grant or to reduce the amount of the payment.

# **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/Commission of Education and Training with legislative authority over training, regulation and certification of the apprenticeship program for their province/territory.

# **Completion of Apprenticeship**

The fulfillment of training requirements, both technical and on-the-job, by registered apprentices. Graduates of an apprenticeship program applicable to the trade and the province and territory will be issued a Certificate of Apprenticeship.

# **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.

# Journeyperson Certification

A certificate issued to a candidate who has successfully completed an apprenticeship program or has met all the requirement of a trade and has attained the prescribed pass mark on the certification examination to qualify as a journeyperson in that trade.

#### Permanent Resident

A permanent resident is a person who can remain in Canada permanently, but who is not a Canadian citizen.

# **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. In Canada, the Immigration and Refugee Board (IRB) and Citizenship and Immigration Canada decide who is a Protected Person. The Protected Person Status document (IMM 5292) is the supporting document proving that somebody is indeed a protected person.

# **Red Seal Designated 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 <a href="http://www.red-seal.ca/s.2.1rch@-eng.jsp">http://www.red-seal.ca/s.2.1rch@-eng.jsp</a>



# APPLICATION FOR APPRENTICESHIP COMPLETION GRANT

**OFFICIAL USE** 

Date application received (dd-mm-yyyy)   Client mailed applicatio			processing cer	ntre	Budget RC			
to administer and enforce the Department of Human Resort the Apprenticeship Incentive SIN will be used as a file ider	e Apprenticeship urces and Skills Grant (AIG) pro ntifier and, along	on is collected under the author of Completion Grant (ACG). The Development Act and in according as an authorized user of g with the other information you hand the other personal information.	e Social Insurance dance with the T the SIN. Please provide, will also	e Number (S reasury Boa note that the o be used to	SIN) is collected rd Secretariat I e ACG program validate your a	d under the autho Directive on the S is an extension of application, and to	ority of the SIN which lists of the AIG. The	
audits, and policy analysis, re	esearch and/or	means development and opera evaluation. These activities ma aformation collected in this appl	y involve the mat	ching of var	ious sources of	data that are und	der the	
provincial/territorial apprentic determine whether or not you	eship authority u qualify for the	Service Canada to share the in with which you are registered to ACG and for other purposes no tion collected on this form are	o confirm/verify y ecessary to the a	our complet dministration	ion of an appre n and enforcem	enticeship programent of the ACG.	n and to The use,	
Part 1 - Applicant inform	(to be completed by the applicant)							
Note Fields marked by an asteri	sk (*) are mand	datory. You must complete th	ese fields to apr	oly for the A	pprenticeship	Completion Gra	ınt.	
*1. Last name			*2. First name					
*3. Date of birth (dd-mm-yy	yy) <b>*4.</b> So	cial Insurance Number	*5. Province/t	erritory of c	ertification			
*6. Mailing address (include	le your city/tow	n, province/territory, and pos	tal code)			*p(	ostal code	
*7. Telephone number	8. Alt	ernate telephone number	*9. Name of y	our Red Se	eal trade			
*10. Have you completed you	*11. Did you receive your journeyperson certification?							
Yes No Yes No								
*12. Did you obtain your jou Yes No	ırneyperson ce	rtification without completion	of an apprentice	eship progra	am?			
*13. Date of certification (dd-mm-yyyy)			*14. Are you a	high schoo	I student?			
				Yes				
*15. What is your legal status in Canada?  Citizen  Permanent resident  Protected person  Protected person  Protected person  Protected person  A Permanent Residents and Protected Persons must include a copy of their status documents from Citizenship and Immigration Canada.								
16. Which official language	do you prefer to	use to communicate with us?						
English French	l							
Part 2 - Employment equity (optional) (to be completed by the applicant)								
Note Completing this section is vo statistical purposes only.	luntary. You do	not need to complete it to appl	y for the Appren	ticeship Con	npletion Grant.	We will use the ir	nformation for	
Are you?	Are you an Ab	original Canadian?	Do you have a	disability?		der yourself to b	e a member of	
Male Female	Yes	No	Yes	No	a visible mind	ority? Yes	No	



Part 3 - Direct deposit (optional)	(to be completed by the applicant)						
Notes  1. You can use direct deposit only if your financial institution is located in Ca  2. Completion of this section is voluntary. You do <b>not</b> have to complete it to							
Would you like your ACG payment to be deposited into your account at your Yes (Complete this section)  No (Go to Part 4)	financial institution?						
If you would like the grant deposited to your <b>chequing account</b> and you have an unsigned personalized cheque, please attach it and write the word "VOID" on the front of the cheque.							
Alternatively, you can provide us with the information requested below to	have the grant deposited to your <b>chequing or savings account</b> :						
Branch number Institution nur	nber Account number						
Note Name(s) on the account	Telephone number of your financial institution						
If you request direct deposit and your bank account information changes or y Grants toll-free number at 1-866-742-3644 (TTY: 1-866-909-9757).	rou move, please let us know as soon as possible. Call the Apprenticeship						
Part 4 - Declaration	(to be completed by the applicant)						
<ul> <li>I have read and understood the Terms and Conditions of this application, if the ACG I am authorizing the exchange of information between Service Cathe administration and enforcement of the ACG.</li> <li>The information I have provided in this application and supporting docume.</li> <li>If the information described above is inaccurate, false or misleading, I may receive.</li> </ul>	anada and my provincial/territorial apprenticeship authority for nation is true, accurate, and complete in every respect.						
Applicant's signature	Date (dd-mm-yyyy)						
Part 5 - Where to send your application and supporting docume	ents						
Please send your application and supporting documents to the address under a designated Red Seal trade.  Alberta, British Columbia, Manitoba, Northwest Territories, Nunavut, Saskatchewan or Yukon  Apprenticeship Grants Western Processing Centre Calgary South Service Canada Centre 100 - 6712 Fisher Street SE Calgary, Alberta T2H 2A7  Québec  Apprenticeship Grants Québec Processing Centre New Richmond Service Canada Centre 122 Perron Boulevard West New Richmond, Québec G0C 2B0	New Brunswick, Newfoundland and Labrador, Nova Scotia, Ontario or Prince Edward Island Apprenticeship Grants Eastern Processing Centre Miramichi Service Canada Centre P.O. Box 1030 Miramichi, New Brunswick E1V 3V5						
·	pe completed by a Service Canada Processing Centre Official)						
Proof of eligibility from applicant (See "Supporting Documents" chart)  Completion letter, OR  Certificate of Apprenticeship, AND/OR  Certificate of Qualification (Journeyman Certificate in Alberta)							
Part 7 - Recommendation and approval (Mus	t be completed by Service Canada Processing Centre Official)						
The above application for the Apprenticeship Completion Grant is:	Approved Not Approved						
Client's ACG grant is approved:	No						
Signature and Title of recommending Service Canada Officer	Date						
Signature and Title of approving Service Canada Processing Centre Manage	Date						
Financial assistance is authorized pursuant to the terms and conditions for the Apprenticeship Cor payment is certified to be in accordance with Section 34 of the F.A.A.	npletion Grant and						