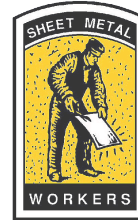




Ministry of  
Social Development  
and Social Innovation



Training  
Centre  
Society

## **\*\*IMPORTANT\*\***

### **CHANGES TO HOW YOU APPLY FOR APPRENTICE FINANCIAL SUPPORTS**

#### **NOTICE TO APPRENTICES – EFFECTIVE APRIL 28, 2014**

Under the sponsorship of the Sheet Metal Industry Training Board (SMITB) and attending a training session at **The Sheet Metal Workers Training Centre (SMWTC)**

The Ministry of Social Development - Employment & Labour Market Services Division have changed to the Employment Program of British Columbia (EPBC). This new integrated system of employment services and supports will be delivered through a network of WorkBC Employment Services Centres (ESCs). All Apprentice supports and services will be accessible through a WorkBC ESC.

Starting April 28, 2014, if you have an Employer Sponsor (**the Sheet Metal Industry Training Board**), ***you must complete an online application*** for Program Financial Supports.

#### **WHAT STEPS YOU MUST TAKE**

1. You **MUST** apply for EPBC Apprentice Program Financial Supports online through the WorkBC website at:

<http://www.workbc.ca/job-seekers/employment-services/apprenticeship-training-supports.aspx>

- An application for Program Financial Supports must be submitted ***no later than the day you start your course***. You are however, encouraged to submit your application 4 ***weeks prior*** to your course start date to allow time for processing the application and to ensure you receive supports in a timely manner. **Applications received after your course start date will not be accepted.**

#### **IMPORTANT NOTE:**

- Service Canada will issue you an **EI Reference Code** that you will receive shortly after you apply for Program Financial Supports. This reference code is obtained by ***re-logging into the BCeID website*** and then clicking on the **Financial Assistance portal** where you click on ***“View” at the top*** of the application page that shows your information. For more information, please visit: <http://www.labourmarket.services.gov.bc.ca/apprenticeships.html>
2. You **must apply separately for Employment Insurance (EI) Benefits** in your last week of work, or in the first week of training, or you **will not be eligible** to receive EPBC Apprentice Program 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. If you currently have an active EI claim and 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 ensure there is no interruption in your EI Benefits, you must immediately contact [Service Canada](#) and provide Service Canada with the 16 digit Apprentice EI Reference Code and apprentice training start and end dates.