



## SHEET METAL INDUSTRY TRAINING BOARD

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### IMPORTANT NOTICE TO APPRENTICES Sponsored by the Sheet Metal Industry Training Board & assigned to a training session at The Sheet Metal Workers Training Centre

The Ministry of Social Development and Social Innovation - Employment & Labour Market Services Division offers employment Services including Apprentice Services available through a network of WorkBC Employment Services Centres across the province. Eligible Apprentices must apply for WorkBC Apprentice Services Financial Supports by the first day of class.

In order to be eligible for WorkBC Apprentice Services Financial Supports, you must be a pre-existing BC ITA Registered Apprentice with or without an Employer Sponsor, or with an Aboriginal Skills and Employment Strategies (ASETS) Sponsor or with a Union Hiring Hall Sponsor. Your sponsor is The Sheet Metal Industry Training Board.

**Please note changes to application process effective April 1, 2019**

#### **Step 1:      Apply for WorkBC Apprentice Services Financial Supports.**

An application for [WorkBC Apprentice Services Financial Supports](#) must be submitted by the *course start date*. Ideally you should submit your application **3-4 weeks prior** to your course start date to allow time for processing the application and to ensure you receive supports in a timely manner.

- **BCeID Username & Password:** As WorkBC Apprentice Services Financial Supports are Ministry funded, you will need a **BASIC** BCeID Username & Password (case sensitive) to begin your application. Please select a BCeID User Name & Password that you will remember, as this BCeID will be used for all levels of training when applying for financial supports.
- **Online Employment Services Portal:** In order to submit your application for WorkBC Apprentice Services Financial Supports, you must register for the Online Employment Services portal. You will need to access your email to verify the registration process to continue to the Apprentice Services Financial Supports application for completion.
- **Retrieve 16-digit EI Reference Code:** After submitting the application for WorkBC Apprentice Services Financial Supports, the WorkBC website will generate a 16-digit EI reference code within 24 hours. This 16 digit EI reference code is required to complete your Employment Insurance (EI) Benefits application through [Service Canada](#) and identifies you as an apprentice attending training.

- To obtain the 16-digit EI reference code, click on <https://apply.workbc.ca> to go to the login page. Select the Sign in option. Once you have clicked on “Sign in” you will be directed to enter your BCeID User ID and Password to sign in. Please ensure you are using the same BCeID and password you entered when you registered for Online Employment Services. After entering your BCeID and Password you will be directed to your Logon History. Click “Next” to view the message containing the 16-digit EI reference code.

## **Step 2:      Apply for Employment Insurance via Service Canada.**

You must apply for [Employment Insurance \(EI\) Benefits](#) via the **Service Canada website under Regular Benefits**. Please note: this is a separate application from the WorkBC website and must be submitted in your last week of work, or in the first week of training.

To apply for EI benefits, you will require the 16-digit EI reference code generated through WorkBC Apprentice Services Financial Supports, as well as the start & end date of your course. Once you have applied for EI, please ensure all Records of Employment (ROE's) from the last 2 years are submitted to Service Canada electronically (preferred) by your employer or drop off the original ROE to any Service Canada Centre within a timely manner.

***Already have an Active EI Claim?*** If you currently have an active EI claim and will be submitting claimant's reports to Service Canada in the 2 weeks prior to attending school. As you have a Continuing Claim, do not re-apply for EI Benefits. On your claimant report, you must indicate that you are attending Apprenticeship Training by providing the 16-digit EI reference code and start and end date of your course. Any questions related to your EI application, please call Service Canada at 1.800.206.7218.

### **WorkBC Apprentice Services:**

Telephone: 1-844-428-4730

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

Website (Live Chat): [www.workbcapprenticeservices.ca](http://www.workbcapprenticeservices.ca)

**Monday to Thursday:** 9am - 7pm

**Friday:** 9am - 5pm

**Saturday:** 10am - 2pm