

Apprenticeship Manitoba

Apprenticeship Application

For more information on how to complete this application call 1-204-945-3337 or toll free in Manitoba at 1-877-978-7233.

PLEASE RETAIN THESE INSTRUCTIONS FOR YOUR RECORDS

Read the questions and instructions carefully. All applications, when completed and signed by the applicant/prospective apprentice and the employer, are to be sent to Apprenticeship Manitoba, Winnipeg office - 1010-401 York Avenue, R3C 0P8. Incomplete applications and applications missing the required non-refundable fee, transcripts or documents will not be processed. To participate in the Manitoba Apprenticeship program, a prospective apprentice must have a qualified employer/recognized association who will provide the supervision and practical experience needed for certification. Both the prospective apprentice and employer/recognized association should retain this information for their records.

INFORMATION AND INSTRUCTIONS FOR THE APPRENTICESHIP APPLICATION - STEPS TO FOLLOW

1. The following must be completed: Apprentice Application - Part A, Employer Application - Part B, the Apprenticeship Agreement - Part C, and *AccessManitoba* Notice and Consent - Part D. **The numbered explanations correspond to the numbered sections on the application.**
 2. Read all the questions carefully and answer them completely.
 3. Attach all of the required documentation and submit your signed and completed application with the required non-refundable fee to Apprenticeship Manitoba, Winnipeg office - 1010-401 York Avenue, R3C 0P8.
- * To complete and pay for the Apprenticeship Application online, log on at www.accessmanitoba.ca.

PRIVACY NOTICE - Part A and B (Apprentice and Employer Applications)

The personal information on the Apprentice and Employer Applications is collected for the purpose of registering the Apprenticeship Agreement between the apprentice and the employer. The collection of the information is authorized by s. 36(1)(b) of The Freedom of Information and Protection of Privacy Act (FIPPA) as it is related directly to and necessary for the Apprenticeship program. The personal information and any personal health information collected is protected by FIPPA and PHIA (The Personal Health Information Act) respectively and can only be used or disclosed for other purposes if you consent or if authorized by those statutes. If you have any questions about the collection of this information please contact Apprenticeship Manitoba at 204-945-3337 or 1-877-978-7233.

Apprenticeship Manitoba will collect and use the personal information on these applications for the following:

- To administer and monitor the apprentice's apprenticeship training and ensure compliance with the *The Apprenticeship and Certification Act* and the regulations under the Act.
- To verify information submitted on an application so that an Apprenticeship Agreement can be registered.
- To administer your participation in the Apprenticeship program, including the Interprovincial Standards Red Seal Program administered by the Canadian Council of Directors of Apprenticeship (CCDA).
- To plan, research and evaluate programming.
- To assist in the promotion of Manitoba's apprenticeship and certification program.
- To identify persons for the purpose of an honour or award.
- To identify apprentice persons for targeted correspondence by mail, email or fax that relates to their trade(s) and/or their involvement in apprenticeship training (ex.: regarding surveys, statistics, consultations).

Part A - APPRENTICE APPLICATION - to be completed by the prospective apprentice

1. TRADE

Print the name of the trade in which you want to apprentice.

2. APPLICATION CATEGORY

Please check the application you are completing.

3. APPLICATION TYPE

Select *high school apprentice* if you are currently enrolled in high school. Select *'post-secondary apprentice'* if you have completed or are no longer enrolled in high school programming. Select *ASSET* if you are an Automotive Service Technician specializing in Ford vehicles. Select *ASEP* if you are an Automotive Service Technician specializing in General Motors vehicles. Select John Deere if you are an Agricultural Equipment Technician specializing in John Deere Products.

* If you are reinstating within one year, contact Apprenticeship Manitoba to obtain your Application for Reinstatement.

4. PERSONAL INFORMATION

Provide current personal contact information. This information will also be used to create a profile for you with *AccessManitoba* (see Part D). If this information changes, please contact Apprenticeship Manitoba or log on at www.accessmanitoba.ca to update your records. Self declaration is optional (this is to assist Apprenticeship Manitoba with your Apprenticeship program).

5. ALTERNATE CONTACT PERSON (applicants under 18 years of age - required; all other applicants - optional)

The name of a person who can provide information to and receive information from Apprenticeship Manitoba regarding the status and details of your apprenticeship. If the prospective apprentice is under 18 years of age, include the name of a parent/guardian.

6. EDUCATION INFORMATION

If you cannot demonstrate that you have met the minimum entrance requirements for the trade or if proof of education is not provided, you will be required to complete an assessment. Please identify any certificates, credentials or documents that you hold for the trade. Please attach an original or a certified true copy of each certificate, credential or document.

7. PREVIOUS TRADE-RELATED EMPLOYMENT

Please list all of your previous trade-related employment including the start date, end date, trade and number of hours.

8. PAYMENT INFORMATION

A \$50.00 registration fee is required. Incomplete applications and applications missing the required fee, transcripts or documents will not be processed. Fees are subject to change and are non-refundable.

- Complete this section with the required credit card information if paying by Visa or MasterCard.
- Payment may be made by cheque or money order payable to the "Minister of Finance" or by cash or Interac in-person.
- Post dated cheques are not accepted and a \$20.00 service fee will be applied to all returned cheques.
- In accordance with the Payment Card Industry Standard, Apprenticeship Manitoba cannot accept transmission of credit card information by email. Please **DO NOT** send cash in the mail.

9. CONSENT TO DISCLOSE PERSONAL INFORMATION

Read carefully, date and sign where indicated.

Part B - EMPLOYER APPLICATION - to be completed by the employer/recognized association

10. **TRADE**

Print the name of the trade and the prospective apprentice's name.

11. **BUSINESS INFORMATION**

Provide your current business information. This information will also be used to create a profile for you with *AccessManitoba* (see Part D). If this information changes please contact Apprenticeship Manitoba or log on at www.accessmanitoba.ca to update your records.

12. **SIGNING AUTHORITY FOR EMPLOYER**

On behalf of and signed by the employer, authority has been given to an alternate to complete the Apprenticeship Agreement.

13. **TIME CREDIT INFORMATION AND WAGES**

If the prospective apprentice has previous work experience in the trade, you (the employer) may recommend that the applicant be granted time credit toward the on-the-job training component of the Apprenticeship program. You (the employer) must indicate the **TOTAL** amount of recommended time credit the prospective apprentice is to receive. The list of minimum wage rates an employer must pay to apprentices are available at: www.gov.mb.ca/tce/apprent/training_wages.html.

14. **JOURNEYPERSON TRAINER INFORMATION**

State the number of certified journeypersons, their Certificate of Qualification number and the number of apprentices employed at the business where this prospective apprentice will be trained. If applicable, a Manitoba Electrician Licence number or Authorization to Practise number (beauty trades) is required.

15. **DESIGNATED TRAINER INFORMATION**

If the prospective apprentice will train under a designated trainer, please provide the name and your current designated trainer number. If you are obtaining approval for a designated trainer, you must attach a Designated Trainer Application form and a Work Experience form available at www.manitoba.ca/tradecareers, if you have been previously approved as a designated trainer. **NOTE:** Effective April 1, 2003, employers **MUST** have certified journeyperson(s) or designated trainer(s) approved in a trade that allows designated trainers to supervise apprentices. Designated trainers are not permitted in compulsory trades.

16. **CONSENT TO DISCLOSE BUSINESS INFORMATION**

Read carefully, date and sign where indicated.

Part C - APPRENTICESHIP AGREEMENT - to be completed by the prospective apprentice and employer

17. **AGREEMENTS AND REGISTRATION OF TERMS**

Please read this section carefully. Both the employer and the prospective apprentice applicant must sign the Agreement in order for it to be processed. This section requires the prospective apprentice, employer and the Executive Director of Apprenticeship Manitoba to agree, register and sign the Apprenticeship Agreement. This Agreement is legally binding once registered with the Executive Director of Apprenticeship Manitoba.

Part D - AccessManitoba PRIVACY NOTICE AND CLIENT CONSENT

Read carefully, date and sign where indicated. Each prospective apprentice and employer must sign this consent to create a profile in *AccessManitoba* when submitting an Apprenticeship Application.

YOUR FINAL CHECKLIST - Please check each item prior to submission.

- Apprentice Application** - To be signed by the prospective apprentice.
- Employer Application** - To be signed by the employer.
- Apprenticeship Agreement** - To be signed by the prospective apprentice and employer/recognized association.
- AccessManitoba Privacy Notice and Client Consent** - To be signed by the prospective apprentice and employer/recognized association.
- Proof of Education** (new applicants only) - Contact your high school or the Professional Certification and Student Records Unit at 1-204-773-2998 or toll free at 1-800-667-2378 or at www.edu.gov.mb.ca/k12/studrec; trade related transcripts can be obtained from your training institution.
- Report of Hours** - Blue Book (if applicable) - If changing employers or changing trades.
- Practical Training Record Book** (if applicable) - If changing employers or changing trades.

If the application does not include all of the above items, the incomplete application will be returned to the applicant.

Submit to: **Apprenticeship Manitoba**
1010 - 401 York Avenue
Winnipeg, Manitoba R3C 0P8

1. Trade _____ Apprenticeship Registration # 100 - _____

2. APPLICATION CATEGORY (CHOOSE ALL THAT APPLY)
 New Application Change of Trade Change of Employer

3. APPLICATION TYPE (CHOOSE ALL THAT APPLY)
 Post-secondary Apprentice High School Apprenticeship Program John Deere Technician Program
 ASSET (Automotive Student Service Educational Training) ASEP (Automotive Service Educational Program)

4. PERSONAL INFORMATION (PLEASE PRINT) Preferred language for correspondence English French

Mr./Ms./Mrs. (circle one)

Legal First Name	Middle Name	Last Name	Preferred Name	Date of Birth (dd/mm/yyyy)
Address	City/Town	Province	Postal Code	
Primary Phone #	Secondary Phone #	S.I.N.	Email Address	

Preferred method(s) of communication: Mail Phone Email Are you eligible to work in Canada? yes no

SELF DECLARATION (optional) Visible Minority: yes no Disability: yes no Gender: M F

Aboriginal (Native) Ancestry (choose one): First Nations Non-Status Métis Inuit

Are you a Manitoba Resident? yes no

5. ALTERNATE CONTACT PERSON (applicants under 18 years of age - required; all other applicants - optional). For applicants under 18 years of age, include the name of a parent or gaurdian

Contact Name	Relationship to Apprentice	Primary Phone #
Address	City/Province	Postal Code

6. EDUCATION INFORMATION (If proof of education is not provided you will be sent for an assessment.)

New apprentices **MUST** include Official High School Marks Statement and Trade Transcript (if applicable) with application.

Level of education High School Last Grade Completed _____ College University Other _____

Did you attend a pre-employment program? yes no If yes, in what trade _____

Dates attended _____ to _____ Training Institution _____

Do you hold a Certificate of Qualification in a Trade(s)? yes no If yes, give details below

Trade Name	Certificate #	Certificate Date	Issuing Province/Territory
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7. PREVIOUS TRADE-RELATED EMPLOYMENT

Business Name	City/Town/Province	Start Date	End Date	Trade	# of Hours
Business Name	City/Town/Province	Start Date	End Date	Trade	# of Hours

8. PAYMENT INFORMATION - A \$50.00 registration fee is required.

- Complete this section with the required credit card information if paying by Visa or MasterCard.
- Payment may be made by cheque or money order payable to the "Minister of Finance" or by cash or Interac in-person.

Cash Cheque Money Order Debit VISA MasterCard

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Credit Card Number _____

Expiry Date _____ (mm/yy) Name as it appears on card _____

9. CONSENT TO DISCLOSE PERSONAL INFORMATION

I have read the PRIVACY NOTICE - Part A and B (Apprentice and Employer Applications - page 2). I understand that to administer, monitor and evaluate my apprenticeship training, Apprenticeship Manitoba may need to obtain and provide personal information about me to:

- My sponsoring employer.
- Other provincial government education branches, schools, school divisions, adult learning centres, and Human Resources and Social Development Canada (HRSDC) to assist in obtaining financial support and to verify educational credentials.
- The Workplace Safety and Health Branch, the Employment Standards Branch and the Mechanical and Engineering Branch of Manitoba Labour and Immigration to administer and enforce workplace legislation.
- Accredited training providers that provide technical training to me.
- Transport Canada for program audit and/or licensing purposes (trade of Aircraft Maintenance Journey person only).
- Government officials responsible for apprenticeship or trade certification programs in Canadian provinces and territories to verify my status under the Manitoba Apprenticeship program.
- Canadian Council of Directors of Apprenticeship (CCDA) and Human Resources and Social Development Canada (HRSDC) officials to administer the Interprovincial Standards Red Seal Program and/or to confirm my status as a Red Seal program client listed in the Interprovincial Computerized Examination Management System (ICEMS) database.
- Groups, organizations or associations for general trade-related correspondence, or to be considered for an honour or award.
- Employers and associations related to awards for which I may be eligible, for the purpose of recognition.
- Alternate contact.

I understand that under the authority of the *Statistics Act* (Canada), Apprenticeship Manitoba shares identifying personal information with Statistics Canada to conduct statistical surveys with individuals. Reports and information produced by Statistics Canada from these surveys do not identify any individual or individuals. I also understand that Apprenticeship Manitoba may share non-identifying bulk information with Statistics Canada and other Canadian provinces and territories to maintain national statistics and records.

I authorize Apprenticeship Manitoba and these persons and entities to share such personal information about me as may be necessary for these purposes.

Signature of Prospective Apprentice _____ **Date** _____

10. Name of Prospective Apprentice _____ Trade _____

11. BUSINESS INFORMATION Are you applying as a Recognized Association? yes no

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Business Operating Name	Employer Contact Name	Apprenticeship Employer #	Workers Compensation # (if applicable)
Legal Entity Name	Primary Phone #	Secondary Phone #	Fax #
Business Mailing Address	City/Town	Province	Postal Code
Worksite Address (if different)	City/Town	Province	Postal Code

Preferred method(s) of communication Mail Phone Fax Email

12. SIGNING AUTHORITY FOR EMPLOYER
I have the authority as, or on behalf of, the employer to complete this Apprenticeship Application.

Name _____ Position with Employer _____ Date _____

13. TIME CREDIT INFORMATION AND WAGES
Questions/concerns regarding working conditions or wages should be referred to the Employment Standards Branch at (204) 945-3352.

- Prospective apprentice Start Date in this Trade at this Business _____ Time Credit _____
- Prevailing Journeyman Wage Rate _____ Apprentice Wage Rate _____

14. JOURNEYPERSON TRAINER INFORMATION

# of Certified Journeyman Currently Employed in this Trade	# of Registered Apprentices Currently Employed in this Trade
MB Electrician's Licence # (electrical trades only)	Authorization to Practise # (beauty trades only)/Expiry Date

The following information **must** be included. List the trade certified journeyman employed at this business who is responsible for supervising this prospective apprentice.

Name of Journeyman	Trade	C of Q #	Issuing Prov/Territory	Date Issued

15. DESIGNATED TRAINER INFORMATION
List the approved designated trainer employed at this business who is responsible for supervising this prospective apprentice. If you are applying to obtain approval to train an apprentice in a trade that permits designated trainers, you must **attach both a Designated Trainer Application form and a Work Experience form**. You can obtain these forms on our web site at www.manitoba.ca/tradecareers.

Name of Designated Trainer	Trade	Designated Trainer #	Date Issued

16. CONSENT TO DISCLOSE BUSINESS INFORMATION AND RELATED CONTACT INFORMATION
I have read the PRIVACY NOTICE - Part A and B (Apprentice and Employer Applications - page 2).

I understand that Apprenticeship Manitoba uses business information to:

- promote Manitoba's apprenticeship and certification program;
- identify businesses or employers for the purpose of an honour or award;
- identify businesses or employers for targeted correspondence by mail, email or fax that relates to their trade(s) and/or their involvement in apprenticeship training (ex: regarding surveys, statistics, consultations); and
- periodically obtain full disclosure of all journeymen in your employ in order to verify their identities against other applications/agreements submitted to Apprenticeship Manitoba by your organization.

Signature of Employer _____ Date _____

Why should I join AccessManitoba?

Apprenticeship Manitoba participates in *AccessManitoba*, a service designed to improve and coordinate access to business and employment programs and services. To facilitate its participation, Apprenticeship Manitoba requires each prospective apprentice and employer to consent to create a profile in *AccessManitoba* using information from the Apprenticeship Application. If you do not consent, you may not participate in Apprenticeship Manitoba's programs.

What is AccessManitoba ?

AccessManitoba is a secure service that individuals and companies can use to access, apply and pay for business and employment programs and services in-person or online. *AccessManitoba*'s services are in addition to, and are integrated with, the other ways that the Government of Manitoba may communicate with its clients. The purpose of *AccessManitoba* is to deliver a single, collaborative and co-ordinated service for individuals and companies.

Why is AccessManitoba collecting your information?

The Government of Manitoba ("Manitoba"), through Manitoba Innovation, Energy and Mines, needs to collect and use your personal information to create a profile for you in *AccessManitoba*. Your profile will then be accessible by the Manitoba departments that participate in *AccessManitoba* to deliver programs and services you may wish to access. These are listed below as Government of Manitoba Participating Programs.

You may also use *AccessManitoba* to issue a Contact Me request to certain outside organizations, listed below as External Participating Programs. This is a request submitted on-line for that organization to answer any questions you may have regarding the services they offer. If you do this, certain personal information will be shared with the organization, as set out below.

Manitoba's legal authority to collect your information.

The collection of your personal information to create your profile is necessary for *AccessManitoba*'s Participating Programs to provide services and programs to you and to collaborate and co-ordinate when providing services and programs to you. Your personal information is being collected under the authority of clause 36(1)(b) of The Freedom of Information and Protection of Privacy Act (Manitoba), ("FIPPA") as it is necessary for and directly related to services and programs delivered by the Participating Programs. Manitoba limits the personal information it collects about you to the minimum amount required by such Participating Programs.

Your personal information is protected under FIPPA and, in the case of any personal health information collected for your profile, The Personal Health Information Act (Manitoba) (PHIA). Manitoba cannot use or disclose your information for other purposes unless you consent or Manitoba is authorized to do so by FIPPA or PHIA.

Who do I contact if I have questions about the use of my information?

If you have questions about the collection, use or disclosure of your personal information or personal health information that you have provided to *AccessManitoba*, please contact the *AccessManitoba* Help Desk at 204-948-2377 or toll-free at 1-877-M-ACCESS (1-877-622-2377).

Client Consent – Information Sharing.

Manitoba is requesting your consent for *AccessManitoba* to disclose to the Participating Programs the information you submit to *AccessManitoba* for the purpose of updating records and information required by or permitted to be filed with those Participating Programs specified below.

If you provide consent when you are creating your *AccessManitoba* profile, you are consenting to the collection, use and disclosure of your information by the Participating Programs based upon the services you require and to the *AccessManitoba* Terms of Use at <https://web6.gov.mb.ca/Mbeso/shared/TermsOfUse>. Please ensure you carefully review the Terms of Use before agreeing to same.

Users of *AccessManitoba* have an obligation to provide accurate and complete information and may be subject to penalties or fines for providing false or inaccurate information.

Required Information.

In order to participate in *AccessManitoba*, you must consent to the sharing of the following information with the *AccessManitoba* Participating Programs, i.e. title (Dr., Miss, Mrs., Ms. and Mr.), first name, last name, middle name, suffix designation (Sr. or Jr.), preferred name.

If you use *AccessManitoba* to ask an External Participating Program to answer any questions you may have regarding the services they offer through a Contact Me request*, you will be required to consent to sharing the following information from your profile with the organization, ie. first name, last name, phone number, e-mail address and information sent via email.

* External Participating Programs such as the City of Winnipeg and the Workers Compensation Board of Manitoba are not otherwise able to access the information contained in your profile in *AccessManitoba*

Self-Declared Information.

If you choose to do so, you may also provide *AccessManitoba* with the following self-declared information which may be used to determine your eligibility to receive certain business or employment services offered by the Participating Programs, as well as for the purposes of research and planning, evaluation and accountability. These include visible minority status, disability, Aboriginal (Native) ancestry, gender, social insurance number and date of birth.

Providing this information is optional but it may be of benefit to you to include this information in your profile. If you wish to provide this self-declared information, then please select all categories that apply to you when completing your profile.

Certain Participating Programs may require you to provide this information in order to receive services from them. If you provide this information when you create your profile in *AccessManitoba*, then it will be stored in a secured field within *AccessManitoba* and will only be accessible by those Participating Programs who need this information in order to provide services to you.

Alternatively, you may choose to provide this self-declared information directly to program areas that require it at the time you apply for the program or service. You can provide this information to such program areas at the time of applying for the program or service, without it being stored in your *AccessManitoba* profile.

Participating Programs.

Government of Manitoba Participating Programs

The specific Manitoba departments who may access the information contained in your *AccessManitoba* profile are identified below.

- Manitoba Department of Agriculture, Food and Rural Initiatives
- Manitoba Department of Entrepreneurship, Training and Trade (including the Canada/Manitoba Business Service Centre*)
- Manitoba Department of Family Services and Consumer Affairs
- Manitoba Department of Finance
- Manitoba Department of Innovation, Energy and Mines

* The Canada/Manitoba Business Service Centre is jointly operated with Western Economic Diversification Canada

External Participating Programs

The outside organizations to which you may submit a Contact Me request, but which do not otherwise have access to your profile include the City of Winnipeg and the Workers Compensation Board of Manitoba.

Manitoba reserves the right to add additional departments and organizations to *AccessManitoba* from time to time, in which case a written notice will appear on the *AccessManitoba* website and the above lists will be updated.

Withdrawing your Consent.

If you wish to withdraw your consent to the further sharing of the information contained in your profile with the Participating Programs, you may do so by contacting the *AccessManitoba* Help Desk at 204-948-2377 or toll-free at 1-877-M-ACCESS (1-877-622-2377); however, you may no longer be eligible to receive services from those government departments participating in *AccessManitoba*.

I authorize Manitoba to collect and use my personal information for these purposes and to disclose it to the *AccessManitoba* Participating Programs.

Signature of Prospective Apprentice _____ Date _____

Signature of Employer _____ Date _____