

Retrieving your EI Reference Code


You will receive an email to your email account associated with your BCeID Account. This email will state:

“Additional information you require is now available to you on the Apprentice Online Portal (AOP) <https://www.apprenticeonline.gov.bc.ca>. Please login to the Apprentice Online Portal with your *Basic BCeID* to receive that information.”

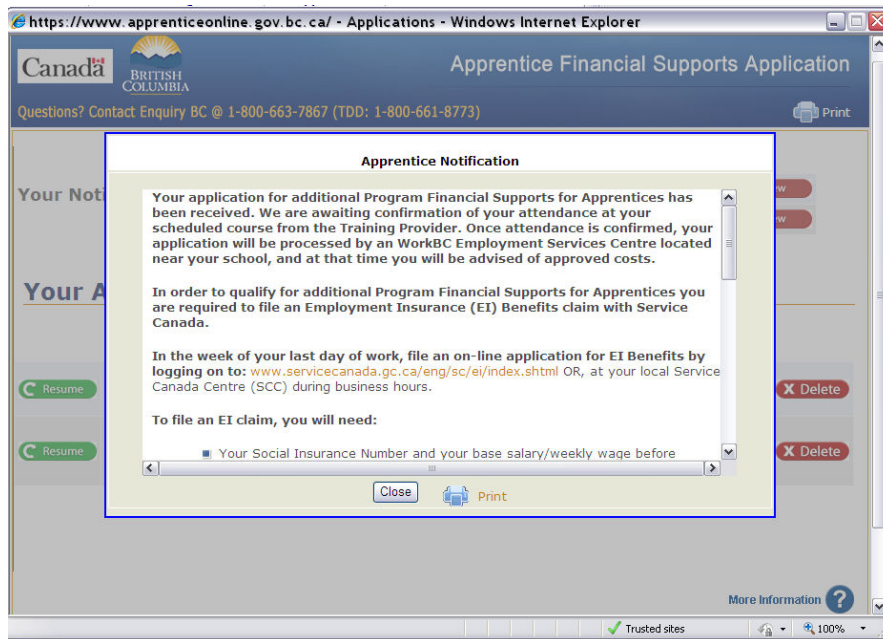
Once you have received this email login into your Account on the Apprentice Online website you will see a notice on your main page that looks like this:

Your Notifications

Type	Notice Date	
PRE-APPROVAL	25-Sep-2012	View



After you have clicked the view button, a window will pop-up that states that the EI information you will need to complete your application. This information is very important. Within it you will find a EI Reference Code. This code is required when you submit your EI application. It will allow you to attend school while receiving EI. Please review the notice carefully.



What the notice says:

Your application for additional Program Financial Supports for Apprentices has been received. We are awaiting confirmation of your attendance at your scheduled course from the Training Provider. Once attendance is confirmed, your application will be processed by an WorkBC Employment Services Centre located near your school, and at that time you will be advised of approved costs.

In order to qualify for additional Program Financial Supports for Apprentices you are required to file an Employment Insurance (EI) Benefits claim with Service Canada.

In the week of your last day of work, file an on-line application for EI Benefits by logging on to: www.servicecanada.gc.ca/eng/sc/ei/index.shtml OR, at your local Service Canada Centre (SCC) during business hours.

To file an EI claim, you will need:

- Your Social Insurance Number and your base salary/weekly wage before deductions
- Your EI REFERENCE CODE. *This is a 16 digit reference code that is provided to each ITA registered apprentice. This reference code is required in order for you to access a specialized apprenticeship application when applying for EI Benefits.*

Your EI REFERENCE CODE is:

Note: Anyone applying for EI Benefits with a code that s/he has not been authorized to use will be required to pay back all benefits received.

You will also be required to submit your Record(s) of Employment (ROE). Obtain an ROE **each** employer you have worked for in the past 104 weeks, or since the start of your last EI claim (whichever is shorter).

Note: If you will be residing away from home while attending your apprentice training, when you apply for EI, you will need to specify on the application, the mailing address where you would like any correspondence to be sent.

Submit the ROE(s) in person or by mail to your local Service Canada Centre. Note: ROEs with a serial number (top, left hand corner of the ROE) starting with a **W** or **S** have been electronically submitted by your employer and you do not have to submit them again to Service Canada. Keep those ROEs in a safe place for future reference.

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, 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. Service Canada will then contact you to confirm your training and obtain the EI Reference Code that you received when you applied online for Program Financial Supports.

Additional EI Questions? Call, Click, or Visit a Service Canada Centre: Your questions may be answered via the telephone at 1-800-206-7218, on the internet at www.servicecanada.gc.ca or in person at your local Service Canada Centre.

If you require further information about additional Program Financial Supports for Apprentices please contact Enquiry BC @ 1-800-663-7867.