

Important Information for Apprentices

Employment Insurance and EPBC Apprentice Program Financial Supports

You may be eligible for financial support for the classroom portion of your apprentice training through the Employment Program of British Columbia (EPBC). All Apprentice supports and services are delivered through WorkBC Employment Services Centres.

YOU CAN APPLY if you have an:

- Employer Sponsor, or a
- Union Hiring Hall Sponsor, or an
- Aboriginal Skills and Employment Training Strategy (ASETS) Sponsor, or are
- An unemployed pre-existing ITA Registered Apprentice who:
 - is unemployed and is attached to his/her Employer Sponsor but does not have a specific return to work date at the time of requesting Financial Supports to attend Classroom Technical Training, or
 - is unemployed and without an Employer Sponsor, but has an active ITA Apprentice Registration at the time of requesting Financial Supports to attend Classroom Technical Training. (**Note:** The ITA keeps the Apprentice Registration active for 18 months from the date the apprentice loses his/her Employer Sponsor)

NOTE: If you **do not meet** the criteria above under “**You Can Apply**”, you must **contact** your local WorkBC centre to arrange a meeting with a case manager a **minimum of 4 weeks prior to the start of your course**. For the phone number of your local WorkBC centre, you can call WorkBC @ 1-877-952-6914. You will not be able to apply once you begin your course.

STEPS YOU MUST TAKE

STEP 1: WorkBC application for Apprentice Program Financial Supports

All eligible apprentices **MUST** apply for EPBC Apprentice Program Financial Supports online through the WorkBC website at: <http://apply.workbc.ca/intake/locationpicker.aspx?type=APR> up to four weeks prior to start date. A BCeID (user name and password) is required to access the application and it is very important to take note of this as you will need to use it to check the status of your application and to apply for each subsequent level of training.

If you have questions regarding your EPBC application, please call the Apprentice Hot Line messaging service at 604-292-3008 and someone will get back to you within 48 hours.

STEP 2: Employment Insurance application

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://servicecanada.gc.ca/>. A 16 digit reference code which identifies you as an apprentice is required for your EI application, and you will retrieve this number from your WorkBC (Client online portal) account once your application has been pre-approved.

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. **1-800-206-7218**

STEPS TO APPLY IN FOR APPRENTICE FINANCIAL SUPPORTS IN THE APPRENTICE ONLINE PORTAL (www.workbc.ca)

1 Training and Education

2 Trades Training

3 TRADES TRAINING

4 LEARN ABOUT APPRENTICESHIP TRAINING IN B.C.

5 Financial Support

6 Apply here

7 Find your Application Processing Centre

8 START

9 YOU ARE HERE

10 Visit the BCeID site and select Subscribe Now to create your Basic BCeID.

11 BCeID | Online Service Details

12 Proceed to Online Service Subscription

13 Continue my Application

Please complete all 10 sections and submit the application.