

**In Person  
Technical Training  
has returned**

(Subject to change based on  
unforeseen circumstances)



# **PREPARE FOR TECHNICAL TRAINING NOW**

**Visit [www.accessmanitoba.ca](http://www.accessmanitoba.ca) to create your user name and password. To reset your password call Help Desk at 204-945-3337 Toll free at 1-877-978-7233**

## **ALSO**

Apprentices and employers can visit [www.manitoba.ca/tradecareers](http://www.manitoba.ca/tradecareers) to view the Technical Training Schedule (class dates and locations)

## **How to Register for Training**

For clients progressing through their apprenticeship and registering for their next level of training:

- Apply online. To register for your next level of training, go to [www.accessmanitoba.ca](http://www.accessmanitoba.ca).

For clients who are repeating a level of training or who have High School (HSAP) Incentive credits:

- Call 204-945-0575 or 1-877-978-7233.
- \* Clients with HSAP Credits who choose to go online to pay their personal contribution fee will not be refunded.

For employers who wish to pay for technical training on behalf of their apprentice(s):

- Call 204-945-0575 or 1-877-978-7233 (separate payment is required for each apprentice). Please ensure you have confirmed training dates with your apprentice(s) prior to making a registration payment.

## **High School Apprentices**

### **High School Apprenticeship Program (HSAP) Incentive Credit**

Apprentices transferring from the High School Apprenticeship Program (HSAP) into the post-secondary apprenticeship program **MAY BE** exempt from having to pay the personal contribution.

### **Important Information**

*You must indicate that you have HSAP Incentive Credits when registering for technical training in order for them to be applied to your Personal Contribution Fee. Contact Apprenticeship Manitoba by phone to use your Incentive Credit. **DO NOT** register online.*

*(Note: Clients with HSAP Incentive Credits who choose to go on line to pay their personal contribution fee will not be refunded).*

## **Apprentices**

View the Technical Training Course Schedule at [manitoba.ca/tradecareers](http://manitoba.ca/tradecareers).

You **must** be employed before you can register for technical training. We recommend that you attend technical training once every 12 months and have a minimum of half the required practical on-the-job hours for that level.

You **must** consult with your employer before registering and taking technical training. Refusal to participate in technical training for 18 months may result in your Apprenticeship Agreement being cancelled. Be sure to have your employer update your hours regularly and you should update your profile on [accessmanitoba.ca](http://accessmanitoba.ca) prior to registering for technical training.

**NOTE:** *If you are repeating a level you CANNOT register online. You are required to register by phone.*

**Helpful Tip:** *Many local libraries, community centres and organizations offer free internet access.*

# ***OnLine - AccessManitoba***

*AccessManitoba's* online registration provides apprentices with an efficient way to register and pay for technical training courses online and for employers to report on the job hours for their apprentices.

## ***New Users*** *(have been active in the apprenticeship program since 2011)*

Go to [accessmanitoba.ca](http://accessmanitoba.ca) and create your user name and password, you will need to contact the **AccessManitoba Help Desk** to verify your account and link to your apprentice file. Once your account is linked, you will be able to login, register and pay online.

## ***Existing Users***

If you have already used [accessmanitoba.ca](http://accessmanitoba.ca) to apply for technical training, it is important that you update your profile along with your username, password and contact information on a regular basis. If you have forgotten your username or password, go to the login page and request retrieval through online support.

## ***Employer - Multiple Registrations***

1. Personal Contribution Fees for Technical Training registrations are accepted on a first come basis; there is no guarantee that apprentices will be scheduled into the same course.
2. A separate payment fee is required for each apprentice (no bulk payments).
3. Registration fee(s) for your apprentice can be made by phoning the below numbers.
4. Under no circumstances will the Personal Contribution Fee be transferred between employees.

## ***NOTE:***

Registration will continue for all trades by the following methods:

- online at [accessmanitoba.ca](http://accessmanitoba.ca)
- by phone at 204-945-3337 or 1-877-978-7233 (toll free); for employers paying the Personal Contribution Fee for their apprentice, for those apprentices repeating a level of training or those who have HSAP Incentive Credits

## ***Trades Training Exceptions***

- Esthetician, Electrologist and Hairstylist (technical training completed in advance)
- Electric Motor System Technician, Glazier, Instrumentation and Control Technician, Partsperson, Concrete Finisher, Floorcovering Installer (technical training is delivered outside of Manitoba)
- Gas Turbine Repair and Overhaul Technician, Railway Car Technician, Diesel Engine Mechanic, Pork Production Technician (technical training registration administered by the employer or organization)
- CNC Machinist, Recreation Vehicle Service Technician, Service Technician, Steel Fabricator, Water and Wastewater Technician (no technical training courses scheduled at this time)

# Personal Contribution Fees

You must have your employer's consent to attend training and be certain of the date and location prior to paying your fee. Any additional costs associated with technical training are the responsibility of the individual apprentice (textbooks, tools, etc).

## Apprentice Personal Contribution Fees for Technical Training

Apprentice Personal Contribution Fees for Technical Training		The Province pays the remaining tuition for each apprentice, which is an average of \$4,200 per technical training course
4 - 8 Week Course	\$464.00	
9 Week Course	\$522.00	
10 Week Course	\$580.00	
11 Week Course	\$638.00	
12 Week Course	\$696.00	

A receipt is issued to the payee either by email or by mail.

**Note: The personal contribution fee and the HSAP Incentive Credits are non-refundable and non-transferable.**

Approximately 5-6 weeks prior to the start of technical training, apprentices will receive an email from [AM\\_Support\\_Services@gov.mb.ca](mailto:AM_Support_Services@gov.mb.ca) containing training information and further requirements. Employers will also receive training information for their apprentices by mail approximately 5-6 weeks prior to the start of technical training. Changes to contact information (email, mailing address, telephone number) or employer information should be updated in your profile at [accessmantioba.ca](http://accessmantioba.ca)."

## Canceling Technical Training Registration

If you have registered and paid for a class but cannot attend you must notify Apprenticeship Manitoba prior to the first day of class. Personal Contribution fees are non-refundable and non-transferable.

## ***Preparing For Class***

It is very important that you bring the following information:

- Practical Training Record Book (for applicable trades) or Aircraft Maintenance Engineer Personal Logbook.
- Fees for any required textbooks and supplies. Instructors will provide you with specific textbook information or a textbook list can be obtained in advance by contacting the college bookstore.

## ***Student Services***

Contact your technical training provider for information such as:

- housing, parking and lockers
- access to your student records
- computer accounts
- student identification
- booklists and textbooks

### **Assiniboine Community College (ACC)**

[www.assiniboine.net](http://www.assiniboine.net)

Len Evans Centre of Trades and Technology

1035 - 1st Street North, Brandon, MB, R7A 2Y1

Phone 204-725-8723, Toll free 1-800-862-6307 ext. 6639

### **Red River College Polytech (RRCP)**

[www.rrc.mb.ca](http://www.rrc.mb.ca)

2055 Notre Dame Avenue, Winnipeg, MB, R3H OJ9

Phone 204-632-2327, Toll free 1-800-903-7707

### **University College of the North (UCN)**

[www.ucn.ca](http://www.ucn.ca)

The Pas Campus

436 - 7th Street, The Pas, MB, R9A1M7

Phone 204-627-8500 or Toll free 1-866-627-8500

or

Thompson Campus

504 Princeton Drive, Thompson, MB, R8N OAS

Phone 204-677-6450 or Toll free 1-866-677-6450

# ***Financial Supports While in Training***

All apprentices are eligible to have the seat cost portion of tuition paid through Apprenticeship Manitoba (Apprentices pay the Personal Contribution portion of the tuition). Further financial supports may be available while attending technical training.

## **You may be eligible for additional financial supports if you are:**

- a registered apprentice with Apprenticeship Manitoba
- attending in person training (on-line training is not eligible)
- are not on full wages or wage top up or Special Benefits with Service Canada

## **What type of financial support is available?**

Approximately 5 - 6 weeks prior to technical training, apprentices will be sent an email from [AM\\_Support\\_Services@gov.mb.ca](mailto:AM_Support_Services@gov.mb.ca) with a link to the Online Intake documents (including the Child Care Information Form). These documents will assist Apprenticeship in determining an apprentice's eligibility for funding supports. Supports you may be eligible for include:

### **Living Allowance (Part 2)**

Apprentices who exhaust their EI benefits may receive Part II (Reachback) funding. Part II benefits are calculated at 75% of the apprentice's last EI benefit rate. Apprentices must provide proof that their EI has been exhausted and proof of their last EI rate to have this funding considered and calculated.

Please note, Apprenticeship is a work based post-secondary training program that generally takes 4 years to complete and combines approximately 80 percent paid-on-the-job training with 20 percent technical training in the classroom. The part II funding is not an absolute and is there to recognize that unforeseen instances happen.

### **Lodging**

Apprentices who maintain a primary residence (of 50 kms or more out of the city/town limits) and pay for a second residence while attending technical training may qualify for the lodging support of up to \$125 per week in southern Manitoba, and \$170 per week in northern Manitoba, based on where the participant is attending training. Apprentices must provide proof of payment for temporary residence prior to receiving this funding. Proof must be provided no later than the last day of technical training. These maximum amounts are not negotiable.



### **Commuting**

Apprentices commuting daily to attend technical training may be eligible for funding supports at a rate of 15 cents per kilometer in southern Manitoba and 20 cents per kilometer in northern Manitoba to a maximum bi-weekly amount of \$250.00. The distance is based on the Manitoba Government Infrastructure and Transportation “Mileage Chart”.

### **Lump Sum Travel**

Apprentices who live 50 kms or more outside the location of the technical training provider and are in a temporary residence while in technical training may be eligible for a lump sum travel cost between home and the location of the training (only available at the beginning and end of course). For those travelling by private vehicle, the reimbursement rate is 15 cents per km in southern Manitoba and 17 cents per km in northern Manitoba. Other modes of travel (eg. Air, bus, train) may be considered if more practical or economical.

### **Bus**

Apprentices using the transit system to attend technical training may qualify for bus funding supports of \$41 bi-weekly.

### **Childcare**

Apprentices with children in daycare may be eligible for funding supports during technical training provided the Childcare Information Form is completed, signed, and returned prior to the last day of technical training. The form must be completed by the childcare provider to confirm the actual cost of childcare prior to receiving funding. Those apprentices receiving government subsidy for daycare are not eligible.

Maximum amounts paid are as follows:

- 1st child \$10.00 per day maximum
- 2nd child \$10.00 per day maximum
- 3rd child \$5.00 per day maximum
- 4th child \$5.00 per day maximum

**NOTE:** Apprentices who remain on full wage, participate in Supplemental Unemployment Benefit Program (wage top up), are “out-of-province” non-Manitoba registered apprentices or who attend online training are not eligible for any of the above supports.

# ***Technical Training Policies***

## **Technical Training Attendance Policy:**

Apprentices are required to attend technical training classes each day classes are held. An apprentice who is absent more than seven (7) hours of classroom time must be reported by the training provider to Apprenticeship Manitoba.

Lateness is considered a form of absenteeism. Habitual lateness may result in termination. A maximum of two days of excused absence is permitted due to illness or crisis. Unexcused absences may result in removal from technical training, and may result in remitting payment for both your personal tuition contribution and the seat cost paid on your behalf by the Province of Manitoba (up to \$12,000).

## **Tuition Policy:**

Tuition is a combination of the apprentice's personal contribution toward the cost of their technical training and the seat cost paid by the Provincial or Federal Government; the fee is indicated in the Apprenticeship and Certification Fees Regulation, 2019.

**Tuition** (personal contribution) **is non-refundable** unless the apprentice is unable to attend class due to one or more of the following circumstances:

1. An illness or other medical circumstance, limited to the client, spouse and/or child; or
2. The death of a family member that resides with you; or
3. Cancellation or reschedule of the course by Apprenticeship Manitoba.

Circumstances 1 and 2 above must be substantiated with medical documentation or an obituary notice, as applicable, and must be submitted to the Operations Officer and Education Liaison. Medical documentation will be securely filed in the Operations Officer and Education Liaison's Office. **Under no circumstances will tuition be transferred between clients, even if they are employed by the same employer.**

**Technical Training Overpayment Status Policy:** Overpayment Status is when an apprentice must repay Provincial or Federal government funding paid on their behalf and/or to them during technical training following removal from technical training.

Apprentices who are in the process of repaying seat/other costs will not be registered for, and cannot attend, the next level of technical training until the overpayment (arrears) status has been cleared (ex: paid in full).

## ***Technical Training Code Of Conduct***

### ***Conduct Subject to Disciplinary Actions:***

The safe and orderly operation and delivery of apprenticeship technical training requires that apprentices conduct themselves in a mature and responsible manner while attending technical training. Such conduct is expected to apply to all locations operated by apprenticeship training providers. Apprentice conduct and/or behavior, as described below, will be subject to disciplinary action.

- a) Unexcused absences from technical training as stated in the Attendance Policy.
- b) Any form of dishonesty including fraud, deceit, and academic dishonesty.
- c) The subjecting of any person(s) to indignity, injury, threat of violence or degradation.
- d) Disturbing, disrupting or otherwise interfering with technical training activities (lectures, shop/practical exercises, studies) of fellow apprentices and training provider staff.
- e) Obnoxious behavior such as using abusive or vulgar language, gestures and the like.
- f) The deliberate damaging of facilities or unauthorized use/removal of property belonging to the training provider.
- g) The theft or willful damage to personal effects and property of apprentices or staff.

- h) Neglecting Workplace Safety and Health procedures or practices, or the intentional creation of safety hazards.
- i) Bringing alcoholic beverages, illicit drugs, and/or intoxicants onto the premises of the training provider for personal use or for use by others.

***Serious Misconduct:***

Some examples of misconduct that could result in the immediate removal from training or termination of an Apprenticeship Agreement are as follows:

- a) Assault - the actual or attempted violent physical or verbal attack on another apprentice or staff of the training provider.
- b) Vandalism - the willful, malicious destruction or defacement of public or private property of the training provider, staff or apprentices.
- c) Theft - the unlawful taking of property of the training provider, staff or apprentices.
- d) Obscenity - the uttering of offensive or vulgar language, including obscene gestures.

***Types of Disciplinary Actions:***

Normally, disciplinary actions will progress in the sequence as outlined below. However, serious breaches of conduct will result in immediate removal from technical training or the termination of an Apprenticeship Agreement.

***Reprimand:***

Is an action that officially recognizes a violation of good conduct and advises the offender to avoid future infractions. The initial reprimand will be verbal and issued by an Apprenticeship Training Coordinator. A written reprimand will follow if the apprentice fails to comply with the directions of the verbal reprimand.

***Removal:***

Is an action that excludes the apprentice from the current offering of technical training. Removal from technical training is done by an Apprenticeship Training Coordinator or the Operations Officer and Education Liaison. Removal from technical training may be done immediately and directly by the training provider if the safety of the training provider's staff or other apprentices are in danger.

***Cancellation:***

Is an action that prevents the apprentice from continuing with their apprenticeship program. Apprenticeship Manitoba's Operation Officer and Education Liaison, with recommendation and documentation provided by an Apprenticeship Training Coordinator, will cancel an apprentice's agreement. Depending on the severity of the misconduct by an apprentice, the Executive Director of Apprenticeship Manitoba, may decide to permanently prevent an apprentice from registering another Apprenticeship Agreement with Apprenticeship Manitoba.

## ***Tax Information***

### **Where do I get my T2202A form**

You will receive a Manitoba Education Tax Credit Form T2202A from the college you attended.

**Assiniboine Community College** - [www.assiniboine.net](http://www.assiniboine.net).

**Red River College Polytechnic** - [www.rrc.mb.ca](http://www.rrc.mb.ca). - For your username and password contact Red River College Polytechnic at 204-632-2327 or 1-800-903-7707.

**University College of the North** - [www.ucn.ca](http://www.ucn.ca).

### **Are tax credits available for apprenticeship training?**

Yes. You must get your T4A/E from Manitoba Finance and you must claim this on your Income Tax forms. Manitoba Finance mails the T4E/A tax slips to the last address supplied on the Intake Documents. The T4E/A reflects the seat cost paid on your behalf and any supports paid to you.

### ***Manitoba Tuition Tax Credit***

You will receive a Manitoba Education Tax Credit Form T2202A from the college you attended. T2202 slips are available off your on-line account with the college. The T2202 reflects the seat cost paid on your behalf and the personal contribution you paid to attend technical training.

### ***Grants, Incentives and Awards***

For information about various grants, incentives and awards available in Manitoba, visit the Apprenticeship Manitoba website at: [www.manitoba.ca/tradecareers](http://www.manitoba.ca/tradecareers).