

On Line Report of Hours



Apprenticeship Manitoba is working to streamline processes and become more efficient to respond to our client's needs in a timely manner.

As of January 2023 Apprenticeship Manitoba will no longer be generating the paper report of hours (blue book) document. All apprentice hours will be reported online using Access Manitoba. (www.accessmanitoba.ca/).

This means that over the next 12 months Apprenticeship Manitoba will be working with employers to ensure they are prepared to report hours online.

Some things employers need to think about are:

1. Which of my staff need access to the business account to report hours?
2. Do those staff have an individual profile in Access Manitoba?
3. Have these staff reported hours on line in the past? Do they require training?

Apprenticeship Manitoba will be holding virtual training sessions for online report of hours. These sessions will take place on the dates below and will be one hour long. If you would like to review the process ahead of time or for self - guided training go to [Support/Tutorials | AccessManitoba | Province of Manitoba](#) .

February 22, 23 or 24 @ 10:00 am

March 15, 16, or 17 @ 10:00 am

April 5, 6, or 7 @ 3:00 pm

May 10, 11, or 12 @ 3:00 pm

Other dates to be determined.

To register for a session email Glenda.gagne@gov.mb.ca and state which session you would like to attend. A Teams meeting invitation will be returned to the email address within 2 business days. If you would like others to attend include those email addresses in the request email.

Regards,

Apprenticeship Manitoba