

Apprenticeship Manitoba

Apprenticeship Application and Agreement

NAME: _____ TRADE: _____

Office Use Only: APPRENTICESHIP REGISTRATION # 100 - _____

CRM # _____

Application Type:

- New Application Change of Trade Change of Employer High School Apprenticeship Program (HSAP)
- John Deere Technician Program
- ASSET (FORD - Automotive Student Service Educational Training)
- ASEP (GENERAL MOTORS - Automotive Service Educational Program)

Application Checklist:

- Page 1: Name in full, proper trade name. (Please refer to website for the correct trade name: manitoba.ca/tradcareers)
- Page 2: Personal information, High School or Trade school transcript, Payment
- Page 3: Employer information, start date, wage rate, Journeyperson or Designated Trainer name, application and Work Experience Form (WEF).
- Page 4: Apprentice and Employer Signatures and date.

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED AND WILL BE RETURNED.

NOTE: The Apprenticeship Application and Agreement is registered once approved by the Executive Director or Delegated Authority.

Submit the completed application to:

Apprenticeship Manitoba, 100 - 111 Lombard Avenue, Winnipeg, Manitoba R3B 0T4
Ph: (204) 945-3337 Fax: (204) 948-2346 Toll Free: 1 (877) 978-7233

PERSONAL INFORMATION (PLEASE PRINT CLEARLY)

Preferred language English French

Mr. Ms. Mrs. _____
Legal First Name Middle Name Last Name Date of Birth (dd/mm/yyyy)

Mailing Address City/Town Province Postal Code

Primary Phone # Secondary Phone # S.I.N. (MANDATORY) Email Address

SELF DECLARATION (optional)

Are you eligible to work in Canada? yes no
 Are you a Manitoba Resident? yes no
 Gender: Male Female
 Visible Minority: yes no
 Disability: yes no (if **yes**, submit a Self-Identification for Clients Requiring Accommodations Form)
 Indigenous Ancestry: First Nations Non-Status Métis Inuit

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

Contact/Parent or Guardian Relationship to Apprentice Primary Phone #

Address City/Province Postal Code

EDUCATIONAL BACKGROUND

NOTE: New apprentices MUST include an education transcript, if this is not included you MUST attend a scheduled assessment.

NOTE: Beauty Trades MUST provide a Verification of Enrollment or Verification of Completion

NOTE: HSAP apprentices do not require a transcript

Unable to Obtain Transcript (**MUST** check off assessment box) Assessment Required (Access Program Trainee)

Level of Education: High School College University Last Grade Completed _____

Have you attended an accredited trade program (pre-employment)? yes no

If yes, in what trade _____ dates attended _____ to _____ training institution _____

Have you attended an apprenticeship program that you did not complete in another jurisdiction yes no

If yes, where _____ in what trade _____ last level completed _____ dates attended _____ to _____

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

HIGH SCHOOL APPRENTICESHIP PROGRAM (HSAP) ONLY - MET # _____ Anticipated Graduation Date _____

School Name School Division School Contact Email

PAYMENT INFORMATION - A \$50.00 application fee is required. Do not send cash by mail. Do not email this application.

- 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.
- High School Apprenticeship Program **Change of Trade** or **Change of Employer** does not require an application fee.

Cash In Person Only Cheque Money Order Debit VISA MasterCard VISA Debit

.....
 Credit Card Number _____

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

Issue Receipt to: Apprentice Employer

BUSINESS INFORMATION

Are you applying as a Recognized Association? yes no

Business Operating Name _____ Employer Contact Name _____ Legal Entity Name _____ Primary Phone # _____

Business Mailing Address/Worksite _____ City/Town _____ Province _____ Postal Code _____ Email _____

I hereby authorise my Supervising Employee Representative _____ in the Supervision Role of _____
_____ to be the signing authority for this Apprenticeship Application on behalf of my Business.

TIME CREDIT INFORMATION AND WAGES

Time Credit is at the discretion of the signing employer for non-compulsory trades.

Apprentice start date in this trade at this business _____ Apprentice wage rate _____

Time credit for trade related work experience _____ Journeyperson wage rate _____

Apprentice wage information is located at manitoba.ca/tradecareers within each of the Trade Regulations.

JOURNEYPERSON OR DESIGNATED TRAINER INFORMATION

The following information **must** be included.

List the trade certified journeyperson or designated trainer employed at this business who is responsible for supervising this apprentice or provide a journeyperson list. For designated trainer information, please visit the Apprenticeship Manitoba website for the application and work experience form (WEF)

Name of Journeyperson	Trade	C of Q #	Issuing Prov/Territory	Date Issued	# of Journeypersons	# of Currently Registered Apprentices
Journeyperson Address						

OR

Name of Designated Trainer	Trade	Designated Trainer #	Date Issued	# of Journeypersons	# of Currently Registered Apprentices
Designated Trainer Address					

Manitoba Electrical Licence # (electrical trades only) _____ Expiry Date _____ Authorization to Practise # (beauty trades only) _____ Expiry Date _____

PRIVACY NOTICE

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 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 The Personal Health Information Act (PHIA) 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 toll free in Manitoba at 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 persons for targeted correspondence by mail, email or fax that relates to their trade(s) and/or their involvement in apprenticeship training (ex: surveys, statistics, consultations).

THE APPRENTICE AGREES TO:

- Pay tuition and other required fees.
- Use financial assistance received from government sources to pay only for education and living costs directly related to apprenticeship training and return any amount not used for these purposes.
- Complete hours of practical training, technical training and examinations according to *The Apprenticeship and Certification Act*.
- Abide by the Apprenticeship Code of Conduct found in the Apprenticeship Technical Training Registration Guide.
- Notify the Executive Director, in writing, within 15 days if there are name or address changes or you are no longer an employee.

THE EMPLOYER/RECOGNIZED ASSOCIATION AGREES TO:

- Assign a certified journeyman or designated trainer to give the apprentice as much practical training as available.
- Supervise the apprentice and ensure that the apprentice's daily work does not begin earlier or end later than the working hours of a supervising journeyman or designate trainer.
- Permit the apprentice to attend required technical training and examinations according to *The Apprenticeship and Certification Act*.
- Pay the apprentice the wages outlined in the trade regulation; the recognized association in a Pool Agreement with Apprenticeship Manitoba is not responsible to pay the apprentice's wages/benefits.
- Complete required information in the Report of Hours.
- Notify the Executive Director, in writing, within 15 days if the apprentice is no longer an employee.

THE APPRENTICE AND EMPLOYER/RECOGNIZED ASSOCIATION AGREE TO:

- Abide by the provisions of *The Apprenticeship and Certification Act* and its regulations.
- Ensure that the hours of practical training and technical training required by the specific trade regulation are completed.
- Discuss the apprentice's development and progress and complete required information in the Report of Hours.
- Notify each other and the Executive Director, in writing, within 15 days if either person chooses to cancel this Agreement.

CONSENT TO DISCLOSE INFORMATION (Business) - I have read the PRIVACY NOTICE and I understand that Apprenticeship Manitoba uses 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.

CONSENT TO DISCLOSE INFORMATION (Personal) I have read the PRIVACY NOTICE and 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 Employment and Social Development Canada (ESDC) to assist in obtaining financial support and to verify educational credentials.
- Manitoba Family Services and Labour to administer and enforce workplace legislation.
- Manitoba Finance to administer tax credits and other financial incentives.
- Accredited training providers that provide technical training to me.
- Transport Canada for program audit and/or licensing purposes (trades of Aircraft Maintenance Journeyman and Gas Turbine Repair and Overhaul 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 Skills Development Canada (ERSCD) 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.

REGISTERING THE TERMS OF THIS AGREEMENT

The information I have given in this Agreement is true, complete and accurate. I understand that failure to give truthful, complete and accurate information may result in refusal of this application or cancellation of the Apprenticeship Agreement.

This Agreement is legal when registered with the Executive Director of Apprenticeship Manitoba. The Executive Director may suspend or cancel this Agreement if the apprentice is not receiving adequate training and supervision.

At the discretion of the Executive Director, an apprentice whose Apprenticeship Agreement is cancelled may not be eligible to be re-registered under a new Apprenticeship Agreement if the terms and conditions above are not respected.

I have read and understand the terms and conditions for the AccessManitoba Privacy Notice at: www.gov.mb.ca/tce/apprent/forms/pdf/accessmb_privacy_consent_notice.pdf and authorize Manitoba to collect and use my personal information for these purposes and to disclose it to the AccessManitoba Participating Programs.

The signature below confirms that I have read, understand and agree with the terms of this agreement. All signatures are required.

Apprentice

Print Name of Apprentice

Signature of Apprentice

Date

Employer

Print Name of Employer/Employer Representative

Signature of Employer/Employer Representative

Date

Print Registered Name of Business or Recognized Association

Parent/Guardian

(if the applicant is a minor)

Print Legal Name of Parent/Guardian

Signature of Parent/Guardian

Date

High School Apprenticeship Program (HSAP) Only

The signature below confirms that the High School student meets the eligibility requirements for the High School Apprenticeship Program (HSAP)

School Contact

Print Name of Contact

Signature of Contact

Date