

Apprenticeship Manitoba

*Apprenticeship
Technical Training
Registration Guide*



**The Apprenticeship
Technical Training Course Schedule is now
online at: manitoba.ca/tradecareers**

**Course Registration starts Wednesday, July 10, 2019
Register at: accessmanitoba.ca**

PREPARE FOR TECHNICAL TRAINING NOW

Visit 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

Additional help desk support starts on July 08, 2019.

For assistance, call

204-948-2377 or 1-877-622-2377 (toll free)

Extended hours

July 8 - 9 8:30am - 8:00pm

July 10 -12 8:30am - 4:30pm

ALSO

Apprentices and employers can visit

www.manitoba.ca/tradecareers

to view the Technical Training Schedule

(class dates and locations)

REGISTERING FOR TECHNICAL TRAINING

Registration Opens

Wednesday, July 10, 2019

Register at: www.accessmanitoba.ca

pay on-line with Visa or Mastercard

***All fees are non-refundable and non-transferable**

8:30 a.m. - 3:00p.m. walk into any Apprenticeship Manitoba office or call 204-945-4016 to register

The following clients must call 204-945-4016 or walk-in to register:

- **Apprentices who are eligible High School Apprentice Program (HSAP) credits**
- **Apprentices who are repeating a level of technical training.**

High School Apprentices

High School Apprenticeship Program (HSAP) Tuition Credit

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

Important Information

*You must indicate that you have HSAP tuition credits when registering for technical training in order for them to be applied to your tuition. Contact Apprenticeship Manitoba by phone or in person to use your tuition credit. **DO NOT** register on-line.*

Payment Information

Debit, MasterCard and Visa are accepted at all locations indicated below.

Apprentices can make payments at the Winnipeg (111 Lombard location) and Brandon location using the following payment methods.

- Cash
- Cheques
- Debit
- MasterCard
- Money Orders
- Visa

Central Region

Morden Centre (bilingual service available)

1-160 Stephen Street, Morden MB, R6M 1T3

Employment and Training Inquiries: Toll Free 1-866-332-5077

Portage la Prairie Centre

1016 Saskatchewan Avenue E, Portage la Prairie MB, R1N 3V2

Employment and Training Inquiries: Toll Free 1-866-332-5077

Eastern Region

Steinbach Centre (bilingual service available)

321 Main Street, Steinbach MB, R5G 1Z2

Employment and Training Inquiries: Toll Free 1-866-332-5077

Interlake Region

Selkirk: Manitoba Jobs and Skills Development Centre

100-260 Superior Avenue, Selkirk, MB, R1A 2M9

Employment and Training Inquiries: Toll Free 1-866-332-5077

Northern Region

Thompson Centre

North Centre Mall, 118-3 Station Road, Thompson MB, R8N 0N3
Employment and Training Inquiries: 204-677-6544

Northwestern Region

Flin Flon Centre

143 Main Street, Flin Flon MB, R8A 1K2
Employment and Training Inquiries: Toll Free 1-866-332-5077

The Pas Centre

305 Fourth Street W, PO Box 2550, The Pas MB, R9A 1M4
Employment and Training Inquiries: Toll Free 1-866-332-5077

Parkland Region

Dauphin Centre

135A Second Avenue NE, Dauphin MB, R7N 0Z6
Employment and Training Inquiries: Toll Free 1-866-332-5077

Western Region

Brandon Centre (bilingual service available)

127-340 Ninth Street, Brandon MB, R7A 6C2
Employment and Training Inquiries: Toll Free 1-866-332-5077

Winnipeg

Downtown Location (bilingual services available)

Manitoba Jobs and Skills Development Centre

100 – 111 Lombard Avenue, Winnipeg Manitoba, R3B 0T4
Employment and Training Inquiries: 204-945-0575 or 1 866 332-5077

South Centre (bilingual service available)

1005 St. Mary's Road, Winnipeg MB, R2M 3S4
Employment and Training Inquiries: 204-945-0575 or 1 866 332-5077

Apprentices

View the Technical Training Course Schedule at: manitoba.ca/tradecareers. Apprenticeship Manitoba will mail you a copy upon request.

We recommend that you attend technical training once every 12 months and have a minimum of 950 hours of practical on-the-job training in each level prior to registering for technical training. You **must** be employed before you can register for technical training.

You **must** consult with your employer before registering and taking technical training. Refusal to participate in technical training may result in your Apprenticeship Agreement being cancelled. Be sure to update your blue book and your profile on accessmanitoba.ca prior to registering for technical training.

NOTE: *If you are repeating a level you CANNOT register on-line. You are required to register by phone, by mail or in person.*

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

On-Line - AccessManitoba

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

New Users

Go to accessmanitoba.ca and create your user name and password, you will need to contact the **AccessManitoba Help Desk** to activate and verify your account. Once your account is activated, you will be able to login, register and pay online.

Existing Users

If you have already used 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. A separate technical training application form and payment is required for each apprentice.
2. Multiple Registrations are only accepted in-person, by phone or by mail, no fax registrations are allowed.
3. Under no circumstances will tuition be transferred between employees.

NOTE: Registrations are accepted on a first come basis, there is no guarantee that apprentices will be scheduled in the same course.

Registration will continue for all trades by the following methods:

- on-line at accessmanitoba.ca
- in-person (see page 3 and 4)
- by phone at 204-945-4016 or 1-888-945-4016 (toll free); or
- by mail to Apprenticeship Manitoba,
100 - 111 Lombard Avenue, Winnipeg, Manitoba, R3B 0T4

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)

Tuition Fees

Your personal contribution toward your training is subject to change without notice. It is important to have your employer's consent to attend training and be certain of the date and location because **Tuition is non-refundable and non-transferable, this includes HSAP credits.** 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	

Confirmation of your course purchase is provided to the apprentice and employer. A receipt is issued to the payee either by email or by mail. A confirmation letter of course registration will be mailed to the apprentice prior to the start date. If your email, mailing address or employer information has changed please update this information in your profile at **accessmanitoba.ca**.

Canceled Registrations

If you have registered and paid for a class but cannot attend you must notify the Registrar at 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:

- Updated Report of Hours (blue book).
- 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

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 (RRC)

www.rrc.mb.ca

2055 Notre Dame Avenue, Winnipeg, MB, R3H 0J9

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

University College of the North (UCN)

www.ucn.ca

The Pas Campus

436 - 7th Street

The Pas, MB, R9A1M7

204-627-8500

Toll free 1-866-627-8500

Thompson Campus

504 Princeton Drive

Thompson, MB, R8N 0A5

204-677-6450

Toll free 1-866-677-6450

Financial Supports While in Training

All apprentices are eligible to have their tuition costs paid through Apprenticeship Manitoba (less the required Apprentice's contribution). Further financial supports may be provided while attending training.

You may be eligible for additional supports if you are:

- a registered apprentice with Apprenticeship Manitoba
- are not on full wages or wage top up
- are an Employment Insurance claimant (active and reach back)

What type of financial support is available?

You will be provided with an Intake package on your first day of technical training which will assist in determining the funding you may receive. Supports you may be eligible for include:

Lodging (Living Away from Home Allowance)

You may qualify for lodging supports if you pay rent or mortgage at a primary residence (must be more than 50 kilometers from the location of training) as well as pay to stay at a second residence while in training. Southern Manitoba rates are calculated to a maximum of \$250.00 bi-weekly and northern Manitoba rates to a maximum of \$340.00 bi-weekly.

Living Allowance (Part 2)

Eligibility for the Part 2 Living Allowance is based on your Employment Insurance eligibility. If you have an eligible status but will not be receiving EI benefits due to lack of hours you may be eligible. Each case will be evaluated individually to determine eligibility and will be paid at 75% of your last Employment Insurance rate.

Commuting

You may be eligible for commuting supports if you travel from outside city limits to training daily. Commuting costs are calculated at .15 cents per kilometer for southern Manitoba and .17 cents per kilometer for northern Manitoba to a maximum bi-weekly amount of \$250.00. Commuting within the city/town is not reimbursed.

Lump Sum Travel (Living Away from Home)

If you are in a temporary residence while taking technical training, you are eligible for lump sum travel at a rate of .15 cents a kilometer for southern Manitoba and .17 cents per kilometer for northern Manitoba. Other modes of travel may be considered if more practical or economical.

Childcare

You may be eligible for childcare supports if the required Childcare Information Form, provided on the first day of technical training, is

completed by your childcare provider and returned to Apprenticeship Manitoba. 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: Those apprentices who remain on full wages, participate in Supplemental Unemployment Benefit Program (wage to up) or are “out-of-province” non Manitoba registered apprentices are not eligible for financial supports outside of tuition.

Skills and Employment Partnerships

May provide financial support to current or previous Employment Insurance (EI) eligible participants to attend apprenticeship technical training. For more information go to: www.manitoba.ca/employment or call 204-945-0575 (in Winnipeg) or toll free 1-866-332-5077

Technical Training Policies

Technical Training Attendance Policy:

Apprentices are required to attend technical training classes each day that 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 tuition fees paid on your behalf by the Province of Manitoba (up to \$12,000).

Tuition Policy:

Tuition is the apprentice's personal contribution toward the cost of their technical training; the fee is indicated in the Apprenticeship and Trades Qualification Fees Regulation (MR 161/2001).

Tuition 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; 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 Registrar. Medical documentation will be securely filed in the Registrar's Office. **Under no circumstances will tuition be transferred between clients, even if they are employed by the same employer.**

Technical Training Overpayment (Arrears) Status Policy:

Overpayment Status is when an apprentice must repay to the Provincial or Federal government the funds paid to the college, as well as living and support costs (if assessed), for his or her technical training following the apprentice's termination, removal from technical training, or failure to report to and attend technical training.

Apprentices who are in overpayment status and 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 behaviour, 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 behaviour 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 Apprenticeship Registrar. 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 Director of Apprenticeship Services, with recommendation and documentation provided by an Apprenticeship Training Coordinator or the Apprenticeship Registrar, will cancel an apprentice's Agreement. Depending on the severity of the misconduct the offender, at the decision of the Executive Director of Apprenticeship Manitoba, be permanently prevented 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.

Red River College - www.rrc.mb.ca. - For your username and password contact Red River College at 204-632-2327 or 1-800-903-7707.

University College of the North - 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 Education Tax Credit

You will receive a Manitoba Education Tax Credit Form T2202A from the college you attended. Once you get your T4A/E from Manitoba Finance you are able to claim this on your Income Tax.

Grants And Incentives

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