

## Apprenticeship Assistance

*Assisting eligible individuals approved by the Apprenticeship Branch to attend apprenticeship training*

- Employment Manitoba may provide financial support to Employment Insurance eligible participants to attend apprenticeship training.

### **Who can participate?**

You may be eligible if you are:

- identified by the Apprenticeship Branch to attend approved apprenticeship training, and
- a current or previous Employment Insurance (EI) recipient.

### **Application/Documentation Process**

- Participants must be registered with the Apprenticeship Branch prior to receiving service from Employment Manitoba.
- Participants are documented by Employment Manitoba at the beginning of their training.
- Service Canada is responsible for the Employment Insurance (EI) application form and determines if the Apprenticeship participant is eligible for Employment Insurance Benefits.

### **Financial Support**

Employment Manitoba determines the amount of funding participants may receive. Eligible costs may include:

- Tuition – Employment Manitoba pays all tuition costs (less required participant contribution) for EI insured individuals in apprenticeship training.
- Living Allowance – Participants who are EI active will receive EI benefits during in-class training. Employment Manitoba may pay living allowances to eligible participants who are not in receipt of EI benefits.
- Living Away from Home Allowance– If a participant must maintain a primary residence and had to pay for a second residence while on training, they may qualify for a weekly allowance.
- Commuting – Allowance may be paid to cover the cost of travel to the city/town limits. Travel within the city/town is not reimbursed.

- Travel – An allowance may be paid to cover the costs of travel between home and the location of the training at the beginning and end of the course. The most practical and economical mode of travel may be considered.
- Childcare – A maximum allowance per child may be paid. A receipt may be required to confirm actual costs of childcare.
- Additional allowances may be available as supports for persons with disabilities.
- Textbooks – Participants are required to purchase their own textbooks.

### **Important Note:**

Should you be removed from training due to unexcused absences or objectionable behavior you may be responsible for repayment of tuition fees and/or allowances paid on your behalf. As well, this overpayment must be addressed prior to being eligible to attend subsequent apprenticeship training.

### **Eligible Schools**

- Manitoba community colleges
- Other institutions approved by the Apprenticeship Branch
- Training out of province if the course is not available in Manitoba

### **Want to know more?**

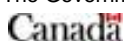
**Contact your local Employment Manitoba Centre to find out more about this program.**

To find the Centre nearest you:

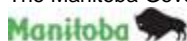
- Call 945-0575 (in Winnipeg) or toll free 1-866-332-5077
- Or visit Employment Manitoba Online at [www.manitoba.ca/employment](http://www.manitoba.ca/employment)

\*If Employment Manitoba is unable to provide financial support you may be eligible through the Manitoba Apprenticeship Branch.

Funding Provided by:  
The Government of Canada



The Manitoba Government



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