

There are two types of income support available to apprentices while they are attending full-time in-class training, depending on eligibility:

1. Employment Insurance (EI) Benefits, or
2. Apprentice Development Benefit.

This notice is only a summary of the financial supports for which you may be eligible. More detailed information will be provided by your ministry representative.

Please Read Carefully

1. Are you eligible for EI Benefits?

Apprentices may be entitled to EI benefits while attending full-time in-class training. Contact the Ministry of Labour, Immigration, Training and Skills Development (MLITSD) if your EI benefits end while you are still in school.

If you have a job in addition to your apprenticeship job and plan to quit this job to attend class, you must contact the ministry before leaving any/all employers as this could affect your eligibility to receive benefits.

How to Apply Online

Apprentices can apply online up to seven (7) days prior to the scheduled last day of work.

1. Go to www.servicecanada.gc.ca
2. Select “English” or “French”
3. Select “Apply for Employment Insurance”
4. Read the instructions and Privacy Notice Statement, then click “Start Application” at the bottom of the page to begin. To complete your application, you will need the EI reference code which you will receive in a separate Confirmation of In-class Training letter once you have confirmed your seat at the college/training centre.

Clients currently receiving EI benefits and approved for apprenticeship in-class training

If you are currently in receipt of EI benefits, attending or planning to attend full-time apprenticeship in-class training and have been referred to training by the ministry, please contact your local Service Canada Centre by calling 1-800-206-7218 as soon as you have received your Confirmation of In-class Training letter. You will need to advise Service Canada that you are attending an approved ministry training course and provide them with the details of your training along with the EI reference code printed in the Confirmation of In-class Training letter.

Record(s) of Employment (ROE/ROEs).

It is your responsibility to provide all ROEs which indicate ‘Employee’s copy’ issued by every employer you have worked for in the last 104 weeks (except those ROEs submitted to Service Canada electronically by your employers) when filing a new claim for EI benefits. Your claim cannot be finalized until all your ROEs are received. If you are having difficulty obtaining your ROE, visit your Service Canada Centre or call 1-800-206-7218.

Additional Questions about EI Benefits?

Your questions can be answered online at www.servicecanada.gc.ca, by calling 1-800-206-7218 or in-person at your local Service Canada Centre. Once you have filed your claim and received your access code by mail, you may also access your personal claim information through the Service Canada website by logging into your “My Service Canada Account” under the “Online services” tab.

2. Are you eligible for the Apprentice Development Benefit?

Apprentices may be eligible for financial assistance through the Apprentice Development Benefit if they are attending a full-time level of training at a ministry-approved Training Delivery Agent (TDA).

To apply for Apprentice Development Benefit financial assistance, you must speak with a ministry representative, even if you have already filed your application for EI benefits or are already receiving EI Benefits.

Financial Assistance Available through Apprentice Development Benefit

Basic Living Allowance: A weekly allowance to help cover basic living costs while attending in-class training, if you are not eligible for EI weekly benefits during the training period.

Dependent Care Allowance: helps with the cost of supervised care for dependents while you are attending in-class training. A dependent can include children under the age of 14 or persons with a disability who reside with you or are under your care and are wholly or substantially dependent on you for support.

Important: If you request financial support for dependent care, you may be required to provide documentary proof such as health cards, birth certificates, adoption or immigration papers and receipts to confirm costs.

Commuting Allowance: helps with daily transportation costs to and from the training institution.

Living-Away-From-Home Allowance: helps with costs when the training delivery agent is located at such a distance from your place of residence that you need to maintain (are paying for) both a primary and a temporary second residence near the training site while on the course, and you are not receiving a commuting allowance. You will be required to provide the ministry with your temporary address while attending school.

Travel Assistance: helps with transportation costs related to travelling from your home to the place of training at the beginning of your course, and back home at the end of the course (and if the course is interrupted for an extended period).

Disability Allowance: helps with costs related to special assistance or devices you may need to participate in the course if you have a disability, if these supports are not available through your training delivery agent. "Disabled" means having any persistent physical, mental, psychiatric, sensory or learning impairment.

Note: The Apprentice Development Benefit Program does not include financial assistance for classroom fees. All Ontario apprentices contribute to the cost of their training by paying a modest classroom fee to the training delivery agent before the first day of class to confirm their seat.

Additional Information

- 1. Income Tax:** All financial assistance is subject to income tax.
- 2. Attendance:** You are expected to attend every scheduled class in the course. Funding may be deducted for unexcused absences. Failure to start training, dismissal for misconduct, or withdrawal from the course may result in disqualification from EI and Apprentice Development Benefit financial assistance.
- 3. Direct Deposit:** To have your Apprentice Development Benefit payments deposited directly into your bank account (i.e., direct deposit), you must provide the following banking information to the ministry:
 - Financial institution code, branch transit number and account number
 - A voided personalized cheque from your account.

3. Do you have special accommodation needs for in-class training?

Apprentices who require assistance or have accommodation needs pertaining to the in-class portion of their apprenticeship program should contact their training provider to discuss options available to them (example: contact the Office for Persons with Disabilities at a college). It is in the best interest of the apprentice to make contact as soon as possible to ensure that supports are available for the first day of class.

4. Apprenticeship Grants

You may be eligible to receive the **Apprenticeship Incentive Grant** to pay tuition, travel, tools, or other expenses. Upon completion of your training you may also be eligible to receive the **Apprenticeship Completion Grant**. For further information on how to qualify for these grants, please go to: www.servicecanada.gc.ca/eng/goc/apprenticeship/index.shtml