

## Notice of Collection and Use of Personal Information

Your personal information collected on this form and in all other communications related to your application and the Grant for Apprentice Learning (the Grant) is used by the Ministry of Labour, Training and Skills Development (MLTSD) to administer and finance the Grant and to update your apprenticeship file. This includes: verifying your eligibility for the Grant, issuing the Grant payments, issuing you a T4A form, maintaining and auditing your file, auditing the Grant and conducting policy analysis, evaluation and research related to all aspects of apprenticeship training. You may be contacted to request your voluntary participation in surveys and public relations campaigns related to the Grant. MLTSD may collect personal information from your employer and the Ontario College of Trades (OCOT). MLTSD may use the Ministry of Government and Consumer Services to issue the Grant funds and may use auditors and contractors to administer and finance the Grant. The Grant is funded in part with funds provided by Canada under the Workforce Development Agreement ("WDA") between Canada and Ontario. Under the WDA, MLTSD is required to provide reports to Canada about the results of the Grant. MLTSD has the legal authority to collect and use this personal information under the ss.64 and 79 of the *Ontario College of Trades and Apprenticeship Act, 2009*, S.O. 2009, c. 22.

If you have any questions about the collection or use of this information contact the Employment Ontario Contact Centre, Ministry of Labour, Training and Skills Development, Telephone at 1-800-387-5656, TTY (telephone service for the deaf) 1-866-533-6339.

## About the Grant (Western Region)

The Grant offers up to a \$3600 maximum taxable grant to apprentices who have completed and passed any level of Ontario authorized in-class apprenticeship training and were neither eligible for Employment Insurance (EI) benefits nor in receipt of Basic Living Allowance under EI Part II during their period of in-class training. To apply for funding from the Grant, please complete this form and mail to: **Coordinator, Bonus to Apprentices Program, Ministry of Labour, Training and Skills Development, 72-1200 Commissioners Road East, London ON N5Z 4R3**. For more information, visit our website at [Ministry of Labour, Training and Skills Development](https://www.ontario.ca/page/ministry-labour-training-skills-development) (<https://www.ontario.ca/page/ministry-labour-training-skills-development>).

- **You must include your notice of non-eligibility for Employment Insurance (EI) from Service Canada (SC) that covers the period of your in-school apprenticeship training, with this application.**
- **You have 180 days to apply, from the last day of a level of in-class training that you completed successfully. All applications received after this date will not be eligible.**

**Forms that are incomplete, unsigned or that do not include a notice of non-EI eligibility from SC will be returned.**

If you have any questions regarding the Grant, please call the Employment Ontario Contact Centre at 1-800-387-5656, TTY (telephone service for the deaf) 1-866-533-6339.

## Personal Information

Last Name		First Name		Middle Initial
Address	Unit Number	Street Number	Street Name	PO Box

City/Town		Province	Postal Code
Client ID number	Telephone Number	Email Address	

### Apprenticeship In-Class Training Information

**Please indicate your most recent Apprenticeship in-class training information:**

1. What is the name of the institution where you took your in-school training?

2. What was the name of your apprenticeship trade course?

3. When did your class start? Date (yyyy/mm/dd)

4. When did your class end? Date (yyyy/mm/dd)

5. What level did you complete and pass?

**For MLTSD Use Only** (please **Do Not Mark** this area)

Support: ☐ \$3600 - 40 training days or more ☐ \$2400 - 25 to 39 training days ☐ \$1200 - 5 to 24 training days

### Applicant's Declaration and Consent

- The information I have provided on this form is accurate and true;
- I have attached my notice of Non-EI eligibility from Service Canada confirming that I was ineligible for EI Benefits;
- I am not in default of repayment of an Ontario Student Loan, which I understand would make me ineligible for the Grant;
- I did not receive wages or any other form of monetary support from my employer while I attended apprenticeship in-class training;
- I acknowledge and agree that if I fail to provide complete and true information on this form, or if I am otherwise not entitled to the Grant funds, I will repay the Grant funds to MLTSD;
- By signing below, I give consent to MLTSD to collect personal information from and disclose personal information to OCOT, my employer, MLTSD contractors and auditors and the Ministry of Government and Consumer Services for the purposes described above.

Social Insurance Number (for income tax purposes): \_\_\_\_\_

Applicant's name (Please Print)	Signature of Applicant	Date (yyyy/mm/dd)
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**For applicants under the age of 18 years, the parent or guardian also must sign.**

Parent's/Guardian's name (Please Print)	Signature of Parent's/Guardian	Date (yyyy/mm/dd)
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