

## EK Employment

Works directly with people interested in getting into the trades and assists with the provision of financial supports to some Apprentices. We deliver services through four WorkBC Centres that are located in Fernie, Cranbrook, Invermere and Golden.

There are over seventy WorkBC Centres across the province of BC. To find your local Centre or the Centre located where you are training, go to [www.workbc.ca](http://www.workbc.ca)

### FOUNDATION LEVEL

Foundation trades training is not Industry Training Authority (ITA) approved Apprentice training and as such individuals accessing this foundation training should contact EK Employment (WorkBC). Please contact your local EK Employment (WorkBC) to make an appointment to discuss your options.

### OTHER OPTIONS

The ITA also has information about other financial supports available to Apprentices. For example, incentive grants for completion of first and second years. Go to [www.itabc.ca](http://www.itabc.ca) for more information.

## Apprentice Supports Online Questions

**Q4: Trade not in list?** If so, type the link below, go to the sidebar “Quick Search” and type in the name of your trade. Then find it on the list, write down the “common title” and 4-number code, and search for this name/code in the Portal question. Link: <http://www5.hrsdc.gc.ca/noc/english/noc/2011/Welcome.aspx>

**Q17: Can't find course?** If you cannot find your course, go back to ensure you entered the right trade in the previous question.

**Q20: Training provider?** Ensure the correct training provider and address where training is occurring is entered.

**Q21 and Q22: Start and end date?** Ensure start and end dates are the same as on the training institution acceptance letter. If the start date is not accepted, put down today's date as the start date.

**Q25: Dependents?** Only eligible if cost is result of attending training and are additional costs than what you currently pay. Dependent must reside with you or be under your care, and be either mentally or physically disabled or a child under 14 years of age.

**Q27: Travel to / from your course location?** Only eligible if you need to relocate more than 100 km to go to school in another town. Purpose is to assist with travel cost between Apprentice's permanent residence and location of training at start and finish of program.

**Q30 and Q32: Additional travel costs to / from course?** Additional costs, such as plane / bus / train / ferry costs, to travel to / from your permanent residence to your temporary residence. This does not cover the cost of fuel as it is provided as part of the kms listed in other questions.

**Q33 and Q34: Accommodation costs to/ from course location?** To be eligible, your training location must be more than 480 km one way from your permanent residence and you must be travelling by ground transportation.

**Q36: Total weekly cost for living away from home?** Weekly cost for temporary residence to attend technical training. To calculate, get the total cost (rent / room and board) for your stay, and divide by the # of weeks of your program.

**Q39: Monthly public transit pass / km?** Public training institutions may have Upass programs for monthly public transit travel. For private vehicle km, calculate the distance travelled one way (i.e. from home to training location) by odometer reading / Google Maps, then multiply by 10 to get your weekly km.

## Other Questions

**Already have an Active EI Claim?** If you currently have an active EI Claim and will be submitting claimant's reports in the two weeks prior to attending school, you have a Continuing Claim. Do not re-apply for EI Benefits. On your claimant report, indicate that you are attending Apprenticeship Training. Service Canada will then contact you to confirm your training and obtain the EI Reference Code that you will receive when you apply through the Apprentice Supports Online.

**How do I get my EI Reference code?** You will get an email notification 1 to 2 days after completing the application through the Apprentice Supports Online (during the 4 weeks prior to the course start date.) Click View Email Notifications after logging into the Apprentice Supports Online to locate the sixteen digit EI Reference Code. You will not be able to apply for EI Benefits without the Reference Code. Apprentices who apply through the EK Employment (WorkBC) Route will get it from their Centre.

**When do I get my funding?** There is no guarantee when you will receive the reimbursement for EPBC financial supports. Timing will depend on your application being submitted accurately and completely and the provision of receipts (if dependent care and living away from home supports are sought). You will not receive any EPBC financial supports until EK Employment (WorkBC) has received confirmation of your EI approval. Applications for EI are managed through Service Canada. This application cannot be processed without your Records of Employment and EI Reference Code. Note EK Employment (WorkBC) does not work with you on your EI claim. For any questions related to EI, please contact Service Canada.

# How to Start

## Key Details

As an Apprentice, during your in-school technical training, you may be eligible for temporary financial support. There are two types of financial support available (listed below). Please note that applying for either type of support is time sensitive and require you to apply before your course start date.

### • Part 1 - Employment Insurance (EI) Benefits

These are typical income-replacement benefits provided through Service Canada.

### • Part 2 - Employment Program of BC Apprentice Financial Supports

Managed through the BC Ministry of Social Development and Social Innovation, these grants can help with your expenses while you attend in-school training. They may cover: basic living expenses (such as food, shelter, and utilities), uncompensated dependent-care or childcare expenses, commuting costs, travel costs for relocation, uncompensated costs arising from a disability, and costs related to living away from home during training.

## What to Do

How you apply for financial supports will depend on your current situation. Review the table to determine your route and continue reading below for further instructions.

Both routes have firm deadlines!

General Apprentice Types	Route (see below for further instructions)
Employer Sponsor & ITA Registered	Apprentice Supports Online
No Employer Sponsor & ITA Registered	Apprentice Supports Online
No Employer Sponsor & Not ITA Registered	EK Employment / WorkBC
Institutional Entry Apprentices	Route (see below for further instructions)
Cook Levels 1&2 – Employer Sponsor	Apprentice Supports Online
Cook Levels 1&2 – No Employer Sponsor	EK Employment / WorkBC
Cook Level 3 – MUST have Employer Sponsor	Apprentice Supports Onle
Residential Construction Framing Technician	EK Employment / WorkBC
Hairstylist (Cosmetologist)	EK Employment / WorkBC
Aircraft Structural Technician	EK Employment / WorkBC

See note on front for Foundation Trades Training

### Apprentice Supports Online Route

If you are applying for EI, you must apply through the Apprentice Supports Online. You must apply on the Apprentice Supports online before the end of your first day of training.

- (1) Go to the Apprenticeship Training Supports Section on the Workbc.ca site (<http://www.workbc.ca/job-seekers/employment-services/apprenticeship-training-supports.aspx>)
- (2) Click on the Apprentice Supports Online link
- (3) Select your Training Institute
- (4) Select the WorkBC Services Centre in the location where you are taking your training
- (5) Get a Basic BCEID (or use your previous BCEID)
- (6) Return to Login and sign in with your BCEID
- (7) Enter information for the Application questions
- (8) Get your EI Reference Code by logging back in and choosing View Email Notification (May 1 to 2 days)
- (9) Apply for EI the week before your training starts. Submit your Records of Employment and EI Reference Code. Do not re-apply if you have an active EI Claim. This is considered a "Continuing Claim" (see front page).

#### MORE INFORMATION

##### EK Employment Apprentices

Phone: 250-489-5117

Email: [apprentice@ekemployment.org](mailto:apprentice@ekemployment.org)

##### [www.ekemployment.org](http://www.ekemployment.org)

##### EK Employment Cranbrook

24-11<sup>th</sup> Avenue South Cranbrook, BC

Phone: 250.489.5117 Fax: 250.489.0663

Email: [info@ekemployment.org](mailto:info@ekemployment.org)

##### EK Employment Elk Valley

302c 2<sup>nd</sup> Avenue Fernie, BC

Phone: 250.423.4204 Fax: 250.423.6238

Email: [evinfo@ekemployment.org](mailto:evinfo@ekemployment.org)

##### EK Employment Golden

205-421 9<sup>th</sup> Avenue North Golden, BC

Phone: 250.344.5413 Fax: 250.344.2515

Email: [gesinfo@ekemployment.org](mailto:gesinfo@ekemployment.org)

##### EK Employment Columbia Valley

2-1313 7<sup>th</sup> Avenue Invermere, BC

Phone: 250.341.6889 Fax: 250.341.6886

Email: [cvinfo@ekemployment.org](mailto:cvinfo@ekemployment.org)

**Toll Free 1.855.651.3027**