



## EK EMPLOYMENT

We work directly with people interested in getting into the trades and assist with the provision of financial supports to some Apprentices. We deliver services through four WorkBC Employment Services Centres (see below).

### Apprentices

Phone: 250.489.5117

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

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

### **EK Employment Cranbrook**

39-13<sup>th</sup> Avenue South Cranbrook, BC

Phone: 250.489.5117

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

### **EK Employment Elk Valley**

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

Phone: 250.423.4204

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

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

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

**Toll Free 1.855.651.3027**

FOR MORE INFORMATION ON OUR  
PROGRAMS AND SERVICES  
VISIT US IN PERSON OR ONLINE UNDER  
LINKS AND RESOURCES TAB AT:

**[WWW.EKEMPLOYMENT.ORG](http://WWW.EKEMPLOYMENT.ORG)**

OTHER WORKBC SERVICES INCLUDE:

WAGE SUBSIDY (PAID WORK EXPERIENCE PLACEMENT)

UN-PAID WORK EXPERIENCE PLACEMENT

JOB SEARCH AND START FINANCIAL SUPPORTS

DISABILITY AND ACCOMMODATION SUPPORTS

JOB DEVELOPMENT & CUSTOMIZED EMPLOYMENT

WORKSHOPS AND TRAINING

SELF-EMPLOYMENT

LOTS MORE!



**WorkBC** Employment  
Services Centre

APPRENTICES

Understanding  
Financial Supports

**EK** Employment

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CANADIAN MENTAL HEALTH ASSOCIATION FOR THE KOOTENAYS  
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GOLDEN COMMUNITY RESOURCES SOCIETY  
FAMILY DYNAMIX ASSOCIATION INVERMERE  
YMCA GREATER VANCOUVER  
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Canada



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# Understanding apprentice financial supports

## WHO CAN PARTICIPATE - HOW TO APPLY—WHAT IS INVOLVED

As an Apprentice, during your in-school technical training, you may be eligible for temporary financial support. This is time sensitive and requires you to apply before your course start date.

### TYPES OF FINANCIAL SUPPORT

#### EMPLOYMENT INSURANCE (EI) BENEFITS

These are typical income replacement benefits that are provided through Service Canada. (requires reference code # available through ASO application.)

#### EPBC APPRENTICE FINANCIAL SUPPORTS

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

### OTHER OPTIONS

The Industry Training Authority (ITA) also has information about other financial supports available to Apprentices; for example, incentive grants. Go to [www.itabc.ca](http://www.itabc.ca)

### WHO CAN PARTICIPATE

Apprentices pursuing in-school technical training can apply for financial supports. How you apply will depend on your current situation. Review the table below to determine your route and continue reading for further instructions.

## how to apply for financial support

#### General Apprentice Types

Employer Sponsor & ITA Registered  
No Employer Sponsor & ITA Registered  
No Employer Sponsor & Not ITA Registered

#### Institutional Entry Apprentices

Cook Levels 1&2 – Employer Sponsor  
Cook Levels 1&2 – No Employer Sponsor  
Cook Level 3 – MUST have Employer Sponsor  
Residential Construction Framing Technician  
Hairstylist (Cosmetologist)  
Aircraft Structural Technician

#### Route

Apprentice Supports Online  
Apprentice Supports Online  
EK Employment / WorkBC

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\* Foundation trades training is not ITA approved Apprentice training and as such individuals accessing foundation training should contact EK Employment (WorkBC)), to make an appointment and discuss your options.



### APPRENTICE SUPPORTS ONLINE (ASO) ROUTE

Applicant must apply through the ASO 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/employment-services/apprenticeship-training-supports.aspx>
- (1) Click on the ASO link and select your training institute.
- (2) Select the WorkBC Services Centre in the location where you are taking your training.
- (3) Get a basic BCEID (or use your previous BCEID).
- (4) Return to Login and sign in with your BCEID.
- (5) Enter information for the Application questions.
- (6) Get your **EI Reference Code** by logging back in and choosing View Email Notification (may take 1 to 2 days).
- (7) 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 back page).



### EK EMPLOYMENT / WORKBC ROUTE

Make an appointment with an EK Employment (WorkBC) Centre a minimum of 4 weeks prior to the start of your course (and prior to enrolling). EK Employment (WorkBC) will assist you in applying for EPBC Apprentice Financial Supports. You cannot apply for these supports after you begin your course. Next, determine if you are eligible for EI by contacting Service Canada. You must apply for EI before the end of the first week of training. EK Employment (WorkBC) will supply the necessary EI Reference Code.



FIND EK EMPLOYMENT OFFICES IN CRANBROOK, FERNIE, INVERMERE AND GOLDEN

We work daily to address local labour market needs. How can we help you?