

Application for the Apprenticeship Completion Grant

At Service Canada, we administer the Apprenticeship Completion Grant (ACG). This document contains the form you need to apply for the grant. Please read these instructions carefully before filling out the form. You must complete your application, sign it in ink, and submit it to us with all the required supporting documents before we can process it.

What is the Apprenticeship Completion Grant?

The Apprenticeship Completion Grant is a \$2,000 taxable cash grant designed to encourage apprentices registered in a designated Red Seal trade to complete their apprenticeship program and receive their journeyman certification.

The ACG is meant to:

Provide a taxable grant of \$2,000 to those apprentices who successfully complete their apprenticeship program and become certified in a Red Seal trade, which is designated as such in the jurisdiction in which they became certified.

Increase the number of apprentices who complete their apprenticeship program and receive their journeyman certification in a designated Red Seal trade.

Am I eligible?

To be eligible for the ACG, you must be:

- a Canadian citizen, permanent resident, or protected person¹ as defined in the *Immigration and Refugee Act*;
- not a high school student (some exceptions may apply - please see "high school student" under "Definitions" on page 3);
- able to show you have completed an apprenticeship program in a designated Red Seal trade (please see "Supporting documents" on page 2); and
- able to show you are a certified journeyman in a designated Red Seal trade effective January 1, 2009 or after (please see "Supporting documents" on page 2).

You are **not eligible** for the ACG if you obtained your journeyman certification in one of the designated Red Seal trades without completion of an **apprenticeship program** in that trade.

¹Permanent Residents and Protected Persons must include a copy of their status documents from Citizenship and Immigration Canada.

How do I apply?

Send your completed application, along with proof that you completed an apprenticeship program and are certified in a designated Red Seal trade, to the appropriate Service Canada Processing Centre listed on page 5.

Is there a deadline?

Yes. You must submit your completed application by **June 30** of the calendar year after the year you obtain your certification. For example, if you completed your apprenticeship program and became a certified journeyman in a designated Red Seal trade in February 2012, you have until June 30, 2013, to submit your application.

What is the maximum amount I can receive?

The grant is taxable and has a lifetime maximum of \$2000 per eligible journeyman.

Who can I speak to for more information?

For more information, or for help completing this form, contact us:

CLICK servicecanada.gc.ca

CALL 1-866-742-3644; TTY: 1-866-909-9757

VISIT a Service Canada Centre

Important note

We cannot process incomplete applications or applications that do not include the required supporting documents.

Supporting Documents by Province/Territory

The following table lists the supporting documents you need to include with your application for the Apprenticeship Completion Grant. These documents prove that you have completed your apprenticeship program, and that you have been certified in a designated Red Seal trade.

Please provide **copies of the documents** required for the province/territory in which you completed your apprenticeship program and became certified as a journeyman in a designated Red Seal trade. Certain trades may require different supporting documents. For more information, please see the Service Canada Web site at www.servicecanada.gc.ca/eng/goc/apprenticeship/index.shtml. If you need Internet access, you can always access the information at a Service Canada Centre.

Note

By applying for the Apprenticeship Completion Grant, you are authorizing Service Canada to contact your provincial/territorial apprenticeship authority to verify information in your application, and for any other purpose necessary to administer and enforce the ACG.

Alberta <ul style="list-style-type: none">- Copy of Journeyman Certificate issued by the Government of Alberta, Advanced Education and Technology Apprenticeship and Industry Training OR- Copy of Occupational Certificate issued by the Government of Alberta, Advanced Education and Technology Apprenticeship and Industry Training	Ontario <ul style="list-style-type: none">- Copy of the Certificate of Apprenticeship issued by the Government of Ontario, Ministry of Training, Colleges and Universities (MTCU), AND- Copy of the Certificate of Qualification issued by the Government of Ontario, MTCU.
British Columbia <ul style="list-style-type: none">- Copy of the Certificate of Apprenticeship issued by the Government of British Columbia, Industry Training Authority (ITA), AND- Copy of the Certificate of Qualification issued by the Government of British Columbia, ITA.	Prince Edward Island <ul style="list-style-type: none">- Copy of the Completion Letter issued by the Government of Prince Edward Island, Department of Innovation and Advanced Learning Post-Secondary and Continuing Education.
Manitoba <ul style="list-style-type: none">- Copy of the Certificate of Qualification issued by the Government of Manitoba, Department of Entrepreneurship, Training and Trade, AND- Copy of the Confirmation of Apprenticeship Completion letter issued by the Government of Manitoba, Department of Entrepreneurship, Training and Trade.	Quebec - Commission de la Construction du Québec (CCQ) <ul style="list-style-type: none">- Copy of the Eligibility for the Apprenticeship Completion Grant letter. (Admissibilité à la Subvention à l'achèvement de la formation de l'apprenti) issued by the Government of Québec, CCQ.
New Brunswick <ul style="list-style-type: none">- Copy of the Completion Letter issued by the Government of New Brunswick, Department of Post Secondary Education, Training and Labour.	Quebec - Emploi-Québec (EQ) <p>For compulsory certification trades;</p> <ul style="list-style-type: none">- Copy of the Confirmation of your eligibility (Confirmation de votre admissibilité) (avis 1009A), issued by the Government of Québec, EQ, AND- Copy of Certificat of Qualification (Certificat de qualification professionnelle) issued by EQ. <p>For voluntary certification trades;</p> <ul style="list-style-type: none">- Copy of Vocational Qualification Process (la Démarche de qualification professionnelle) (avis 1002A) issued by the Government of Québec, EQ, AND- Copy of Certificate of Qualification (Certificat de qualification professionnelle) issued by the Government of Québec, EQ.
Newfoundland and Labrador <ul style="list-style-type: none">- Copy of the Confirmation of Certificate Issued letter issued by the Government of Newfoundland and Labrador, Department of Education, Institutional and Industrial Education Division.	Saskatchewan <ul style="list-style-type: none">- Copy of the Certificate of Completion of Apprenticeship issued by the Government of Saskatchewan, Saskatchewan Apprenticeship and Trade Certification Commission, AND- Copy of the Journeyman Certificate of Qualification issued by the Government of Saskatchewan, Saskatchewan Apprenticeship and Trade Certification Commission.
Northwest Territories <ul style="list-style-type: none">- Copy of the Certificate of Apprenticeship Completion, issued by the Government of Northwest Territories, Department of Education, Culture and Employment, AND- Copy of the Certificate of Qualification, issued by the Government of Northwest Territories, Department of Education, Culture and Employment.	Yukon <ul style="list-style-type: none">- Copy of the Confirmation of Apprenticeship Completion letter issued by the Government of Yukon, Advanced Education Branch, Department of Education.
Nova Scotia <ul style="list-style-type: none">- Copy of the Certificate of Apprenticeship issued by the Government of Nova Scotia, Department of Labour and Workforce Development.	
Nunavut <ul style="list-style-type: none">- Copy of the Completion of Apprenticeship Certificate, issued by the Government of Nunavut, Department of Education, AND- Copy of the Certificate of Qualification, issued by the Government of Nunavut, Department of Education.	

Terms and Conditions of Payment for the Provision of the Apprenticeship Completion Grant

Basis and Timing of Payment

Payments made, through a cheque or direct deposit, to eligible recipients will be made in a lump-sum payment upon approval of the application and verification of successful apprenticeship training completion and certification of a designated Red Seal apprenticeship program and in receipt of a provincial or territorial certificate of qualification as prescribed by the apprenticeship authority in the province or territory in which the applicant completed the apprenticeship program and was certified. Eligibility of applicants is also subject to the authentication of identity, verification of the applicant's completion of an apprenticeship program and certification, determination of whether the applicant has already received the maximum payment under the ACG and receipt by the appropriate Service Canada Processing Centre of required supporting documents.

Conflict of Interest

If you are a Member of the House of Commons, you are not eligible to receive the Apprenticeship Completion Grant.

Maximum Amount Payable

The ACG will provide a one-time taxable cash grant of \$2,000 to applicants who successfully complete an apprenticeship program and become certified in one of the Red Seal trades. There is a lifetime maximum amount of \$2,000 per recipient.

Payment Subject to Appropriation of Funds by Parliament

Any payment payable to you under this grant application is subject to the appropriation of funds by Parliament for the fiscal year in which the payment is to be made and to the maintenance of current and forecasted funding allocation levels for the Apprenticeship Completion Grant.

If the Government of Canada were to cancel this program or reduce its level of funding, HRSDC could elect not to pay the grant or to reduce the amount of the payment.

Taxable Income

Under the Income Tax Act the grant paid to you is taxable. It will therefore be included as income for income tax purposes.

Definitions

Apprenticeship Authority

There is a governing body in charge of apprenticeship in each province and territory. This body is usually a branch related to each provincial or territorial Department/Ministry/Commission of Education and Training with legislative authority over training, regulation and certification of the apprenticeship program for their province/territory.

Completion of Apprenticeship

The fulfillment of training requirements, both technical and on-the-job, by registered apprentices. Graduates of an apprenticeship program applicable to the trade and the province and territory will be issued a Certificate of Apprenticeship.

High School Student

Apprentices enrolled in adult learning or professional upgrading classes, and Quebec apprentices completing their vocational training diploma (diplôme d'études professionnelles), are not considered high school students.

Journeyman Certification

A certificate issued to a candidate who has successfully completed an apprenticeship program or has met all the requirements of a trade and has attained the prescribed pass mark on the certification examination to qualify as a journeyman in that trade.

Permanent Resident

A permanent resident is a person who can remain in Canada permanently, but who is not a Canadian citizen. The Permanent Resident Card issued by Citizenship and Immigration Canada is the supporting document that must be provided with the application.

Protected Person

A Protected Person is someone who has reason to fear persecution in his or her country of origin due to race, religion, nationality, membership in a social group or political opinion. In Canada, the Immigration and Refugee Board (IRB) and Citizenship and Immigration Canada decide who is a Protected Person. The Protected Person Status document (IMM 5292) is the supporting document proving that somebody is indeed a protected person and must be provided with the application.

Red Seal Designated Trade

A trade that has been designated by the Canadian Council of Directors of Apprenticeship for inclusion in the Interprovincial Standards Red Seal Program. The training and certification is based on a national occupational standard, and provinces and territories participating in the program for that trade or occupation are permitted to affix a Red Seal to the certificates of candidates who meet the standard. For more information visit red-seal.ca/s.2.1rch@-eng.jsp

APPLICATION FOR APPRENTICESHIP COMPLETION GRANT

OFFICIAL USE

Date application received (dd-mm-yyyy)	Client mailed application to processing centre <input type="checkbox"/>	Budget RC
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Privacy statement

The information you provide in this application is collected under the authority of the *Department of Human Resources and Skills Development Act* to administer and enforce the Apprenticeship Completion Grant (ACG). The Social Insurance Number (SIN) is collected under the authority of the *Department of Human Resources and Skills Development Act* and in accordance with the Treasury Board's Policy on Privacy and Data Protection regarding the use of SIN. Please note that the ACG program is an extension of the AIG. The SIN will be used as a file identifier and, along with the other information you provide, will also be used to validate your application, and to administer and enforce the ACG. You must provide your SIN and the other personal information requested on this form to be considered for the ACG program.

Administration and enforcement of the ACG program means development and operation of the program, including investigations into allegations of wrongdoing, audits, and policy analysis, research and/or evaluation. These activities may involve the matching of various sources of data that are under the control of the Government of Canada. The information collected in this application may be shared with other federal government institutions.

By applying for the ACG you are authorizing Service Canada to share the information collected in this application with the provincial/territorial apprenticeship authority with which you are registered to confirm/verify your completion of an apprenticeship program and to determine whether or not you qualify for the ACG and for other purposes necessary to the administration and enforcement of the ACG program. The use, retention, and disclosure of personal information collected on this form are described in Personal Information Bank number HRSDC PPU 297.

Part 1 - Applicant information (to be completed by the applicant)

Note

Fields marked by an asterisk (*) are mandatory. You must complete these fields to apply for the Apprenticeship Completion Grant.

*1. Last name	*2. First name	
*3. Date of birth (dd-mm-yyyy)	*4. Social Insurance Number	*5. Province/territory of certification
*6. Permanent Home Address (include street address, city/town, and province/territory)		*Postal Code
7. Mailing Address (if different from permanent home address, include street address, city/town, and province/territory)		Postal Code
*8. Telephone number	9. Alternate telephone number	10. Provincial/Territorial Apprentice ID Number
*11. Name of your Red Seal trade		*12. Have you completed your apprenticeship program? <input type="checkbox"/> Yes <input type="checkbox"/> No
*13. Did you receive your journeyman certification? <input type="checkbox"/> Yes <input type="checkbox"/> No		*14. Did you obtain your journeyman certification without completion of an apprenticeship program? <input type="checkbox"/> Yes <input type="checkbox"/> No
*15. Date of certification (dd-mm-yyyy)		*16. Were you attending a High School when you completed your apprenticeship? <input type="checkbox"/> Yes <input type="checkbox"/> No
*17. Are you a Canadian Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, are you a <input type="checkbox"/> Permanent Resident OR <input type="checkbox"/> Protected Person		
*18. Which official language do you prefer to use to communicate with us? <input type="checkbox"/> English <input type="checkbox"/> French		

Part 2 - Employment equity (optional) (to be completed by the applicant)

Note

Completing this section is voluntary. You do not need to complete it to apply for the Apprenticeship Completion Grant. We will use the information for statistical purposes only.

Are you? <input type="checkbox"/> Female <input type="checkbox"/> Male	Are you an Aboriginal Canadian? <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you have a disability? <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you consider yourself to be a member of a visible minority? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Part 3 - Direct deposit (optional) (to be completed by the applicant)

Notes

- 1. You can use direct deposit only if your financial institution is located in Canada.
- 2. Completion of this section is voluntary. You do **not** have to complete it to apply for the Apprenticeship Completion Grant.

Would you like your ACG payment to be deposited into your account at your financial institution?

Yes (Complete this section) No (Go to Part 4)

If you would like the grant deposited to your **chequing account** and you have an unsigned personalized cheque, please attach it and write the word "VOID" on the front of the cheque.

Alternatively, you can provide us with the information requested below to have the grant deposited to your **chequing or savings account**:

_____	_____	_____
Branch number	Institution number	Account number
_____		_____
Name(s) on the account		Telephone number of your financial institution

Note
If you request direct deposit and your bank account information changes or you move, please let us know as soon as possible. Call the Apprenticeship Grants toll-free number at 1-866-742-3644 (TTY: 1-866-909-9757) or visiting your local Service Canada Centre.

Part 4 - Declaration (to be completed by the applicant)

- I have read and understood the Terms and Conditions of this application, its use and disclosure, and I understand that by applying for the ACG I am authorizing the exchange of information between Service Canada and my provincial/territorial apprenticeship authority for the administration and enforcement of the ACG.
- The information I have provided in this application and supporting documentation is true, accurate, and complete in every respect.
- If the information described above is inaccurate, false or misleading, I may be required to repay all or some of the financial assistance I receive.

_____	_____
Applicant's signature	Date (dd-mm-yyyy)

Part 5 - Where to send your application and supporting documents

Please send your application and supporting documents to the address under the province or territory in which you became a certified journeyman in a designated Red Seal trade.

Alberta, British Columbia, Manitoba, Northwest Territories, Nunavut, Saskatchewan or Yukon
Apprenticeship Grants Western Processing Centre
Calgary South Service Canada Centre
100 - 6712 Fisher Street SE
Calgary, Alberta T2H 2A7

New Brunswick, Newfoundland and Labrador, Nova Scotia, Ontario or Prince Edward Island
Apprenticeship Grants Eastern Processing Centre
Miramichi Service Canada Centre
139 Douglstown Blvd
Miramichi, NB E1V 0A4

Québec
Apprenticeship Grants Québec Processing Centre
Service Canada
P.O. Box 10800, STN Ste-Foy
Québec, QC G1V 5B4

Part 6 - Evaluation and validation of documents (to be completed by a Service Canada Processing Centre Official)

Proof of eligibility from applicant (See "Supporting Documents" chart)

Completion letter, OR	Certificate of Apprenticeship, AND/OR
Certificate of Qualification (Journeyman Certificate in Alberta)	

Part 7 - Recommendation and approval (Must be completed by Service Canada Processing Centre Official)

The above application for the Apprenticeship Completion Grant is: Approved Not Approved

Client's ACG grant is approved: Yes No

Signature and Title of recommending Service Canada Officer	Date _____
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Signature and Title of approving Service Canada Processing Centre Manager	Date _____
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Financial assistance is authorized pursuant to the terms and conditions for the Apprenticeship Completion Grant and payment is certified to be in accordance with Section 34 of the F.A.A.