

## APPLICATION GUIDE FOR THE APPRENTICESHIP COMPLETION GRANT

This guide contains the form you need to complete to apply for the Apprenticeship Completion Grant (ACG), as well as other relevant information. Please read all information 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 document(s) before we can process it.

### What is the Apprenticeship Completion Grant?

The ACG is a one-time taxable cash grant of \$2,000 lifetime maximum amount 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:

Increase access to and completion of apprenticeships in the Red Seal trades by helping apprentices cover expenses such as the purchase of tools and other materials required for learning on-the-job and travel expenses associated with classroom training.

Encourage the apprentices' progression through the technical and on-the-job training requirements in their apprenticeship program, building momentum towards certification as a journeyman.

Promote interprovincial mobility by increasing the number of apprentices who remain in the Red Seal trades and get their Red Seal certification.

### Am I eligible?

#### To be eligible for the ACG, you must:

- be a Canadian citizen, a permanent resident, or a protected person<sup>1</sup> as defined in the *Immigration and Refugee Protection Act*;
- not be a high school student (some exceptions may apply, please see High School Student definition in the DEFINITIONS section on page 3);
- be able to show you have completed an apprenticeship program in a designated Red Seal trade (refer to *Supporting documents* chart on page 2); and
- be able to show you are a certified journeyman in a designated Red Seal trade (refer to *Supporting documents* chart 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 (refer to *Trade Qualifier* definition in the DEFINITIONS section on page 3).

### How do I apply?

Your application can be submitted online, but proof that you completed your apprenticeship program and are certified in a designated Red Seal trade must be sent to the appropriate Service Canada Processing Centre listed on page 5 or bring them to an in-person [Service Canada Centre](#).

### Is there a deadline?

Yes, there is a deadline to apply for the ACG. Please refer to the table below

If you completed your program in 2018, your deadline is:	If you completed your program on or after January 1, 2019, your deadline is:
June 30, 2019	12 months following the date of completion

If you do not have the required supporting document(s), you must still submit your application before your deadline. Once you have received your supporting document(s), you must mail them to Service Canada at the address shown either on page 5 of this guide or the address provided when you submitted your online application, or bring them in-person to a [Service Canada Centre](#). Service Canada will accept the postmark date as the date your mailed application is deemed submitted.

If your application is incomplete (missing mandatory information or missing supporting document(s)), you will have one year from your deadline date to submit a completed application or supporting document(s), as applicable. If you do not provide the missing information by the end of the additional one-year period, you will no longer be considered eligible and no further application will be accepted.

### What is the maximum amount I can receive?

The grant is taxable and has a maximum of \$2,000 per eligible journeyman.

**Important note:** We cannot process incomplete applications or complete applications that do not include the required supporting document(s).

### Who can I speak to for more information?

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

**CLICK** [Canada.ca/apprenticeship-completion-grant](https://Canada.ca/apprenticeship-completion-grant)

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

**VISIT** a Service Canada Centre

<sup>1</sup>Permanent Residents and Protected Persons must include a copy of their status documents from Immigration, Refugees and Citizenship Canada if they have a Social Insurance Number beginning with "9".

## Supporting Document(s) by Province/Territory of Registration

Please provide a **copy of the document(s)** 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 document(s). For more information, please consult the Service Canada Web site at [Canada.ca/apprenticeship-completion-grant](http://Canada.ca/apprenticeship-completion-grant). If you need Internet access, you can always access the information at a Service Canada Centre.

**Note:** By applying for the ACG, you understand that Service Canada may 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

- Copy of the **Journeyman Certificate** issued by the Government of Alberta, Advanced Education, Apprenticeship and Industry Training, **or**
- Copy of the **Occupational Certificate** issued by the Government of Alberta, Advanced Education, Apprenticeship and Industry Training.

### BRITISH COLUMBIA

- Copy of the **Certificate of Apprenticeship** issued by the Government of British Columbia, Industry Training Authority, **and**
- Copy of the **Certificate of Qualification** issued by the Government of British Columbia, Industry Training Authority.

**Note:** For the Gasfitter trades, the Certificate of Qualification is issued by Technical Safety BC or the BC Safety Authority.

### MANITOBA

- Copy of the **Certificate of Qualification** issued by the Government of Manitoba, Apprenticeship Manitoba, Department of Education and Training, **and**
- Signed copy of the **Confirmation of Apprenticeship Completion Letter** issued by the Government of Manitoba, Apprenticeship Manitoba, Department of Education and Training.

### NEW BRUNSWICK

- Signed copy of the **Completion Letter** issued by the Government of New Brunswick, Department of Post-Secondary Education, Training and Labour.

### NEWFOUNDLAND AND LABRADOR

- Signed copy of the **Confirmation of Certificate Issued Letter** issued by the Government of Newfoundland and Labrador, Department of Advanced Education and Skills and Labour, Apprenticeship and Trades Certification Division.

### NORTHWEST TERRITORIES

- Copy of the **Completion of Apprenticeship Certificate** 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.

### NOVA SCOTIA

- Copy of the **Certificate of Apprenticeship** issued by the Government of Nova Scotia, Nova Scotia Apprenticeship Agency.

### NUNAVUT

- Copy of the **Completion of Apprenticeship Certificate** issued by the Government of Nunavut, Department of Family Services, **and**
- Copy of the **Certificate of Qualification** issued by the Government of Nunavut, Department of Family Services.

### ONTARIO

- 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, Ontario College of Trades (OCOT).

### PRINCE EDWARD ISLAND

- Signed copy of the **Apprenticeship Completion letter** issued by the Government of Prince Edward Island.

### QUEBEC - COMMISSION DE LA CONSTRUCTION DU QUÉBEC (CCQ)

- Copy of the **Eligibility for the Apprenticeship Completion Grant letter** issued by the Government of Québec, CCQ

### QUEBEC – EMPLOI-QUÉBEC (E-Q)

**For compulsory certification trades:**

- Copy of the **Certificat de qualification professionnelle** issued by the Government of Québec, E-Q, **and**
- Copy of the **Confirmation of your Eligibility (document number 1009A)** issued by the Government of Québec, E-Q, **OR** apprentices from *École Technologie Gazière* must submit a copy of the **Certificat pour le programme d'accès à la qualification TAG-1, TAG-2, TAG-3N or TAG-3P** issued by *École Technologie Gazière*.

**Note:** All Gasfitters Class A or B must also submit a copy of their **Certificat de qualification de Technique d'appareils au gaz TAG-1 or TAG-2** and a copy of their **Certificat de qualification de Technique d'installation de tuyauterie de gaz (ITG)**. The **Certificat de qualification ITG** is not required for the **Certificat de qualification TAG-3N or TAG-3P**.

**For voluntary certification trades:**

- Copy of the **Vocational Qualification Process (document number 1002A)** issued by the Government of Québec, E-Q, **and**
- Copy of the **Certificat de qualification professionnelle** issued by the Government of Québec, E-Q.

### SASKATCHEWAN

- Copy of the **Certificate of Completion of Apprenticeship** with a Red Seal Endorsement issued by the Government of Saskatchewan, Saskatchewan Apprenticeship and Trade Certification Commission (SATCC).

### YUKON

- Signed copy of the **Confirmation of Apprenticeship Completion Letter** issued by the Government of Yukon, Advanced Education.

# TERMS AND CONDITIONS FOR THE PROVISION OF THE APPRENTICESHIP COMPLETION GRANT

## BASIS AND TIMING OF PAYMENT

Payments 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 matching identity information, 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 document(s).

## CONFLICT OF INTEREST

No member of the House of Commons shall be admitted to any share or part of this agreement or to any benefit to arise therefrom.

## GRANT AMOUNT

The maximum amount payable to an eligible recipient is \$2,000. There is a \$2,000 lifetime maximum per individual.

## 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 ACG. In the event that the Government of Canada cancels this program or reduces its level of funding, Employment and Social Development Canada (ESDC) may terminate its agreement to pay the grant or reduce the amount of its financial assistance payable under this agreement.

## 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. Apprentices (training agreements) may be registered with other organizations, such as an employer, training trust fund, union training center or joint apprenticeship training committee as determined by the apprenticeship authority.

### DESIGNATED RED SEAL PROGRAM TRADE (Question 10)

A designated Red Seal program trade is 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 the following address: [www.red-seal.ca](http://www.red-seal.ca).

### COMPLETION OF APPRENTICESHIP (Question 13)

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.

### JOURNEYPerson CERTIFICATION (Question 12 & 13)

A certificate issued to an individual 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 journeyperson in that trade.

### TRADE QUALIFIER (Question 13)

A trade qualifier is a tradesperson with significant experience who is assessed by the provincial or territorial apprenticeship authority and allowed to write the final trade certification exam and has received journeyperson certification without having completed an apprenticeship program. Trade qualifiers are not eligible for a ACG.

### HIGH SCHOOL STUDENT (Question 16)

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.

### PERMANENT RESIDENT (Question 17)

A Permanent Resident is a person who is granted permanent residency by Immigration, Refugees and Citizenship Canada (IRCC) with a regular Social Insurance Number who is eligible to live, work or study in Canada. A Permanent Resident with 900 Social Insurance Number must provide a copy of a Permanent Resident Card, Confirmation of Permanent Residence, or Record of Landing document issued by IRCC.

### PROTECTED PERSON (Question 17)

A Protected Person is a protected temporary resident with 900 Social Insurance Number 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. A protected person must provide a copy of their status document (IMM 5292) issued by Immigration, Refugees and Citizenship Canada (IRCC) (valid only until their expiry date), OR a decision letter (Notice of Decision) from the Immigration and Refugee Board, OR a Verification of Status document from IRCC as proof of status.

## APPLICATION FOR APPRENTICESHIP COMPLETION GRANT

OFFICIAL USE

### Privacy Statement

Your personal information is collected under the authority of section 7 of the *Department of Employment and Social and Development Act (DESDA)*. Your social insurance number (SIN) is collected for the purposes of assessing your eligibility for the Apprenticeship Completion Grant (ACG). ESDC will be unable to determine your eligibility and disburse grant money if the required personal information is not provided.

Your personal information may be shared with the provincial/territorial authority with which you are registered, to confirm your participation in the apprenticeship program you have identified in your application. Your personal information may be shared with the Canada Revenue Agency for income tax purposes and the Department of Justice for the administration of the *Family Orders and Agreements Enforcement Assistance Act*. Your direct deposit information may be shared between the ACG, Apprenticeship Incentive Grant (AIG), and the Apprenticeship Incentive Grant for Women (AIG-W) for the disbursement of your grant money. Your direct deposit information will be shared with Public Services and Procurement Canada (PSPC) for purposes of issuing your payment.

Your personal information may be used for policy analysis, research and evaluation purposes by ESDC. Additionally, your information may be disclosed to Statistics Canada for statistical and research purposes. However, these additional uses and disclosures of your personal information will not result in an administrative decision being made about you.

You have the right to the protection of, access to, and correction of your personal information, which is described in personal information banks ESDC PPU 299 Apprenticeship Completion Grant. Instructions for obtaining your information are outlined in the government publication entitled *Information about programs and information holdings*, which is available at the following Website: [www.canada.ca/infosource-ESDC](http://www.canada.ca/infosource-ESDC).

The publication may also be accessed online at any Service Canada Centre.

You have the right to file a complaint with the Office of the Privacy Commissioner of Canada regarding the institution's handling of your personal information at: <https://www.priv.gc.ca/en/report-a-concern/>.

**ALL FIELDS MARKED WITH AN ASTERISK (\*) ARE MANDATORY AND MUST BE COMPLETED.  
SERVICE CANADA CANNOT PROCESS AN APPLICATION IF THE MANDATORY FIELDS ARE INCOMPLETE.**

### \*PART 1 – APPLICANT INFORMATION (\*Mandatory fields must be completed by applicant)

*1. Last name		*2. First name	
*3. Date of birth (dd-mm-yyyy)		*4. Social Insurance Number	
*5. Permanent Home Address (include street address, city/town, and province/territory)			*Postal Code
6. Mailing Address (if different from permanent home address, include street address, city/town, and province/territory)			Postal Code
*7. Telephone number	8. Alternate telephone number	9. Provincial/Territorial Apprentice ID Number	
*10. Name of your Red Seal trade		*11. Have you completed your apprenticeship program? <input type="checkbox"/> Yes <input type="checkbox"/> No	
*12. Did you receive your journeyman certification? <input type="checkbox"/> Yes <input type="checkbox"/> No		*13. Did you obtain your journeyman certification without completion of an apprenticeship program (Trade Qualifier)? <input type="checkbox"/> Yes <input type="checkbox"/> No	
*14. Date of certification (dd-mm-yyyy)	*15. Province/territory of certification	*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 - EQUITY GROUPS (OPTIONAL) (To be completed by applicant)

Please note that completion of this section is voluntary and not required as part of the application process for the ACG. Information collected will be used for policy analysis, research and/or program evaluation purposes by ESDC.

Are you? <input type="checkbox"/> Female <input type="checkbox"/> Male	Are you an aboriginal person of Canada? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you a person with 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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Service Canada delivers Employment and Social Development Canada programs and services for the Government of Canada.

**PART 3 - DIRECT DEPOSIT**

(To be completed by 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 ACG.

Do you want your ACG payment to be deposited into your account at your financial institution?

- Yes (Complete this section)                       No (Go to Part 4)
- Chequing account, please attach an unsigned personalized cheque. Write the word "VOID" on the front of the cheque,
- Chequing or Savings accounts, complete the boxes below:

\_\_\_\_\_  
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 visit your local Service Canada Centre.

**\*PART 4 - CERTIFICATION AND AGREEMENT**

(Must be completed by applicant)

**USE OF DOCUMENTS YOU HAVE ALREADY SENT IN:**

If you have submitted documents for another Apprenticeship Grant (AG), you instruct ESDC to use those documents for the purpose of assessing any other AG applications you submit that use the same supporting documents.

**I HEREBY CERTIFY THAT:**

- I have read the Terms and Conditions of this application, its use and disclosure and I understand that by applying for the ACG, ESDC may exchange information, including my personal information, with my provincial/territorial apprenticeship authority for the purposes of the administration and enforcement of the ACG including for the purposes of validating my application.
- All of the information submitted in relation to my application including all supporting documents is true, complete and accurate.

**I HEREBY AGREE THAT:**

- In the event that any of my information or supporting documents provided in my application, is, whether I knew it or not at the time I submitted my application,
  - false or misleading;
  - incomplete or inaccurate
- I am liable to repay the entire amount of all grants received under the ACG and such amount is a debt due to Her Majesty and recoverable as such.

\_\_\_\_\_  
Applicant's signature\_\_\_\_\_  
Date (dd-mm-yyyy)**PART 5 – WHERE TO SEND YOUR APPLICATION AND SUPPORTING DOCUMENTS**

**For apprentices registered in Alberta, British Columbia, Manitoba, Northwest Territories, Nunavut, Saskatchewan or Yukon:**

Apprenticeship Grants Western Processing Centre  
Service Canada Centre  
Harry Hays Bldg  
220 4th Avenue SE, Room 270  
Calgary AB T2G 4X3

**For apprentices registered in New Brunswick, Newfoundland and Labrador, Nova Scotia, Ontario, Prince Edward Island or Quebec:**

Apprenticeship Grants Eastern Processing Centre  
Service Canada Centre  
139 Douglastown Blvd  
Miramichi NB E1V 0A4