



2016 Financial Supports for Apprentices and Employers in BC

Many financial supports are available from the federal and provincial governments for employers and apprentices **registered** with the Industry Training Authority (ITA). The supports range from tax credits and grants to wage subsidies, depending on eligibility.



ita

APPRENTICE SUPPORTS

Employment Insurance, WorkBC*, and Obtaining Your 16-Digit Reference Code

Apprentices registered with ITA may be eligible for temporary financial supports while they attend ITA-approved training for their apprenticeship. Part I and Part II of the *Employment Insurance Act* define the terms of this support.

Part I Financial Supports, Employment Insurance (EI) benefits, are typically income replacement and are provided through Service Canada. Any questions and/or concerns regarding EI benefits should be directed to Service Canada.

Part II Financial Supports, also known as WorkBC Apprentice Training supports, are managed by BC's Ministry of Social Development and Social Innovation. These supports could include basic expenses for living away from home, dependent care, daily commuting, etc. Any questions and/or concerns regarding Financial Supports should be directed to WorkBC by phone at 1-877-952-6914.

You will be sent a 16 digit reference code from WorkBC when you apply for Apprentice Training Support. The 16 digit reference number is critical for your application for EI.

WorkBC Apprentice Training Supports Online / Applying for EI

You may start the application process **4 weeks PRIOR** to your school start date.

You must apply by the first day of your course - if late, please contact WorkBC to have your eligibility assessed.

The following steps are very specific and must be done completely and in order. You will need your ITA number, Social Insurance Number, a void cheque or banking information, and the start and end dates of your class.

There are 2 separate but connected applications that must be completed:

- WorkBC Apprentice Supports Online
- Service Canada Employment Insurance

Applying for WorkBC Apprentice Training Supports Online

To be able to apply for EI or WorkBC Apprentice Training Supports, you will need a BCeID.

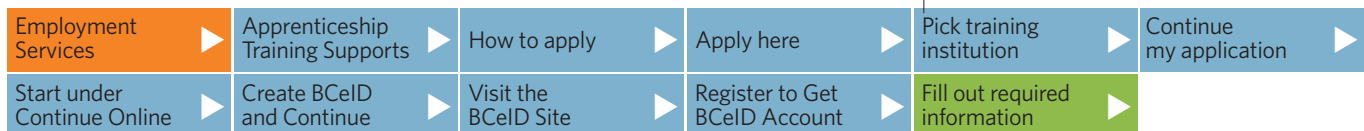
If you meet any of these requirements, follow the steps below to obtain your BCeID.

- You are on a current EI claim, you are applying for EI, or you have been on EI in the past 3 years
- You are an apprentice with or without an employer or union sponsor.
- You are unemployed and a pre-existing ITA-registered apprentice who has an employer sponsor, but you are without a return-to-work date.

Obtaining your BCeID

Go to www.workbc.ca and click as shown:

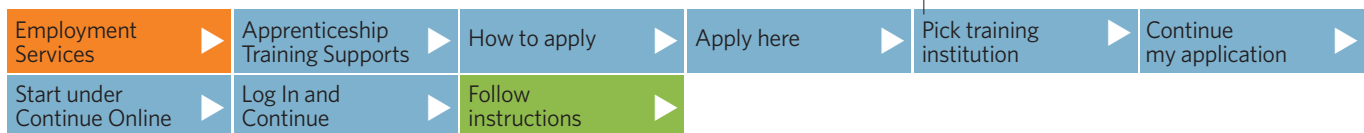
NOTE the Work BC Employment Service Centre location that will be able to assist you



Applying for Apprentice Training Supports

Go to www.workbc.ca and click as shown:

NOTE the Work BC Employment Service Centre location that will be able to assist you



Print or email yourself the confirmation page, which includes a 4 digit application number. A 16 digit reference code from Apprenticeship Training Supports, needed to apply for EI, will be emailed to you. This can take up to 2 business days.

Applying for EI

- **You must have your 16 digit reference code from Apprentice Training Supports on hand.**
- You cannot apply for EI more than 7 days before the start date of your apprentice training.
- Submit your ROE as soon as possible.
- Go to: www.servicecanada.gc.ca and click on: Apply for Employment Insurance and Start application.
- If you have questions, contact your local Service Canada office.

* Also known as Employment Program of BC (EPBC).

Canada Apprentice Loan

The Canada Apprentice Loan offers interest-free loans to help registered apprentices with the cost of their training. Apprentices registered in a Red Seal trade apprenticeship can apply for interest-free loans of up to \$4,000 per period of technical training. Interest charges and repayment of the Canada Apprentice Loan will not begin until after the loan recipient completes or terminates their apprenticeship training program.

For more information, visit www.canada.ca/apprentice and click on Canada Apprentice Loan to apply through the Canada Apprentice Loan online service.

Grants for Red Seal Apprentices

As a Red Seal apprentice, you are eligible for an Apprenticeship Incentive Grant (AIG) and an Apprenticeship Completion Grant (ACG). The AIG is an annual taxable cash grant of \$1,000 a year for the first 2 years of your training, up to a maximum of \$2,000 per person. The ACG is a one-time taxable cash grant of \$2,000 after you have been certified in your trade.

	Apprenticeship Incentive Grant (AIG)	Apprenticeship Completion Grant (ACG)
Who Qualifies?	Apprentices registered in Red Seal trades who have successfully completed a level of technical training and a portion of work, based training hours. Please refer to the AIG Requirements for your trade at www.itabc.ca/grants-tax-credits/grants . ITA will send you a Letter of Progression when you have met the requirement for technical training and work-based training.	Certified Red Seal journeypersons.
How to Apply	Use the information in your Letter of Progression to apply for your AIG from Service Canada. To print a copy of this letter, log in to Direct Access, itadirectaccess.ca . If you do not have a Direct Access account, call or email Customer Service to set one up. After you've applied, contact Service Canada directly with questions or to track the status of your grant application. www.servicecanada.gc.ca/eng/goc/apprenticeship	ITA will send you a reminder notice when you qualify for the ACG. Contact Service Canada to apply for the ACG. After you've applied, contact Service Canada directly with questions or to track the status.

Eligibility criteras and application forms can be found at www.servicecanada.gc.ca/eng/goc/apprentice

Provincial Tax Credits

Provincial training tax credits provide refundable income tax credits for apprentices registered in Industry Training Authority (ITA) Red Seal and Non-Red Seal apprenticeship programs. Enhanced tax credits are available for ITA-registered apprentices who are First Nations or who have disabilities.

Tax credits for tool expenses are also available.

For more information, please see the tax credit information on the BC government website, www2.gov.bc.ca. Search for Training Tax Credits for Apprentices.

Other Apprentice Resources

Wage Subsidy Work Experience Program

Eligible job seekers may benefit from a short-term wage subsidy to assist with the initial work- based training investment (EI eligibility).

Contact your local WorkBC Centre or Aboriginal Skills and Employment Training Strategy (ASETS).

For more information, go to:

- WorkBC: www.workbc.ca/Employment-Services/WorkBC-Centres.aspx
- ASETS: www.esdc.gc.ca/en/aboriginal/agreement_holders.page#bc

Skilled Trades Employment Program (STEP)

STEP programs are created to support those in under-represented populations, including Aboriginal people, immigrants, women, youth, and other eligible British Columbians facing barriers to entering the trades. For more information, go to www.stepbc.ca

Student Aid

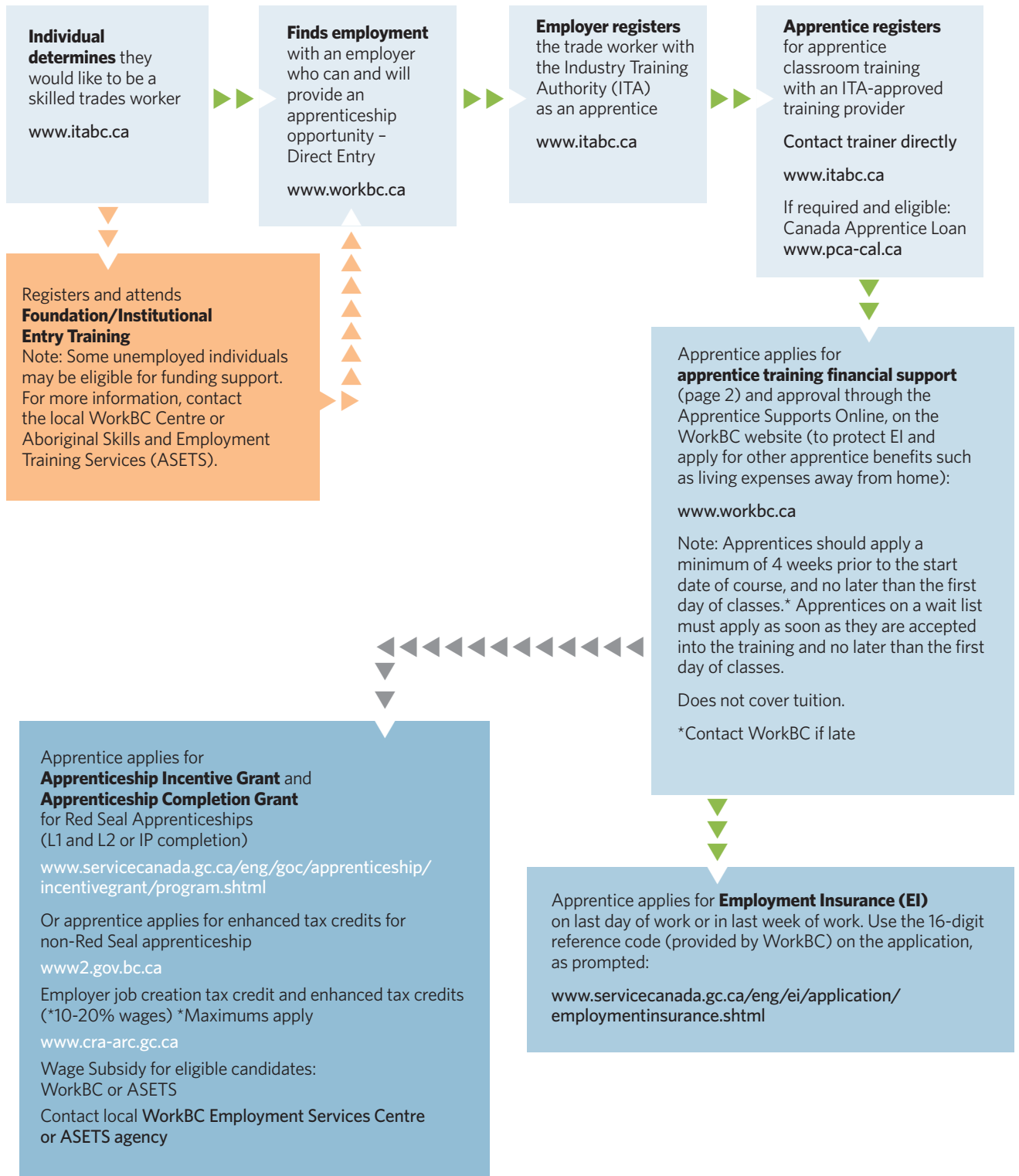
For more information on BC Access Grant, go to www.studentaidbc.ca

BC Access Grant is only available for eligible applicants enrolled in Foundation Training for high demand trades over 12 weeks.

Apprentice Financial Supports Chart

OPTION 1

OPTION 2



EMPLOYER SUPPORTS

The provincial and federal governments provide income tax credits for employers of apprentices registered in Industry Training Authority (ITA) apprenticeship programs.

Apprenticeship Job Creation Tax Credit for Red Seal Programs

Employers who hire apprentices registered in Red Seal programs are eligible to claim **10% of wages** up to a maximum of \$2,000 per year for each apprentice, within two years of their apprenticeship.

Completion of technical training or submission of work-based training hours by an apprentice is not required in order to claim this tax credit.

For more information, visit the Canada Revenue Agency (CRA) website:

www.cra-arc.gc.ca/tx/ndvcls/tpcs/ncm-tx/rtrn/cmpltng/ddctns/lns409-485/412/jctc-eng.html.

BC Basic Tax Credit for Non-Red Seal Program

Employers who hire apprentices registered in non-Red Seal programs are eligible to claim **20% of wages** up to a maximum of \$4,000 per year for each apprentice, within two years of their apprenticeship registration.

Completion of technical training or submission of work-based training hours by an apprentice is not required in order to claim this tax credit.

BC Completion Tax Credit

Employers who hire apprentices are eligible to claim tax credits when (depending on the program) those apprentices complete level three or higher of the technical training, complete work-based training hours, or receive a certificate for their trade.

For more information, go to www2.gov.bc.ca/gov/content/taxes/income-taxes/corporate/credits/training/employer.

Enhanced Tax Credit for Employers

Employers of apprentices who are First Nations or who have disabilities may also be eligible for additional tax credits.

For more information, go to www2.gov.bc.ca/gov/content/taxes/income-taxes/corporate/credits/training/employer.

Other Employer Resources

Wage Subsidy Work Experience Program

Eligible employers may benefit from a short-term wage subsidy to assist with the initial work-based training investment (EI eligibility).

Contact your local WorkBC Centre or Aboriginal Skills and Employment Training Strategy (ASETS).

For more information, go to:

- WorkBC: www.workbc.ca/Employment-Services/WorkBC-Centres.aspx
- ASETS: www.esdc.gc.ca/en/aboriginal/agreement_holders.page#bc

Skilled Trades Employment Program (STEP)

STEP programs are created to support those in under-represented populations, including Aboriginal people, immigrants, women, youth, and other eligible British Columbians facing barriers to entering the trades.

For more information, go to www.stepbc.ca.

Canada BC Job Grant (CJG)

The Canada-B.C. Job Grant provides direct financial support to employers who wish to purchase training for their current or future employees.

An employer is required to contribute at least one third of the training costs, with the remaining two thirds, up to \$10,000 per participant, coming from the CJG.

The employer must have a job for the participant at the end of training.

Eligible training costs include: tuition fees; mandatory student fees; textbooks, software and other required materials; and examination fees.

For details on how to apply for the Canada Job Grant, please visit: www.workbc.ca/canadabcjobgrant.

Apprentice Supports*	Direct Entry Apprenticeship Hired and registered by Sponsor without prior Foundation/ apprentice training	Foundation Training (a.k.a: pre-apprentice)	Apprentice Technical Training (Levels 1, 2, 3, 4)
Skills Training Funding Tuition* See Notes A+C		✓	
Aboriginal Skills Training Funding Tuition* (eligible Aboriginal applicants) ASETS agencies See Notes A+C		✓	✓
Student Aid/Loans* Only Foundation Training over 12 weeks long BC ACCESS Grant (only for training in high demand trades) Bursaries and Scholarships		✓	
Canada Apprentice Loan			✓
Wage Subsidy (new hires)* WorkBC / ASETS agencies	✓		
Other Resources* STEP See Note D	✓		
EI and AOP: Apprentice Financial Benefits for Apprentice Training * (Apprentice Supports Online Portal) WorkBC and Service Canada (for EI-eligible clients) ²			✓
Training Tax Credits Non-Red Seal and Red Seal* Credit amount varies, please refer to CRA			✓
Incentive and Completion Grants, Red Seal Trades* Service Canada		✓	✓
ITA Website Resources* (www.itabc.ca) Direct Access Online Apprenticeship Reporting Trade Profile	✓	✓	✓

*Support is dependent on eligibility and varies by trade, level of training, and whether or not it is a Red Seal or Non-Red Seal trade.

Note A: WorkBC and EPBC. Aboriginal resources: ASETS agencies, Victoria Foundation, Bands, bursaries, scholarships, STEP

Note B: Bursaries may be available through individual training institutions

Note C: ACE IT/SSA coordinated through School Districts

Note D: Skilled Trades Employment Program (STEP) is available in several communities to assist Canadians in entering trade careers. Programs include Immigrants in Trades Training, Aboriginals in Trades Training and Women in Trades Training

Employer Supports*

	Direct Entry New hire of apprentice without any prior trades training/certification	Foundation see Note A	Apprentice Level 1, 2, 3, 4, 5
Wage Subsidy For New Hires Requiring Training* WorkBC ASETS agencies BC	✓		✓
Canada-B.C. Job Grant* See Note E	✓	✓	✓
Training Tax Credits* Service Canada/BC ¹ Amounts vary per trade, level, non-Red Seal, Red Seal Yearly, per registered apprentice Completion Training Tax Credit			✓
Other Resources* WorkBC Employment Service Centres Service Canada Red-Seal.ca Training Providers STEP Sector Advisory Groups Centre of Training Excellence in Mining Chambers of Commerce Trade Conferences Economic Development Commissions Government reps Unions See Notes A, B, C & D			
ITA Resources* ITA website (www.itabc.ca) / Direct Access: online registering, reporting, and updates Trade profiles and training outlines Training providers/schedules Employer guidebooks YouTube tutorials / News bulletins Targeted initiatives Customer Service Apprenticeship Advisors / Industry Relations Managers Sector Advisory Groups (SAGs)	✓		✓

*Support is dependent on eligibility and varies by trade, level of training, and whether or not it is a Red Seal or Non-Red Seal trade.

- Note A: Foundation trades training often comes before employment in trades: ACE IT and SSA programs are available to assist in preparing youth in entering and continuing apprenticeship
- Note B: Apprentice Technical Training: ITA develops curriculum and program standards in consultation with industry and stakeholders
- Note C: Availability varies in each community
- Note D: Skilled Trades Employment Program (STEP) is available in several communities to assist Canadians in entering trade careers. Programs include Immigrants in Trades Training, Aboriginals in Trades Training and Women in Trades Training
- Note E: Canada-B.C. Job Grant for new or existing apprentices

ITA CUSTOMER SERVICE

778.328.8700 or
1.866.660.6011
customerservice@itabc.ca

CONNECT WITH AN ITA APPRENTICESHIP ADVISOR

in your community at www.itabc.ca/our-trades-training-system/apprentice-advisors

Industry Training Authority
800-8100 Granville Avenue
Richmond, BC V6Y 3T6

www.itabc.ca



Industry Training Authority



@ita_bc



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ITA BC

