NOVA SCOTIA
Labour and Advanced Education

APPRENTICESHIP
NOVA SCOTIA

Apprenticeship Training division
2021 Brunswick Street
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Out-of-Province Apprentice Request Form

The Department will use and disclose personal information only in accordance with the Nova Scotia Freedom of Information and Protection of Privacy Act and the Nova Scotia Personal Information International Disclosure Protection Act. To correct or access your personal information you may contact the Department Information Access and Privacy Manager at LAEaccess@gov.ns.ca or (902) 424-8472.

Nova Scotia Home Address

Street: _____ City/Town: _____

Postal Code: _____ Home telephone: _____ Cell: _____

Out-of-Province Home Address

Street: _____ City/Town: _____

Province: _____ Postal Code: _____ Telephone: _____

Company Name / Out-of-Province Employer: _____

Supervisor or Company Representative's Name: _____

Street: _____ City/Town: _____

Province: _____ Postal Code: _____ Telephone: _____

Name of NS Industrial Training and Certification Officer: _____

I, _____(your name), have read the Nova Scotia Apprenticeship Application and Agreement and I accept the roles, responsibilities and obligations of the apprentice as stated on this agreement. I agree to comply with these roles, responsibilities and obligations to keep my Nova Scotia Apprenticeship Agreement in good standing.

I understand and agree that it is my responsibility to keep my logbook updated as required and available for review upon request of the Nova Scotia Apprenticeship Training division. I agree to follow the technical training enrollment procedure. I understand that my apprenticeship program (hours, technical training) must be updated prior to being approved to register for training.

I also agree that it is my responsibility to keep all contact and employer information up-to-date and to notify the Apprenticeship Training division of any changes. I understand that my apprenticeship agreement may be canceled should I fail to notify the Apprenticeship Training division of these changes.

I understand that my apprenticeship agreement is currently with: _____(name of company) and that if I leave this company a Transfer of Apprentice Agreement must be signed by the new employer. I understand that if my new employer does not meet the criteria of the Nova Scotia Apprenticeship Training division, my apprenticeship may be canceled.

I understand it is my responsibility to provide along with my logbook, a letter signed by the journeyperson(s) (including contact information and Interprovincial #) that I have worked with, outlining the skills that I have covered and that these skills were performed under supervision. I also agree that I must also supply a letter from the company representative supporting this, which states that I have worked in the trade as well as the start and finish date.

Signature: _____