



Labour and Advanced Education



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

Please Note:

The employer representative who signs this form must attach his or her business card, (alternatively, this form may be reproduced on company letterhead in lieu of a business card)

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.

Date: _____

Re: _____
(Name of apprentice)

I, _____(name of company representative) have read the Nova Scotia Apprenticeship Application and Agreement. I understand and accept, on behalf of _____(name of company) the roles, responsibilities and obligations of the employer as stated in this agreement.

On this date, _____(name of company), currently has _____(number of journeypersons) in the _____(name of trade) and _____(number of apprentices). Our company is in good standing and in compliance with the _____(name of trade) trade regulations of Nova Scotia.

I understand that apprenticeship training is a provincial jurisdiction and that the registration of _____(name of apprentice) must also meet _____(name of employer's province) apprenticeship requirements.

I agree to ensure that _____(name of apprentice) has every opportunity to learn the skills required in the _____(name of trade) under the supervision of an individual who holds a current Journeyman Certificate in the _____ trade..

I agree to release _____(name of apprentice) to attend technical training and to provide the number of hours, start and finish dates, skills covered and confirm that this was under supervision. I also agree to ensure that the name, certificate/IP #, contact information of any/all journeypersons who train/supervise this apprentice, (and sign off the practical skills in Section 5 of the apprentice's logbook), has been entered into Section 2 of the logbook, "Supervising Journeyman Information".

Signature: _____ Business Registration Number: _____

Province of Registration: _____ Business Card Attached: