

## Technical Training Enrolment Form

Please note that all training enrolment forms and deposits must be received by the June 24, 2011 deadline for courses starting September to December 2011, and by October 14, 2011 for all courses starting January to June 2012.

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](mailto:LAEaccess@gov.ns.ca) or (902) 424-8472.

**PLEASE PRINT**

Apprentice's Name: \_\_\_\_\_

Employer's Name: \_\_\_\_\_

Apprentice's Address: \_\_\_\_\_  
 \_\_\_\_\_

Employer's Address: \_\_\_\_\_  
 \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Apprenticeship Registration Number: \_\_\_\_\_

Trade: \_\_\_\_\_

Logbook Hours: \_\_\_\_\_

Date hours last updated: \_\_\_\_\_

(Note: For first year training, 1500 hrs are required.)

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\_\_\_\_\_  
 (Apprentice's Signature)

\_\_\_\_\_  
 (Employer's / Representative's Signature)

**First choice for technical training:**

Trade / Course Group: \_\_\_\_\_

Location: \_\_\_\_\_

Start and End Dates: \_\_\_\_\_

Class #: \_\_\_\_\_

**Second choice for technical training:**

Trade / Course Group: \_\_\_\_\_

Location: \_\_\_\_\_

Start and End Dates: \_\_\_\_\_

Class #: \_\_\_\_\_

<b>Method of payment:</b> <input type="checkbox"/> Certified/business cheque <input type="checkbox"/> Money Order <input type="checkbox"/> Debit card <input type="checkbox"/> Cash (Halifax only)		
<input type="checkbox"/> Visa	Name on Card: _____	Account Number: _____
<input type="checkbox"/> Mastercard	Expiry Date: _____	Card Holder's Signature: _____
<b>Is this your credit card?</b> Y    N    If No, address for receipt purposes: _____		

- A tuition *deposit* of \$82.80 **for the first course** must be submitted with this form. Debit/credit payments are accepted in the Halifax, Sydney and Truro offices. Cash payment is accepted in the Halifax Office only with exact change. Make cheques payable to the "Minister of Finance". **Personal cheques are not accepted.** The tuition *balance* (\$82.80 x number of remaining courses) must be paid to the Training Provider on the first day of classes.
- Complete a separate Technical Training Enrolment Form for each Group or Session of training you wish to attend. Additional copies can be downloaded from our website: [www.nsapprenticeship.ca/forms\\_and\\_publications/TTEForm.pdf](http://www.nsapprenticeship.ca/forms_and_publications/TTEForm.pdf)
- The tuition deposit will only be refunded if you are not assigned a seat or if the training is cancelled.

<b>Office Use Only</b>		
Client auditing course(s)	Y    N	Course offer #s _____
Client approved for training	Y    N	ITCO's signature _____
Wait list for above training	Y    N	Schedule for above training    Y    N
Receipt issued	Y    N	Deposit received                    Y    N

## Contact Information

**Mail or drop off this form with your tuition deposit to the appropriate address below:**

<p><b>Bridgewater</b> Labour and Advanced Education Apprenticeship Training Division 80 Logan Road, Bridgewater, NS B4V 3J8</p> <p>Tel: (902) 543-0649 Fax: (902) 543-0648 Toll Free: 1-800-494-5651</p>	<p><b>Port Hawkesbury</b> Labour and Advanced Education Apprenticeship Training Division c/o NSCC Strait Area Campus 226 Reeves Street, Port Hawkesbury, NS B9A 2A2</p> <p>Tel: (902) 625-3761 Fax: (902) 625-4264 Toll Free: 1-800-494-5651</p>
<p><b>Halifax</b> Labour and Advanced Education Apprenticeship Training Division PO Box 578, 2021 Brunswick Street, Halifax, NS B3J 2S9</p> <p>Tel: (902) 424-5651 Fax: (902) 424-0717 Toll Free: 1-800-494-5651</p>	<p><b>Sydney</b> Labour and Advanced Education Apprenticeship Training Division 338 Charlotte Street, Sydney, NS B1P 1C8</p> <p>Tel: (902) 563-2149 Fax: (902) 563-3491 Toll Free: 1-800-494-5651</p>
<p><b>Kentville</b> Labour and Advanced Education Apprenticeship Training Division 10 Webster Street, Suite 202 Kentville, NS B4N 1H7</p> <p>Tel: (902) 679-6203 Fax: (902) 679-6235 Toll Free: 1-800-494-5651</p>	<p><b>Truro</b> Labour and Advanced Education Apprenticeship Training Division Suite 3 - 60 Lorne Street, Truro, NS B2N 3K3</p> <p>Tel: (902) 893-5988 Fax: (902) 893-6104 Toll Free: 1-800-494-5651</p>
<p><b>New Glasgow Office</b> Labour and Advanced Education Apprenticeship Training Division 187 Terra Cotta Drive, New Glasgow, NS B2H 6B6</p> <p>Tel: (902) 755-8540 Fax: (902) 928-3697 Toll Free: 1-800-494-5651</p>	<p><b>Yarmouth</b> Labour and Advanced Education Apprenticeship Training Division Located at NSCC Burrigge Campus 372 Pleasant Street, Yarmouth, NS B5A 2L2</p> <p>Tel: (902) 742-0775 Fax: (902) 742-5660 Toll Free: 1-800-494-5651</p>

### Accepted forms of payment for the \$82.80 tuition deposit:

Halifax Office:	Certified cheque, company cheque or money order (payable to the Minister of Finance) Debit card, VISA or Mastercard Cash, exact amount only
Sydney & Truro	Certified cheque, company cheque or money order (payable to the Minister of Finance) Debit card, VISA or Mastercard
All other offices:	Certified cheque, company cheque or money order (payable to the Minister of Finance) Visa or Mastercard (credit card information noted on the Training Enrolment Form)
Mailed payments:	Certified cheque, company cheque or money order (payable to the Minister of Finance) VISA or Mastercard (credit card information noted on the Training Enrolment Form)

- You will not be permitted to attend training without returning this form and paying your deposit of \$82.80. Your deposit will be refunded only if you are not assigned a seat or if training is cancelled.
- The deadline to apply for training starting September to December 2010 is June 24, 2011, and the deadline to apply for all courses starting January to June 2011 is October 14, 2011. If you miss these deadlines, please forward your form and tuition deposit as soon as possible, as there is a possibility some seats are available.
- Do not mail cash - cash payment is accepted in the Halifax location with exact change only. Personal cheques are not accepted and will be returned.
- Don't delay - Secure your seat - Return enrolment form and deposit immediately!