

TECHNICAL TRAINING ENROLMENT FORM

It is important to register for technical training as soon as possible as seats are assigned on a first-come basis. Please note that your training enrolment form and deposit must be received by the June 05, 2009 deadline for courses starting September to December 2009, and by October 02, 2009 for all courses starting January to June 2010.

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: _____

(Apprentice's Signature)

(Employer's / Representative's Signature)

- Yes, I would like to be contacted regarding enrolling in a Math Refresher Course in my area.
- Yes, I would like to be contacted regarding enrolling in a Document Use Course in my area.

First choice of technical training:

Trade / Course Group: _____	Location: _____
Start and End Dates: _____	Class #: _____

Second choice of technical training:

Trade / Course Group: _____	Location: _____
Start and End Dates: _____	Class #: _____

Method of payment: Certified/business cheque Money Order Debit card Cash (Halifax only)

<input type="checkbox"/> Visa <input type="checkbox"/> Mastercard	Name on card: _____	Account Number: _____
	Expiry Date: _____	Card Holder's Signature: _____

Is this your credit card? Y N If No, address for receipt purposes: _____

- You will not be permitted to attend training without returning this form and paying the \$81.18 tuition deposit. **Debit and credit** payments are accepted in the Halifax, Sydney and Truro Offices. **DO NOT MAIL CASH** - cash payment is accepted in the Halifax Office with exact change only. **Make cheques payable to "Minister of Finance". Personal cheques are not accepted and will be returned.**
- 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 at: www.nsapprenticeship.ca
- The tuition deposit will only be refunded if you are not assigned a seat or if the training is cancelled.

Office Use Only

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

(The Department will hold all personal information provided in confidence)

CONTACT INFORMATION

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

<p>Bridgewater Labour and Workforce Development Tel: (902) 543-0649 Apprenticeship Training and Fax: (902) 543-0648 Skill Development division Toll Free: 1-800-494-5651 80 Logan Road Bridgewater, NS B4V 3J8</p> <p>Halifax Labour and Workforce Development Tel: (902) 424-5651 Apprenticeship Training and Fax: (902) 424-0717 Skill Development division Toll Free: 1-800-494-5651 PO Box 578, 2021 Brunswick Street Halifax, NS B3J 2S9</p> <p>Kentville Labour and Workforce Development Tel: (902) 679-6203 Apprenticeship Training and Fax: (902) 679-6235 Skill Development division Toll Free: 1-800-494-5651 Located at NSCC Kingstec Campus PO Box 487, 236 Belcher Street Kentville, NS B4N 3X3</p> <p>Port Hawkesbury Labour and Workforce Development Tel: (902) 625-3761 Apprenticeship Training and Fax: (902) 625-4264 Skill Development division Toll Free: 1-800-494-5651 Located at NSCC Strait Area Campus 226 Reeves Street Port Hawkesbury, NS B9A 2A2</p>	<p>Sydney Labour and Workforce Development Tel: (902) 563-2149 Apprenticeship Training and Fax: (902) 563-3491 Skill Development division Toll Free: 1-800-494-5651 338 Charlotte Street, Sydney, NS B1P 1C8</p> <p>Truro Labour and Workforce Development Tel: (902) 893-5988 Apprenticeship Training and Fax: (902) 893-6104 Skill Development division Toll Free: 1-800-494-5651 Suite 3 - 60 Lorne Street, Truro, NS B2N 3K3</p> <p>Yarmouth Labour and Workforce Development Tel: (902) 742-0775 Apprenticeship Training and Fax: (902) 742-0519 Skill Development division Toll Free: 1-800-494-5651 Located at NSCC Burrigge Campus 372 Pleasant Street Yarmouth, NS B5A 2L2</p>
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Accepted forms of payment for the \$81.18 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 \$81.18. 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 2009 is June 05, 2009, and the deadline to apply for all courses starting January to June 2010 is October 02, 2009. 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!