

Apprenticeship (APIA)

Key Messages from Employment Nova Scotia (ENS)

These key messages are intended to guide conversations when clients contact NSAA with questions about additional financial supports for full-time technical training.

Applying for supports through Employment Nova Scotia (ENS)

- Upon receiving a “confirmation of enrollment” email from the NSAA, the apprentice should submit a complete application package to ENS; this will allow ENS to assess the supports the apprentice may be eligible for:
 - The application can be found here: [Apprenticeship Application Worksheet - Application Package](#).
 - It can only be opened in Internet Explorer, and it will take several minutes to download.
 - It cannot be opened in Chrome, Microsoft Edge or other internet browsers.
- Advise the apprentice that an ENS Program Officer will discuss all available financial supports, including funding for Books and Technology Measures once the application has been received.
 - If the apprentice is interested in having a conversation prior to applying, they should contact an ENS Program Officer at: 1-877-223-0888 (Toll-free) or visit www.novascotia.ca/employmentnovascotia.

ENS Financial Assistance

Registered apprentices who are referred to training **may be eligible** for financial assistance from ENS to cover costs related to program participation. Upon receipt of the application, ENS will determine if the apprentice is eligible for any, or all, of the following:

Weekly Payments

- Accommodations
- Childcare / Dependent Care
- Living Allowance
- Transportation

Lump Sum (One-time) Payments

- Course related **books** (hardcopy, e-books, and software specific to technical training)
- Equipment (**technology measures** – computer, accessories, headphones/headset, internet allowance)
- Transportation

Advanced Payment for Early Purchases

- Apprentices must submit a complete Apprenticeship Application Worksheet before the training start date to be eligible for advanced payments.
- Advancement of funds for Books and Technology Measures is available up to 4 weeks before the training start date. No other funds are eligible for advanced payment.

Reimbursement for Previously Made Purchases

Apprentices who purchase Books and Technology Measures prior to the start date of training and prior to submitting an ENS Apprenticeship Application Worksheet may be eligible for reimbursement if they have received a confirmation of training email from NSAA before purchasing their books and/or technology.

Requirement to Retain and Submit Receipts

Advise the apprentice that they will be required to submit receipts for books, technology measures, and childcare/dependent care when requested by ENS. The receipt must meet the requirements for the expense type as follows.

Books & Technology Measures

- Date of purchase
- Details about the item(s) purchased
- Total cost of the purchase.

Childcare / Dependent Care

- Name of child(ren)
- Date of payment
- Care providers name and signature
- Dates of service

IMPORTANT: Failure to provide a proper receipt will result in an overpayment owing the province per the Financial Terms and Conditions of an Apprenticeship Agreement.

When to Contact ENS

The apprentice should contact an ENS Program Officer at 1-877-223-0888 (Toll-free) when:

1. They withdraw from training:
 - Advise the apprentice that they will be required to report to ENS immediately if they withdraw from training.
 - Withdrawing from training may result in the repayment of some expenses such as advanced payments for Books and Technology Measures.
2. They have questions about the terms and conditions of their application or agreement with ENS.

Please encourage the apprentice to leave a voice message if the ENS Program Officer is unavailable and their call goes to voicemail. The ENS Program Officer will return their call as soon as possible.

When to Contact Service Canada

The following inquiries should be directed to Service Canada, not to ENS:

- Adding their Apprenticeship Reference Code to their EI claim.
- Questions about their EI claim. Call the EI Call Centre: 1-800-206-7218.