
How to Start a Funding Application

Once you select 'Click here to apply' on the Nova Scotia Apprenticeship Agency (NSAA) website, you will be navigated to begin the process of submitting your application.



Apprenticeship Progression Completion Grant Privacy Notice

The NS Department of Labour, Skills, and Immigration through the Nova Scotia Apprenticeship Agency (NSAA), collects your personal information including all supporting documents as part of your grant application processing.

The collection is done pursuant to the NS Freedom of Information and Protection of Privacy Act.

We collect and use your personal information for the following purposes:

- To identify the applicant.
- To determine your eligibility for the grant application you are requesting based on program requirements.
- To provide an online service, process your application, communicate with you about it as needed, and respond to your requests.
- To verify and validate any information, statements, or documents provided as part of your application submission in order to process it.
- To facilitate payment of the approved grant amount directly to you, issue a cheque in your name and send it to your specified mailing address, or deposit the fund directly to your bank account, if you opt for direct deposit into your bank account provided.
- To create a funding agreement in our agreement management system using the information you provided and to ensure your compliance with the funding agreement terms you agreed under this program.
- To track your progress during your agreement with NSAA.
- To process and collect any overpayment of grant funds from you if we determine you have been overpaid.
- To generate periodic reporting based on internal program analysis and review as required by the government, thereby implementing the program in compliance with the enabling legislation or prescribed regulations/policy directives to ensure effective and efficient program administration and overall program integrity.

We use and disclose your personal information as required by law and for the purposes indicated above in order to deliver the program; through authorized individuals and organizations who need to know and are also responsible for administering the program and services for which you apply. We may only use or disclose your information for another purpose if we are authorized by law/regulations to do so.

By submitting your grant application or making any other request to us (by contacting us via any of our official channels), you acknowledge that you understand the collection, use, and disclosure of any personal information you provide to us for the purpose of processing your application or request.

To read more about how government respects your privacy when interacting with us review our full [privacy statement](#). If you have any questions about how the Nova Scotia Apprenticeship Agency handles your personal information, or if you want to request access to or correct your information, you may contact us at 902-424-5651, 1-800-494-5651 (Toll free within NS) or apprenticeship@novascotia.ca.

[Continue](#)

[Cancel](#)

On the first page you will see the Privacy Notice.

The Privacy Notice will detail why the Nova Scotia Apprenticeship Agency requires your personal information within the application.

Once you have read and understood how the Nova Scotia Apprenticeship Agency will collect, use, and disclose your personal information, click [Continue](#) to proceed to a set of eligibility questions.

My NS Account

Next you will be required to log in to My NS Account. By clicking the **Login with My NS Account** button, you will be redirected to a login page where you can create a new account or log in with an existing My NS Account.

Once you have signed in or created an account you can select **Continue to LaMPSS Online** to proceed to the application form.

If you experience any issue with logging in or creating an account with My NS Account, you can contact them directly at 1-844-322-9375.

Completing the Application Form

At the top of the page, you will notice the following information for **Return to Overview**.

If you wish to view the LaMPSS Online landing page to see some information about the Apprenticeship Progression Completion Grant application, select **Return to Overview**.

At any point during the application, you can logout. At the top of the page, you will see your name. Click the drop-down arrow by your name and select Logout. Any information that has been entered and saved for the application will still be listed when you log back in.

The screenshot shows the top of the Nova Scotia government website. The header includes the Nova Scotia logo, a user profile dropdown menu with a red box around it, and a search bar. The main content area is titled "Apprenticeship Progression Completion Grant Application Form". Below the title, there are two links: "Important Links" and "Return to Overview", both circled in red. Underneath is a "Section List" section with a text box stating: "The following sections of this form can be completed in the order listed or any section can be selected from the list below. Sections can be skipped and completed at a later date. All sections will be available to review before the completed form is submitted."

The start of the application will list all form sections required to be completed for the application. You can complete the sections in the order provided or they can be skipped and completed later.

The title of each Form Section provides a link to that section. To begin the application process, you can click **Continue** at the bottom of the page or use the Form Section list to jump directly to a specific screen.

The screenshot shows a list of form sections with a "Continue" button at the bottom. The list is as follows:

	Form Section	Status
1	Personal Information	
2	Contact Information	
3	Address	
4	Program Information	
5	Employment Status	
6	Additional Information	
7	Payment Details	
8	Supporting Documents	
9	Form Summary	

At the bottom of the page, there is a green "Continue" button circled in red. A red arrow points from the "Program Information" link in the list towards the "Continue" button.

Once you select any one of the form sections or continue, you will be directed to a step in the application. Each step will list all questions under that specific section. If you wish to skip the section, you click on the **Skip for Now** button at the bottom of the page. If you have provided answers to all questions, to save your answers and proceed to the next section of the application, select **Save and Continue**. If you wish to just save your information and stay on the same page, select **Save**.

When you fill in all the required fields and hit **Save and Continue**, or have decided to skip the section, the application will move on to the next form section in the application. If you wish to navigate to another section, you can return to the list of sections, by clicking on **Return to Section List** that is on the top of the page. You can also navigate around the steps of the application by selecting the drop-down menu on the step count that is listed above the section title where you can select another form section you wish to complete.

If you have started to answer the fields on a specific page and navigate away from the page, you will receive a pop-up to notify you that any unsaved changes will be lost.

When you begin an application, you will receive an email with a direct link to access the form. This link will be available for 120 days. Once you click this link, you will be required to login. Once logged in, you will be redirected to the Overview page. Select Continue to proceed.

Important Links • [Return to Section List](#)

Step 3 of 9 •

Address

Enter your permanent address information.

Mailing Address

Apt/Unit

Street

City / Community

Province
Nova Scotia ▼

Postal Code

Does your civic address differ from your mailing address?
Select ▼

[Save and Continue](#) [Save](#) [Skip for Now](#)

Once you have completed a form section and return to the 'Section List' the form sections will be updated indicating the status on the specific section.

Application Form

[Important Links](#)

[Return to Overview](#)

Section List

The following sections of this form can be completed in the order listed or any section can be selected from the list below. Sections can be skipped and completed at a later date. All sections will be available to review before the completed form is submitted.

	Form Section	Status
1	Personal Information	
2	Contact Information	 Saved
3	Address	

On step 4 of the application, you will be required to provide information on your program.

Enter "APC" for the Program Name.

Enter the date you are applying as the Program Start Date and Program End Date.

Step 4 of 9 ▾

Program Information

Provide details on the program you are attending.

Program Name

Program Start Date

Program End Date

Save and Continue

Save

Skip for Now

There are no Mandatory Documents required to support your application. However, there is an option to provide additional documents that you wish to provide with your application, under the Optional Documents section. This is where you can add a Void Cheque – Financial Authorization if you wish to set up direct deposit.

Apprenticeship Progression Completion Grant Application Form

[Important Links](#) [Return to Section List](#)

Step 8 of 9

Supporting Documents

Required Documents

The following documents are mandatory and must be submitted with this application.

Document	Document(s) Attached	Size
Other Supporting Documents		Add

Optional Documents

You may submit additional documentation in support of this application. Refer to the program guidelines to decide if it would be beneficial to include with the application.

Document	Document(s) Attached	Size
Acceptance Letter		Add
Void Cheque - Financial Authorization		Add

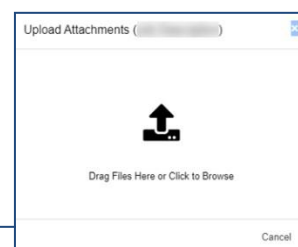
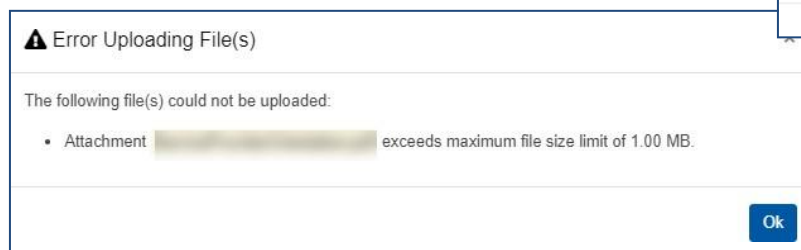
Save and Continue

Save

Skip for Now

To add your Void Cheque – Financial Authorization, click on the **Add** link that appears to the right of the document name.

Once you click on the Add link the following pop up will appear. You can either drag and drop the document in this box or click to browse for the specific file you wish to upload. Each file must have a unique file name and be a maximum of 1MB in size. If you try to upload a document that is larger than 1MB, you will receive the following error message.

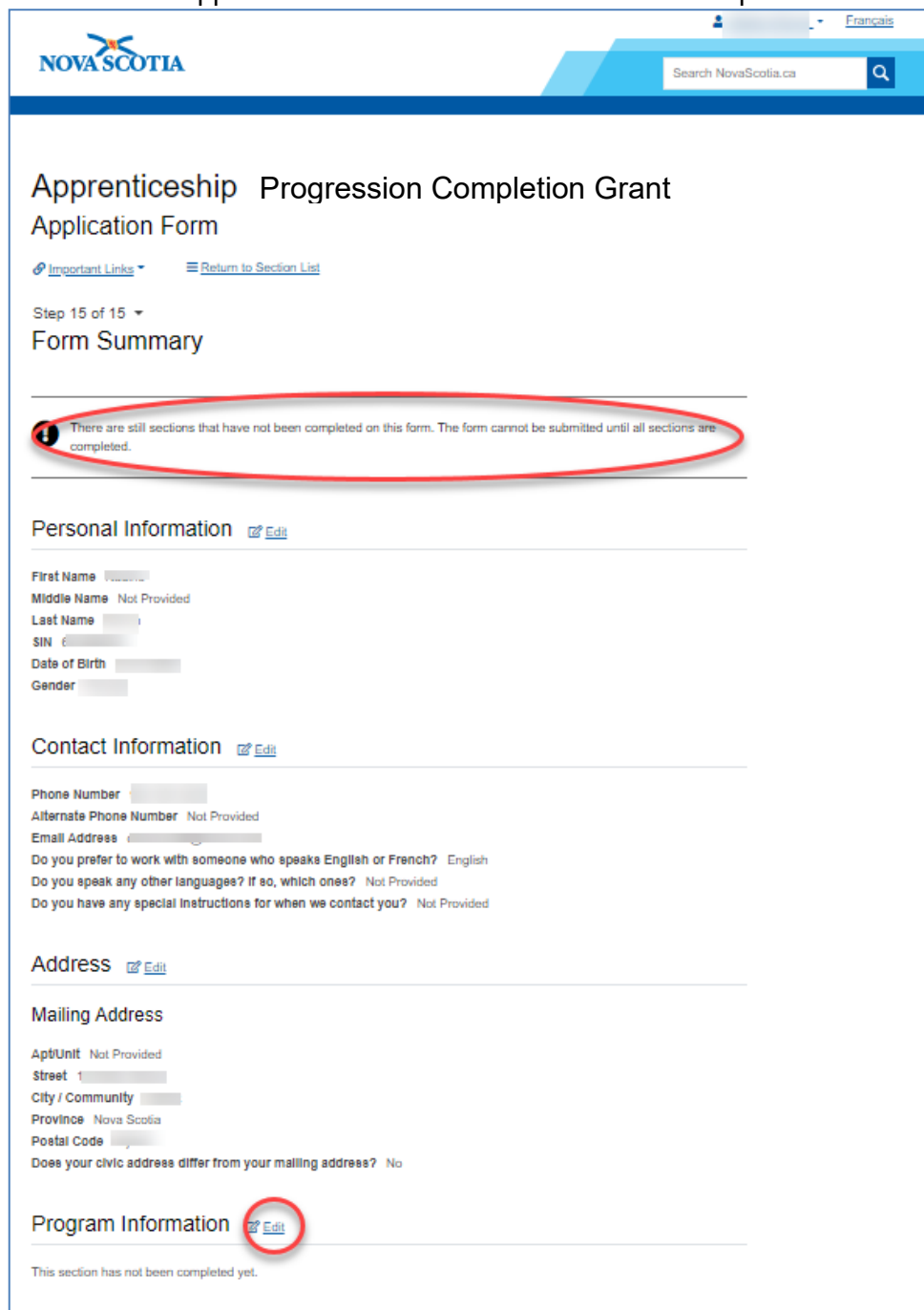


Once the document is attached, click on **Save and Continue** or **Save** to proceed.

Submission of an Application

The last step for the application is the Form Summary. This is where you can view a summary of the application and where you can submit the application. If all sections have not been completed for the application, a message will appear at the beginning of the summary. When reviewing the summary, you can see what sections are not complete. Select **Edit** by the section not completed to navigate back to that selected page to complete that portion of the application.

Once all sections have been completed, the  button will be visible on the bottom of the screen. Click this button to submit your application.



NOVA SCOTIA

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Apprenticeship Progression Completion Grant Application Form

[Important Links](#) [Return to Section List](#)

Step 15 of 15

Form Summary

There are still sections that have not been completed on this form. The form cannot be submitted until all sections are completed.

Personal Information [Edit](#)

First Name
Middle Name Not Provided
Last Name
SIN
Date of Birth
Gender

Contact Information [Edit](#)

Phone Number
Alternate Phone Number Not Provided
Email Address
Do you prefer to work with someone who speaks English or French? English
Do you speak any other languages? If so, which ones? Not Provided
Do you have any special instructions for when we contact you? Not Provided

Address [Edit](#)

Mailing Address

Apt/Unit Not Provided
Street
City / Community
Province Nova Scotia
Postal Code
Does your civic address differ from your mailing address? No

Program Information [Edit](#)

This section has not been completed yet.

Once the application is successfully submitted, you will receive the following message, advising that your application has been submitted. You can now **Logout** of the system.

Apprenticeship Progression Completion Grant

Application Form



Your application for Apprenticeship Progression Completion Grant has been submitted.

What happens next?

Nova Scotia Apprenticeship Agency will contact you within 5 business days to acknowledge receipt of your application.

Your application will be reviewed and assessed against program eligibility criteria.

Nova Scotia Apprenticeship Agency will contact you to let you know when a decision has been made.

Updates for your application

Please download a copy of your application for your records.

For more information about the status of your application, please contact Nova Scotia Apprenticeship Agency.

 [Download PDF](#)

[Logout](#)