

Effective April 1, 2019 Work BC Apprentices Services will centralize operations

The Transition Highlights

- Consolidation of 70 independent locations to “1” central hub
- No impact to apprentice’s financial support
- No changes to application process for the Apprentice
- The Online Employment Services Portal is the same!
 - Improved support, workflow and processing

Benefits of Centralization

- Provides a streamlined process for all Apprentices
- Single point of contact for all Apprentice Training Providers and Stakeholders
- Dedicated Team – 100% focused on Apprentice Support in BC
- Ensure apprentices maximize the financial benefits available to them
- Extended Hours of Service:

Monday to Thursday 9am - 7pm
Friday 9am - 5pm
Saturday 10am - 2pm

Contact Information

Telephone: 1-844-428-4730

Email: info-apprenticeservices@workbc.ca

Website (Live Chat): www.workbcapprenticeservices.ca

Website and Phones will be operational April 1, 2019

Apprentice Application Process

ITA registered Apprentices may be eligible for temporary financial supports while they attend ITA–approved training for their apprenticeship.

There are 2 SEPARATE but connected applications that MUST be completed.

BE PREPARED – you will need your:

- ✓ your ITA number
- ✓ Social Insurance Number
- ✓ Void cheque or banking information
- ✓ Name of Course, Training Institution & the start and end dates of your class.

STEP 1: Complete a WorkBC Apprenticeship Supports Application Online

Financial supports include basic expenses for living away from home, dependent care, daily commuting, living and disability supports.

IMPORTANT: You may start the application process 4 weeks PRIOR to your school start date. You must apply by the first day of your course – if you are late, please contact WorkBC to have your eligibility assessed.

Your 16-Digit Reference code will be issued upon completion of this application and can be obtained by logging in to your BCeID account. ***This may take up to 2 business days.

STEP 2: Apply for Service Canada Employment Insurance

IMPORTANT: You MUST obtain your 16-Digit Reference Code which is aligned to your current class. Additional classes require re-application where you will be issued a new 16 Digit Reference Code.

- You cannot apply for EI more than 7 days before the start date of your apprentice training
- Submit your ROE as soon as possible
- Have your 16-Digit Reference Code ready

If you have questions regarding EI, please contact Service Canada at 1-800-206-7218.

THESE STEPS MUST BE COMPLETED IN ORDER OTHERWISE SUPPORTS MAY BE DELAYED OR REJECTED.