

****IMPORTANT NOTICE TO APPRENTICES****

APPRENTICESHIP PROGRAM CHANGES EFFECTIVE APRIL 2, 2012 **EMPLOYMENT INSURANCE BENEFITS & APPRENTICE FINANCIAL SUPPORTS**

In order to receive **Apprentice Financial Supports** and/or **Employment Insurance Benefits** you must apply on-line to Apprentice Online Portal (AOP): www.apprenticeonline.gov.bc.ca a minimum of **4-weeks BEFORE your course start date.**

APPLYING FOR FINANCIAL ASSISTANCE – 3 STEPS

4 WEEKS BEFORE YOUR COURSE START DATE – LATE SUBMISSIONS WILL NOT BE ACCEPTED

1. Submit your application today – www.apprenticeonline.gov.bc.ca
2. Once you have submitted your application it will be reviewed and you will be provided with an **Employment Insurance (EI) reference code** with directions on how to apply for EI Benefit Support.

Information you will need to File and EI Claim:

Your Social Insurance Number and your base salary/weekly wage before deductions

Your apprentice **Employment Insurance (EI) reference code**

3. Employment Insurance on-line application www.servicecanada.gc.ca/eng/sc/ei OR at your local WorkBC Employment Service Centre.

Dawson Creek WorkBC Employment Service Centre
1105 103 Ave
Dawson Creek, BC

Fort St. John WorkBC Employment Service Centre
101, 9907 99 Ave
Fort St. John, BC

Fort Nelson WorkBC Employment Service Centre
5012 49 Ave
Fort Nelson, BC

To discuss any of these issues or, if you need more information please contact Enquiry BC at 1-800-663-7867