



# Apprenticeship Application Form

This form contains three parts: the **Apprenticeship Application**, the **Employer Application** and the **Apprenticeship Training Agreement**. Each of these must be filled out completely in order for the apprenticeship application to be processed. Please be accurate with dates, phone numbers, addresses etc. and please print clearly. Incomplete forms or forms that cannot be read will be returned to the applicant.

The **Apprenticeship Application** must be completed by the applicant (apprentice). To receive credit for high school trade courses, the applicant must submit a copy of their high school transcript with the application form. To receive credit for post secondary courses, the applicant must submit a copy of their graduation certificate with the application form.

The **Employer Application** must be completed by the employer.

The **Apprenticeship Training Agreement** must be signed by the applicant and the employer or employer's representative. These signatures must be witnessed. If the applicant is under 18 years of age, a parent/guardian must also sign the application.

Send completed applications to:

**PEI Apprenticeship Section**  
**PO Box 2000**  
**Suite 212, Atlantic Technology Centre**  
**Charlottetown, PEI C1A 7N8**

Please retain these instructions for your records.

**For more information, contact the PEI Apprenticeship Section at 368-4460.**

# Apprenticeship Application



1. Trade \_\_\_\_\_

## 2. Application Type (check one)

- Apprenticeship Program     Accelerated Secondary Apprenticeship Program (ASAP) (high school students)

## 3. Personal information:

\_\_\_\_\_ Man    \_\_\_\_\_ Woman    \_\_\_\_\_ Gender Not Listed    \_\_\_\_\_ Do not wish to disclose  
\_\_\_\_\_ Under-represented group **(This is information is voluntary. Please see definitions and reason for inquiry on next page.)**

\_\_\_\_\_  
Legal First Name    Middle Name    Last Name    Date of Birth (DD/MM/YY)

\_\_\_\_\_  
Mailing Address    City    Province    Postal Code

\_\_\_\_\_  
Primary phone #    Cell #    E-mail address

## Alternate contact person:

Applicants under 18 years of age **must** include the name of a parent or guardian. Optional for applicants over 18.

\_\_\_\_\_  
Name    Relationship to apprentice    Phone#    Cell #

## 4. Education information: (Please attach a photocopy of your certificate or transcript for proof of completion.)

High School Name \_\_\_\_\_ Grade completed \_\_\_\_\_

Date expected to graduate (for ASAP/high school students) \_\_\_\_\_

High School Equivalency (GED) obtained?     Yes     No

Did you attend a pre-employment program (college) or block release training program?

Yes     No    Trade \_\_\_\_\_

Dates attended \_\_\_\_\_ to \_\_\_\_\_ Training Institution \_\_\_\_\_

**Note: To receive credit for previous in-school training, you must supply proof of completion.**

**If you have documentation that supports any exam accommodations, you must submit this information before attending training.**

## 5. Previous trade employment:

To receive credit for previous employment hours in this trade, you must supply a copy of your Record of Employment or a letter from your employer.

# Apprenticeship Application



Identifying yourself as belonging to an under-represented group is **voluntary**.

**Although your employer or future employer(s) will not know which group you identify with, they may receive additional funding from CAS if you choose to identify with one of the below groups. The information you provide may be used to develop new programs that promote the participation of diverse individuals in apprenticeship. No information identifying you will be disclosed.**

If your employer is eligible for the program and if you choose to identify with an under-represented group, we will follow up with you.

## Definitions of Under-represented Groups

### 1. Woman:

Women are participants who self-identify their gender as woman. Gender refers to an individual's personal and social identity as a man, woman or non-binary person (a person who is not exclusively a man or a woman).

### 2. Indigenous:

Indigenous individuals are participants who self-identify as having Indigenous identity. This includes those who identify as First Nations (North American Indian), Métis and/or Inuk (Inuit), and/or those who report being Registered or Treaty Indians (that is, registered under the Indian Act of Canada), and/or those who have membership in a First Nation or Indian band.

### 3. Visible minorities

Persons who self-identify as being a visible minority. The Employment Equity Act defines visible minorities as "persons, other than Aboriginal peoples, who are non-Caucasian in race or non-white in colour".

### 4. Persons with disabilities

Persons with disabilities are participants who self-identify as having have a disability in one of the following categories: Seeing, Hearing, Mobility, Flexibility, Dexterity, Pain-related, Learning, Developmental, Mental health-related, and Memory. The disability must result in a limitation in daily activities. The presence of a difficulty alone is not sufficient – individuals whose disability rarely presents them with some level of difficulty in their daily activities are excluded.

### 5. Newcomers

Newcomers are participants who self-identify as having arrived in Canada within the last ten years and are legally entitled to work in Canada, including permanent residents, Canadian citizens or persons granted refugee status in Canada.

### 6. LGBTQ2S+

Persons who self-identify as a member of the LGBTQ2S+ community. The acronym LGBTQ2S+ includes lesbian, gay, bisexual, or another minority sexual identity such as asexual or pansexual, as well as minority gender identity (trans and non-binary identities like genderqueer, gender fluid, pangender or agender).

# Apprenticeship Application



## Consent to Share Personal Information

Personal information on this form is collected under section 31(c) of the *Freedom of Information and Protection of Privacy Act* R.S.P.E.I. 1988, c, F-15.01 as it relates directly to and is necessary for determining your eligibility for the PEI Apprenticeship Program. If you have any questions about this collection of personal information you may contact the Manager of Apprenticeship, PO Box 2000, Charlottetown PE C1A 7N8, (902) 368-4460.

I understand that to administer, monitor and evaluate my apprenticeship training, the PEI Apprenticeship Section may need to collect or provide personal information about me to:

- My current and former employers
- Accredited training providers that provide technical training to me
- Government officials responsible for apprenticeship or trade certification programs in Canadian provinces and territories to verify my status under the PEI Apprenticeship program and to verify my eligibility for any grants or funding.
- Other provincial government education branches, schools, school divisions to verify education credentials
- Employment and Social Development Canada (ESDC) to assist in obtaining financial support
- Other provincial government officials to administer and enforce workplace legislation
- Canadian Council of Directors of Apprenticeship (CCDA) and Employment and Social Development Canada (ESDC) officials to administer the Interprovincial Standards Red Seal Program and/or to confirm my status as a Red Seal program client listed in the Interprovincial Computerized Management System (ICEMS) database
- Alternate contact

## Apprentice Signature

- I understand the "Consent to Share Personal Information" and I hereby make application for apprenticeship, and I declare that:
- The information I have provided is true and complete in all respects and that I have not withheld any relevant information. (Note: It is an offence under the *Apprenticeship and Trades Qualification Act* to provide false information.)
- I will notify the PEI Apprenticeship Section office of any subsequent changes in the information contained on this application.
- I will notify the PEI Apprenticeship Section of any change of employer during my apprenticeship.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

# Employer Application



1. **Name of Prospective Apprentice** \_\_\_\_\_
2. **Trade** \_\_\_\_\_
3. **Date Employment Started** \_\_\_\_\_
4. **Business Information**

\_\_\_\_\_  
Business Operating Name

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City/Town

\_\_\_\_\_  
Province

\_\_\_\_\_  
Postal Code

\_\_\_\_\_  
Primary Phone #

\_\_\_\_\_  
Secondary Phone #

\_\_\_\_\_  
Fax#

\_\_\_\_\_  
E-Mail Address

Do you have a journeyperson on staff who holds a Certificate of Qualification (Red Seal)?

Yes       No

**If no:**

Do you have a tradesperson who has a minimum of 7 years experience in the trade?

Yes       No

## 5. Signing Authority for Employer

I have the authority as, or on behalf of, the employer to complete this Apprenticeship Application form.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Position with Employer

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Apprenticeship Training Agreement



**The Term** of apprenticeship commences on the date this agreement is registered with the Manager of Apprenticeship and will terminate upon the cessation of employment, completion of the apprenticeship training period or by mutual consent of both the employer and apprentice. **Apprentices that have not completed Grade 12** or it's equivalent will be signed to a conditional agreement. By signing this agreement they agree to attain Grade 12 or its equivalent prior to the completion of their Apprenticeship term. Failure to do this will render this apprenticeship agreement null and void. The term of apprenticeship is flexible and a **Completion of Apprenticeship** certificate will be issued to apprentices who complete all portions of their training and achieve a pass mark in the **Certificate of Qualification** examination administered by Apprenticeship Section, Province of Prince Edward Island.

**Witnesseth**

1. The employer agrees to
  - a) accept and train the apprentice in all areas of the trade or occupation so far as the employer's facilities and availability of work permit;
  - b) ensure the apprentice is supervised by a journey person in the said trade and the ratio of apprentices to journey persons, as established by the Provincial Apprenticeship Board, for the trade, is not exceeded;
  - c) permit the apprentice to attend in-school training classes approved by the Provincial Apprenticeship Board for the trade; and
  - d) cooperate with the Apprenticeship Training Officer, appointed by the Minister responsible for the *Apprenticeship and Trades Qualification Act*, in monitoring and recording apprentice's progress, and in scheduling in-school training.
  
2. The apprentice agrees to
  - a) work as an apprentice and be trained in the trade or occupation by the employer;
  - b) show caution and respect for the tools and equipment, goods and property of the employer and avoid any damage or waste of them;
  - c) show caution and respect for the goods and property of the employer's customers;
  - d) cooperate with the Apprenticeship Training Officer, appointed by the Minister responsible for the *Apprenticeship and Trades Qualification Act*, in monitoring and recording apprentice's progress, and in scheduling in-school training; and
  - e) register for in-school training in consultation with my employer (according to Apprenticeship Section policy) and attend the required in-school training classes for the trade or occupation.
  
3. The apprentice's rate of pay shall conform to the current collective agreement, if the employer is a party to the agreement, or to locally accepted rates in the absence of a collective agreement.
  
4. All parties agree to be subject to and carry out the provisions of the *Apprenticeship and Trades Qualification Act* as they apply to the trade or occupation and this agreement.
  
5. If this agreement is cancelled, all parties shall be notified.

In Witness thereof the parties hereto have hereunder set their hands the day and year aforesaid.

\_\_\_\_\_ Witness                      \_\_\_\_\_ Employer Signature                      \_\_\_\_\_ Company Name (print)                      \_\_\_\_\_ Date

\_\_\_\_\_ Witness                      \_\_\_\_\_ Apprentice Signature                      \_\_\_\_\_ Apprentice Name (print)                      \_\_\_\_\_ Date

**Note: Applicants under 18 years of age must have the signature of a parent or guardian.**

\_\_\_\_\_ Witness                      \_\_\_\_\_ Parent/Guardian Signature                      \_\_\_\_\_ Parent/Guardian Name (print)                      \_\_\_\_\_ Date

<b>For Office Use Only</b>	Trade:	Registration Number:
	Manager of Apprenticeship Signature  _____	Date Registered with Manager of Apprenticeship  _____

