Apprenticeship Technical Training Guide 2017-2018

A Resource Guide for Apprentices and Employers

Government of Northwest Territories
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NWT Apprenticeship Program

The Department of Education, Culture and Employment (ECE), through the Labour Development and Standards division, administers the Northwest Territories Apprenticeship, Trade and Occupation Certification (ATOC) Program. ECE supports the development, maintenance and delivery of designated trade and occupation training programs that contribute to the development of a skilled northern workforce.

ATOC is an industry-driven partnership that ensures a highly skilled workforce in 53 designated trades and 25 occupations. The Minister of Education, Culture and Employment appoints members to the Apprenticeship, Trade and Occupation Certification Board (ATOCB). The ATOCB provides advice and is the link between the department and industry, facilitating a strong partnership leading to qualified journeypersons and a skilled workforce.

There are also five Trades Advisory Committees for the carpentry, plumbing, electrical, heavy equipment technician and housing maintainer trades. The Trades Advisory Committees are made up of representatives from industry. The Advisory Committees provide assistance to ECE with ensuring industry standards are met.

Regional ECE Service Centres are the delivery arm for the ATOC training system. ECE Service Centre staff:
• register apprentices and other individuals pursuing certification in designated trades and occupations;
• monitor workplace training of apprentices and counsel employers and apprentices on various aspects of the apprenticeship and industry training system; and
• monitor the workplace for compliance with the Apprenticeship, Trade and Occupation Certification Act and Regulations.

ECE, along with industry partners, is committed to supporting partnerships, people and possibilities, and building a workforce that contributes to industry and the economic well-being of the Northwest Territories.
Introduction

The Apprenticeship Technical Training Guide has been designed as a resource for apprentices and their employers. It provides information about apprenticeship, available student support services, forms and contact information as well as valuable tips to help with registration, obtaining reimbursements and filing income tax.

IMPORTANT NOTICE FOR APPRENTICES

For your work experience/on the job training hours to be applied to your apprenticeship program, you must have a supervising journeyperson and a valid contract of apprenticeship with an employer of record. An employer of record is an employer who has agreed to accept the responsibilities of an employer under the Apprenticeship, Trade and Occupation Certification Act and Regulations and policy by signing and submitting an Apprenticeship Application and Contract or a transfer of contract form.

If you change employers, you and your employer must complete the appropriate transfer form. Supplies of transfer of contract forms are included in the Record Book.

Responsibilities of the Apprentice and the Employer

The Apprentice is responsible for:

• Completing the required on the job training and work experience.
• Attending and successfully completing the required technical training.
• Planning for and making any necessary arrangements to meet the costs of attending the technical training.
• Acquiring the textbooks and other supplies required to participate in the technical training.
• Successfully completing the required examinations.
• Successfully completing the number of levels of apprenticeship identified in the Apprenticeship Program Information.
• If you receive Employment Insurance when you attend technical training, you must notify Service Canada if you leave early.
• Reviewing, with the direct journeyperson supervisor, the hours worked and on the job training and work experience completed during that period and ensuring that the Record Book is kept up-to-date.
• Sending the Record Book to the Career Development Officer (CDO) at least three times per year.
• Ensuring the documentation required to transfer the Apprenticeship Application and Contract is completed and submitted immediately to the CDO when the status of employment changes or when a change of employer occurs.
• Immediately notifying your CDO of any change in address or employment.
• If unemployed, looking for other work in the trade that would allow continued participation in the apprenticeship program.
• Carrying the status card at all times while at work and producing it on request.
• Maintaining an acceptable standard of quality or skill in the practice of the trade.
• Not making any misrepresentations, falsifying documents or withholding information in respect to obtaining or maintaining the Apprenticeship Application and Contract.

The Employer is responsible for:
• Providing appropriate on the job training and work experience for the apprentice in those tasks, activities and functions of the trade that are carried out by that employer.
• Ensuring journeyperson training/supervision of the apprentice.
• Paying wages to the apprentice at a rate that is not less than that prescribed by the Apprenticeship and Trade Certification Regulations.
• Enabling the apprentice to annually attend technical training.
• Ensuring that the appropriate entries are made by the direct journeyperson supervisor in the apprentice’s Record Book, as required by the Apprenticeship and Trade Certification Regulations.
• Submitting to the nearest ECE Service Centre or Career Development Officer, the forms and documents (Record Books, transfer of contract forms, request for technical training, etc.) that are required under the Apprenticeship and Trade Certification Regulations.
**Apprenticeship Record Book**

The purpose of the Record Book is to assist both the apprentice and the employer (journeyperson) to monitor and document the apprentice's progress in his or her apprenticeship program.

The Record Book contains:
- The tasks, activities and functions that come with the scope of the trade.
- Verification of the hours of on the job training and work experience obtained by the apprentice.
- Verification of the total number of hours in the trade worked by the apprentice.
- The supervising journeyperson’s evaluation of the apprentice’s on the job training and work experience.

**Instructions to Apprentice**

When you receive your Record Book:
- Read it thoroughly.
- Have it available for your direct journeyperson supervisor as required.
- Return the Record Book to your nearest ECE Service Centre or CDO on regular basis, or when you complete a level of apprenticeship. Minimum once per academic year.

In the event your employment terminates, follow the *Transfer of Contract* directions in the green book.

**Instructions to Employer**

At the end of each level of apprenticeship:
- Ensure the direct journeyperson supervisor and apprentice complete and sign Time Credit Sheet and the Evaluation of Performance.
- Ensure the Record Book is returned to the nearest ECE Service Centre or CDO.
- When the Record Book is returned to the apprentice, ensure he or she updates their Record Book hours about every three to four months on a regular basis.

In the event the apprentice’s employment terminates, note this on the Evaluation of Performance found on the Time Credit Sheet in the Apprenticeship Time Credit Book and Skills Profile.
Role of the Career Development Officer (CDO)
The CDO, at your nearest ECE Service Centre, will:
• Receive the Record Book from the apprentice or the employer.
• Review the entries made by the employer and the apprentice in the Record Book.
• Forward documents to HQ to issue the certificate of status when the requirements for each level of apprenticeship are fulfilled and
• Return the Record Book to the apprentice.

Certification
1. Certificate of Status – level certificate

Level certificates indicate the level of progress achieved by an apprentice. The status card will state the current status (state) of apprenticeship the apprentice is working at. A level 2 status card means that the apprentice has completed level 1 and is currently working at level 2 in their apprenticeship program.

In order for the apprentice to advance to the next level or advance status, he/she must:
• Complete the required hours of apprenticeship time.
• Receive a satisfactory report from his/her supervising journeyperson or employer as indicated on the Evaluation of Performance section of the Time Credit Sheet.
• Complete and pass the required technical training (trade instructions and examinations).

2. Completion of Apprenticeship Certificate (COA)

This is issued to an apprentice when:
• The apprentice has successfully completed all program levels (exams and technical training).
• The apprentice has successfully completed required apprenticeship (work experience) time.
• The supervising journeyperson or employer has signed a statement of competence contained within the Record Book.
• The Record Book has been submitted to and signed by the Director of Apprenticeship.
• The apprentice has submitted a request for a COA certificate.
Requirements for Final Certification
Prior to being issued a Certificate of Qualification, an apprentice must satisfy the following requirements:

- Verification of required hours of work experience.
- Successful completion of all levels of technical training.
- Pass all required levels and practical examinations.
- Supervising journeyperson or employer sign-off of Certificate of Qualification/Competence.
- Final submission of Record Book and sign off by Director of Apprenticeship.

3. Certificate of Qualification (COQ)

This certificate is issued to:

- Apprentices who complete their apprenticeship program and have requested and been issued a COA.
- Trade Qualification candidates who meet all requirements under the TQ route to certification.

4. Interprovincial Red Seal Endorsement

The Interprovincial Red Seal is issued to completing apprentices and Trade Qualification candidates who pass the interprovincial exam for their respective trade. The Red Seal is affixed to the Northwest Territories Certificate of Qualification.
NWT Apprenticeship Online

NWT Apprenticeship information is available online through MyECE ATOC. MyECE ATOC provides Apprenticeship and Occupation Certification clients 24 hour access to important information about their program.

Through this system you will be able to:

• Confirm and update your on-file contact information.
• View your program status.
• View technical training and exam results.
• Download official copies of your marks letters and school notice letters,
• Search for and request technical training courses.
• View the status of your technical training requests.

If you are an Apprenticeship and Occupation Certification client and are interested in registering to use MyECE ATOC, please let us know by sending an email to apprenticeship@gov.nt.ca. We will then email you a package of instructions.

Like us on Facebook to stay current Apprenticeship and Occupation Certification news. Go to https://www.facebook.com/NWTApprenticeship
School Notice Letter

When you receive your School Notice Letter from your CDO, you should:

☐ CHECK the course dates, the training location, the time and the date of registration.
  - If the information is different than what you expected, contact your CDO right away.

☐ CHECK to make sure that you can register on the specified date.
  - If you are unable to register on the start date of your course, contact your CDO prior to registration day. Your CDO will contact the Certification Officer – Apprenticeship to ensure that your training space is held for you.

KEEP YOUR OFFICIAL SCHOOL NOTICE LETTER
You will need it later to register at the training institution.

BE SURE TO HAND IN YOUR RECORD BOOK TO CDO and keep it up to date.

Technical Training Results

• If you attend technical training at Aurora College, your results may be available within two weeks of completing the course.

• If you attend technical training at an institution outside of NWT, it may take up to four weeks from the course end date to receive your results.

Technical training results are also available through your MyECE ATOC profile.
Fees and Payment

Tuition Fees

Tuition fees for the 2017-2018 school year will be:

<table>
<thead>
<tr>
<th></th>
<th>Cost per week:</th>
</tr>
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<tbody>
<tr>
<td>Total tuition cost of an 8-week program to the apprentice is:</td>
<td>$784.00</td>
</tr>
</tbody>
</table>

You will receive an invoice for your tuition fee from Financial Shared Services by email. Your CDO may also send you a copy. You are responsible for paying this portion of the course tuition to the Government of the Northwest Territories. The tuition fee can be paid at any GNWT Regional Finance Office. Financial assistance is available. See the section on Financial Assistance (page 17) to see if you are eligible.

Training Courses may vary in length depending on the trade and level taken, so tuition costs to the apprentice will also vary.

It can take 3 to 6 weeks for marks to be received, processed, then sent to CDO and apprentice.

Apprenticeship and Trades Certification Fees

<table>
<thead>
<tr>
<th>Service</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>APPLICATION</td>
<td>$50.00</td>
</tr>
<tr>
<td>Prior Learning Assessment</td>
<td>$100.00</td>
</tr>
<tr>
<td>Progressive Examination</td>
<td>$100.00</td>
</tr>
<tr>
<td>Qualification Examination (Trades Only)</td>
<td>$200.00</td>
</tr>
<tr>
<td>Replacement Certificate</td>
<td>$50.00</td>
</tr>
<tr>
<td>Replacement Record Book</td>
<td>$50.00</td>
</tr>
<tr>
<td>Supplemental Qualification Examination</td>
<td>$50.00</td>
</tr>
</tbody>
</table>

Please visit www.ece.gov.nt.ca for more information on the legislation and for forms and applications.
Payment Options

Tuition payment is required 21 days before course start date and before you receive your School Notice Letter. Tuition can be paid by cheque, money order or, in some offices, by credit or debit card.

Check or money order made out to:

The Government of the Northwest Territories
- Please make your tuition payment at the Finance Office in your region, or contact your CDO for more information.

How to Make a Payment on Your Invoice

If you are making payments on your tuition invoice, you can forward a cheque or money order made payable to the Government of the Northwest Territories (GNWT), along with the top portion of your invoice, to your CDO at the ECE Service Centre.

For cash, debit and credit card transactions, you will need to take the top portion of your invoice to the nearest GNWT Financial Shared Services office and make the payment. See the chart on page 14 for contact information.

It is important to provide a copy of your invoice to ensure that your account is credited accordingly.

SOME EMPLOYERS WILL PAY FOR APPRENTICESHIP TRAINING and keep their employees on the payroll during training. You need to check how your arrangements with your employer will affect your eligibility for financial assistance.
### Financial Shared Services Contact Information

<table>
<thead>
<tr>
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<th>North Slave and Yellowknife</th>
<th>Beaufort Delta</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mail</td>
<td>Financial Shared Services&lt;br&gt;GNWT&lt;br&gt;Box 1320&lt;br&gt;Yellowknife, NT X1A 2L9</td>
<td>Financial Shared Services&lt;br&gt;GNWT&lt;br&gt;Box 2480&lt;br&gt;Inuvik, NT X0E 0T0</td>
</tr>
<tr>
<td>Drop off</td>
<td>3rd Floor, YK Centre</td>
<td>3rd Floor, 106 Veterans Way</td>
</tr>
<tr>
<td>Phone</td>
<td>(867) 767-9174 ext 75208</td>
<td>(867) 777-7456</td>
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<tr>
<th></th>
<th>Sahtu</th>
<th>Fort Smith</th>
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<tbody>
<tr>
<td>Mail</td>
<td>Financial Shared Services&lt;br&gt;GNWT&lt;br&gt;Bag Service 1300&lt;br&gt;Norman Wells, NT X0E 0V0</td>
<td>Financial Shared Services&lt;br&gt;GNWT&lt;br&gt;P.O. Box 1230&lt;br&gt;Fort Smith, NT X0E 0P0</td>
</tr>
<tr>
<td>Drop off</td>
<td>8 Town Square</td>
<td>182B McDougal Road</td>
</tr>
<tr>
<td>Phone</td>
<td>(867) 587-4567</td>
<td>(867) 872-2450</td>
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<tr>
<th></th>
<th>Hay River</th>
<th>Fort Simpson</th>
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<tbody>
<tr>
<td>Mail</td>
<td>Financial Shared Services&lt;br&gt;GNWT&lt;br&gt;Suite 211, 62 Woodland Drive&lt;br&gt;2nd Floor, Wright Building&lt;br&gt;Hay River, NT X0E 1G1</td>
<td>Financial Shared Services&lt;br&gt;GNWT&lt;br&gt;P.O. Box 440&lt;br&gt;Fort Simpson, NT X0E 0N0</td>
</tr>
<tr>
<td>Drop off</td>
<td>Suite 211, 62 Woodland Drive&lt;br&gt;2nd Floor, Wright Building</td>
<td>2nd Floor, 9902-98 Ave.</td>
</tr>
<tr>
<td>Phone</td>
<td>(867) 874-2348</td>
<td>(867) 695-7525</td>
</tr>
<tr>
<td>OR</td>
<td>GNWT Cashier&lt;br&gt;(Credit card payments only)</td>
<td>(867) 767-9174 ext. 15208</td>
</tr>
</tbody>
</table>
On-line Payments

Apprentices can now pay their account on-line at any one of the five major banks. By simply following a few easy steps customers can quickly and conveniently pay their property taxes, student loans, land leases or any other invoice that they may receive from the GNWT.

Payments made on-line will be credited to a customer’s account on the next business day.

Setting Up On-line Payments Through Your Bank

To pay GNWT invoices on-line through your bank, log into your on-line banking account with any of the five major banks and do the following:

• Set up the Government of the Northwest Territories as a payee by selecting the appropriate Government payee name according to each bank’s formatting.

• Enter your 10 digit account number. Customers account numbers are located on the GNWT invoice and/or GNWT statement. Some banks provide you with an example to help you to locate your account number.

• Once you have set up the GNWT as a payee you will be able to select it for on-line payments.

• If you have multiple invoices outstanding you can pay them all at one time by entering the total amount. However, it is recommended that you contact the GNWT Cashier (867-767-9174 ext. 1520) to advise them of how to apply your payment to specific invoices.

Have a question?

• If you have a question about setting up this service at your bank, please call Accounting Services, Department of Finance, at (867) 767-9171 (ext. 15094).

• If you have a question about an on-line payment you have made, please call Financial Shared Services, Department of Finance, at 867-767-9174 (ext. 15454).

HERE IS HOW THE GNWT PAYEE APPEARS FOR EACH MAJOR BANK:

• CIBC..............................Govt of Northwest Territories

• RBC...............................Govt of the Northwest Territories

• TD Canada Trust.........Government of the Northwest Territories

• Scotia Bank .....................Govt of the Northwest Territories

• BMO .........................Govt of the Northwest Territories
Cancellation and Refund Policy

- If you or your employer decide that you will not be attending technical training, please notify your CDO no later than **three weeks** before your technical training starts.

- If technical training was been canceled and the tuition had already been paid, you - the apprentice will receive a refund. **You will not be refunded or receive credit for tuition for course cancellations made less than three weeks prior to course start date.** If you do not notify ECE of course cancellation, ECE still has to pay for your tuition. Advance notice may allow other apprentices to fill vacant seats.

- Technical training booked and not paid for three weeks before the start date will be cancelled.

**THE GOVERNMENT OF THE NORTHWEST TERRITORIES SUBSIDIZES THE REAL COST OF APPRENTICESHIP PROGRAMS.**

In addition to the tuition paid by the apprentice, the GNWT pays approximately $5,800 for an 8-week technical training program.
Financial Assistance

Apprentices: If you are NOT receiving wages while attending technical training, then you may be eligible for Employment Insurance (EI) benefits, and/or the Building Essential Skills (BES) program benefits.

Will you be receiving full or partial pay from your employer(s) while attending school?

☐ YES If you answered Yes, you are not eligible for Employment Insurance (EI) Benefits or the Building Essential Skills (BES) Program. You can skip this section. Move on to the next section, “Technical Training Institutions”, page 23.

☐ NO If you answered no, then you may be eligible for EI benefits (see page 18) and/or the BES program benefits. You will need to contact your regional CDO at your nearest ECE office. If you are eligible, your CDO will provide you with a Reference Code. Be sure to keep this reference code in a safe place for your records.

NOTE: Before contacting your CDO, you will want to be prepared with your latest (past 52 weeks) Record of Employment (ROE). If you have not received one from all employers that you have worked for in the past 52 weeks and if you know that your employer(s) has not issued a ROE electronically to Service Canada, you will need to complete a Request for Record of Employment Form (#INS3166). If you are having difficulty getting your ROE from your employer, visit your nearest Service Canada Centre or call 1-800-206-7218.

FOR YOUR CONVENIENCE
GNWT application forms for Financial Assistance are available from your CDO. Forms for EI benefits are available on-line at www.servicecanada.gc.ca. Your CDO will help you fill out the required forms and provide the required code for EI benefits.
Employment Insurance Benefits

Apply anywhere you can access the internet, including your local Service Canada Centre. For locations and business hours, visit servicecanada.gc.ca or call 1-800-0-Canada (1-800-622-6232), TTY (1-800-926-9105).

Apprentices now have the option to apply on-line up to seven days prior to the scheduled last day of work.

During the application process, you will be asked for the Apprenticeship Reference Code and the Course Code on your Official School Notice Letter:

- Contact the ECE Service Centre in your community for the Apprenticeship Reference Code.
- This reference code must only be used for approved, full-time apprenticeship training. **DO NOT USE THIS CODE** if you are attending WATS or Distance Delivery training methods, and/or pre-apprenticeship or enhancements to apprenticeship training.

Be sure to keep the confirmation number at the end of the application process for your records.

SUBMIT YOUR ROE TO THE NEAREST SERVICE CANADA CENTRE OR MAIL TO:

Service Canada Centre
Western Canada and Territories Region
P.O. Box 245
Edmonton, Alberta T5J 2J1

For questions or technical problems, call 1-800-206-7218.
What is the Canada Apprentice Loan?

Canada Apprentice Loan (CAL) funding is available to help apprentices registered in a Red Seal Trade apprenticeship program cover the cost of their training. Apprentices can apply for up to $4,000 for each period of technical training up to a maximum of five periods. If you apply for and receive CAL funding, you do not have to make any loan payments and your loan will be interest-free for up to six years as long as you are confirmed as being a registered apprentice. CAL funding is administered by the Canada Apprentice Loans Service Centre (CALSC).

Am I eligible for CAL?

You are eligible for CAL funding if you:

• Are a Canadian Citizen, Permanent Resident or Protected Person;
• Are registered in a Red Seal Trade apprenticeship program that is designated by the province or territory where you are registered as an apprentice;
• Are enrolled in block release technical training or the equivalent full-time technical training with an approved technical training provider;
• Pass a credit check (required if you are applying for the first time).

You are NOT eligible for CAL funding if you:

• Are a high school student (unless you are enrolled for adult learning or professional upgrading classes);
• Are an apprentice registered in the province of Quebec;
• Are receiving Canada Student Loan (CSL) funding for the same technical training;
• Have been told that you are restricted from receiving further CSL or CAL funding;
• Have already received CAL funding for five periods of technical training;
• Have already received six years of interest-free status.

How do I apply?

• On-line – Apply on-line by visiting www.canada.ca/apprentice. After registering for an on-line account, the on-line application is easy to complete and is assessed by the CALSC once you click submit.
• Paper – Apply on paper by downloading/printing a copy at www.canada.ca/apprentice. Be sure to follow all the instructions included in the application package.
What are the application deadlines?
- The earliest date that you can apply is 90 days before you start your technical training period.
- The latest date that you can apply is the last day of your technical training period.

Who do I contact for more information?
- Visit www.canada.ca/apprentice for more information. You can also read more about what you need to do to maintain your loan while you are a registered apprentice, and your responsibilities and options when entering repayment.
- You can contact the CALSC Monday to Friday between 8:00 a.m. and 8:00 p.m. your local time:
  1-855-844-5670 (within North America)
  1-855-844-5671 (TTY for the hearing impaired)
  (905) 283-1766 (local number)

APPRENTICESHIP INCENTIVE/COMPLETION GRANT
Apprenticeship grants from the Government of Canada are designed to make a career in the trades an attractive choice and encourage more apprentices to complete their training. Eligible apprentices in Red Seal trades could receive up to $4,000, which can be used to pay for tuition, travel, tools, or other expenses.

All the information and forms you need to apply are available at no cost on this web site: http://www.servicecanada.gc.ca/eng/goc/apprenticeship/index.shtml
NWT Building Essential Skills (BES) Program

The Government of the Northwest Territories administers the Building Essential Skills Program, which provides supplementary allowances for all apprentices that are eligible for EI benefits.

Building Essential Skills (BES) includes:

- **Travel Assistance**
  - Transportation from your home to the training institution.
  - Hotel and meals if you have to spend a night in a town or city other than your home town or training location.

- **Living-Away Expenses**
  - $850.00 per month (or $213.00/wk to a max of $850/mth) to assist with living costs at your training location, including:
    - rent
    - utilities
    - food
    - ground transportation

- **Disability Allowance**
  - May be available if you are disabled and need special arrangements or require a device to participate in the course.

- **Book Allowance**
  - Up to a maximum of $550.00 per course to help cover the cost of books while training.

- **Child Care Subsidies**
  - Available to assist with the cost of daycare for children under 12 years old.

**PREVENT DELAYS**

Failure to submit your application forms in time can result in additional expenses or delays in receiving your allowances.

**KEEP YOUR RECEIPTS**

You will need to submit receipts to your CDO to get allowances for books and child care.

**SERVICE CANADA CENTRE: 1-800-206-7218**
Income Tax

Building Essential Skills subsidies and Employment Insurance benefits are subject to tax deductions. Make sure you get the following forms at income tax time:

- **T4E** from the Government of the Northwest Territories for your Building Essential Skills subsidies
- **T4E** slip for your Employment Insurance benefits
- **T2202A** form from the training institution for your income tax deduction

**CHECK WITH YOUR TRAINING INSTITUTION TO DETERMINE HOW TO COLLECT YOUR T2202A.**

Many institutions only provide these forms on-line.

**APPRENTICES WILL HAVE A ONE WEEK WAITING PERIOD ONCE BEFORE THEY RECEIVE BENEFITS.**

After the first year of technical training, there will be no waiting period. Make sure you have saved enough money to last until you receive your benefits.

**COME PREPARED**

Don’t forget money for food, accommodations and personal items.
Technical Training Institutions

Registration

When you arrive at your training institution, you will need to:

- REGISTER for your course.
  - You will need your Official School Notice Letter.

- PAY your student fees (if applicable) and accommodation fees.

- PURCHASE your books and supplies.
  - Keep your receipts.

Student Fees

Student fees vary depending on the training institution you attend.

The student fee provides you with a Student Identification Card that you will need to access the facilities at the training institution you are attending. It is a form of identification and you may be eligible for student rates for admission fees and public transportation if applicable.

For example: The student fee at Aurora College is $85 per year. Student fees in southern institutions will vary. NAIT’s student fee is based on the number of weeks of your course and an additional materials fee.

Contact the technical training institution that you will be attending for current student fee rates.

Estimated Cost at Registration:

- Residence .............................................. $400
- Books ...................................................... $500
- Student Fees ........................................... $85
- Minimum Total ................................. $985

STUDENT FEES ARE DIFFERENT THAN TUITION FEES

and are payable to the training institute you are attending.
**Attendance Policy**

Apprentices are only allowed to miss five percent (approximately two days) of classes. **Missing school is like missing work, it is not acceptable.** Contact your Instructor and CDO immediately if you need to miss more than two days of classes so that appropriate arrangements can be made to prevent being expelled from your training course. Training is very intense and frequent absences will prevent your successful completion of your apprenticeship course work.

**Counselling and Tutoring Services**

Counselling and tutoring services are available to all apprentices while attending a technical training program. If you experience any difficulty while at a technical training institution, please talk to your instructor, student counsellor, or go to the student success centre. You can also contact your CDO. Collect calls are accepted.

**Aurora College Student Services**

**Thebacha Campus, Fort Smith**

**Student Success Centre – located in room 124**

Academic Support:

- Free tutoring
- Classroom seminars
- Literacy support
- Life skills development
- Resource lending library
- Technology support
- ESL (English as a Second Language)
- Tutoring labs

**Wellness/Recreation – room 124**

- Recreational activities
- Wellness coaching
- Events planning
- Residence support

Student Success Centre hours: Monday to Friday 8:30 a.m. to 5:00 p.m.

**Counselling – available Monday to Friday 8:30 a.m. to 5:00 p.m. – room 237**

- Careers counselling
- Life skills development
- Classroom seminars
- Individual life counselling
- Support with appeals
- Stress management support
Aurora College –
Thebacha Campus, Fort Smith

Apprentices must attend Aurora College courses whenever the courses are available. Refer to Appendix B for course details.

<table>
<thead>
<tr>
<th>ACCOMMODATIONS</th>
<th>For more information, call 1-866-266-4966 or (867) 872-7538.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Rates: $7.00/day.</td>
</tr>
<tr>
<td></td>
<td>• All residence fees are payable in advance for the entire duration of your program.</td>
</tr>
<tr>
<td></td>
<td>• Non-payment of fees may result in eviction.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FIRST DAY OF CLASS</th>
<th>On your first day of class, report to your designated classroom at 8:30 a.m. There you will be given instructions on the registration process.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>PAYMENT OF FEES</th>
<th>Residence fees for the entire duration of your program are payable at registration. A student who owes money to the College for previous courses will not be allowed to register until the account has been paid in full. If you are concerned about an account you have with the College, please call the College Finance Manager at (867) 872-7504.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>HOUSING REQUIREMENTS</th>
<th>All units are furnished. Bedding is supplied for dormitory residency only. Students require their own towels and personal toiletries. All accommodations are assigned by the Residence Manager. For more information, call (867) 872-7538.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>MEALS</th>
<th>Students provide their own food. Accommodation units have shared kitchen facilities where students cook for themselves.</th>
</tr>
</thead>
<tbody>
<tr>
<td>BOOKS</td>
<td>These may be purchased for most courses through the College. In some cases, books and class materials will not be distributed until payment in full has been made. Books used in First Level Technical Training are usually used in subsequent levels; therefore, you are required to retain these books and bring them back with you for each successive year. Refer to Appendix C.</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>APPRENTICE STUDENT FEES</td>
<td>These are payable to the College upon registration: $85.00. This fee includes student ID Card, computer lab and recreation fees.</td>
</tr>
</tbody>
</table>
| TOOLS AND EQUIPMENT | • **Students are required to supply their own coveralls, safety boots, gloves and safety glasses. Ear protection is supplied.**  
• Any personal tools are brought in at the student's own risk.  
• All tools/equipment will be signed out at the beginning of the program. Any missing or damaged tools/equipment must be replaced or payment made in-lieu. |
| FOOD AND BEVERAGES | These are not allowed in the shop areas or classrooms. |
| SMOKING | Smoking is not allowed in the Aurora College buildings. Smoking is allowed only in the south parking lot entrance. |
| ALCOHOL/DRUGS | Consumption of alcohol or use of drugs is strictly forbidden either on or off the premises during class or shop time. Alcohol and drugs are also strictly forbidden in College residences. |
### Alberta Training Institutions

Your official School Notice Letter will give you some information about your course. **Please contact your training provider for detailed information on textbooks, supplies, student fees and other expenses.**

For training institutions in Alberta, check out [www.tradesecrets.org](http://www.tradesecrets.org) ("Related Links", "Training Providers").

<table>
<thead>
<tr>
<th>Institution</th>
<th>Address</th>
<th>Housing Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Keyano College</td>
<td>Student Services Centre</td>
<td>(780) 791-4926 or 1-800-251-1408</td>
</tr>
<tr>
<td></td>
<td>8115 Franklin Ave.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fort McMurray, AB T9H 2H7</td>
<td></td>
</tr>
<tr>
<td>Lakeland College</td>
<td>5707-47 Ave. West</td>
<td>(780) 853-8500 or 1-800-661-6490 (ext. 8500)</td>
</tr>
<tr>
<td></td>
<td>Vermilion, AB T9X 1K5</td>
<td></td>
</tr>
<tr>
<td>Lethbridge Community College</td>
<td>Student Services</td>
<td>(403) 329-7218 or 1-800-572-0103 (ext. 7218)</td>
</tr>
<tr>
<td></td>
<td>3000 College Drive South</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Lethbridge, AB T1K 1L6</td>
<td></td>
</tr>
<tr>
<td>Medicine Hat College</td>
<td>299 College Dr. SE</td>
<td>(403) 529-3820</td>
</tr>
<tr>
<td></td>
<td>Medicine Hat, AB T1A 3Y6</td>
<td></td>
</tr>
<tr>
<td>NAIT – Main Campus</td>
<td>11762-106 St. NW</td>
<td><a href="http://www.rentingspaces.ca">www.rentingspaces.ca</a></td>
</tr>
<tr>
<td></td>
<td>Suite 1000</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Edmonton, AB T5G 3H1</td>
<td></td>
</tr>
<tr>
<td>NAIT – Fairview</td>
<td>Box 3000</td>
<td>(780) 835-6652 or 1-888-999-7882 (ext. 652)</td>
</tr>
<tr>
<td></td>
<td>11235-98 Ave.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fairview, AB T0H 1L0</td>
<td></td>
</tr>
<tr>
<td>Olds College</td>
<td>4500-50 St.</td>
<td><a href="mailto:studentservices@admin.oldscollage.ab.ca">studentservices@admin.oldscollage.ab.ca</a></td>
</tr>
<tr>
<td></td>
<td>Olds, AB T4H 1R6</td>
<td></td>
</tr>
<tr>
<td>Portage College</td>
<td>Box 417</td>
<td>(780) 623-5573</td>
</tr>
<tr>
<td></td>
<td>Lac La Biche, AB T0A 2C0</td>
<td></td>
</tr>
<tr>
<td>Red Deer College</td>
<td>Box 5005</td>
<td>(403) 342-3257</td>
</tr>
<tr>
<td></td>
<td>Red Deer, AB T4N 5H5</td>
<td><a href="http://www.rdc.ab.ca">www.rdc.ab.ca</a></td>
</tr>
<tr>
<td>SAIT</td>
<td>1301-16 Ave. NW</td>
<td>(403) 284-8013</td>
</tr>
<tr>
<td></td>
<td>Calgary, AB T2M 0L4</td>
<td></td>
</tr>
<tr>
<td>Grande Prairie Regional College</td>
<td>10726-106 Ave.</td>
<td>(780) 539-2930</td>
</tr>
<tr>
<td></td>
<td>Grand Prairie AB T8V 4C4</td>
<td>1-888-539-4772</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:studentinfo@gprc.ab.ca">studentinfo@gprc.ab.ca</a></td>
</tr>
</tbody>
</table>
Apply on-line for your Employment Insurance Benefits

Apply anywhere you can access the Internet, including your local Service Canada Centre. For locations and business hours visit canada.ca or call 1 800 O-Canada (1-800-622-6232), TTY (1-800-926-9105)

Apprentices now have the option to apply on-line to 7 days prior to the scheduled last day of work.

Follow these steps to find the on-line Employment Insurance Benefits application form:

1. Go to: canada.ca
2. Select: English or French
3. Select: Employment Insurance regular benefits
4. Select: “5. Apply” During the application process you will be asked for the

Apprenticeship Reference Code listed below:

Reference Code for the Northwest Territories Apprentices:

4813-02-2017-002018

Code is valid between: July 31, 2017 to July 29, 2018

This reference code must only be used for approved, full-time apprenticeship training. DO NOT USE THIS CODE if you are attending WATS or Distance Delivery training methods, and/or pre-apprenticeship or enhancements to apprenticeship training.

Submit your ROE to the nearest Service Canada Centre or mail to: Western Canada and Territories Region P.O. Box 245 Edmonton, AB T5J 2J1
## Apprenticeship Awards

Apprentices, at each level of each trade, are recognized for their outstanding achievement.

<table>
<thead>
<tr>
<th>Award</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>THE TOP MARK AWARD</strong></td>
<td>This award is presented to apprentices who achieve the highest mark, equal to or greater than 80%, on school marks and the theory exam(s) at their level. One award is given per level per trade unless tied.</td>
</tr>
<tr>
<td><strong>TOP GRADUATING APPRENTICE AWARD</strong></td>
<td>This award is presented to the apprentice who achieves the highest mark in his/her final year of technical training.</td>
</tr>
<tr>
<td><strong>TOP MARK - INTERPROVINCIAL RED SEAL</strong></td>
<td>This award is presented to the apprentice who achieves the highest mark on an Interprovincial Red Seal Exam.</td>
</tr>
<tr>
<td><strong>HONOUR ROLL</strong></td>
<td>Apprentices who have achieved a minimum 80% on their exams (school, practical, IP, theory – first attempt only) will be recognized on the Honour Roll. Apprentices who achieve the highest mark in their level will achieve the Top Mark Award.</td>
</tr>
</tbody>
</table>
**Apprenticeship Contacts**

If you require more information or further assistance with the Apprenticeship Technical Training Guide or any other apprenticeship issues, please contact the CDO at the ECE Service Centre in your region.

**ECE SERVICE CENTRES**

<table>
<thead>
<tr>
<th>Office</th>
<th>Career Development Officers</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fort Simpson</td>
<td>Tanya Klassen</td>
<td>Direct: (867) 695-7334</td>
</tr>
<tr>
<td></td>
<td>Dehcho Regional Education Building</td>
<td>Phone: (867) 695-7338</td>
</tr>
<tr>
<td></td>
<td>Box 740</td>
<td>Fax: (867) 695-7351</td>
</tr>
<tr>
<td>Fort Simpson</td>
<td>Ethel Chalifoux</td>
<td>Direct: (867) 872-7435</td>
</tr>
<tr>
<td></td>
<td>Breanna Bourke</td>
<td>Direct: (867) 695-7433</td>
</tr>
<tr>
<td></td>
<td>Sweetgrass Building</td>
<td>Phone: (867) 872-7425</td>
</tr>
<tr>
<td></td>
<td>Box 1406</td>
<td>Fax: (867) 872-4507</td>
</tr>
<tr>
<td>Hay River</td>
<td>Melvin Larocque</td>
<td>Direct: (867) 874-5054</td>
</tr>
<tr>
<td></td>
<td>Lionel Painchaud</td>
<td>Direct: (867) 874-5063</td>
</tr>
<tr>
<td></td>
<td>Courthouse Building</td>
<td>Phone: (867) 874-5050</td>
</tr>
<tr>
<td></td>
<td>8 Capital Drive</td>
<td>Fax: (867) 874-5062</td>
</tr>
<tr>
<td>Inuvik</td>
<td>Katherine Peter</td>
<td>Direct: (867) 777-7232</td>
</tr>
<tr>
<td></td>
<td>Bag Service #1</td>
<td>Toll Free: 1-855-283-9311</td>
</tr>
<tr>
<td></td>
<td>Suite 293, 2nd Floor</td>
<td>Phone: (867) 777-7365</td>
</tr>
<tr>
<td></td>
<td>106 Veterans Way</td>
<td>Fax: (867) 777-7218</td>
</tr>
<tr>
<td></td>
<td>Inuvik, NT X0E 0T0</td>
<td></td>
</tr>
</tbody>
</table>
Norman Wells  Lise Dolen  Direct:  (867) 587-7161

Sahtu ECE Service Centre  Toll Free:  1-866-814-9840
Box 147  Phone:  (867) 587-7159
Norman Wells, NT X0E 0V0  Fax:  (867) 587-2612

Yellowknife  Gwen Woodward  Direct:  (867) 767-9356
Gwen Woodward  ext. 71345

Audrey Enge  Direct:  (867) 767-9356
ext. 71346

Nova Plaza  Phone:  (867) 767-9356
5019, 52nd Street  ext. 873-0423
Box 1320
Yellowknife, NT X1A 2L9

HEADQUARTERS

Skilled Trades and Occupations Certification
Education, Culture and Employment
Government of the NWT
P.O. Box 1320
Yellowknife, NT X1A 2L9
Phone: (867) 767-9351
Fax: (867) 873-0200
Email: apprenticeship@gov.nt.ca
Appendix A

Aurora College, Thebacha Campus, Apprenticeship Programs
Aurora College, Thebacha Campus, Apprenticeship Programs

Apprenticeship students attending Thebacha Campus should be aware of the following costs. It is important to remember that some fees/costs may vary each academic year; however, this is to serve as a general guideline.

Student Fee: $85.00

The student fee will cover the Student ID Card, which allows the student the use of the recreation facilities, the college library facilities and the computer labs. The student fee is to be paid at the time of registration.

Any student owing the college money will have to pay it in full before they can register.

Information for Apprenticeship Students

- Students should have taxi fare from the airport to Breynat Hall.
- Breynat Hall is the main Residence Building (for single dwelling). Apprentices must check in with the Residence Manager and/or Residence Life Supervisors to arrange accommodation. Rent is due in full upon registering.
- Please call Gerald Poitras at (867) 872-7538 for housing options and availability.

<table>
<thead>
<tr>
<th>Single Residence</th>
<th>Bachelor Suite Daily</th>
<th>One Bedroom Apartment Daily</th>
<th>Two Bedroom Apartment Daily</th>
</tr>
</thead>
<tbody>
<tr>
<td>$9.33</td>
<td>$14.00</td>
<td>$16.00</td>
<td>$17.33</td>
</tr>
<tr>
<td>daily</td>
<td>daily</td>
<td>daily</td>
<td>daily</td>
</tr>
<tr>
<td>$280.00</td>
<td>$420.00</td>
<td>$480.00</td>
<td>$520.00</td>
</tr>
<tr>
<td>monthly</td>
<td>monthly</td>
<td>monthly</td>
<td>monthly</td>
</tr>
</tbody>
</table>

- Students need to bring CSA safety boots, safety glasses, coveralls, gloves, calculator (Casio 260 FX, Sharp EL 520X or EL 520W), binders/loose leaf/pencil/eraser/pen.
- Check in the day prior to course start.
Textbooks

Textbooks may vary in number and cost for each Apprenticeship Program. They are also subject to change each academic year, depending on the curriculum and Instructor. Listed below are the textbooks used for each program.

* Textbooks/ILMs are estimated as the prices will vary from year to year and whether all books listed will be used.
* The textbook costs do not include GST.

<table>
<thead>
<tr>
<th>Program/Course</th>
<th>Level</th>
<th>Textbooks (that are to be purchased by the student for the specific level/year attending)</th>
<th>Estimated Book Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carpenter</td>
<td>1</td>
<td>• 1st Level RDC ILM Package</td>
<td>$356.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• National Building Code of Canada</td>
<td>$314.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Handi-Guide to Alberta’s OH&amp;S Act, Rules and Regulations, most current edition</td>
<td>$40.00</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>• 2nd Level RDC ILM Package</td>
<td>$294.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>* (Students bring their first year textbooks back with them.)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>• 3rd Level RDC ILM Package</td>
<td>$269.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>* (Students bring their textbooks back with them from the previous years.)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>• 4th Level RDC ILM Package</td>
<td>$251.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>* (Students bring their textbooks back with them from the three previous levels.)</td>
<td></td>
</tr>
<tr>
<td>Program/Course</td>
<td>Level</td>
<td>Textbooks (that are to be purchased by the student for the specific level/year attending)</td>
<td>Estimated Book Costs</td>
</tr>
<tr>
<td>---------------</td>
<td>-------</td>
<td>------------------------------------------------------------------------------------------</td>
<td>----------------------</td>
</tr>
</tbody>
</table>
| Electrician   | 1     | • 1st Level RDC ILM Package
                      • Canadian Electrical Code Part 1 | $235.00
|               | 2     | • 2nd Level RDC ILM Package
                      * (Students bring their first year textbooks back with them.) | $262.00
|               | 3     | • 3rd Level RDC ILM Package
                      • IPTs Electrical Handbook
                      * (Students bring their textbooks back with them from the previous years.) | $186.00
| Heavy Equipment Technician | 1     | • 1st Level ILM Package
                      • NWT Air Brake Manual | $161.00
|               | 2     | • 2nd Level ILM Package | $135.00
| Housing Maintainer | 1     | • Todays Oil Heat Technician Manual, 3rd Edition
                      • Residential Oil Burners, 3rd Edition
                      • ILM Package
                      • Handi-Guide to Alberta’s OH&S Act
                      • B139-09 Installation Code for Oil Burning | $75.00
|               | 2     | • ILM Package
                      • Todays Oil Heat Technician Manual, 3rd Edition
                      • Residential Oil Burners, 3rd Edition
                      • B139-09 Installation Code for Oil Burning | $110.00
<table>
<thead>
<tr>
<th>Program/Course</th>
<th>Level</th>
<th>Textbooks (that are to be purchased by the student for the specific level/year attending)</th>
<th>Estimated Book Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oil Heat Systems Technician Special Course</td>
<td></td>
<td>• ILM Package</td>
<td>$ 105.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Today's Oil Heat Technician's Manual</td>
<td>$ 75.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Residential Oil Burners</td>
<td>$ 193.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Installation Code for Oil Burning Equipment</td>
<td>$ 189.00</td>
</tr>
<tr>
<td>Plumber/Gasfitter B 1</td>
<td></td>
<td>• Level 1 ILM Package</td>
<td>$ 166.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• IPTs Pipe Trades Handbook</td>
<td>$ 31.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• NRC National Plumbing Code of Canada, 2010</td>
<td>$ 171.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• C.S.A. B149-10 Natural Gas and Propane Installation Code</td>
<td>$ 262.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• NAIT Handbook CP1062RC</td>
<td>$ 22.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• NAIT Handbook CP2119RC1</td>
<td>$ 15.00</td>
</tr>
<tr>
<td>Plumber/Gasfitter B 2</td>
<td></td>
<td>• Level 2 ILM Package</td>
<td>$ 138.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Shop/Lab/Plumbing/Gasfitting/Welding Manual</td>
<td>$ 26.50</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Math/Science/Blueprint Reading Manual</td>
<td>$ 16.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• 2nd Period Plumber Supplement Handout</td>
<td>$ 32.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• CSA B214-16 Installation Code for Hydronic Heating Systems</td>
<td>$ 213.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• CSA B149.2-10 Propane Storage and Handling Code</td>
<td>$ 149.00</td>
</tr>
</tbody>
</table>
Aurora College Technical Training Schedule 2017-2018

<table>
<thead>
<tr>
<th>Program</th>
<th>Level</th>
<th>Block</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electrician</td>
<td>1</td>
<td>1</td>
<td>Sept 11, 2017</td>
<td>Nov 3, 2017</td>
</tr>
<tr>
<td>Electrician</td>
<td>2</td>
<td>1</td>
<td>Sept 11, 2017</td>
<td>Nov 3, 2017</td>
</tr>
<tr>
<td>Carpenter</td>
<td>2</td>
<td>1</td>
<td>Sept 11, 2017</td>
<td>Nov 3, 2017</td>
</tr>
<tr>
<td>Carpenter</td>
<td>3</td>
<td>1</td>
<td>Sept 11, 2017</td>
<td>Nov 3, 2017</td>
</tr>
<tr>
<td>HET</td>
<td>1</td>
<td>1</td>
<td>Sept 11, 2017</td>
<td>Nov 3, 2017</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program</th>
<th>Level</th>
<th>Block</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>HET</td>
<td>1</td>
<td>2</td>
<td>Jan 8, 2018</td>
<td>Mar 9, 2018</td>
</tr>
<tr>
<td>Electrician</td>
<td>2</td>
<td>2</td>
<td>Jan 8, 2018</td>
<td>Mar 9, 2018</td>
</tr>
<tr>
<td>Electrician</td>
<td>3</td>
<td>2</td>
<td>Jan 8, 2018</td>
<td>Mar 9, 2018</td>
</tr>
<tr>
<td>Carpenter</td>
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<td>Mar 9, 2018</td>
</tr>
<tr>
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</table>

<table>
<thead>
<tr>
<th>Program</th>
<th>Level</th>
<th>Block</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
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<td>1</td>
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<td>Apr 9, 2018</td>
<td>Jun 1, 2018</td>
</tr>
<tr>
<td>Electrician</td>
<td>1</td>
<td>3</td>
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<td>Jun 1, 2018</td>
</tr>
<tr>
<td>Electrician</td>
<td>3</td>
<td>3</td>
<td>Apr 9, 2018</td>
<td>Jun 1, 2018</td>
</tr>
<tr>
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<td>3</td>
<td>Apr 9, 2018</td>
<td>Jun 1, 2018</td>
</tr>
<tr>
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<td>3</td>
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<td>Jun 1, 2018</td>
</tr>
<tr>
<td>HET</td>
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<td>3</td>
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<td>Jun 1, 2018</td>
</tr>
</tbody>
</table>

- ECE pays for Apprentices’ seats at Aurora College, Thebacha Campus. For that reason, and in accordance with ECE’s Apprenticeship and Occupation Certification Policy, an NWT apprentice is to attend available technical training at Thebacha Campus. Exceptions can be made; please see the form in Appendix c.

Aurora College courses: [www.auroracollege.nt.ca/_live/pages/wpPages/ProgramsTrades.aspx](http://www.auroracollege.nt.ca/_live/pages/wpPages/ProgramsTrades.aspx)
Appendix B

Apprenticeship, Trade and Occupation Certification Board
Apprenticeship, Trade and Occupation Certification Board

The Apprenticeship, Trade and Occupation Certification Board (ATOCB) brings together PEOPLE from across our territory and provides a leadership role to ensure the apprenticeship, trade and occupational certification system supports the development of a skilled and trained workforce in the Northwest Territories (NWT).

The ATOCB works, in PARTNERSHIP with the Department of Education, Culture and Employment (ECE), to have an industry-leading, skilled and valued workforce, with recognized quality and training. The ATOCB is committed to supporting POSSIBILITIES and building a workforce that employs and contributes to industry and the economic well-being of the NWT.
Appendix C

Request for Attending Technical Training in Alberta
Request Form for Attending Technical Training in Alberta

Employers Please Note:
Education, Culture and Employment pays for Apprentices’ seats at Aurora College, Thebacha Campus.
For that reason, and in accordance with ECE’s Apprenticeship and Occupation Certification Policy 2.2.1, an NWT apprentice is to attend available technical training at Thebacha Campus.

Exceptions to the policy may be made. **Please check the exception that applies to your situation:**

<table>
<thead>
<tr>
<th>Exception</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>The technical training course at Aurora College is full.</td>
<td></td>
</tr>
<tr>
<td>The technical training course at Aurora College is cancelled.</td>
<td></td>
</tr>
<tr>
<td>The apprentice is a candidate for distance training.</td>
<td></td>
</tr>
<tr>
<td>When Aurora College offers a level of technical training once per academic year and an employer has two or more apprentices to attend the same level of technical training, the employer may schedule apprentice(s) at Aurora College and request an alternate time and location for other apprentices.</td>
<td></td>
</tr>
<tr>
<td>An apprentice will pay the full technical training cost in order to undertake training in another jurisdiction, including the GNWT’s contribution ($145 per day of technical training).</td>
<td></td>
</tr>
<tr>
<td>Other, please specify this reason on page 2.</td>
<td></td>
</tr>
</tbody>
</table>

** If ‘Other’ is checked, the request will require approval from the Supervisor of Apprenticeship as per the ATOCB Act.

Attach supporting documentation along with this request form (ie: medical certificate; letter from employer, or any other document justifying the request).

<table>
<thead>
<tr>
<th>Supporting Document Attached?</th>
<th>YES</th>
<th>N/A</th>
</tr>
</thead>
</table>

| OR Supporting document is previously on file for ongoing exemption (eg. permanent disability): |
|-----------------------------------------------|-----|-----|
| YES | NO |
Apprentice Information

Date: yyyy/mm/dd

First Name: ___________________________ Last Name: ___________________________

Mailing Address: P.O. Box: Street:

City: Province/Territory: Postal Code: ___________________________

Cell Phone No: ___________________________ Home Phone No: ___________________________ Work Phone No: ___________________________

E-mail Address: ___________________________

Requested Course and Level ___________________________

Requested Location of Training ___________________________

Past Technical Training Location:

<table>
<thead>
<tr>
<th>LOCATION of Tech Training</th>
<th>END DATE of Course</th>
<th>LEVEL</th>
<th>PASS/FAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>_________________________</td>
<td>_________________</td>
<td>_____</td>
<td>________</td>
</tr>
<tr>
<td>_________________________</td>
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</tr>
<tr>
<td>_________________________</td>
<td>_________________</td>
<td>_____</td>
<td>________</td>
</tr>
</tbody>
</table>

If you were approved for Southern training previously, please explain the circumstance:

____________________________

Employer Information

Name of Business: ___________________________

Phone No: ___________________________ Alternative Phone No: ___________________________ Fax No: ___________________________

Mailing Address: Street:

City: Province/Territory: Postal Code: ___________________________

Employer Contact Person: ___________________________

E-mail Address: ___________________________

Other Apprentices Attending CONFIRMED Tech Training (location and date):

<table>
<thead>
<tr>
<th>APPRENTICE NAME</th>
<th>LOCATION OF TRAINING</th>
<th>START DATE</th>
<th>LEVEL</th>
</tr>
</thead>
<tbody>
<tr>
<td>___________________________</td>
<td>___________________________</td>
<td>___________</td>
<td>________</td>
</tr>
<tr>
<td>___________________________</td>
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</tr>
<tr>
<td>___________________________</td>
<td>___________________________</td>
<td>___________</td>
<td>________</td>
</tr>
</tbody>
</table>

____________________________  ___________________________

Employer Signature Date

____________________________  ___________________________

Apprentice Signature Date
If you would like this information in another official language, call us.

English
Si vous voulez ces informations en français, contactez-nous.

French

Kìspin ki nitawihtìñ è nîhîyawihk ōma âcîmôwin, tipwâsinân.

Cree

Tlícho yati k’èè di WEGODI newô dè, gots’o goneđe.

Nâgîlîmì

?erihtl’ìs dêne súliné yati t’a huts’elkêr xa beyâyati teh?â ?at’e, nuwe ts’en yôlti.

Chipewyan

Edi gondi dehgháh got’ìe zhatìe k’ée edatł’èh enahddhê nide naxets’é edahlí.

South Slavey

K’áhshó got’ìne xëdó k’è hederi ?edihtl’è yeriniwe nîdè dûle.

North Slavey

Jìi gwandak izhii ginjìk vat’atr’ìjahch’uu zhit yinohthan jì’, diits’at’ ginohkìì.

Gwich’in

Uvannittuaq ilitchurisukupku inuvialuktun, ququaqluta.

Inuvialuktun

C’hù ñùbì âpâjììc Dëhjììk’ò/ììk’ò, ëìëìk’ò ëìëìk’ò ëìëìk’ò ëìëìk’ò.

Inuktitut

Hapkua tîtiqqat pijumagupkit Inuinnaqtun, uvaptinnut hivajarlutit.

Inuinnaqtun

Official Languages Division: (867) 767-9346 ext. 71458
Francophone Affairs Secretariat: (867) 767-9348 (no extension)
## ECE Service Centres

<table>
<thead>
<tr>
<th>Location</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fort Simpson</td>
<td>(867) 695-7338</td>
</tr>
<tr>
<td>Fort Smith</td>
<td>(867) 872-7425</td>
</tr>
<tr>
<td>Hay River</td>
<td>(867) 874-5050</td>
</tr>
<tr>
<td>Inuvik</td>
<td>(867) 777-7365</td>
</tr>
<tr>
<td>Norman Wells</td>
<td>(867) 587-7161</td>
</tr>
<tr>
<td>Yellowknife</td>
<td>(867) 767-9356</td>
</tr>
</tbody>
</table>

More contact information can be found on page 30 of this Guide.