

How to Complete and Submit an Apprenticeship Tools Grant Program Application

How to Start a Funding Application

Once you select the Apply Now button on the ENS website, you will be navigated to begin the process of submitting your application.

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Terms of Use

Apprenticeship Tools Program Privacy Notice

WE NEED TO COLLECT INFORMATION FROM YOU

Employment Nova Scotia (ENS) delivers employment programs and services to help Nova Scotians meet their employment goal. We need to collect personal information from you before we begin. We need this information to:

- contact you
- process your application
- determine if you are eligible
- administer and deliver quality services to you
- if you opt for direct deposit, to deposit the funds directly to your bank account (if applicable)
- meet the requirements of our funding agreements with the Government of Canada

This information must be provided before we begin processing your application and by accessing this application via your account you are acknowledging that you have read, understood, and agree with this privacy notice.

WE HAVE PERMISSION TO DO THIS

The Nova Scotia Freedom of Information and Protection of Privacy Act (FOIPOP) allows us to collect your personal information, and tells us how we can use, share, manage and delete your personal information. We only ever collect the amount of information we need from you – no more and no less.

HOW LABOUR SKILLS AND IMMIGRATION/ EMPLOYMENT NOVA SCOTIA WILL USE YOUR INFORMATION

- To process your application
- To determine your eligibility for programs
- To ensure compliance with funding agreement terms
- To track progress during your agreement with ENS
- To provide statistical information to the agencies that fund Employment Nova Scotia's programs

INFORMATION THAT MAY BE SENT TO OTHERS:

We will only share your personal information in ways that are allowed under FOIPOP. This includes only sharing your personal information with those who need to know it and only in certain ways:

We will share your personal information with people and organizations directly responsible for delivering program and services for which you apply, including Employment Nova Scotia and only for the purpose of delivering the program to you.

We will also share your personal information with Service Canada (Employment Insurance), but only when it is required by the agreement that provides funding for this program (Canada-Nova Scotia Labour Market Development Agreement.) We will only share information with Service Canada for purposes that are outlined in this agreement, which include confirming your eligibility to receive employment benefits or services.

If you are attending a course at Nova Scotia Community College, the program has unique information sharing requirements with the Nova Scotia Community College and we will ask you to sign a specific NSCC consent as part of the application.

We will only disclose your personal information for the purposes we have explained here, unless the disclosure is authorized or required by law.

HOW WILL WE PROTECT YOUR INFORMATION?

The personal information you give us will be kept secure from unauthorized sharing and use. We will also make sure that your personal information is stored according to requirements of Nova Scotia's Personal Information International Disclosure Protection Act.

WHAT IF THE INFORMATION WE HAVE COLLECTED FROM YOU IS INCORRECT, OR YOU HAVE QUESTIONS?

You can ask to see the information we collect from you, and if it is not right, you have the right to have it corrected. Please contact either your Employment Nova Scotia Program Officer or send an email to this address: LSIAccess@novascotia.ca

You can read more about the Government of Nova Scotia's privacy information practices [here](#).

I have read and understood how Employment Nova Scotia will collect, use and disclose my personal information.

Continue [Cancel](#)

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On the first page you will see the Privacy Notice.

At the top of the page, you can select Francais to switch to French.

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

Once you have read and understood how Employment Nova Scotia 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 (Internal)** to proceed to the application form.

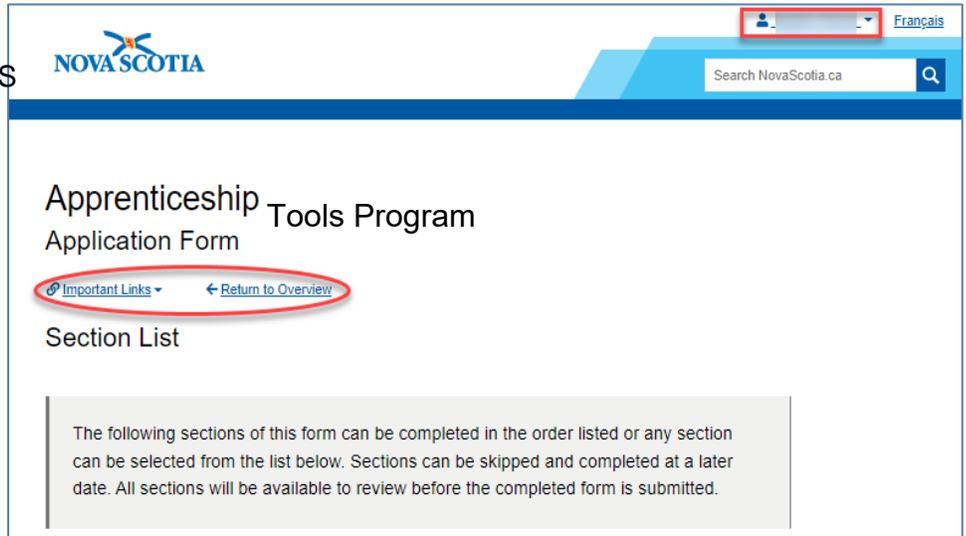
If you experience any issue with logging in or creating an account with My NS Account, you can contact them directly at 1-844-322-9375.

How to Complete and Submit an Apprenticeship Tools Grant Program Application

Completing the Application Form

At the top of the page, you will notice the following information for **Important Links** and **Return to Overview**. The Important Links will be any website links that you can review to assist in completing your application.

If you wish to view the LaMPSS Online landing page to see some information about the Apprenticeship application, select **Return to Overview**. At any point of the application form you can logout. At the top of the page, you will see your name. Click the 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 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 be 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.

	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	

Continue

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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](#)

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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 "Tools" 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

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The application form requests a mandatory document that must be provided with your application.

In this example, three (3) Mandatory Documents are required for the Apprenticeship Tools Grant Program. There is also an option to provide any additional documents that you wish to provide with your application, under the Optional Documents section.

Step 8 of 9 ▾
Supporting Documents

Required Documents

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

Document	Document(s) Attached	Size
Acceptance Letter		Add
Other Supporting Documents	1. Apprenticeship Welcome Letter 2. Apprenticeship Registration Agreement 3. Quote(s)	Add

Optional Documents

i 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
Void Cheque - Financial Authorization		Add

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

To add your Apprenticeship Welcome Letter use the Acceptance Letter under Required Documents, click on the **Add** link that appears to the right of the document name. An Add link will appear under the additional document section once you select what document you wish to upload from the drop-down field.

To add your Apprenticeship Registration Agreement and Quotes use the Other Supporting Documents under Required Documents, click on the **Add** link that appears to the right of the document name. An Add link will appear under the additional document section once you select what document you wish to upload from the drop-down field.

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.

▲ Error Uploading File(s)

The following file(s) could not be uploaded:

- Attachment [redacted] exceeds maximum file size limit of 1.00 MB.

[Ok](#)

Upload Attachments ([progress bar])

Drag Files Here or Click to Browse

[Cancel](#)

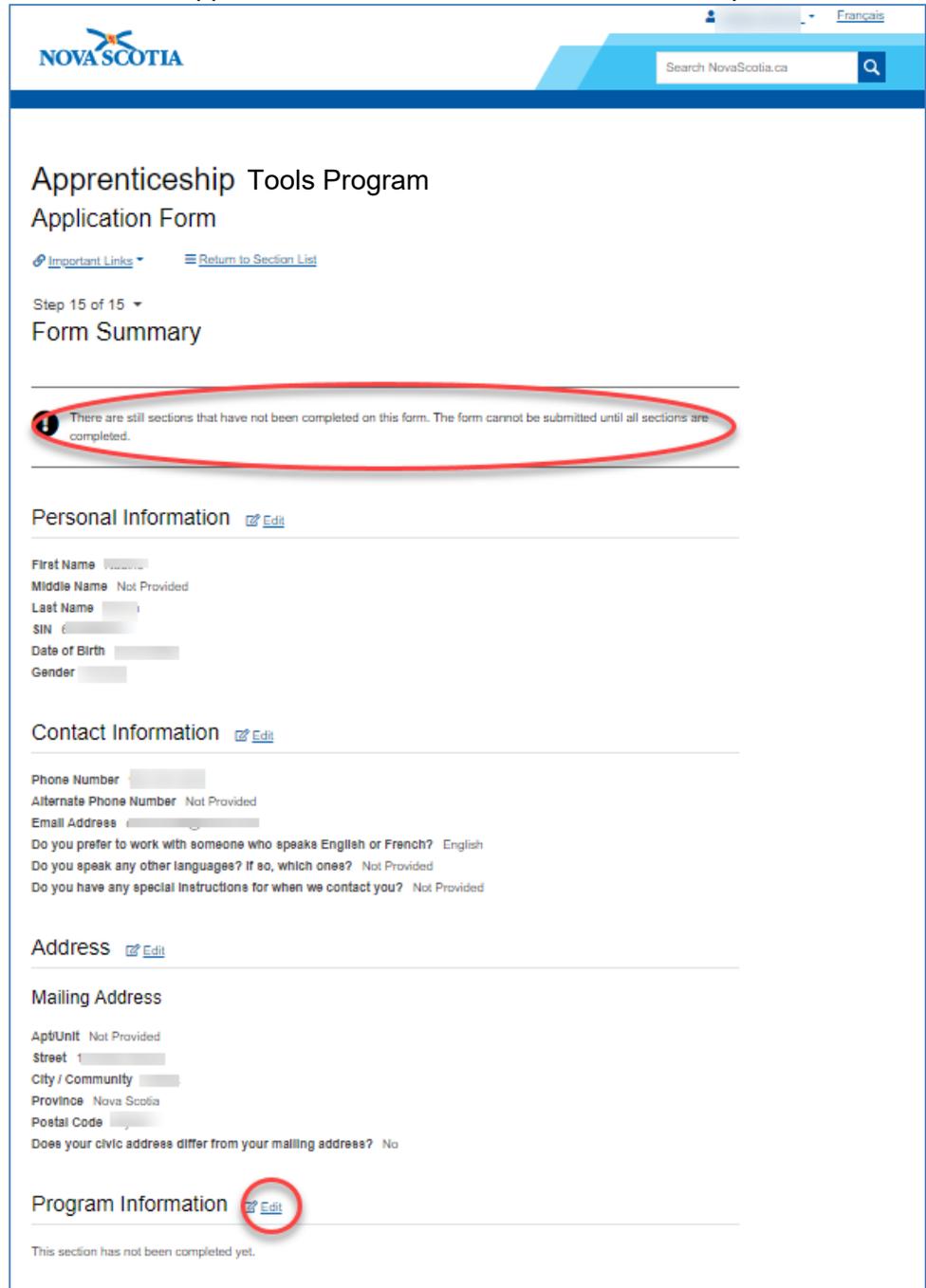
Once the document is attached, click on **Save and Continue** or **Save** to proceed.

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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 **Submit** button will be visible on the bottom of the screen. Click this button to submit your application.



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Apprenticeship Tools Program 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.

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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 Tools Program Application Form



Your application for Apprenticeship has been submitted.

What happens next?

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

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

Employment Nova Scotia 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 Employment Nova Scotia.

 [Download PDF](#)

[Logout](#)