

How to Complete and Submit an Apprenticeship Application Form

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.

NOVA SCOTIA

Search NovaScotia.ca

Terms of Use

Apprenticeship 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**

The first page you will be the Privacy Notice. At the top of the page, you can select Français to switch to French. This Notice will detail why Employment Nova Scotia requires your personal

How to Complete and Submit an Apprenticeship Application Form

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.

You are required to answer a set of 3 eligibility questions. If you require more information, you can select the blue statement below the question that will provide more information. Not all questions provide clarification on the questions. If you do require further assistance, contact Employment Nova Scotia at 1-877-223-0888.

The screenshot shows the Nova Scotia Apprenticeship application form. At the top, there is a header with the Nova Scotia logo, a search bar, and a 'Français' link. Below the header, there is a 'Terms of Use' link. The main content area is titled 'Apprenticeship Eligibility Question 1 of 3'. The question is 'Are you a Canadian citizen or permanent resident legally entitled to work in Canada?'. There are two buttons: 'Yes' and 'No'. Below the question, there is a link 'Would you like more information about this question? +' with a red arrow pointing to it.

My NS Account

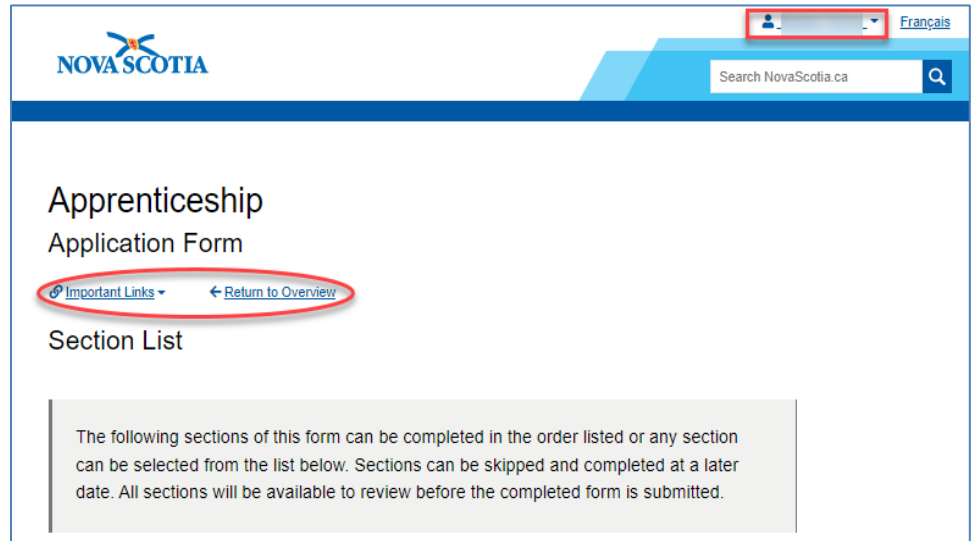
Once all eligibility questions have been completed, you will be required to log in to My NS Account. By clicking the **Login with My NS Account** button, you will be redirected to the NSiD login page where you can create a new account or log in with an existing My NS Account. Once you have signed in 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 Application Form

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 which provides minor 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 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.

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 Insurance (EI) Benefits	
6 Additional Financial Assistance Request	
7 Financial Assistance for Accommodations	
8 Financial Assistance for Travel	
9 Financial Assistance for Technology Measures	
10 Financial Assistance for Course Books	
11 Financial Assistance for Additional Child Care / Dependent Care	
12 Additional Information	
13 Payment Details	
14 Supporting Documents	
15 Form Summary	

[Continue](#)

How to Complete and Submit an Apprenticeship Application Form

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.

The screenshot shows the Nova Scotia Apprenticeship Application Form. At the top is the Nova Scotia logo. Below it, the title "Apprenticeship Application Form" is displayed. There are two links: "Important Links" and "Return to Section List". A dropdown menu shows "Step 2 of 15". The section title is "Contact Information". It contains several input fields: "Phone Number" (with a placeholder "###-###-####"), "Alternate Phone Number" (with a placeholder "###-###-####"), and "Email Address". There are also two dropdown menus: "Do you prefer to work with someone who speaks English or French?" (with a "Select" option) and "Do you speak any other languages? If so, which ones?". Below these is a text area for "Do you have any special instructions for when we contact you? Please outline anything we need to consider before contacting you to discuss your application. (e.g. assistive technology, time of day, etc.)". At the bottom, there are three buttons: "Save and Continue" (highlighted with a red circle), "Save", and "Skip for Now" (highlighted with a red circle).

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.

How to Complete and Submit an Apprenticeship Application Form

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.

Apprenticeship 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	✔ Saved
2 Contact Information	✔ Saved
3 Address	✔ Saved
4 Program Information	
5 Employment Insurance (EI) Benefits	
6 Additional Financial Assistance Request	

On step 4 of the application, you will be required to provide information on your program. You are asked to provide the name of your training institution.

Apprenticeship Application Form

[Important Links](#) [Return to Section List](#)

Step 4 of 15

Program Information

Provide details on the Program you are attending.

Program Name

Start Date

End Date

Classroom/Training Hours per week

Classroom/Training Participation

Part-time programs may not be eligible for the program. If your situation is different and you'd like to use our service, please be prepared to provide additional information once your application is reviewed.

Select

Will you be attending all weeks of this technical training?

Select

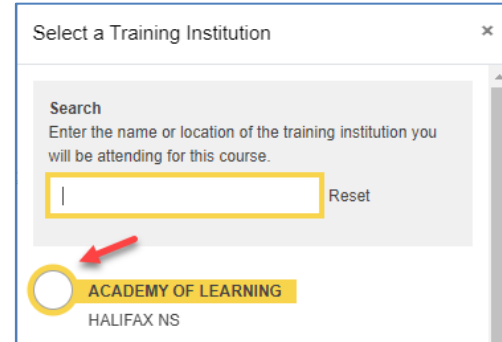
Training Institution

Select

Save and Continue Save Skip for Now

How to Complete and Submit an Apprenticeship Application Form

To find the institution you're attending, click **Select**. The database is preloaded with a list of training institutions. Since institutions can change, all the institutions may not be listed. If you have found your training institution, click the checkbox by the institution and click **OK**.



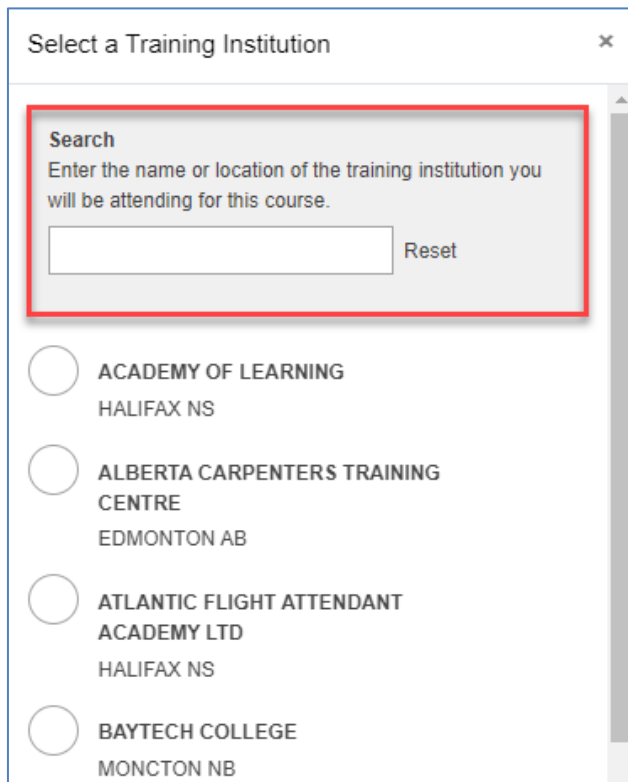
Select a Training Institution

Search
Enter the name or location of the training institution you will be attending for this course.

Reset

☒ ACADEMY OF LEARNING
HALIFAX NS

If you start to type in the training institution under the Search field and nothing is found, you can manually add the institution. Click the link stating **Can't find the Training Institution you are looking for?**



Select a Training Institution

Search
Enter the name or location of the training institution you will be attending for this course.

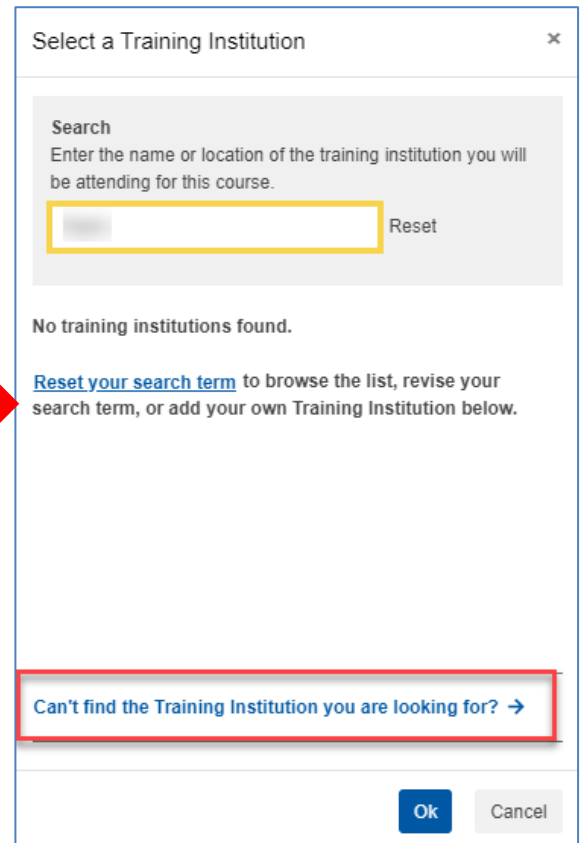
Reset

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HALIFAX NS

☐ ALBERTA CARPENTERS TRAINING
CENTRE
EDMONTON AB

☐ ATLANTIC FLIGHT ATTENDANT
ACADEMY LTD
HALIFAX NS

☐ BAYTECH COLLEGE
MONCTON NB



Select a Training Institution

Search
Enter the name or location of the training institution you will be attending for this course.

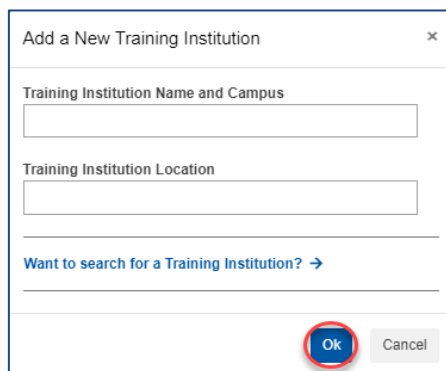
Reset

No training institutions found.

[Reset your search term](#) to browse the list, revise your search term, or add your own Training Institution below.

[Can't find the Training Institution you are looking for? →](#)

Ok Cancel



Add a New Training Institution

Training Institution Name and Campus

Training Institution Location

[Want to search for a Training Institution? →](#)

Ok Cancel

A new window will open where you can add in your training institution and the location. Once all information is entered, select **OK**.

How to Complete and Submit an Apprenticeship Application Form

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

In this example, one mandatory document is required for the Apprenticeship program. There is also an option to provide any additional documents that you wish to provide with your application, under the additional documents section.

Apprenticeship
Application Form

[Important Links](#) [Return to Section List](#)

Step 14 of 15

Supporting Documents

Mandatory Documents

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

Document	Document(s) Attached	Size
Void Cheque - Financial Authorization		Add

Additional Documents

To submit additional documentation in support of this application, select the type of document below and click Add to select and attach the file.

Document	Document(s) Attached	Size
<div>Select</div>		

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

To add the acceptance letter under mandatory 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.

Upload Attachments

Drag Files Here or Click to Browse

[Cancel](#)

Error Uploading File(s)

The following file(s) could not be uploaded:

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

[Ok](#)

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

How to Complete and Submit an Apprenticeship Application Form

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 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.

How to Complete and Submit an Apprenticeship Application Form

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 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](#)