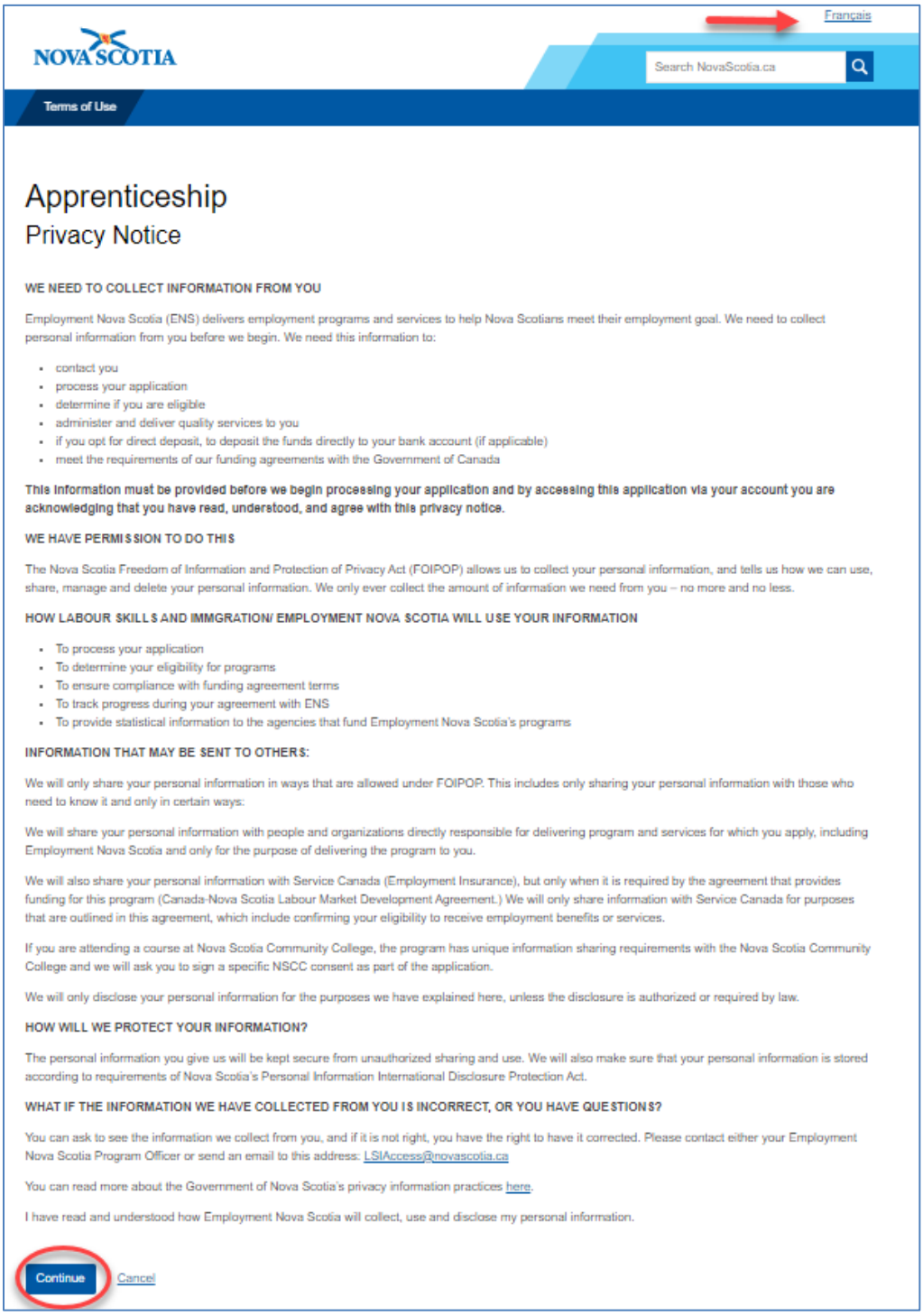
How to Complete and Submit an Apprenticeship Application Form

How to Start a Funding Application

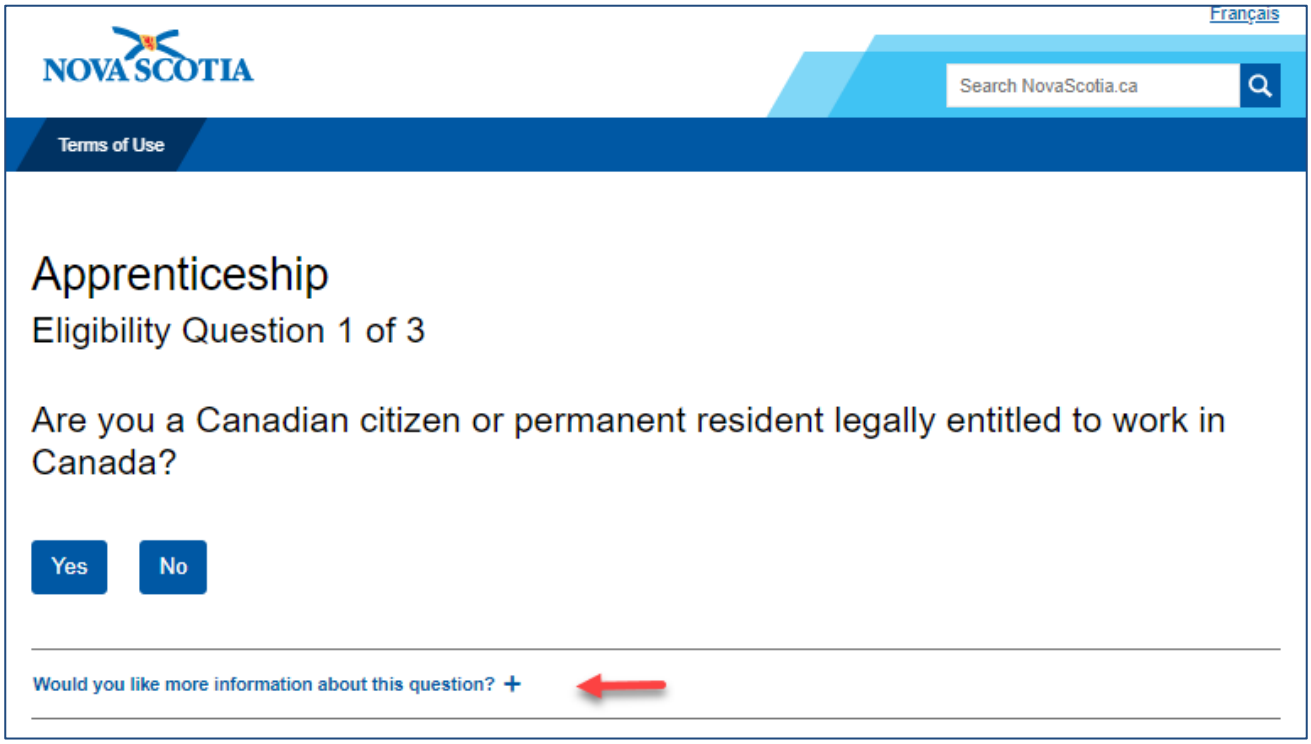
Once you select the Apply Now button on the ENS website, you will be navigated to begin the process of submitting your application.



The first page you will be the Privacy Notice. At the top of the page, you can select Francais to switch to French. This 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.

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.



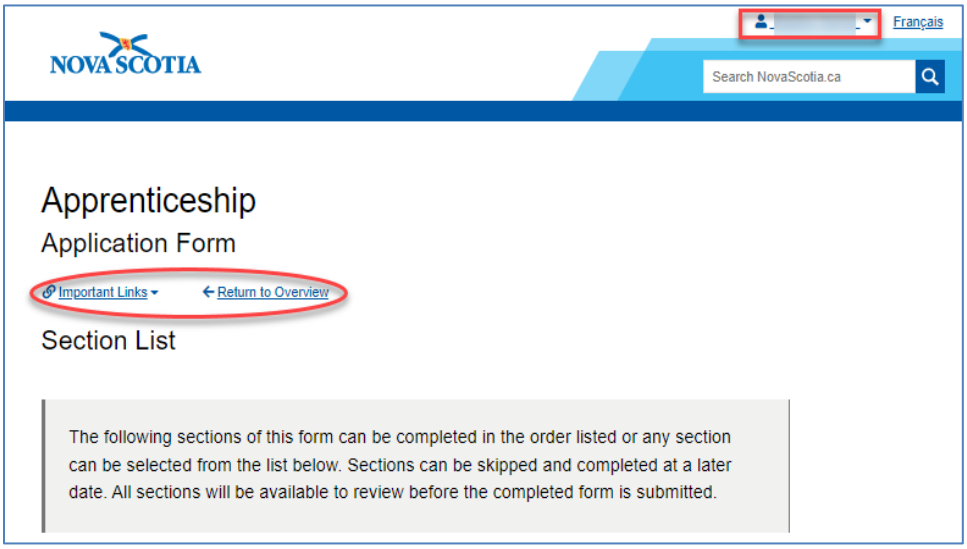
My NS Account

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.

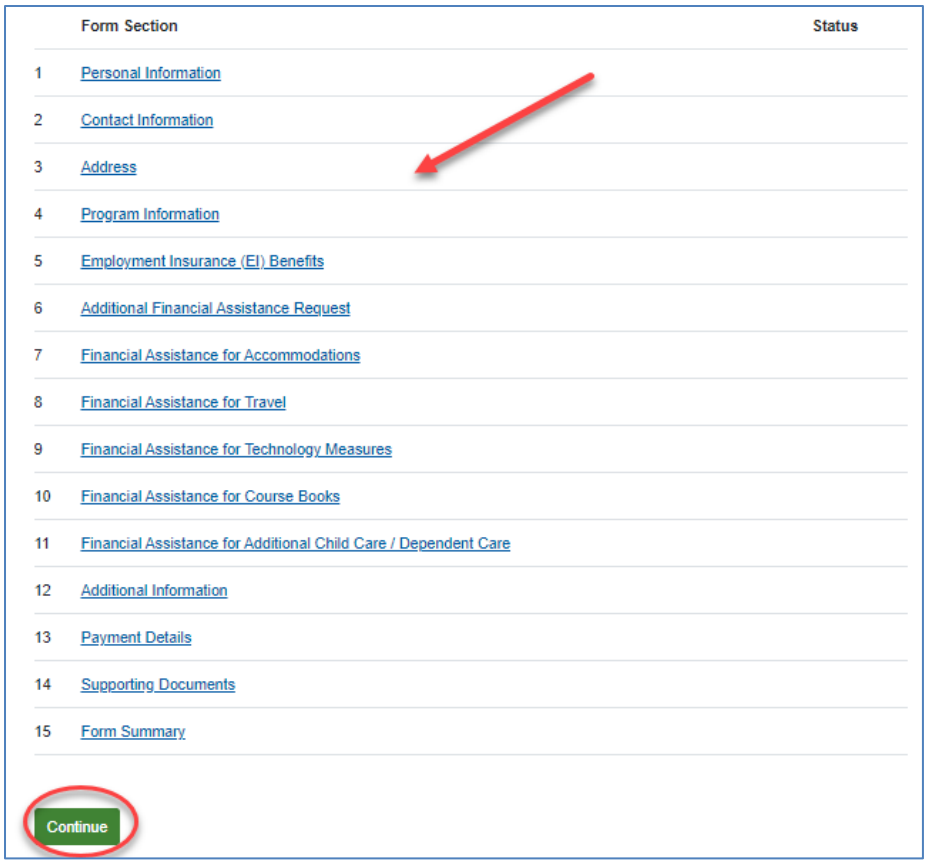
Completing the Application Form

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 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.



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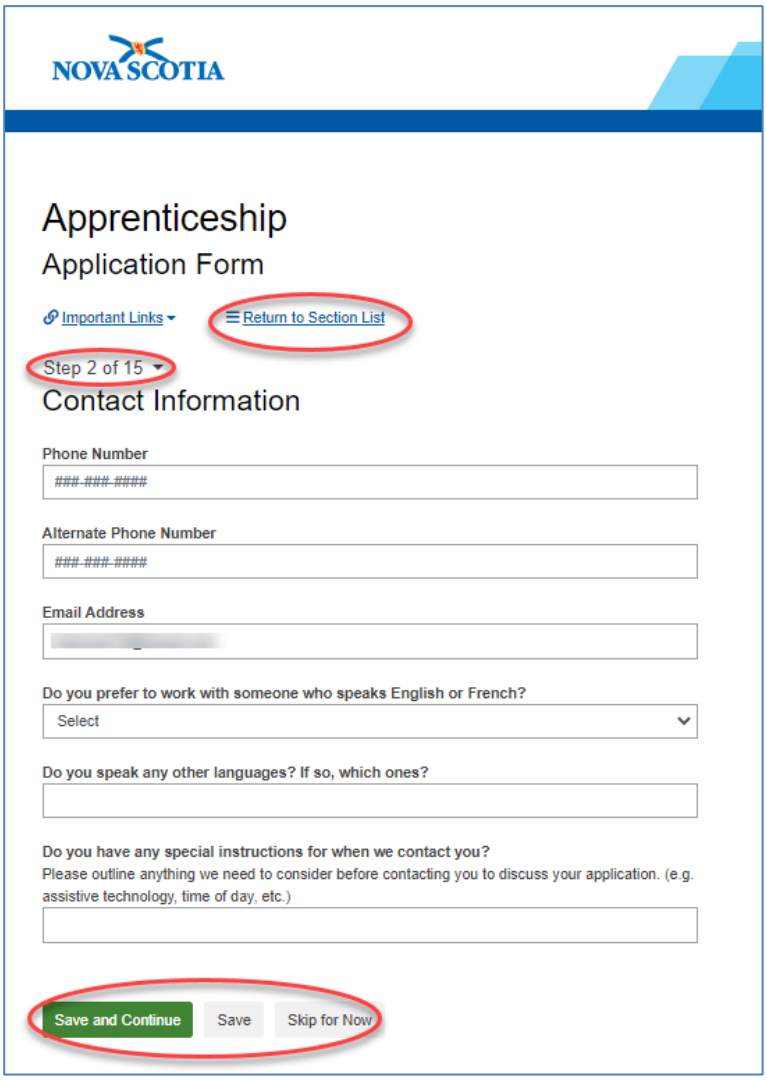
Once you select any one of the form sections or continue, you will be directed to a step in the application. Each step will list all questions under that specific section. If you wish to skip the section, you click on the **Skip for Now** button at the bottom of the page. If you have provided answers 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.

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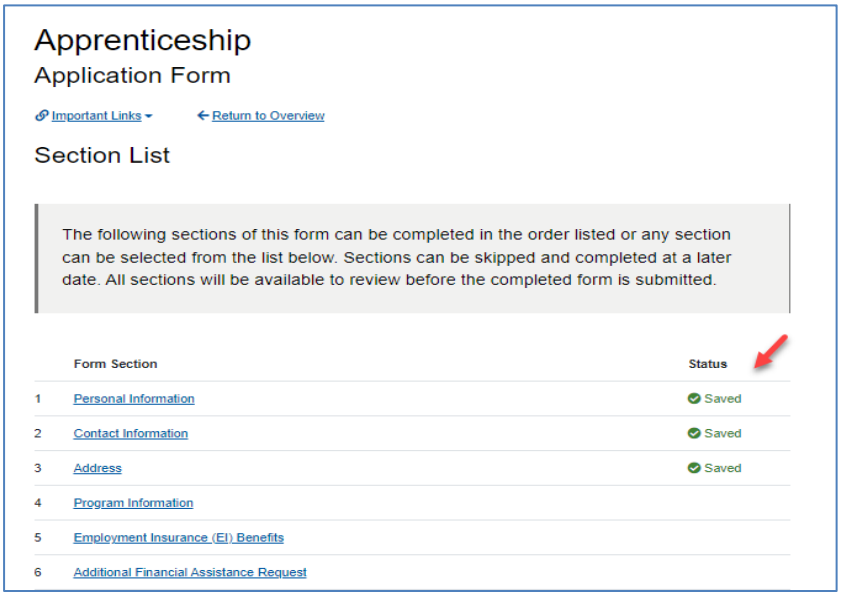
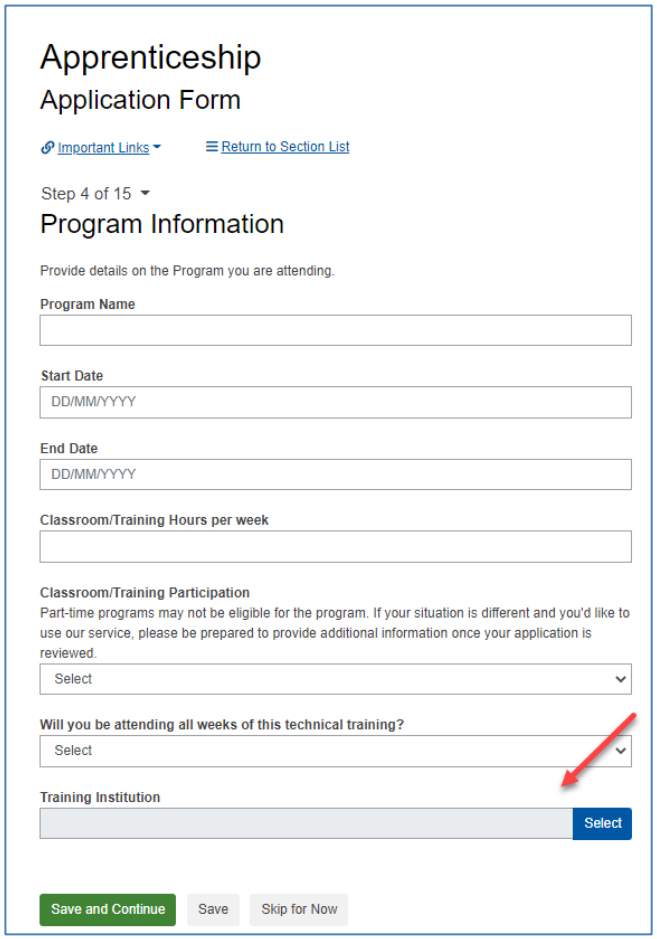
Once you have completed a form section and return to the 'Section List' the form sections will be updated indicating the status on the specific section.



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.



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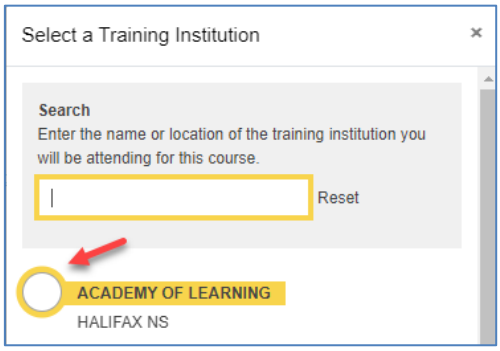
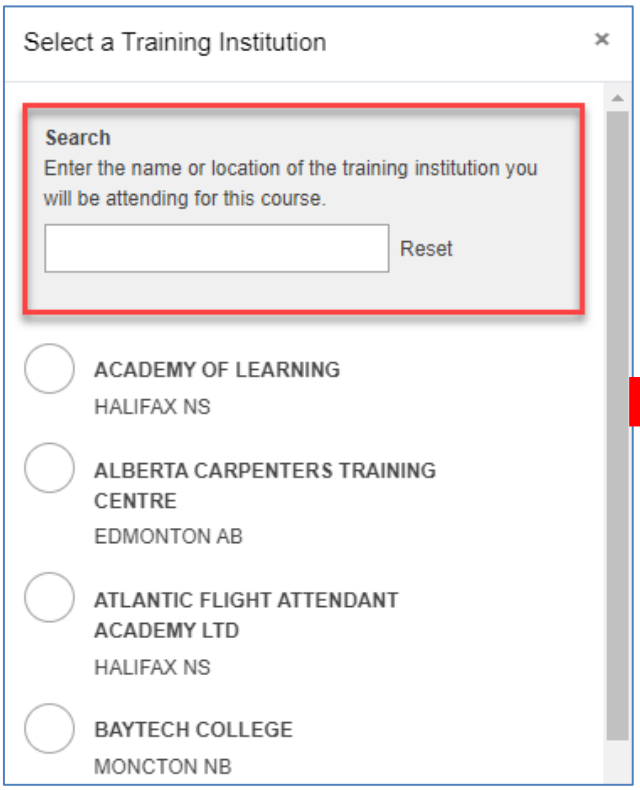
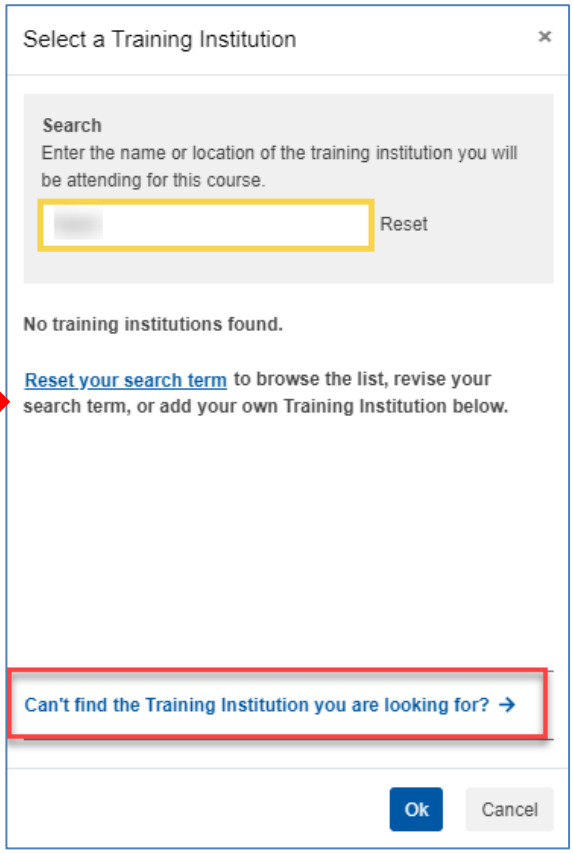
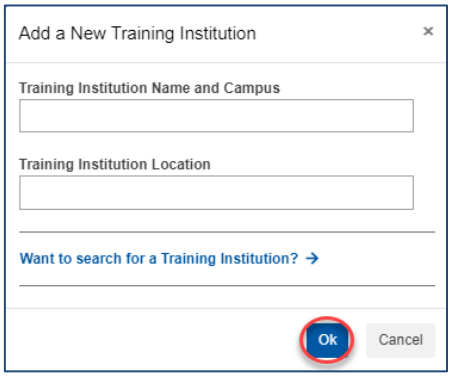
To find the institution you're attending, click **Select**. The database is preloaded with a list of training institutions. Since institutions can change, all the institutions may not be listed. If you have found your training institution, click the checkbox by the institution and click **OK**.



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 Instituation you are looking for?**.







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

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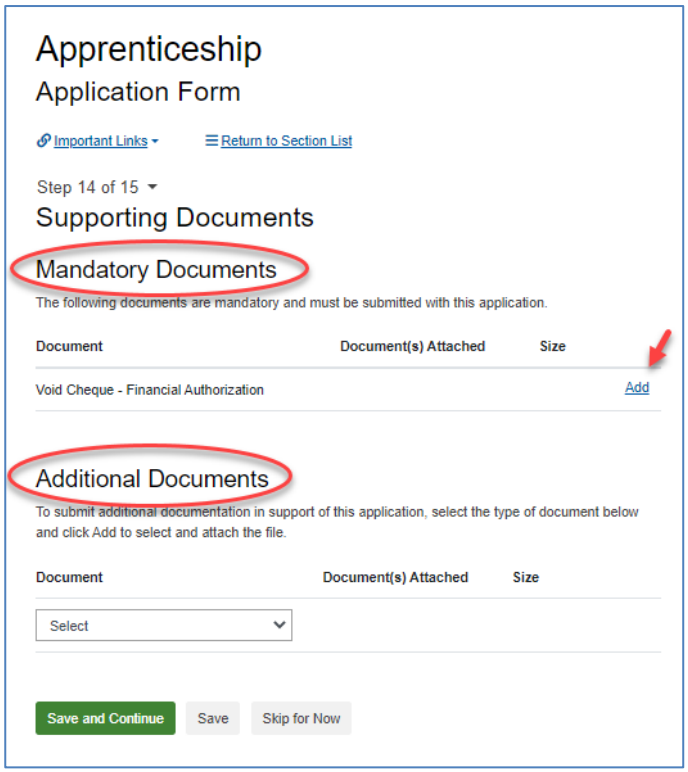
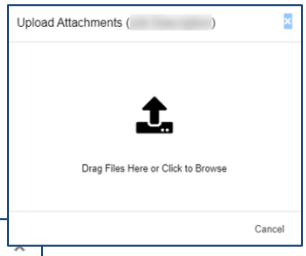
The application form requests a mandatory document that must be provided with your application.

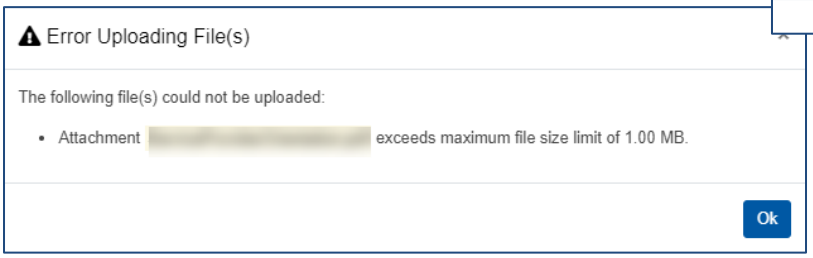
In this example, one mandatory document is required for the Apprenticeship program. There is also an option to provide any additional documents that you wish to provide with your application, under the additional documents section.



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.





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

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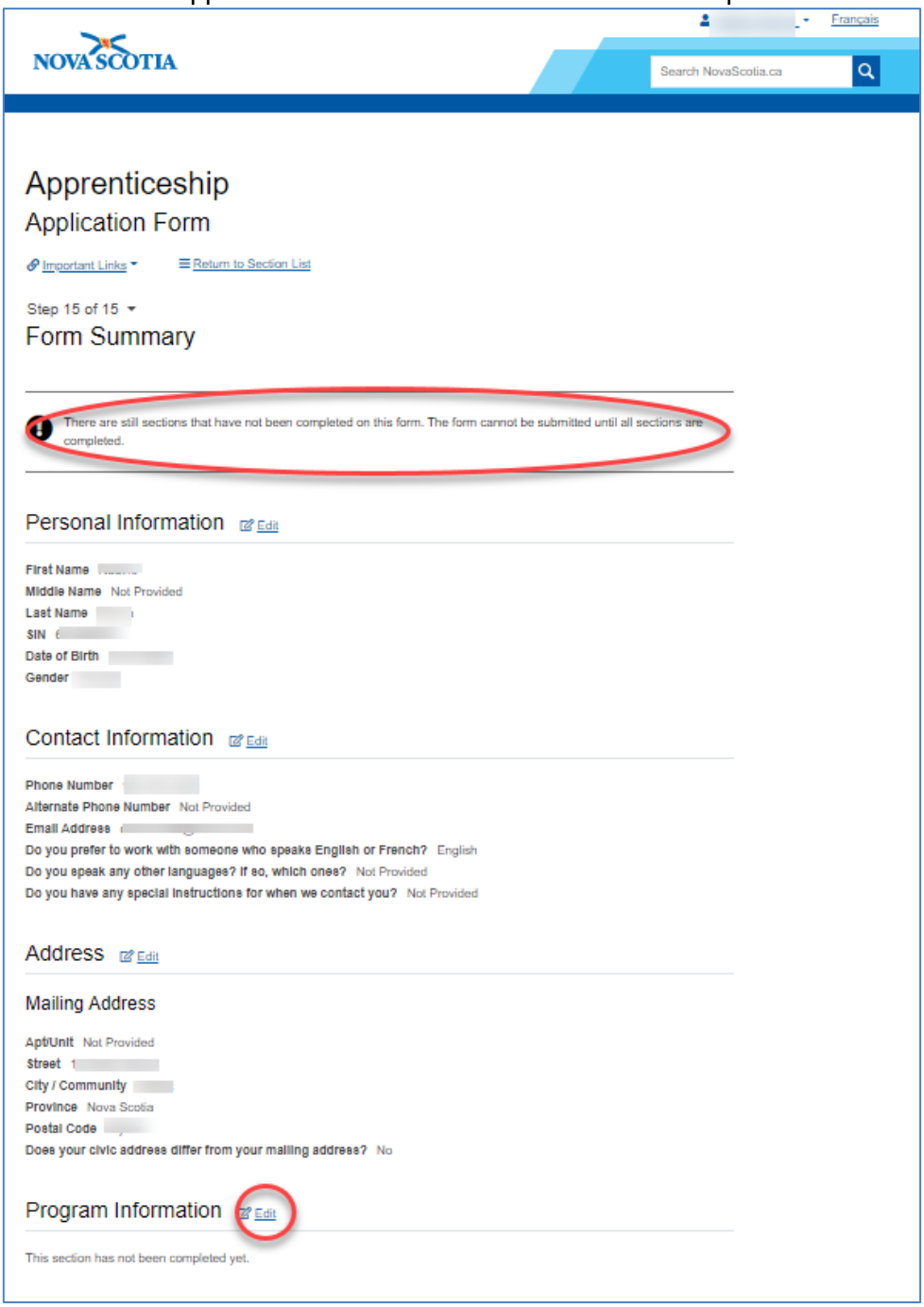
Submission of an Application

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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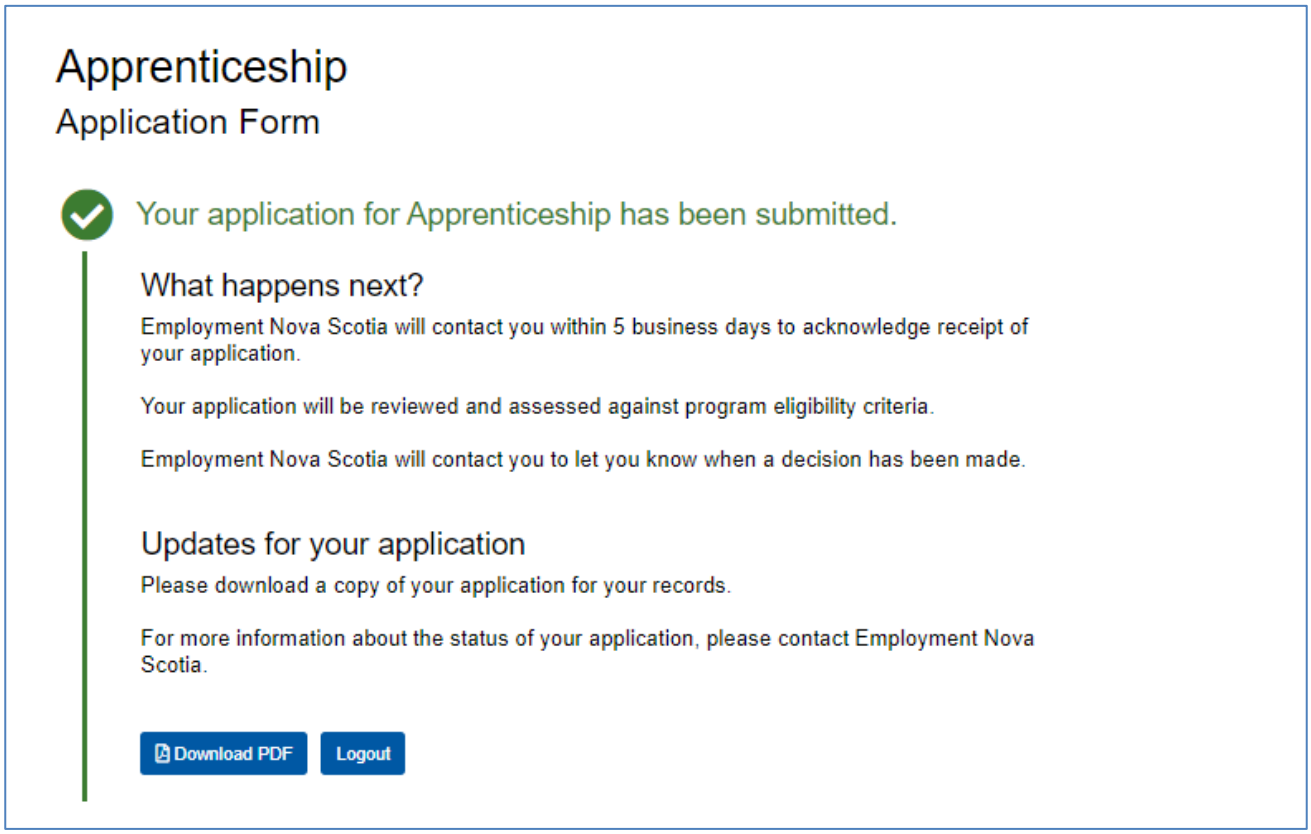
Once the application is successfully submitted, you will receive the following message, advising that your application has been submitted. You can now **Logout** of the system.