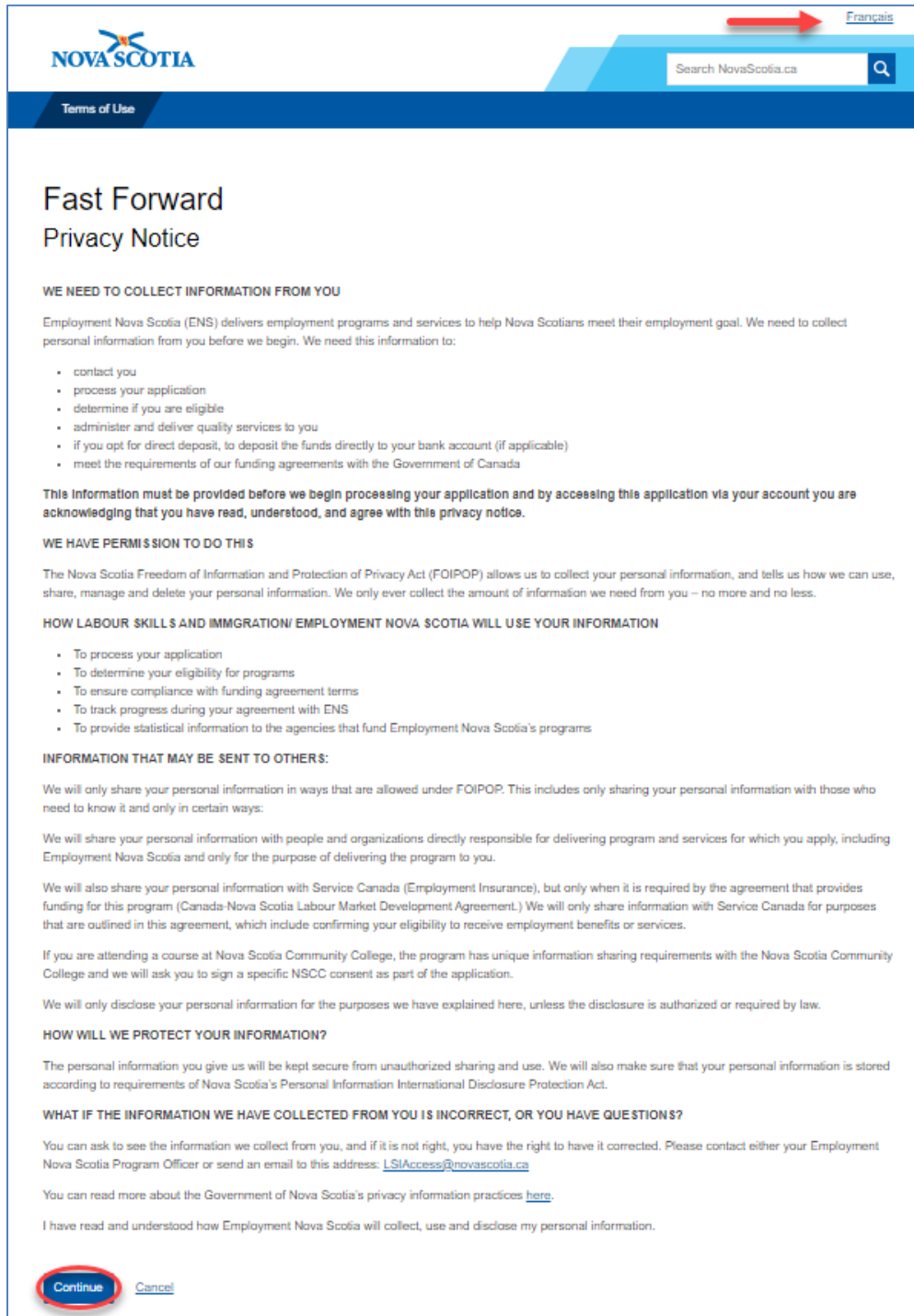


# How to Complete and Submit a Fast Forward Application Form

## 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

### Fast Forward 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](mailto: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 Francais to switch to French. This Notice will detail why Employment Nova Scotia requires your personal

# How to Complete and Submit a Fast Forward 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 7 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 specific question asked. If you do require further assistance, contact Employment Nova Scotia at 1-877-223-0888

The screenshot shows the top of the Nova Scotia website with the logo and a search bar. Below the header is a dark blue bar with the text "Terms of Use". The main content area is titled "Fast Forward Eligibility Question 1 of 7". The question is "Are you a Canadian citizen or permanent resident legally entitled to work in Canada?". There are two blue buttons labeled "Yes" and "No". Below the question, there is a blue link that says "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 My NS Account 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 a Fast Forward 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 to the LaMPSS Online landing page which provided minor information about the Fast Forward 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	<a href="#">Personal Information</a>	
2	<a href="#">Contact Information</a>	
3	<a href="#">Address</a>	
4	<a href="#">Program Information</a>	
5	<a href="#">Employment Status</a>	
6	<a href="#">Employment Insurance (EI) Benefits</a>	
7	<a href="#">Labour Force Attachment</a>	
8	<a href="#">Labour Market Information</a>	
9	<a href="#">Financial Plan</a>	
10	<a href="#">Additional Information</a>	
11	<a href="#">Supporting Documents</a>	
12	<a href="#">Form Summary</a>	

[Continue](#)

# How to Complete and Submit a Fast Forward 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 Fast Forward Application Form. At the top is the Nova Scotia logo. Below it, the title "Fast Forward Application Form" is displayed. There are two links: "Important Links" and "Return to Section List". A dropdown menu shows "Step 2 of 12". The section title is "Contact Information". Below this are three input fields: "Phone Number", "Alternate Phone Number", and "Email Address". There are two dropdown menus: "Do you prefer to work with someone who speaks English or French?" and "Do you speak any other languages? If so, which ones?". There is a text area for "Do you have any special instructions for when we contact you?". At the bottom, there are three buttons: "Save and Continue", "Save", and "Skip for Now".

NOVA SCOTIA

## Fast Forward Application Form

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

Step 2 of 12

### Contact Information

Phone Number  
###-###-####

Alternate Phone Number  
###-###-####

Email Address  
[Input Field]

Do you prefer to work with someone who speaks English or French?  
Select

Do you speak any other languages? If so, which ones?  
[Input Field]

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.)  
[Input Field]

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

# How to Complete and Submit a Fast Forward Application Form

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.

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

Fast Forward  
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	<a href="#">Personal Information</a>	
2	<a href="#">Contact Information</a>	✓ Saved
3	<a href="#">Address</a>	✓ Saved
4	<a href="#">Program Information</a>	
5	<a href="#">Employment Status</a>	
6	<a href="#">Employment Insurance (EI) Benefits</a>	

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 and the amount of the program that is completed to date.

Fast Forward  
Application Form

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

Step 4 of 12

Program Information

Provide details on the Program you are attending.

Program Name

Start Date

DD/MM/YYYY

End Date

DD/MM/YYYY

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

Training Institution

Select

Training Program Duration

Select

Amount of Program Completed to Date

Year(s)

Months(s)

Weeks(s)

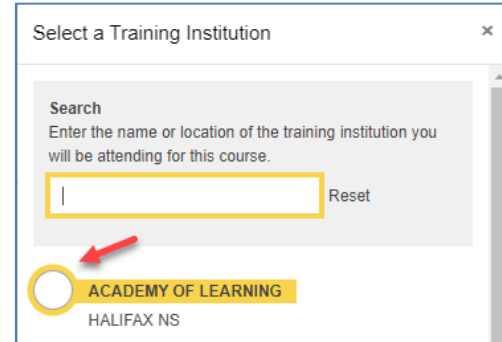
Save and Continue

Save

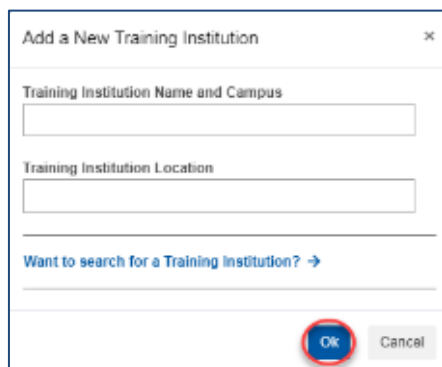
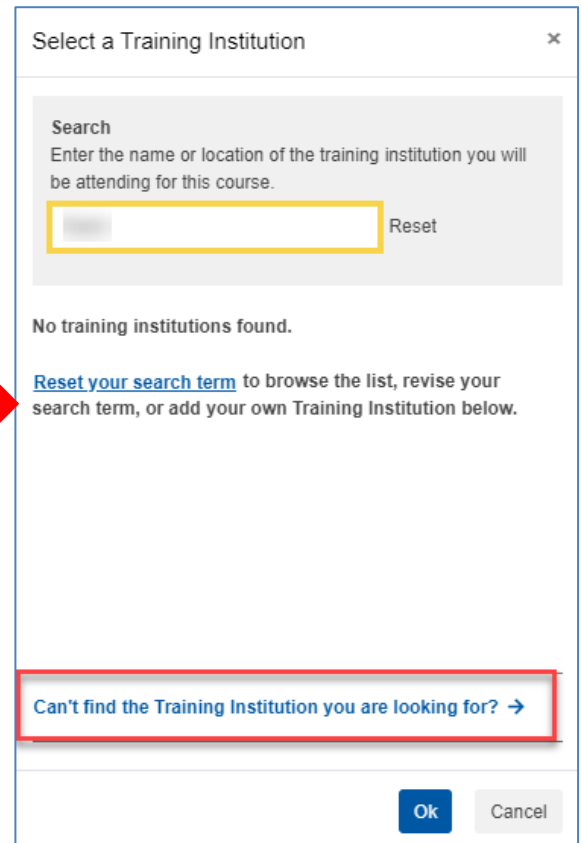
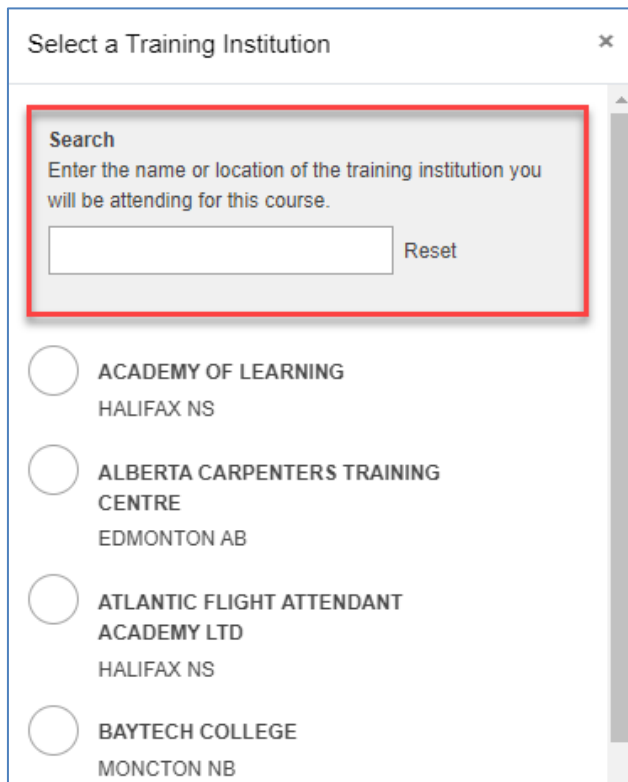
Skip for Now

# How to Complete and Submit a Fast Forward 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**.



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?**



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 a Fast Forward Application Form

When entering the amount of program completed to date, for example, you have completed 2 months of the program, you must enter a zero in both the Year(s) and Week(s) field to save the page. If none of the program is completed, enter zeros in all fields

Amount of Program Completed to Date

Year(s)	Months(s)	Weeks(s)
<input type="text"/>	<input type="text" value="2"/>	<input type="text"/>

Amount of Program Completed to Date is required.



Amount of Program Completed to Date

Year(s)	Months(s)	Weeks(s)
<input type="text" value="0"/>	<input type="text" value="2"/>	<input type="text" value="0"/>

If you have selected your training institution to be any Nova Scotia Community College (NSCC), you are required complete a section for NSCC Consent to Release Information. Once you have read the Acknowledge and Consent statement, select the checkbox by the statement. Provide your Student ID number in the field provided. To save your results, click **Save and Continue** or **Save**.

This Acknowledgement and Consent is required to facilitate the exchange of personal information between the educational institution, Nova Scotia Community College, and Employment Nova Scotia.


## Fast Forward Application Form

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


Step 10 of 13 ▾

### NSCC Consent to Release Information

Acknowledgement and Consent is required to facilitate the exchange of personal information among the educational institution, Nova Scotia Community College and Employment Nova Scotia.



Student Name

Student ID Number 

Month and Year Program Starts

MM	YYYY
<input type="text"/>	<input type="text"/>

### Acknowledge and Consent

☐ I acknowledge that I have read this form and provide consent to the disclosure and/or user of my following information:

- Contact information (name/address/phone/email)
- Application status
- Financial status (in good standing/in arrears)
- Student status (active/inactive/fulltime/part-time)

solely for the purpose of determining my ongoing eligibility for support from Employment Nova Scotia for studies at NSCC. The above mentioned may be disclosed to Employment Nova Scotia.

Date of Consent

# How to Complete and Submit a Fast Forward Application Form

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

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

**Fast Forward Application Form**

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

Step 12 of 13

**Supporting Documents**

**Mandatory Documents**

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

Document	Document(s) Attached	Size
Acceptance Letter		<a href="#">Add</a>
Resume		<a href="#">Add</a>

**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 document 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.

**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 ( )

Drag Files Here or Click to Browse

[Cancel](#)

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

# How to Complete and Submit a Fast Forward 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.

### Fast Forward

#### Application Form

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

Step 13 of 13

### 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](#)

This section has not been completed yet.

#### Contact Information

[Edit](#)

Phone Number 902-555-5555  
Alternate Phone Number 902-555-5555  
Email Address nadinedoiron@hotmail.com  
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

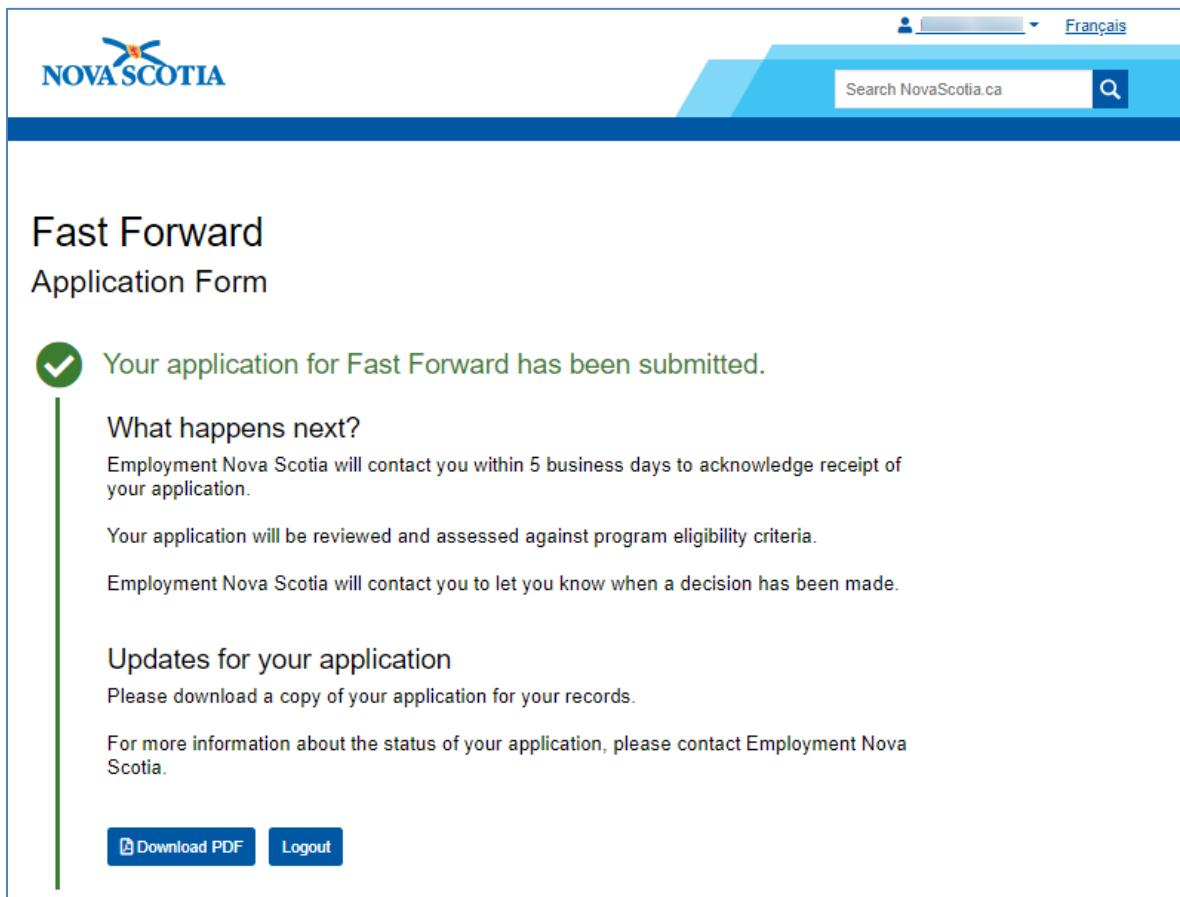
[Edit](#)

##### Mailing Address

Apt/Unit Not Provided  
Street 555 Main St  
City / Community Halifax  
Province Nova Scotia  
Postal Code B8U900  
Does your civic address differ from your mailing address? No

# How to Complete and Submit a Fast Forward 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.



The screenshot shows the Nova Scotia government website interface. At the top, there is a header with the Nova Scotia logo on the left, a user profile dropdown and a language selector set to 'Français' on the right, and a search bar with the text 'Search NovaScotia.ca'. Below the header, the main content area is titled 'Fast Forward Application Form'. A green checkmark icon is followed by the message: 'Your application for Fast Forward has been submitted.' Below this, a section titled 'What happens next?' contains three paragraphs: '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.', and 'Employment Nova Scotia will contact you to let you know when a decision has been made.' Another section titled 'Updates for your application' contains two paragraphs: 'Please download a copy of your application for your records.' and 'For more information about the status of your application, please contact Employment Nova Scotia.' At the bottom of the content area, there are two buttons: 'Download PDF' and 'Logout'.

NOVA SCOTIA

Search NovaScotia.ca

## Fast Forward Application Form

✓ Your application for Fast Forward 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](#)