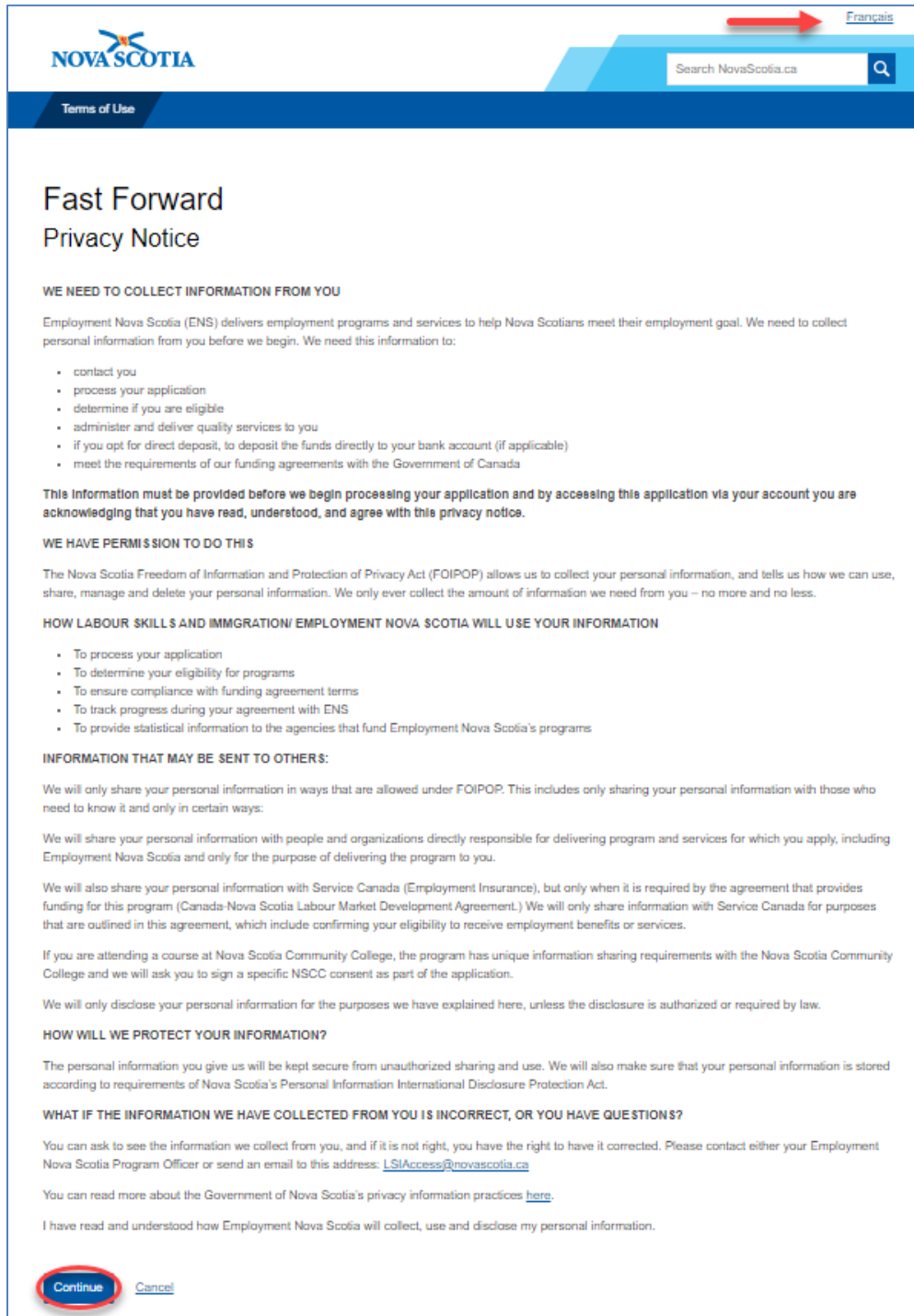# How to Complete and Submit a Fast Forward Application Form

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.

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 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

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.

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.

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

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

| Select | ▾ |

Do you speak any other languages? If so, which ones?

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.)

[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	Personal Information	
2	Contact Information	✅ Saved
3	Address	✅ Saved
4	Program Information	
5	Employment Status	
6	Employment Insurance (EI) Benefits	

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]

Trainng Program Duration
[Select ▾]

Amount of Program Completed to Date
Year(s)   Months(s)   Weeks(s)
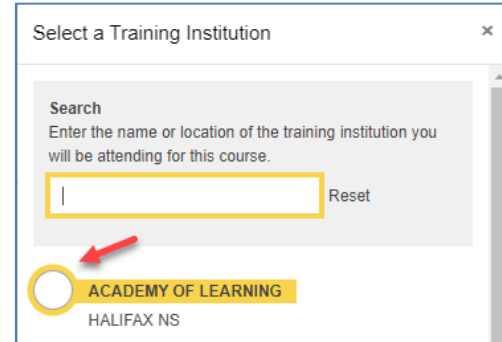[   ]   [   ]   [   ]
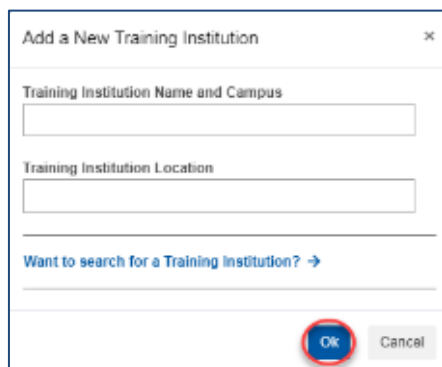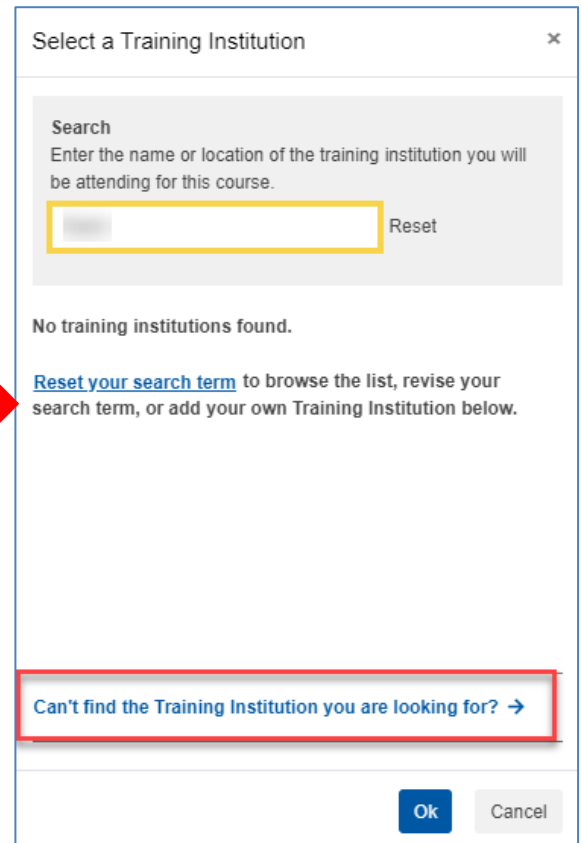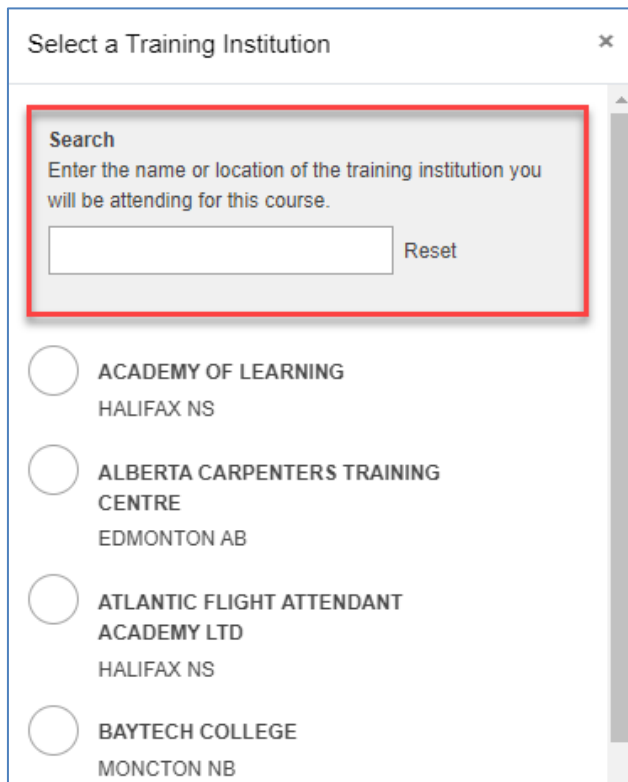
[Save and Continue] Save   Skip for Now

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 fouind, you can manually add the institution. Clink 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**.

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

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.

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			Add
Resume			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
Select ▾		

[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.

Upload Attachments (   )   ✕

⬆

Drag Files Here or Click to Browse

Cancel

⚠ Error Uploading File(s)

The following file(s) could not be uploaded:

- Attachment   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 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.

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.