

## **Course Selection**

a. Have you reviewed the Course Schedules (links above) and the Trade Registration Table (scroll below) to confirm which college, or colleges, deliver your trade's training and what day(s) your Trade's training registration opens?

- The two Technical Training Course Schedule links above contain full course details – location, dates, duration, etc.
- The Trade Registration Table (scroll below) identifies when your trade and level of training will open for registration and the 'How to register' information is located just above the table.

b. Do you have your employer's consent and support to register and attend training?

- Obtaining your employer's support is mandatory, ensuring they will release you from work to attend school.

c. Is the technical training Personal Contribution Fee refundable or transferable to another class?

- The fee is a regulated component of your apprenticeship program and is non-refundable and non-transferable, unless the circumstances for the refund/transfer request align with the Tuition Refund and Transfer Policy – please click the link below to view:
  - [Technical Training Policies and Code of Conduct.indd \(gov.mb.ca\)](#)
  - Only pay for technical training if you are certain about the dates and location AND have your employer's consent.

d. What if you have HSAP Incentive Credits but decide to go online to pay by credit card?

- That is your choice. It is important to note there are no refunds or transfers; HSAP Incentive credits cannot be swapped for an initial fee paid. The incentive credits will remain on your profile for future use (and are valid for seven years from their implementation).

e. What if every seat for your trade and level of training sell out?

- Contact your Apprenticeship Training Coordinator (ATC) directly to be placed on an Interest List. Courses are monitored regularly and the Interest List is created when NO SEATS remain at any college, for a specific trade and level. It provides feedback from clients and validates our ability to request class additions throughout the year, if a minimum of 10 names are confirmed.

- AND - Monitor [www.accessmanitoba.ca](http://www.accessmanitoba.ca) technical training section regularly because if another apprentice cancels from a class, their seat immediately opens online to any eligible apprentice.

f. What if you don't see seats at your preferred college, but there are seats available at another college?

- As an apprentice, you have the option to register at any training facility holding your trade's training. There may be fund supports available to eligible apprentices which can assist with lodging, commuting, bus, child care, etc.

g. Can a seat be held for an apprentice?

- Registering for technical training is first come, first serve. Apprenticeship staff cannot hold or guarantee a seat for an apprentice.