

How to register for Technical Training

a. Are you progressing through your apprenticeship and registering for the next level of training:

- Apply online. To register for your next level of training, go to www.accessmanitoba.ca.
 - If you have not created your login and password, activated your account, or have forgotten your password, please go to www.accessmanitoba.ca to begin the process, **do not wait until registration week**. The Help Desk is available now and during registration week – contact them by phone at 204-945-3337 or toll-free at 1-877-978-7233 or by direct email at the www.accessmanitoba.ca site, if you: have issues logging in or need to activate your account.

b. Do you have available High School Apprenticeship (HSAP) Incentive credits:

- Call 204-945-4016 or 1-888-945-4016 on Monday between 8:30 –4:30.
 - For the first time, apprentices with available HSAP Incentive Credits may call in to use their credits, the day before TTRW general registrations open.
 - Contact your Apprenticeship Training Coordinator (ATC) PRIOR to this date to confirm you have HSAP credits. In cases where credits cannot be confirmed, the apprentice must register during the trade's opening day and pay the required fee, accordingly.
 - Apprentices with HSAP Incentive Credits, who choose to go online during the general registration week timelines to pay their Personal Contribution Fee, will not be refunded; the initial fee paid cannot be exchanged with HSAP credits at a later date.

c. Are you an apprentice repeating a level of technical training:

- Call 204-945-4016 or 1-888-945-4016.
- Note - If you are attempting a level for a third (or more) times, you may require proof of upgrading prior to registering. Contact your Apprenticeship Training Coordinator (ATC) to discuss this PRIOR to your trade's opening day of registration.

d. Are you an employer paying for your apprentice's technical training: :

- Call 204-945-4016 or 1-888-945-4016 (separate payment is required for each apprentice).
- Please ensure you have confirmed training dates and locations with your apprentice(s) prior to making a registration payment because fees are not refundable nor transferable.