

Heat & Frost Insulation Industry Apprenticeship Association Student Handbook



BC INSULATORS UNION

Keeping Your Contact Information Updated

Congratulations, you are one step closer to achieving your Red Seal Certification as an Insulator, Heat & Frost. The Heat & Frost Insulation Industry Apprenticeship Association school administration will need to be able to contact you.

Please update your **email** and **cell phone number** with the Union Hall so that you can be easily reached.

BC Insulators Union Local 118 Hall (school administrative office): Phone Number: 604-877-0909, 233 East 11th Avenue, Vancouver BC V5T 2C4, skabera@insulators118@org

Applying For Employment Insurance

1. Create your Basic BCeID Account
 - Go to <https://www.bceid.ca/>
 - Click on “Register for a Basic BCeID” and follow the steps
 - **Note:** Register without specifying an online service
 - Remember your User ID and Password as you will need these for the next steps!
2. Apply for Financial Support
 - Go to <https://apply.workbc.ca/Orientation/AopOrientation>
 - Click “Start” and answer all the questions
 - **Note:** This step should be completed one (1) week prior to the start of your class
 - Submit your application and wait for an email notification regarding your EI Reference code
 - If you are having difficulty with steps 1 and 2 please contact Workbc at 1-844-428-4730 and they will help you to obtain 16digit reference code.
2. Obtain your EI Reference Code
 - Once you have received your email notification go to <https://apply.workbc.ca/>
 - **Note:** Be sure to check your junk and spam folders
 - Sign in with your Basic BCeID which you created in step 1
 - Under the “Messages” tab, click on the message that reads “Apprentice Training Supports- Pre-Approved,” here you will find your EI Reference Code
3. Apply for Employment Insurance (EI)
 - Go to <https://www.canada.ca/en/services/benefits/privacy-notice.html>
 - Scroll to the bottom of the page and start your application



- **Note:** Ensure you have your EI Reference code ready in order to complete your application
- Follow the steps and submit your application

You must complete all of these steps, in the order provided, to successfully apply for Apprentice Financial Supports and EI while attending school!

Note: If you are on a regular EI claim prior to starting apprenticeship training you still must apply using the AOP. Once you are provided with your EI Reference Code, contact Service Canada to advise you are an Apprentice going to school, provide your training dates and EI Reference Code.

Government of Canada - Apprenticeship Incentive Grant

You may be eligible to receive a taxable Apprenticeship Incentive Grant through Service Canada once you have completed and passed your Levels 1, 2, and 4. For more information see Service Canada online at: <https://www.canada.ca/en/employment-social-development/services/apprentices/grants.html> or Service Canada by phone: Toll-free: 1 866 742-3644

School Class Attendance

If you fail to attend three (3) or more days of apprenticeship school without a doctor's note, your apprenticeship will be cancelled, which terminates your membership with Union Local #118 as per Article III Membership Section 4 of the International Constitution and Bylaws.

Math Book

If you are nervous about your math skills prior to Level 1 class, you can self-study the basics from "Math for Trades" free to download or print from BC Campus here: <https://pressbooks.bccampus.ca/mark/>

If you are having difficulty with math, Skill Plan offers free tutoring to all members at 604-436-1126.

School Supplies

You are required to bring the following to all your classes:

Classroom:

- Sharp DAL calculator
- drafting equipment (compass dividers, triangles, straight edge, etc.)
- pencils, pens, highlighters and felt marker
- notebooks & binders

Shop:

- steel toe boots
- hard hat
- safety glasses
- dust masks or half mask respirators and filter cartridges
- shop work clothing with long sleeves and pant legs

Out-of-Pocket Expenses (Union Members Only)

The union will pay a daily out-of-pocket expense allowance of \$25/day for locals and \$50/day for out-of-towners, for every day that you attend class, which will be paid to you by cheque, typically on the last day of class.