

## Atlantic Memorandum of Understanding (MOU) Concerning Apprentice Mobility

### Questions and Answers

#### General

- Who do I contact for information on becoming a registered apprentice in one of the Atlantic Provinces? If I am an employer who wants to hire an apprentice temporarily from another province or an apprentice who wants to work temporarily in another province, who do I contact?

A point of contact has been identified in each of the four (4) Atlantic Provinces to assist you with your questions about temporary employment for apprentices. To obtain more information on apprenticeship, please contact the appropriate Provincial Apprenticeship representative identified in the following table:

Province	Contact Person	Phone	E-mail	Address
New Brunswick	Michael Barnett	1-506-/444-3657 1-855-453-2260	<a href="mailto:Michael.Barnett@gnb.ca">Michael.Barnett@gnb.ca</a>	470 York Street Box 6000 Fredericton, NB E3B 5H1
Newfoundland and Labrador	Dean Byrne	1-709-729-0556 / 1-877-771-3737	<a href="mailto:deanbyrne@gov.nl.ca">deanbyrne@gov.nl.ca</a>	Confederation Building, West Block Box 8700 St. John's, NL A1B 4J6
Nova Scotia	Richard Sharpe	1-902-424-3411 / 1-800-494-5651	<a href="mailto:Richard.Sharpe@novascotia.ca">Richard.Sharpe@novascotia.ca</a>	2021 Brunswick St. Box 578 Halifax, NS B3J 2S9
Prince Edward Island	Roger MacInnis	1-902-894-0225	<a href="mailto:rjmacinnis@gov.pe.ca">rjmacinnis@gov.pe.ca</a>	176 Great George St. Suite 212 PO Box 2000 Charlottetown, PE C1A 7N8

- What is the Atlantic Memorandum of Understanding (MOU) Concerning Apprentice Mobility

The Atlantic MOU Concerning Apprentice Mobility is an agreement signed by the Premiers and Ministers responsible for Apprenticeship in the four (4) Atlantic Provinces. The Agreement provides mutual recognition for training successfully completed by apprentices and pre-apprentices who move permanently to or work temporarily in one of the four Atlantic Provinces.

- What is meant by Apprentice Mobility?

Apprentices may need or chose to work in another province in order to continue their apprenticeship program. Under this Apprentice Mobility agreement, a registered apprentice can work temporarily in any of the four (4) Atlantic Provinces and all of their hours and workplace skills will be recognized by their home province and go towards their apprenticeship. The registered apprentice will be able to



continue to access funding and technical (in-school) training in their home province and complete their apprenticeship under their home province's requirements.

4. What are the benefits of this MOU?

This Agreement is beneficial to the Atlantic Region as it:

- enables apprentices to complete their apprenticeship program in a timely manner and obtain trade certification regardless of where the apprentice works in the Atlantic Region;
- supports an increase in the supply of qualified tradespeople to meet immediate and future skill demands across the Atlantic Region;
- removes barriers and impediments facing apprentices and prospective apprentices in accessing training and employment

5. What trades are covered by this MOU?

All designated trades that are common to at least two (2) of the four (4) Atlantic Provinces are covered by the MOU. Click on the links below to see the list of common designated trades.

New Brunswick	<a href="http://www2.gnb.ca/content/gnb/en/departments/post-secondary_education_training_and_labour/Skills/content/ApprenticeshipAndTrades/DesignatedOccupations.html">http://www2.gnb.ca/content/gnb/en/departments/post-secondary_education_training_and_labour/Skills/content/ApprenticeshipAndTrades/DesignatedOccupations.html</a>
Newfoundland and Labrador	<a href="http://www.aes.gov.nl.ca/app/trades.html">http://www.aes.gov.nl.ca/app/trades.html</a>
Nova Scotia	<a href="http://nsapprenticeship.ca/trades">http://nsapprenticeship.ca/trades</a>
Prince Edward Island	<a href="http://www.gov.pe.ca/ial/apprenticeship">http://www.gov.pe.ca/ial/apprenticeship</a>

**Apprentices**

1. What is an ordinary resident and do I have to supply documentation to support this?

A person is an ordinary resident in the place where the person lives and to which, whenever absent, the person intends to return. A person can be an ordinary resident in only one place at a time. It is necessary for a person to be an ordinary resident in one of the four (4) Atlantic Provinces in order to be party to the Atlantic MOU concerning Apprentice Mobility.

2. Can I be a registered apprentice in one province but be a resident of a different province?

No. A person can only be a registered apprentice in their province of residence. However, an apprentice may work temporarily in another Atlantic province when they are a registered apprentice in their province of residence.

3. What do I do if I decide to move / change residence from one province to another?

Prior to moving, you need to advise the Provincial Apprenticeship Authority in the Province in which you are currently registered, that you will be moving and registering in another Atlantic Province. Once you arrive in your new location you are required to register with the Provincial Apprenticeship Authority where you will be living.

4. I have a job offer in another province. Do I have to tell the province in which I am registered that I plan to work in another province?

Yes. Prior to leaving the province for employment, documentation has to be completed and processed by the Apprenticeship Authority in the province in which you are registered. This will ensure that you will receive credit for your hours accumulated while working within another province.

5. Do I have to contact the province that I am working in if I am apprentice from another province?

Yes. Documentation has to be completed and filed with the Provincial Apprenticeship Authority. This ensures the apprentice continues to receive a quality training experience.

6. Will my hours be counted in the province that I register in if the hours were worked in another province before I was an apprentice?

Hours worked in another province may be credited towards your apprenticeship training. Contact the Provincial Apprenticeship Authority in the Atlantic Province in which you plan to register to discuss credit hours.

7. Do I have to tell the Provincial Apprenticeship Authority every time I change employers?

Yes. When changing employers, you must notify your home Apprenticeship Authority and complete the proper documentation as required by that Authority.

8. Can I take technical (in-school) training in any Atlantic Province?

Technical training is taken within the province in which you are a resident and a registered apprentice. However, in special circumstances where training is not available within the home province, there may be an opportunity to pursue the training in another Atlantic province. Contact your Provincial Apprenticeship Authority to discuss all training opportunities/requirements.

9. Will my pre-employment training taken in one Atlantic province be credited towards an apprenticeship program in another Atlantic province?

Yes. The Atlantic Provinces are working cooperatively to recognize pre-employment training taken in other Atlantic provinces. Prior to applying for any training, please contact your Provincial Apprenticeship Authority to ensure the training is recognized by your home province.

10. What happens if my new employer will not accept my hours worked at another employer in a different province?

If your logbook is kept updated and is signed by your supervising journeyman/employer and provided to your home province, your hours will count towards your apprenticeship. This is part of the agreement which is signed by the home province, training province and the employer prior to working in other Atlantic Provinces.

11. Can any Journeyperson sign my logbook?

A supervising Journeyperson who holds a current Certification of Qualification issued by another Provincial or Territorial Apprenticeship Authority in the same trade in which you are registered can sign your logbook.

12. How do I update my logbook if I am an apprentice in one province and working in another?

When working in another Atlantic province, apprentices will need to have their skills verified by the supervising Journeyperson. The employer is responsible to update your hours. You can submit your information to your home province and the information will be recorded there.

Note: Regardless of which province you are working in, the hours and skills in your logbook must be kept up-to-date.

13. What wage scale applies to me?

Wages will be determined by the province in which you are working. However, if you are working in a unionized work place, your Collective Agreement supersedes any wage rate noted in legislation.

14. Will I be able to apply for the Apprenticeship Incentive Grant (AIG) and/or the Apprenticeship Completion Grant (ACG) while being registered in one Atlantic province and working in another?

If you are registered in one Atlantic Province and working in another you are still able to apply for the AIG and ACG. Documents will be issued to you by your home province.

15. Can I apply for any funding available to apprentices in one province, if I am registered and live in another province? Do I have to be a resident of the province that provides the funding?

Apprentices are only eligible to receive funding from their home province. Additionally, you must meet the requirements of your home province to access training support. Contact your Provincial Apprenticeship Authority to obtain additional information on funding supports from your province.

16. Do I have to return to the province that I am registered in to write my certification exam?

No. Any province can administer a certification exam on behalf of another province upon authorization from the home province where you are registered. Apprentices need to complete all of the requirements outlined by the province they are registered in prior to taking the exam. The home province will issue the Certificate of Qualification.

17. If I don't pass the certification exam can I retake it in another province?

Yes. Any province can administer a certification exam on behalf of another province upon approval from the home province where you are registered.

18. What province will issue my Red Seal?

Your Certification of Qualification, with a Red Seal endorsement, will be issued through the province in which you are a resident and registered as an apprentice (i.e. home province).

19. Can I register as an apprentice if I am not working?

No. To become a registered apprentice, you must be employed in a designated trade.

20. Can I take technical training if I am a registered apprentice but am currently unemployed?

Yes, providing that you meet the requirements of your home province to attend the technical training.

### Employers

1. Do I have to do anything to hire an apprentice already registered in another province?

Yes, contact your Provincial Apprenticeship Authority prior to hiring the apprentice. A representative from the Apprenticeship Authority will confirm and verify that the apprentice is registered in another province. Also, your Provincial Apprenticeship Authority will explain your role and responsibilities.

2. Will a representative from another Provincial Apprenticeship Authority contact me to discuss hiring an apprentice from another Atlantic Province?

No, a representative from another Provincial Apprenticeship Authority will not contact you to discuss hiring an apprentice from another Atlantic Province. It is the responsibility of the home province to confirm and verify that you are in good standing with the Provincial Apprenticeship Authority; you are eligible to take on an apprentice, and to monitor the apprenticeship training taking place.

3. Do I have to accept hours worked in another province with another employer prior to apprenticeship?

Hours may be credited; however, you should contact your Provincial Apprenticeship Authority for additional information concerning eligible hours.

4. If I employ a registered apprentice from another Atlantic province, and I do not have a journeyman on staff, will the apprentice be able to count those hours?

No. If there is no journeyman supervising the apprentice, the apprentice will not be able to count the hours that are worked. Apprenticeship training is based upon the relationship between the supervising journeyman and apprentice. It is the responsibility of the journeyman to train, mentor, instruct, assess and evaluate the apprentice. Although the hours do not count, it is recommended that the hours and skills being performed be documented as they may be supportive of the apprentice in the future. It is also recommended that the employer contact their Provincial Apprenticeship Authority prior to hiring the apprentice to discuss this issue and explore any options.

5. As an employer and not a journeyman, am I able to sign off on the skill portion of the logbook?

Only the supervising journeyman can sign off on the skill portions of the logbook; however, it is recommended that the employer review these signoffs and assessment by the journeyman to keep current with the apprentice's progress.



6. If the wage rates are different from one province to another, which wage rate applies?

The wage rate as regulated by the province that the apprentice is working in will apply. Please note that apprentices who are working in a unionized workplace are bound to the wage schedule as set out in their Collective Agreement.

7. How will employing a registered apprentice in another Atlantic province affect my Apprentice/Journeyman ratio?

The Apprentice/Journeyman ratio is determined by the regulations of the province where the work is being completed.

8. In a compulsory certified trade, do I or the apprentice have to contact my Provincial Apprenticeship Authority?

It is the responsibility of the employer to contact their Provincial Apprenticeship Authority prior to hiring an individual/apprentice who will be working in a compulsory certified trade. The Provincial Apprenticeship Authority will be able to discuss and recommend options that may be available to the employer.