



## Application @ V

1. Have the following documents ready to send along with this application:
  - a. if you are applying for an MNBC offered-training program, only the Program Name is required
  - b. if you are applying for Wage Subsidy or Paid Practicum Only, Part Three is not required
  - c. have the following documents ready to send along with this application, if applicable and available:
    - i. Letter of acceptance or Record of registration; and
    - ii. Published program costs, including tuition, books, dorm/residence, and other mandatory fees and costs
3. For proof of residency, please have the following ready to send along with this application:
  - a. a current valid government-issued card, such as a BC Services Card or BC Driver's License, that shows your current address; or
  - b. a copy of a filed income tax return for the most recent calendar year to Canada Revenue Agency as a resident of BC
4. Please send completed applications and supporting documents to the regional office closest to you:
  - STEPS-R1@mNBC.ca - Region 1 Vancouver Island & Powell River
  - STEPS-R2@mNBC.ca - Region 2 Lower Mainland
  - STEPS-R3@mNBC.ca - Region 3 Thompson & Okanagan
  - STEPS-R4@mNBC.ca - Region 4 Kootenays
  - STEPS-R5@mNBC.ca - Region 5 North Central
  - STEPS-R6@mNBC.ca - Region 6 Northwest
  - STEPS-R7@mNBC.ca - Region 7 Northeast

**REMINDER: Please save a copy of the application for your records**

### Notes:

1. If you have a current Client Training Agreement (CTA) with STEPS, you can only submit a new application within 30 days of the end date of the CTA.
2. All applications will be processed on a "first completed, first assessed" basis. A completed application means that all required information is filled out and supporting documentation is provided. An incomplete application may cause delays in processing times.
3. **Please submit your application as soon as possible.** Allow for a MINIMUM of 2-4 weeks processing time, prior to the start date of your program.
4. Please review the STEPS Standards of Practice for eligibility and other details which may affect your application.



**Part One: Applicant Information\***

Date of Birth (MM/DD/YYYY):

Last Name:

Previous Last Name(s):

First Name &  
Middle initial:

Previous First Name(s):

Social Insurance Number (SIN):

Gender:      Male      Female      Non-binary

Marital Status:      Single      Married      Common-Law      Separated      Divorced

MNBC Citizenship #:      MNBC Central Registry Applicant?

Are you a BC resident?      Yes (Please provide proof of residency according to the STEPS Standards of Practice)

**Mailing address**

Street address:

Phone #:

City:

Email:

Province:

Postal Code:

**Permanent Address (if different from mailing address):**

Street address:

City:

Province:

Postal Code:



**Part Two: Additional Information\***

Are you currently employed?    Yes    No

If yes, what is your current position title?

If yes, what is your current annual salary?

Are you currently receiving Employment Insurance (EI) benefits?    Yes    No

Are you currently receiving Income Assistance?    Yes    No

Have you ever been in care of the Ministry of Children and Family Development? (Additional support may be available)

Yes    No

Disability (Please check all that may apply):

I am currently receiving Long Term Disability benefits

I am currently receiving Short Term Disability benefits

I have a visible or invisible disability

Number of dependents:

Highest level of education:

Some high school    High school    Some college    Diploma    Undergraduate Degree    Graduate Degree



### Part Three: Training / Schooling Support

*\*Not required if only applying for Wage Subsidy or Paid Practicum Program*

Program name:

Post-Secondary / training institution:

Program type:

Certificate    Diploma    Bachelor's Degree    Master's Degree    Ph.D    Post-Doctorate

Start date: (MM/DD/YYYY)    End date: (One calendar year duration max.)

Tuition cost (published or estimated):

Books/tools/other mandatory costs (published or estimated):

### Part Four: Wrap-around Support

Daily per diem claim in \$:

**Maximums:** Full-time: \$50/day or \$1,000/month | Part-time: \$20/day or \$400/month

**Note:** Part-time training that is less than 15 hours per week is not eligible for a daily per diem, **unless** financial need is indicated. Please select if you have a financial need.

\*\*\*Please include a copy of a void cheque or direct deposit information form from your bank with your application\*\*\*



**Part Five: Declarations**

I declare that all the information given in this application form is true, complete, and factual;

I understand that should full and accurate disclosure of information not be made, I agree to reimburse MNBC the full value of support, funding or otherwise;

I understand that this application does not obligate MNBC to approve support, funding or otherwise;

I acknowledge and consent to MNBC perform and records search with Employment Insurance (EI) to confirm program eligibility and coordination of benefits if applicable;

I acknowledge MNBC and its STEPS programs collects personal and financial information to assess eligibility and qualification for support;

I consent to the release of information to MNBC to comply with the BC Personal Information Protection Act (PIPA) and Freedom of Information and Protection of Privacy Act (FIPPA), and

I acknowledge that my personal information is being collected and administered in accordance with relevant federal and provincial laws and regulations, that it will be provided to the funder(s) for the evaluation and accountability of the STEPS programs; that it may be used to determine my eligibility for funding; and that I have the right to file a complaint with the Privacy Commissioner of Canada and/or BC in the event that I am not satisfied with the handling of my personal information.

\_\_\_\_\_  
Applicant (Print Name)

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Guardian Name (Print Name)  
(if applicant is under age of 19)

\_\_\_\_\_  
Guardian Signature

\_\_\_\_\_  
Date