

## Online Application - Apprentice (Part A)

1. Open up the AccessManitoba website. <https://web22.gov.mb.ca/Sso/Account/LogOn>
2. Enter your user name and password and select login.

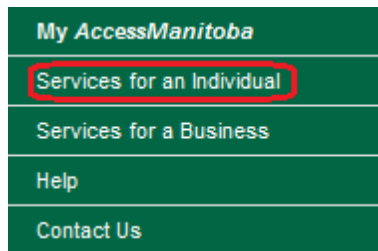
**Login Information**

⇒ Username:

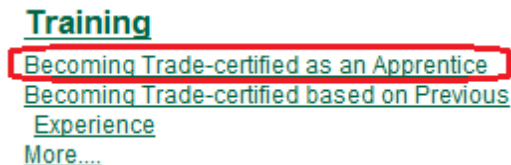
⇒ Password:

⇒

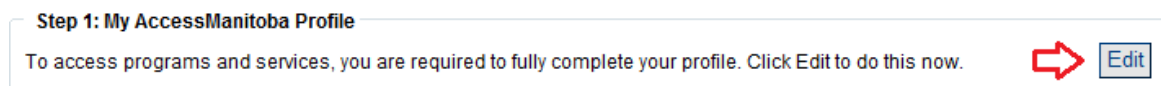
3. From the left hand navigation bar select “Services for an Individual”



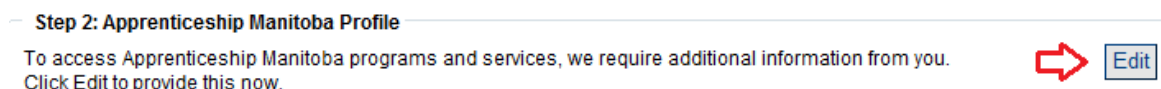
4. Under the Training heading select “Becoming Trade-certified as an Apprentice”



5. If more information is required for your AccessManitoba Profile, you will be required to update the information by selecting “Edit”.



6. If more information is required for your Apprenticeship Manitoba Profile, you will be required to update the information by selecting “Edit”.



- The "Start" option in the Apprenticeship Application box will now be available to you. Select "Start"

**Apprenticeship Application**

Click Start to begin a new apprenticeship application.

**Start**

- Enter in as much of the information as possible into Part A of the form.

## Apprenticeship Application - Part A

Please note: Once you complete Apprenticeship Application - Part A; Apprentice, you will receive an email outlining next steps. Please visit your profile in the My AccessManitoba section now to ensure we have your correct email address.


Please fill the following information and submit this form to complete Part A of your Apprenticeship Application. Fields marked with \* are mandatory.


 Trade  \*

- Once you have entered your information read through the disclaimer at the bottom of the page and select "Submit".

**Submit** Cancel

- A confirmation will appear informing you that you will receive an email and instructions of the next steps in the process, and payment method.

Manitoba 

AccessManitoba  Printer Friendly

AccessManitoba > Services for an Individual Welcome Test! [ Log Off ]

### Part A: Apprenticeship Application Submitted

Thank you. Your portion of the apprenticeship application has been received by Apprenticeship Manitoba.

An e-mail will be sent to you at : **Fprofile@fake.ca** containing:

- An Application Reference number and your AccessManitoba Number so your employer can access Part B: Employer portion of the Apprenticeship Application.
- Instructions for your employer to complete the Part B: Employer portion of the Apprenticeship Application
- Instructions for you to submit proof of education and other required documents to Apprenticeship Manitoba either by mail or in-person.

If you do not receive your email within 24 hours, please contact Apprenticeship Manitoba at (204) 945-3337 or 1-877-978-7233. Make sure your email address in your profile is correct.

**OK**

The Apprenticeship Application is not complete until (1) your employer has submitted the Part B: Employer portion of the Apprenticeship Application and (2) all additional requested documentation, such as copies of transcripts, have been received by our office within the next 15 days. Failure to complete these steps will lead to the closure of this Apprenticeship Application.

- Click Ok.

**OK**

12. The status of your application will now be displayed and can be accessed for future reference following the path: AccessManitoba > Services for an Individual > Training > Becoming Trade-certified as an Apprentice

**Step 3: Apprenticeship Application**

Your apprenticeship application in trade **Carpenter** (#0080000584) is in progress and requires no payment.

13. From your inbox (for the email address provided in the application), supply a copy of the AccessManitoba [accessmanitoba@gov.mb.ca] email you received to your employer so they can submit the next portion of the application.

Dear \_\_\_\_\_,

Application Reference Number:

AccessManitoba Number:

Apprenticeship Manitoba has received your Apprenticeship Application - Part A.

Please provide your employer with a copy of this email. Your employer requires the reference numbers above to access your Apprenticeship Application at [www.accessmanitoba.ca](http://www.accessmanitoba.ca) . Your employer must have or create an AccessManitoba account to complete online the Apprenticeship Application - Part B (Employer).