

# A Guide To Apprenticeship

**(Information for the Employer and Apprentice)**



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## A GUIDE TO APPRENTICESHIP TABLE OF CONTENTS

	<u>Page</u>
1. General Information (Frequently Asked Questions).....	3
2 Course Outline .....	5
3. Steps To Register As An Apprentice .....	7
4. Apprentices (Preparing For School).....	8
5. Changing Employment and/or Cancelling Apprenticeship .....	9
6. Government Grant Information For Apprentices .....	10
7. Government Grant Information For Employers .....	11

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## GENERAL INFORMATION

The following are answers to the most frequent questions asked about the Roofing, Damp and Waterproofing (Low Slope) / Residential Steep Roofing Apprenticeship Program.

**Q: What is the cost of the Apprenticeship program?**

- There is no cost for the employer (“sponsor”), and there is no cost to the employee (“apprentice”).
- The Government (“ITA”) sponsors and pays for part of the training and RCABC absorbs the cost of apprentice’s tuition.

**Q: When do the classes run?**

- The RCABC Roofing Institute facilitates Technical Training classes from October to March every year.
- This allows an Apprentice to attend school during the Fall and Winter months when the roofing industry is in its slow period.

**Q: How long do I need to attend school?**

- The Technical Training Program consists of three Levels. Each level runs four weeks (Monday through Friday, 7½ hours per day).
- The RCABC Registrar assigns each student their training date. Advance notice is given to the apprentice and employer.
- A mark of 70% or higher and “time in trade” is required to move from one level to another. NOTE: If eligible, the Apprentice can collect EI during this term, with a two week waiting period. The Apprentice should plan ahead, and put aside money for these weeks of training.

**Q: Do you have to be a member of RCABC to attend school?**

- No, you do not have to be a member of RCABC to register as an Apprentice and attend technical training.

**Q: Who can Register as an Apprentice?**

- As long as an Apprentice is sponsored by and employed with a Roofing Company, he/she can register as an Apprentice.

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**Q: I have a number of years in the trade. Do I need to attend the Apprenticeship Program?**

→ If you can provide documented evidence that you have worked at least 3600 hours in the roofing trade, doing the full scope of the trade the following applies:

a) **Low Slope Roofer:**

You can complete the [Application to Challenge Trade Exam](#) on-line to write your Certificate of Qualification within the trade. Send this 10 page Application in to ITA, [www.itabc.ca](http://www.itabc.ca), and they will let you know whether you have been accepted to write within 60 days of application.

b) **Residential Roofer:**

Same as above.

c) **Architectural Sheet Metal (Cladder):**

Under Review for three year program.

d) **Sheet Metal:**

Same as above with the exception of hours, 1200 hours per year at a 4-year Apprenticeship, you need to prove 4800 hours. Training held at Camosun College and BCIT.

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## APPRENTICESHIP COURSE OUTLINE LOW SLOPE AND STEEP ROOFING

### **LEVEL 1 - Total Hours = 140**

Unit 2	Safety and Fall Protection.....
Unit 3	Manual and Powered Hoisting Equipment.....
Unit 4	Tools and Equipment.....
Unit 5	Mathematics and Metrics.....
Unit 7	Rigging.....
Unit 8	Roof Insulation.....
Unit 9	Roof Design and Structures.....
Unit 12	Built Up Roofing.....
Unit 13	Asphalt Shingles.....

### **LEVEL 2 – Total Hours = 140**

Unit 2	Safety and Fall Protection.....
Unit 5	Mathematics and Metrics.....
Unit 14	Blueprint Reading.....
Unit 15	Cedar Shakes and Shingles.....
Unit 16	Flexible Membrane Roofing Systems (Bituminous).....
Unit 17	Flexible Membrane Roofing Systems (Non Bituminous).....
Unit 18	Concrete and Composite Roof Tiles.....
Unit 19	Waterproofing.....
Unit 21	Metal Tiles and Shingles.....
Unit 22	Single Ply (Thermoplastic) Materials.....

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**LEVEL 3 – Total Hours = 140**

Unit 2	Safety and Fall Protection.....
Unit 5	Review of Mathematics and Metrics .....
Unit 6	Cold Process Roofing .....
Unit 10	Air Barriers.....
Unit 12	Built Up Roofing.....
Unit 14	Blueprint Reading .....
Unit 16	Flexible Membrane Roofing Systems (Bituminous) .....
Unit 17	Flexible Membrane Roofing Systems (Non Bituminous).....
Unit 23	Metal Flashings and Preformed Metal Roofing .....
Unit 24	Maintenance and Repair Roofs. ....

## STEPS TO REGISTER AN APPRENTICE THROUGH RCABC

After evaluating an employee and wanting to register him/her as an Apprentice, follow these steps:

- Step 1: Complete the [Application to Register as an Apprentice](#). Form can be downloaded on-line. [www.rcabc.org](http://www.rcabc.org) / under Education.
- Step 2: Complete the following steps:
- a) Have the Apprentice complete all information and sign the bottom of the application.
  - b) Be sure to mark in Trade, which trade you are applying for. I.e. Roofing, Steep Roofer, Architectural Sheet Metal.
- Step 3: Once the Application is complete, fax and/or mail original to the Registrar at RCABC Roofing Institute at 604-882-9684.
- Step 4: Once the Registrar receives the Application, the form is completed and processed immediately. ITA then issues an Apprentice Number along with a Trades Workers/Registration number for that Apprentice. These numbers will be faxed to you and should be kept on their file.
- Step 7: Training dates for the Apprentice will be issued by the Registrar and received by all parties (Apprentice / Sponsor (Employer) /RCABC).
- Step 8: **HOURS:** As of January 1<sup>st</sup>, 2006, ITA now requires all sponsors to track their apprentices hours. Please go to [www.rcabc.org](http://www.rcabc.org), Education, Forms, Work Based Training Hours Report and print off for your use. These forms must be completed and sent in every month to RCABC at 604-882-9684, or by email to [registrar@rcabc.org](mailto:registrar@rcabc.org). 3600 Hours is needed in order to complete your apprenticeship.

Should you have any questions regarding the training dates, please phone the Registrar at RCABC. Waitlists for early class dates are available upon request.

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## APPRENTICES (PREPARING FOR SCHOOL)

When the Apprentice's school date approaches, the following takes place:

1. The Registrar will mail out a Letter of Confirmation to attend school.
2. In order for the Apprentice to confirm and keep their training date, they must either phone the Registrar at RCABC or mail the signed portion of the confirmation form in to RCABC no later than two weeks prior to the class start date.
3. For students who have not confirmed their class date two weeks prior to the course start date, they will be removed from class to allow room for the students on the Waitlist.
4. **\*\*IMPORTANT\*\*** Remember that the Employer must issue a Record of Employment ("ROE") to the student, in order for him/her to receive EI benefits during the school period.

NOTE: For all students attending Level 1 classes ◊ Photo I.D. must be brought to class on the day the Level 1 Emergency First Aid is given by St. Johns Ambulance.

### CHECK LIST FOR STUDENTS:

- o If you are a Level 2 or 3 student ◊ Manuals (RPM and A Guide to Roofing)
- o Work clothes for technical training (includes steel toe boots).
- o Lock for your locker.
- o Basic hand tools.
- o ROE (Record of Employment) from your Employer
- o Photo I.D. (this is needed for your First Aid and Inter-Provincial Exam)

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## **CHANGING EMPLOYMENT AND/OR CANCELLING APPRENTICESHIP**

If at anytime a registered Apprentice leaves his current place of employment, it is the Employer's and the Apprentice's responsibility to notify the Registrar at RCABC (see steps).

This will ensure Apprentice's availability in upcoming courses.

### **Steps for Cancelling or Changing Employment for an Apprentice**

- a) Phone the Registrar at RCABC to notify that the Apprentice is no longer with the Employer.
- b) If the Apprentice does not contact RCABC on his/her new employer, a letter will be sent to the Apprentice's residence.
- b) If the Apprentice does not respond within 30 days of the date of the letter, they are terminated from the Apprenticeship Agreement.

If you are cancelling your Apprenticeship, following the same steps above.

**NOTE:** If your Apprentice has an address change, you must contact the Registrar so that all the necessary paperwork can be changed.

## **GRANTS FOR APPRENTICES:**

### **Apprenticeship Incentive Grant**

The Apprenticeship Incentive Grant (AIG) is a taxable cash grant available to registered apprentices once they have successfully completed their first or second year (level) of an apprenticeship program in one of the Red Seal trades. For a complete list of trades in Canada that have a [Red Seal trade designation](#) by jurisdiction, visit the [Interprovincial Standards Red Seal Program Web site](#).

<http://www.servicecanada.gc.ca/en/goc/apprenticeship.shtml>

### **What is the Apprenticeship Incentive Grant?**

The [Apprenticeship Incentive Grant \(AIG\)](#) is a taxable cash grant of \$1,000 per year. It is available to registered apprentices once they have successfully completed their first or second year or level of an apprenticeship program in one of the [Red Seal trades](#).

Specifically, the AIG is meant to:

- a. help cover some of the tuition, travel and tool costs
- b. encourage apprentices to complete their apprenticeship program and get their Red Seal, which will allow them to apply their skills and knowledge anywhere in Canada

### **How do I apply for a grant?**

To apply for the AIG, follow these steps:

1. An application form will be given to you at the end of class for each Level 1 and 2. Level 3 students will receive instruction on how to claim their Grant on their taxes. If you lose this application you can go online to our website, [www.rcabc.org](http://www.rcabc.org), look under Education and go to Grants.
2. Provide [supporting documentation](#) that shows proof of registration. Proof of registration is defined by the [province or territory](#) in which you are registered as an apprentice
3. Provide [supporting documentation](#) that demonstrates completion of year (level) one or year (level) two. Supporting documentation will be the Transcript of Marks that you receive in the mail from ITA after completing your schooling.
4. [Submit your application form](#) and supporting documents to Service Canada. Service Canada will determine your eligibility.

## **GRANTS FOR EMPLOYERS:**

### **Apprenticeship Job Creation Tax Credit**

#### **1. What is the Apprenticeship Job Creation Tax Credit (AJCTC)?**

The AJCTC is a non-refundable tax credit equal to 10% of the eligible salaries and wages payable to eligible apprentices in respect of employment after May 1, 2006. The maximum credit is \$2,000 per year for each eligible apprentice.

#### **2. Who qualifies?**

Any business that hires an "eligible apprentice".

#### **3. Who is an "eligible apprentice"?**

An "eligible apprentice" is someone who is working in a prescribed trade in the first two years of their apprenticeship contract. This contract must be registered with a federal, provincial or territorial government under an apprenticeship program designed to certify or license individuals in the trade.

#### **4. What is a prescribed trade?**

A prescribed trade includes the trades currently listed as [Red Seal Trades](#). The Minister of Finance may, in consultation with the Minister of Human Resources and Social Development, prescribe other trades.

#### **5. What are "eligible salaries and wages"?**

"Eligible salaries and wages" are those payable by the employer to an eligible apprentice for the apprentices' employment in Canada in the tax year and during the first 24 months of the apprenticeship. It does not include remuneration based on profits, bonuses, and taxable benefits including stock options, and certain unpaid remuneration.

#### **6. How do I claim the AJCTC?**

Employers will be able to claim the credit on their income tax returns, using either [Form T2038\(IND\)](#), *Investment Tax Credit (Individuals)* or [Form T2SCH31](#), *Investment Tax Credit - Corporations*. Forms can be ordered on-line at [www.cra.gc.ca/forms](http://www.cra.gc.ca/forms). You can also order forms and publications by calling us at 1-800-959-2221.

#### **7. What if I don't have enough taxes payable to deduct the AJCTC in full?**

Any unused credit may be carried back 3 years and carried forward 20 years.

#### **8. What happens when two or more related employers employ the same apprentice?**

Special rules apply to ensure that the \$2,000 limit is allocated to only one employer.

#### **9. When does this tax measure take effect?**

This tax measure applies to eligible salaries and wages payable to an eligible apprentice in respect of employment after May 1, 2006.

**10. Where can I get more information about the AJCTC?**

Additional information will be available in the 2006 versions of the *General Income Tax and Benefit Guide*, Form T2038(IND), *Investment Tax Credit (Individuals), Guide T4012, T2 Corporation - Income Tax Guide* and Form T2SCH31, *Investment Tax Credit - Corporations*. These forms and publications are available on the CRA Web site at [www.cra.gc.ca/forms](http://www.cra.gc.ca/forms). You can also call our Business Enquiries line at 1-800-959-5525.