

**Procurement Program Application: Apprenticeship Engagement for Public Infrastructure Projects**

Please complete this application and submit by email to [apprenticeship@novascotia.ca](mailto:apprenticeship@novascotia.ca) or mailing address noted below. Send your questions to the email address above.

<b>BUSINESS INFORMATION</b>		
Business Name	Business Phone	
Business Mailing Address (This is where your certificate will be mailed.)		
Business Email	Contact Name	
Contact Email	Contact Phone	
Union/Joint Registration Agreement (JRA) if applicable	Registry of Joint Stocks #	NSAA Employer ID, if known
Are you applying for a <i>Letter of Exemption</i> ?  <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, check exemption that applies. <input type="checkbox"/> Contractor does not engage in work within a designated trade as defined in the Apprenticeship and Trades Qualification Act.	<input type="checkbox"/> Contractor who works in one of the designated trades where apprenticeship training is not offered.  <input type="checkbox"/> Contractor will employ less than three persons during the term of the contract.
<b>DECLARATION (check all items below)</b>		
<input type="checkbox"/> I declare that the above-noted business is committed to remain engaged in the apprenticeship system for the duration of the contract for public infrastructure projects.		
<input type="checkbox"/> I certify the information provided in this Procurement Program Application is accurate, and I understand and agree that the Nova Scotia Apprenticeship Agency reserves the right to verify the accuracy of such information.		
_____ Business Representative Name (print)	_____ Business Representative Signature	_____ Date
<b>NSAA OFFICE USE ONLY</b>		
<b>Application Recommended for Approval</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		
Comments _____ _____ _____ _____	_____ NSAA Signature	_____ Date
_____ _____ _____	_____ Chief Operating Officer	_____ Date

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