

New Brunswick Teen Apprentice Program **Application Handbook**



JD Irving Woodlands
Chipman

Welder Pre-Apprentice

Get a head start on a career in the skilled trades

Apply online at www.nbtap.ca

 [nbtap.pajnb](https://www.facebook.com/nbtap.pajnb)

 [@nbtap_pajnb](https://twitter.com/nbtap_pajnb)

 [nbtap_pajnb](https://www.instagram.com/nbtap_pajnb)

 [nbtap/pajnb](https://www.youtube.com/nbtap/pajnb)

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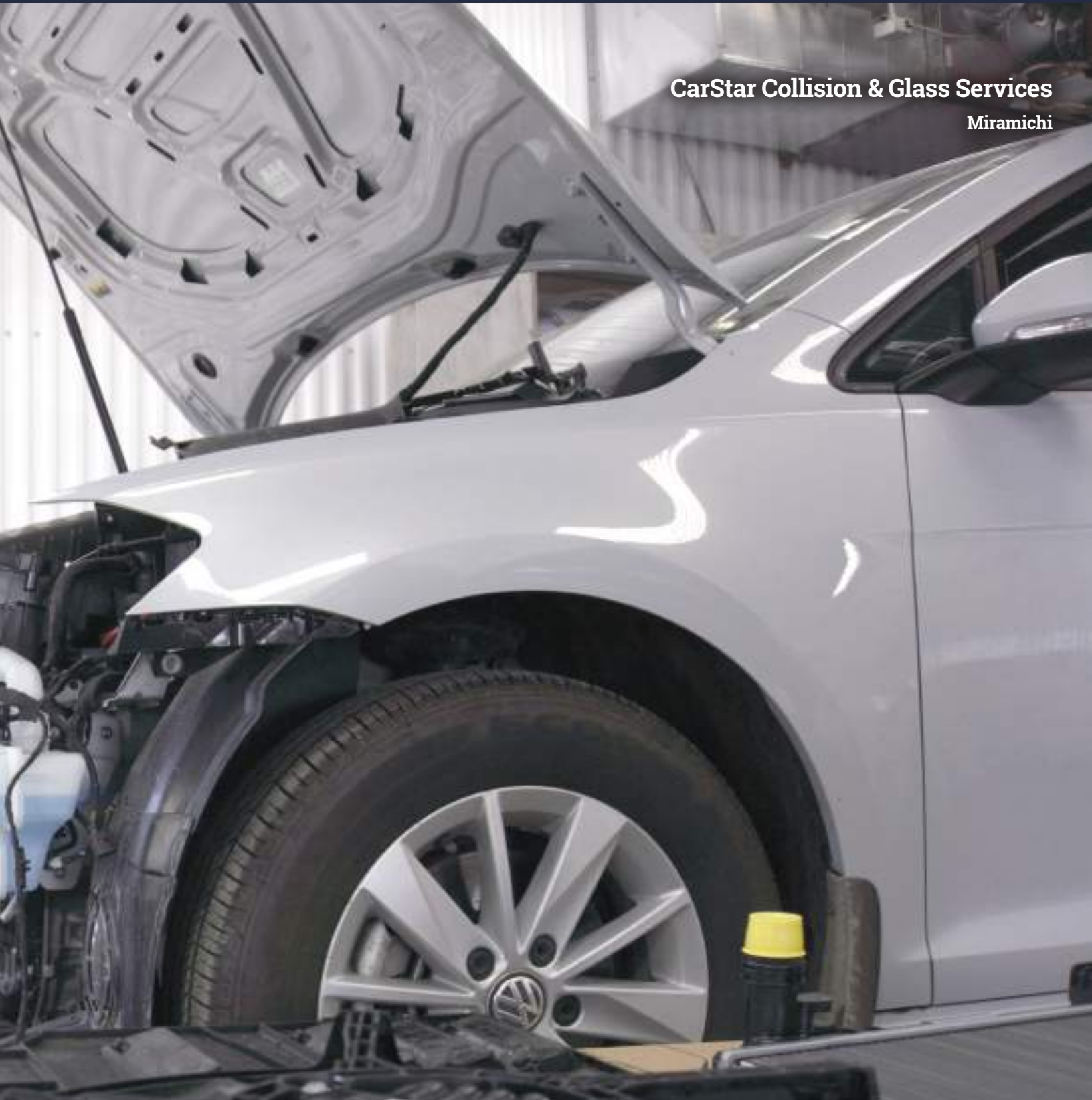
A young man with short brown hair, wearing safety glasses and a dark blue polo shirt, is smiling as he works on the engine of a car. He is in a workshop setting with a white corrugated metal wall in the background. The car's hood is open, and various engine components are visible.

Motor Vehicle Body Repairer
Pre-Apprentice



CarStar Collision & Glass Services

Miramichi



Introduction to NBTAP

NBTAP connects Grade 10 and 11 high school students with skilled trades employers in New Brunswick for paid summer work placements in their region.

How It Works

Nov - Jan	Feb	Mar	Apr	May	Jul - Aug
Nov 25 – Jan 17: Students apply	Applications are reviewed	Selected candidates proceed to NBTAP In-School Interviews	Candidates selected for employer interviews Employer interviews conducted	Work placements offered to successful candidates	Jul 6 – Aug 28: Summer work term

Applicants will be notified of the status of their application throughout the process.

Please note that selection for NBTAP is competitive. Also, there is no guarantee there will be a placement available in your location that matches your skilled trades interest(s).

We're looking for someone who is:

- ✓ Interested in skilled trades work
- ✓ Good at working with their hands
- ✓ Dependable and a team player
- ✓ Excited to learn new skills
- ✓ Not afraid to ask questions



McCain Foods
Florenceville-Bristol

Industrial Electrician Pre-Apprentice

Creating a Student Account



Before you can apply, you have to **activate your account**. Here's how:

1. Click 'Apply'.



2. Fill in the blank fields.

Note: You MUST use your own, personal email address. It CANNOT be your parent/guardian's. If you don't have your own email address, we recommend creating a Gmail account at gmail.com. Hotmail and Outlook accounts may take longer to receive emails.



Pro Tip: It's really important that your email is professional. Try using `firstname.lastname@gmail.com` (i.e. `jane.doe@gmail.com`)

3. Create an Account.

First Name

Last Name

Email

Confirm Email

Password

Confirm Password

[Create Account](#)

Remember this email and password. You will need it later to login to your student account.

Creating a Student Account

4. **This screen will appear:** "Your signup was successful, but your account is not yet active. Please check your email to activate your account."

IMPORTANT: Check your junk/spam folder if you don't see an activation email from info@nbtap.ca.

IF YOU DO NOT RECEIVE YOUR ACCOUNT ACTIVATION EMAIL, PLEASE CALL 506.343.6138

5. **Check your email** and open the message from info@nbtap.ca with the subject "Activate Your NBTAP Student Account / Activer ton compte d'élève PAJNB."



Pro Tip: Please add info@nbtap.ca as a contact in your address book. This will ensure that you receive your account activation email to apply, and all future emails from NBTAP.

6. **Click the button in the email that reads "Click here to activate your account."**



7. **The NBTAP website will open. The page will read:** "Your account is activated and you can now login."



NOW, LET'S GET STARTED!

How to Apply



Now that you've activated your student account, it's time to start your application.

1. Click 'Login'



2. Login by entering the email address and password you used to create your account.



Pro Tip: If you ever forget your password, you can reset it here.

3. Click 'Start your application form'



How to Apply

There are 6 steps to complete your application

NOTE:

- When a number is **red**: It means the step has not been started.
- When a number is **yellow**: It means the step is partially complete.
- When a number is **green**: It means the step is complete, and can still be edited.
- When a number is **grey**: It means the step cannot be completed yet, or cannot be edited after completion.

STEP 1



Introduction

NBTAP is a pre-apprentice program that connects high school students with New Brunswick skilled trades employers. Employers identify skilled trades jobs they will need to fill in the future and NBTAP helps them recruit, and prepare to train and mentor interested and qualified students. NBTAP Student Apprentices learn practical skilled trades and workplace skills with skilled trades mentors over 2 or 3 paid summer work terms.

The availability of skilled trades work placements in each region depends on the needs identified by local employers. **There is no guarantee there will be a placement available in your location that matches the skilled trades interest(s) you have chosen.**

Instructions

Thank you for your interest in NBTAP. To apply you will need to complete all 6 steps online.

- Once you submit steps 1-5, your parent/guardian will receive an email with a button to click to complete step 6 with you.
- Once step 6 is submitted, your **NBTAP Consent Form** will be emailed to your parent/guardian and to you.
- You must print your **NBTAP Consent Form** for you and your parent/guardian to sign and date.
- **By January 17, 2019 you must take the signed NBTAP Consent Form to your NBTAP School Champion.** This will authorize your school to release your semester 1 report card and school attendance records to NBTAP.
- Your school champion will forward your school records to NBTAP on your behalf.

Note: Your application is not considered complete until:

1. You have completed all 6 steps online.
2. Both of your NBTAP Reference Forms have been submitted online.
3. You have given your signed NBTAP Consent Form to your NBTAP School Champion.

To be considered for a NBTAP placement, your application must be completed in full by January 17, 2019.

Your NBTAP Student Account

You can login to your student account at www.nbtap.ca by clicking on **Apply** in the top right corner of the screen. You can work on your application and then print it from here. You can also check the status of your NBTAP Reference Forms from your **Student Account**.

If you require assistance or have any questions, please contact NBTAP at 506.343.6138 or info@nbtap.ca or contact your NBTAP School Champion.

Be sure to read the instructions carefully.

How to Apply



STEP 1

Basic Information

First Name

Last Name

Email

Confirm Email

Parent/Guardian Email

Confirm Parent/Guardian Email

Date of Birth

Select the language(s) you speak and understand fluently

Self-identification

This clause is voluntary and helps to identify Aboriginal students and female students applying for opportunities through the New Brunswick Teen Apprentices Program. This information will be released to potential employers to ensure that those employers with a specific interest in hiring Aboriginal students and/or female students have information available to them that will allow them to do so.

Those students who can identify as Aboriginal are individuals of First Nations, Métis, and/or Inuit ancestry or origin. Both "Status" and "Non-Status" Aboriginal/Indigenous peoples may identify. Aboriginal/Indigenous self-identification is self-determined. Proof of Aboriginal/Indigenous ancestry or origin is not required to self-identify.

If you would like to self-identify, please do so below:

I self-identify as Aboriginal

I self-identify as female

You must complete all fields in Step 1.

*** Except the 'Self-Identification' section, which is voluntary.**

How to Apply

★ STEP 1

Address Information

Address

City/Town

Postal Code

Phone

Mobile Phone

School Information

I am currently in grade

I am currently attending

Make sure you click 'Save' to complete your application later or 'Save & Next' to continue with your application now.



How to Apply



Your application is partially complete

STEP 2

Paid Work Experience

Company

Position

Start Date

End Date

Summary of Duties

Activities and Interests

Describe your participation in sports, community service, volunteer activities, school committees, music and arts, clubs, and/or your hobbies and interests. Give examples.

Application Status

Is this your first time applying to NBTAP?

Remember, we're looking for someone who is:

- Interested in skilled trades work
- Good at working with their hands
- Dependable and a team player
- Excited to learn new skills
- Not afraid to ask questions

Click 'Add More Work Experiences' if you have more than one job you would like to highlight.

How to Apply

★ STEP 3



✖ Your application is partially complete

Your Skilled Trades Interests

After high school, what are your education, work, and career goals?

NBTAP Skilled Trades Families

Do you know which skilled trades are the best match with your skills, abilities, interests, and goals? To help you explore career options in the skilled trades, we have grouped potential NBTAP skilled trades placements into 6 Skilled Trades Families.

NBTAP Skilled Trades Families ★					
Construction	Electrical	Mechanical	Metal & Piping	Motor Vehicle	Service
Bricklayer Carpenter Landscaper/Horticulturalist Lather/Interior Systems Mechanic Painter Scaffolder	Construction Electrician Industrial Electrician Instrumentation and Control Technician	Industrial Mechanic (Midweight) Millwright Oil Heat System Technician Refrigeration and Air Conditioning Mechanic	Boilermaker Insulator (Heat and Frost) Metal Fabricator (Fitter) Plumber Sheet Metal Worker Steamfitter - Pipefitter Welder	Agricultural Equipment Technician Automotive Service Technician Heavy Equipment Service Technician Motor Vehicle Body Painter (Metal and Paint) Truck & Transport Service Technician	Cook

We highly recommend that you carefully research your potential skilled trades career options.

The following websites are helpful resources:

- Careers in Trades
- Careers in Construction
- Designated Occupations in New Brunswick
- NB Jobs

Based on your research, which **one** of these skilled trades families is the best match with your capabilities, interests, and goals?

Why did you choose this skilled trades family?

You must do research to help you figure out which skilled trades family is the right match for you and why.

How to Apply



Your application is partially complete

STEP 4

Your Placement Interest

NBTAP Skilled Trades Families

Construction	Electrical	Mechanical	Metal & Piping	Motor Vehicle	Service
Bricklayer Carpenter Landscape-Horticulturist Lather/Interior Systems Mechanic Painter Scaffolder	Construction Electrician Industrial Electrician Instrumentation and Control Technician	Industrial Mechanic (Millwright) Mechanical Oil Heat System Technician Refrigeration and Air Conditioning Mechanic	Boilermaker Insulator (Heat and Frost) Metal Fabricator (Fitter) Plumber Sheet Metal Worker Steamfitter-Pipefitter Welder	Agricultural Equipment Technician Automotive Service Technician Heavy Equipment Service Technician Motor Vehicle Body Repairer (Metal and Paint) Truck & Transport Service Technician	Cook

You have identified that you are most interested in the following skilled trades family:

Metal and Piping

You now must choose up to 3 skilled trades from this family as your top NBTAP placement interests.

You can do this by dragging and dropping the skilled trades listed in the "Potential NBTAP Placements" column so that they appear in "Your Top Interests" column on the right.

Remember: List your skilled trades choices in the order you prefer (list in rank order).

Potential NBTAP Placements	Your Top Interests
<ul style="list-style-type: none"> Boilermaker Insulator (Heat and Frost) Metal Fabricator (Fitter) Plumber Sheet Metal Worker Steamfitter-Pipefitter Welder 	<p>Drag choices here</p>

Now that you've chosen a skilled trades family, you must choose at least **1** and **no more than 3** skilled trades from this family as your top NBTAP placement interests.

Drag and drop your top 3 choices in the order you prefer (#1 = the one you're the most interested in).

How to Apply

★ STEP 4

What are the three main reasons you are interested in the skilled trades you selected?

1.
2.
3.

Describe your experience and/or skills related to the skilled trades you selected.

If you are also really interested in other skilled trades from any family, please provide details. (optional)

IMPORTANT NOTE: The availability of skilled trades work placements in each region depends on the needs identified by local employers. There is no guarantee that there will be a placement available in your location that matches the skilled trades you have chosen.

Save & Next

When you click 'Save & Next,' this pop-up will appear:

Once you type 'yes' and click 'OK' you will **NOT** be able to go back and edit Steps 1-4, so make sure you're ready to submit the information you've filled out already.

Important ✕

Once you save this part of the application form, you will not be able to go back and change any of the information you have filled out already. To confirm that you are ready to go on to the next step, please type yes below.

Cancel OK

How to Apply



✖ Your application is partially complete

STEP 5

References

Instructions

You will need to ask two people to provide references about your ability to be successful in a skilled trades work placement.

Your reference people must be able to evaluate specific skills, attitudes, and behaviours that you have demonstrated in the past. They must also be able to comment on your aptitude for hands-on activities or project-based learning and your ability to meet employer expectations.

[Click here to view a sample copy of the NSTAP Reference Form.](#)

Make sure you enter the correct email address for both people you asked to complete the reference form.

You must get 2 references:

1. from a teacher and
2. from someone who knows you from your professional or community experience

Teacher Reference

Who should I ask?

You must ask one of your high school teachers who has taught you in one or more courses. A good choice would be a teacher who taught you in a trades or technology course or any teacher who knows you well.

✖ We have not yet received your teacher reference

First Name

Last Name

Email

Confirm Email

Phone

What class did this teacher teach you and why is this teacher able to provide a good reference about your suitability for a skilled trades work placement?

Once Step 6 is submitted, check your dashboard to see the status of your references.

Double check you have the correct email addresses for your two references.

If one of them is incorrect, the form is not going to go to your reference and may hold up your application.

How to Apply

★ STEP 5

When you click 'Submit and Send Step 6 - Parent/Guardian Information', two things will happen:

1. Reference forms will be sent to the 2 people you have asked to provide references for you.

2. An email will be sent to the Parent/Guardian whose email address you provided in Step 1 with a PDF that includes the application details that you provided in Steps 1-5.

Professional/Community Reference

Who should I ask?

You must also ask someone who knows you from your professional or community experience. A good choice would be a supervisor from your past work or volunteer experience or someone who has coached or led activities you have participated in. Another teacher who has recently taught you is also acceptable.

A personal reference from a parent, other relative or neighbour is unacceptable.

X We have not yet received your professional/community reference

First Name

Last Name

Email

Confirm Email

Phone

Why is this person able to provide a good reference about your suitability for a skilled trades work placement?

What Happens Next?

After you save this step, a Reference Form will be emailed to the two people you have asked to provide a reference for you. It is your responsibility to ensure both references are completed before the **January 17 deadline**.

To help you track your references, you will receive an email once your "Teacher" reference has been completed and one once your "Professional/Community" reference has been completed. You can also login to your student account and check step 5 to confirm the status of your Reference Forms.

If one of the individuals is not able to complete a reference for you before the **January 17 deadline**, you will need to ask a different person and you will need to update step 5. This will send a form to your new reference person.

Important note: When you change a reference person, the individual you originally asked will receive an email indicating you've asked someone else and the link to their form will no longer work.

How To Complete Step 6

When you click "Submit", an email will be sent to the Parent/Guardian email address you provided in step 1 and you will be copied on this email. A PDF that includes the information you provided in steps 1-5 will be attached to this email.

IMPORTANT NOTE: Your application form is not complete until your Parent/Guardian submits Step 6.

Submit and send step 6 - parent/guardian information

How to Apply



IMPORTANT: Your application is not complete until your Parent/Guardian submits Step 6. To access Step 6, your Parent/Guardian must:

1. Open the email from info@nbtap.ca with the subject line 'Consent Required - Your son/daughter's application to NBTAP / Consentement requis - La demande au PAJNB de votre fils/fille.'
2. Click the button that reads: 'Click here to complete Step 6 Parent/Guardian Information and Consent.'

Parent/Guardian Information

As NBTAP provides real job experience, Student Apprentices are treated like young adults and are expected to show maturity and sound judgment. This is an excellent opportunity for your son/daughter to gain confidence and make an educated career choice. However, selection for NBTAP is competitive. There is no guarantee your son or daughter will be offered a placement.

PLEASE NOTE: The availability of skilled trades work placements in each region depends on the needs identified by local employers. There is also no guarantee there will be a placement available in a location that matches the skilled trades interest(s) your son/daughter has chosen.

Parent/Guardian #1

First Name

Last Name

Preferred Email

Confirm Email

Home Phone

Work Phone

Mobile Phone

STEP 6 

How to Apply

★ STEP 6

There is no guarantee there will be a placement available in the region(s) selected that matches your top skilled trades interest(s) selected in Step 4.

Parent/Guardian #2

First Name

A

Last Name

A

Email

A

Confirm Email

A

Home Phone

A

Work Phone

A

Mobile Phone

A

Potential Placement Region and Transportation

Many participating NBTAP employer locations are not serviced by public transportation, and some employers require Student Apprentices to start work as early as 7:00 am.

Your non/Aughaire must be able to arrange transportation to and from work daily.

Select ALL the geographical regions your son/daughter would be able to travel to each day for potential summer work placement. You can select more than one region.

Region	Potential placement locations
<input type="checkbox"/> Acadia Peninsula Region	Tracadie-Shediac, Caraquet
<input type="checkbox"/> Bathurst Region	Bathurst, Bellefleur
<input type="checkbox"/> Campbellton Region	Atholville, Campbellton
<input type="checkbox"/> Charlotte County Region	Bonnie Harbour, Blacks Harbour, St. George, St. Stephen, St. Andrew
<input type="checkbox"/> Edmundston Region	Baker Brook, Clair, Edmundston, Grand Falls, St. Leonard, Verrier
<input type="checkbox"/> Fredericton Region	Chipman, Marysville, Miramichi, Dromacchi
<input type="checkbox"/> Miramichi Region	Sunny Corner, Miramichi, Blackville, Oakville, Bois-Sainte-Anne
<input type="checkbox"/> Moncton Region	Moncton, Dieppe, Memramook, Sackville, Shildiac, Soudac
<input type="checkbox"/> Reston Region	Reston, Bois-Coché, K08B000
<input type="checkbox"/> River Valley Region	Roseville-Binzel, Nackawic, Woodstock, Hartland
<input type="checkbox"/> Saint John Region	Looseville, Quispéville, Robbsey, Saint John
<input type="checkbox"/> Sussex Region	Sussex, Hampton

Please provide details if there are any restrictions within the selected region(s).

How to Apply



STEP 6

NBTAP is for students who will be available for a paid 8-week work term from **July 6 to August 28. If you must be off work during that time, it must be noted here.**

Please read each point carefully.

Availability

Employers expect Student Apprentices to be available to work full time each summer. This summer's work term will be from July 6 to August 28, 2020.

Are there any planned events that would cause your son/daughter to miss work i.e. family vacation?

Yes
 No

If yes, explain and list dates:

Parent/Guardian Information

Name of Applicant

A

Name of Applicant's Parent/Legal Guardian

A

Applicant's High School

Applicant's NBTAP School Champion(s)

Authorize Release of School Report Cards And School Attendance Records

I hereby authorize the school listed above to release my son/daughter's School Report Cards and School Attendance Records to NBTAP..

Parent/Guardian Information

All Checkboxes Required

- The Student hereby certifies that all the information contained in his/her Application is true and complete to the best of his/her knowledge.
- Both the Student and the Parent/Guardian agree that the information contained in the Application, including School Report Cards and School Attendance Records, may be used by NBTAP, NBTAP participating employers, and/or NB Apprenticeship and Occupational Certification for the purpose of determining the Student's potential placement, or by NBTAP for any other lawful purposes.
- The Student agrees to complete any safety and orientation training or sessions as required by NBTAP or NBTAP participating employers and the Parent/Guardian hereby consents to the Student's involvement and completion of same.
- Both the Student and the Parent/Guardian recognize that NBTAP participating employers may have additional hiring requirements and the Student agrees to comply with all applicable hiring requirements. The Parent/Guardian hereby consents to the Student undergoing the necessary hiring requirements.

How to Apply

★ STEP 6

- Both the Student and the Parent/Guardian understand that applying to NBTAP does not guarantee the Student's placement with a NBTAP participating employer nor does it guarantee an interview with NBTAP or a participating employer. The availability of skilled trades work placements in each region depends on the needs identified by local employers. There is also no guarantee there will be a placement available in the region(s) you selected that matches the skilled trades interest(s) selected by the Student.
- Both the Student and the Parent/Guardian understand that should the Student be hired for a placement with a NBTAP participating employer, the Student will become an employee of the NBTAP participating employer and will therefore be required to continuously meet all of the NBTAP participating employer's employment obligations.
- Both the Student and the Parent/Guardian understand that NBTAP will continuously monitor the Student's academic and work performance with the NBTAP participating employer and that should the Student breach any employment obligations or be deemed to be unsuitable for continuous employment with the NBTAP participating employer, NBTAP will have the discretion to remove the Student from its program.
- Both the Student and the Parent/Guardian recognize that the information contained in the Application and obtained throughout the Student's active participation with NBTAP may be used by NBTAP for other program purposes such as video productions, success story quotes and statistical analysis. Upon acceptance, both the Student and the Parent/Guardian hereby agree to let NBTAP use such information, photographs, video productions, quotes and statistics for any lawful purpose, including such purposes as publicity, illustration, advertising and Web content, with or without the Student's name, and without requiring any additional consent from either the Student or the Parent/Guardian.
- I have read and understood this Agreement and hereby agree to its terms.

Submit

When you click 'SUBMIT', you will get a message that says:

'Step 6 is complete. The NBTAP Consent Form will be emailed to you and your son/daughter.'



Complete Your Application



Here are some important things to keep in mind after your Parent/Guardian completes Step 6 and provides consent:

- Check your email for your NBTAP Consent Form:
 1. Print and sign your NBTAP Consent Form with your parent or guardian (example on next page).
 2. Take the signed Consent Form to your NBTAP School Champion **by January 17.**

Dashboard

Welcome back, Your name here

Your status is: **Applied**

- ✔ Your teacher reference has been submitted
- ✔ Your professional/community reference has been submitted

📄 View and print your application (PDF format)

📄 Download Consent Form

You can also login to your student dashboard by clicking on 'Login'.

From your dashboard, you can:

- Check back to make sure both of your references have been submitted. Please make sure your reference people are able to submit their reference **before January 17.** You can change one or both of your reference people if needed within the application period by clicking on the 'Change a Reference Person' button.
 - Please notify NBTAP if you wish to withdraw your application.
 - NBTAP will contact you by email in February to advise you of the status of your application.
- Check the status of your References
 - Download your Consent Form
 - Change a Reference Person
 - View and Print your Application

Sample Consent Form

NBTAP Consent Form

Applicant: YOUR NAME HERE

Applicant's Parent/Legal Guardian: THEIR NAME HERE

Applicant's High School: YOUR SCHOOL HERE

Applicant's NBTAP School Champion(s): THEIR NAME HERE

- ✓ I hereby authorize the school listed above to release my son/daughter's School Report Cards, and School Attendance Records to NBTAP.

Agreement

- ✓ The Student hereby certifies that all the information contained in his/her Application is true and complete to the best of his/her knowledge.
- ✓ Both the Student and the Parent/Guardian agree that the information contained in the Application, including the School Report Cards, and School Attendance Records, may be used by NBTAP, NBTAP participating employers, and/or NB Apprenticeship and Occupational Certification for the purpose of determining the Student's potential placement, or by NBTAP for any other lawful purposes.
- ✓ The Student agrees to complete any safety and orientation training or sessions as required by NBTAP or NBTAP participating employers and the Parent/Guardian hereby consents to the Student's involvement and completion of same.
- ✓ Both the Student and the Parent/Guardian recognize that NBTAP participating employers may have additional hiring requirements and the Student agrees to comply with all applicable hiring requirements. The Parent/Guardian hereby consents to the Student undergoing the necessary hiring requirements.
- ✓ Both the Student and the Parent/Guardian understand that applying to NBTAP does not guarantee the Student's placement with an NBTAP participating employer nor does it guarantee an interview with NBTAP or a participating employer. The availability of skilled trades work placements in each region depends on the needs identified by local employers. There is also no guarantee there will be a placement available in the region(s) selected that matches the skilled trades interest(s) selected by the Student.
- ✓ Both the Student and the Parent/Guardian understand that should the Student be hired for a placement with a NBTAP participating employer, the Student will become an

Sample Consent Form



employee of the NBTAP participating employer and will therefore be required to continuously meet all of the NBTAP participating employer's employment obligations.

- ✓ Both the Student and the Parent/Guardian understand that NBTAP will continuously monitor the Student's academic and work performance with the NBTAP participating employer and that should the Student breach any employment obligations or be deemed to be unsuitable for continuous employment with the NBTAP participating employer, NBTAP will have the discretion to remove the Student from its program.
- ✓ Both the Student and the Parent/Guardian recognize that the information contained in the Application and obtained throughout the Student's active participation with NBTAP may be used by NBTAP for other program purposes such as video productions, success story quotes and statistical analysis. Upon acceptance, both the Student and the Parent/Guardian hereby agree to let NBTAP use such information, photographs, video productions, quotes and statistics for any lawful purpose, including such purposes as publicity, illustration, advertising and Web content, with or without the Student's name, and without requiring any additional consent from either the Student or the Parent/Guardian.
- ✓ **I have read and understood this Agreement and hereby agree to its terms.**

Signatures

You and your parent/guardian must sign and date this form and you must bring this signed form to your NBTAP School Champion by January 17.

Applicant

Signature

Date

Parent/Guardian

Signature

Date

S
A
M
P
L
E



Worley
Saint John

Boilermaker Pre-Apprentice



Contact Us

Phone: 506.343.6138 Email: info@nbtap.ca Website: www.nbtap.ca

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