
Memorandum

Subject: **REMINDER: Enhanced Online Learner Applications**

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MESSAGE:

This memorandum is intended to serve as an important reminder. The content of this memo was previously issued on July 19, 2011. There have been a number of recent inquires about the availability of Learner Application Forms.

We continue to transition from paper applications to online submitted applications with the release of Enhanced Online Learner, Apprentice and Skills Investment Bursary Applications and Schedules posted to the AW website at <http://employment.alberta.ca/CES/3172.html>.

This change has been made to help improve processing time for applicants, reduce errors in the forms and save time for staff. We feel this improvement will help us be more responsive to clients and improve our service to them.

The applications take approximately 45 minutes to complete. If interrupted, the information can be saved on personal computers (not recommended on public computers due sensitive information collected).

Once all the data has been entered, the **Print Final** button will ensure that all the necessary fields have been completed prior to printing. If a mistake is made or information is missing, the applicant will be alerted. The applicant (and spouse, if

applicable) will be required to sign the declarations and mail the document, including any substantiation to the Learner Income Support Office.

Employment and Immigration will not be reprinting the current paper application. As stock is depleted, learners will be redirected to the online version. To facilitate this, attached is a [PDF poster](#) you may post with your paper applications advising learners to go to the [E&I Webpage](#) to find the Applications, Change in Circumstances and Schedules.

For those Learners requiring assistance in completing the applications, blank versions of the document are available for printing.