

ICBC Apprenticeship Support Program Guide

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Program Scope

ICBC has created the Labour, Education, Training & Safety (“**LETS**”) program with the goal of supporting key material damage stakeholders through initiatives designed to support industry sustainment.

A key part of LETS is the ICBC Apprenticeship Support Program, which aims to support and improve apprentice attraction and retention within the collision and commercial repair industry. The Auto Body and Collision Technician (“**Collision Technician**”) and Automotive Refinishing Technician (“**Refinishing Technician**”) trades are being impacted by attrition throughout the Province, making it difficult for ICBC’s Collision and Commercial Collision Repair Program Participants (collectively, “**Program Participants**”) to hire key technical employees.

Subject to eligibility requirements, under the Apprenticeship Support Program ICBC offers:

- 1) **Tool Grants** to apprentices that successfully complete their Level 1 apprenticeship.
- 2) **Level Grants** to Program Participants that employ an apprentice that successfully completes a Level of apprenticeship.
- 3) **Challenge Grants** to Program Participants that employ a technician that successfully completes a Level challenge exam (including Red Seal certification).
- 4) **Completion Grants** to Program Participants that employ an apprentice who successfully achieves their Red Seal certification.
- 5) **Foundation / Youth Train in Trades Grants** to Program Participants that host a practicum placement for an apprentice (student) who successfully completes a recognized Level 1 technical training program through a Youth Train in Trades or post-secondary Foundation program.
- 6) **Out of Town Allowances** to Program Participants that employ an apprentice or technician required to travel (100 kms one way, or by ferry) to successfully complete training or an exam that qualifies toward their apprenticeship and/or Red Seal certification.
- 7) **Indigenous and Woman in Trades Grants** to Program Participants that employ an apprentice or technician who (a) self-identifies as First Nations, Métis, Inuit or as a woman and (b) successfully completes or challenges a Level or achieves their Red Seal Certification.

Approval of applications and payment of grants and allowances are at ICBC’s sole discretion. Program Participants, apprentices and technicians must meet the criteria, terms and conditions outlined in this Apprenticeship Support Program Guide (the “Guide”) in order to be eligible for grants, allowances or any benefits under the Apprenticeship Support Program.

Apprentice & Technician Eligibility

In this Guide:

“**apprentice**” means an apprentice registered with SkilledTradesBC in a Collision Technician or Refinishing Technician apprenticeship program and who is employed by a Program Participant, and, for the purposes of Foundation/Youth Train in Trades Grants, includes a student registered with SkilledTrades BC in a Collision Technician or Refinishing Technician program who completes a practicum placement hosted by a Program Participant.

“**technician**” means an individual employed by a Program Participant in the Collision Technician or Refinishing Technician trade who is registered with SkilledTrades BC and successfully challenges a Level exam or the Red Seal certification.

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For all incentives (except Foundation/Youth Train in Trades Grants), the Program Participant must employ the apprentice or technician as of the date they successfully achieve the relevant milestone.

To be eligible for a Tool Grant, an apprentice must be employed by a Program Participant as of the date that they complete their Level 1 apprenticeship.

IMPORTANT: To remain eligible for the Apprenticeship Support Program, the Program Participant must be in good standing, as that term is defined in the Collision and Commercial Collision Repair Program Guides. ICBC reserves the right to disqualify a Program Participant from the Apprenticeship Support Program for non-compliance with this Guide or a failure to meet the requirements of the Collision or Commercial Collision Program, as applicable.

Collision and Refinishing Technician Apprentice Incentives

Program Participants and apprentices may receive incentives as outlined below.

General Criteria

For all grants and the Out of Town Allowance:

- The apprentice or technician must be employed by the Program Participant when the applicable Level or certification is achieved (except in the case of Foundation/Youth Train in Trades Grants).
- The applicable milestone for each grant must be completed or achieved between April 1, 2026 and March 31, 2030. Training, exams or educational programs completed outside this timeframe are not eligible for consideration.
- Applications must be submitted to ICBC within 90 days of the milestone being achieved, and all applications must be received by ICBC by March 31, 2030 to be eligible for consideration.

Note: Grant amounts may vary depending on whether the Level or Red Seal certification is completed within 12 months of the apprentice or technician's previous Level completion date.

The following summarizes the available incentives and documentation requirements:

Incentive	Completed within 12 months	Completed after 12 months	Recipient	Documentation Requirements:	Eligibility Criteria
Tool Grant	\$2,000	\$2,000	Apprentice	<ul style="list-style-type: none"> SkilledTradesBC Program Transcript 	An apprentice successfully completes their Level 1 apprenticeship.
Collision Technician Level Grant	\$7,500	\$5,650	Program Participant	<ul style="list-style-type: none"> SkilledTradesBC Program Transcript 	Program Participant employs an apprentice who successfully completes their Level 1, Level 2, Level 3 or Level 4 apprenticeship.
Refinishing Technician Level Grants	\$5,000	\$3,750	Program Participant	<ul style="list-style-type: none"> SkilledTradesBC Program Transcript 	Program Participant employs an apprentice who successfully completes their Level 1 or Level 2.
Challenge Grants (both Collision Technician and Refinishing Technician)	\$1,000	\$1,000	Program Participant	<ul style="list-style-type: none"> SkilledTradesBC Program Transcript 	Program Participant employs a technician who successfully challenges their Level 1, Level 2, Level 3 or Red Seal exam.
Foundation / Youth Train in Trades Grants	\$1,000	\$1,000	Program Participant	<ul style="list-style-type: none"> SkilledTradesBC Program Transcript Proof of Placement 	Program Participant hosts a practicum placement for an apprentice (student) who successfully completes a recognized Foundation or Level 1 technical training program through a Youth Train in Trades or post-secondary Foundation program.
Completion Grants (both Collision and Refinishing Technician)	\$10,000	\$7,500	Program Participant	<ul style="list-style-type: none"> SkilledTradesBC Program Transcript 	Program Participant employs an apprentice who successfully achieves their Red Seal certification. Note: Completion grants do not apply to the challenge pathway
Out of Town Allowance	Up to \$3,000 per Level	Up to \$3,000 per Level	Program Participant	<ul style="list-style-type: none"> SkilledTradesBC Program Transcript Receipts as outlined below in Out of Town Allowance Criteria 	Program Participant employs an apprentice or technician that must travel for training or an exam. *See Out of Town Allowance Criteria below for additional requirements.
Indigenous and Women in Trades Grant	\$500	\$500	Program Participant	<ul style="list-style-type: none"> SkilledTradesBC Program Transcript 	Program Participant employs an apprentice or technician who self-identifies as First Nations, Métis, Inuit or as a woman who successfully completes or challenges a Level or achieves their Red Seal Certification.

NOTE: A Level Grant is not available to Program Participants when an apprentice (student) achieves their Level 1 through the Foundation or Youth in Trades program pathway. In such circumstances, only a Foundation/Youth Train in Trades Grant is available.

Application Process & Approval

Applications must be submitted to ICBC within 90 days of the achievement of the relevant milestone. Once an apprentice or technician has successfully achieved their milestone, with their written consent the Program Participant must:

- Update the apprentice or technician's status in Entegral;
- Apply to ICBC by emailing supplierprograms@icbc.com and attaching:
 - the relevant SkilledTradesBC transcript(s),
 - a supplier invoice,
 - an [ICBC Grant application template](#),
 - if applicable, proof of placement for Foundation/Youth Train in Trades grants, and

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- if applicable, receipts and [Travel Expense form](#) as may be required for an Out of Town Allowance.

The Program Participant must advise the apprentice or technician in advance that their personal information will be shared with ICBC, and their written consent must be obtained. ICBC will collect and use apprentice or technician information, including transcripts, solely as outlined in the applicable Collision or Commercial Collision Program Guide, and for the purpose of administering the Apprenticeship Support Program.

Note: A supplier invoice is not required for the Tool Grant incentive because payments are made directly to apprentices. The cheque will be made out payable to the apprentice, but mailed to the Program Participant's address for delivery.

ICBC may request additional documentation if required to confirm eligibility. If approved, the applicable grant or allowance payment will be issued by cheque within 30 days of complete application submission.

Program Participants are responsible for ensuring that apprentices and technicians they employ are listed in Entegral and registered as may be required with SkilledTradesBC.

Out of Town Allowance Criteria

Out of Town Allowances cover part of eligible travel costs to help Program Participants support apprentices or technicians required to travel to complete training or challenge exams towards their Red Seal certification.

The Out of Town Allowance is available only when:

- required travel involves a trip of 100 kms (one way) from the closer of the apprentice or technician's home or workplace to the training or exam location, or involves ferry travel;
- travel is necessary to complete training or an exam that counts toward the apprenticeship or Red Seal certification; and
- the apprentice or technician successfully completes the training or exam.

Note: Out of Town Allowances will not be paid if the distance travelled is less than 100 kms one-way or does not involve ferry travel, or if the apprentice or technician does not pass the Level training or exam.

Important: All Out of Town Allowances are capped at a maximum of \$3,000 per Level, per apprentice or technician.

All travel for training costs must be incurred for the purpose of training or exams completed at a recognized post-secondary trade school. Receipts must match training start and end dates (or exam date), and be supported by the SkilledTradesBC transcript and tuition receipt. Additional expenses arising from personal extensions to travel will not be reimbursed.

To claim an Out of Town Allowance, Program Participants must submit a Travel Expense form on behalf of the apprentice or technician, together with receipts for transportation and commercial

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accommodation (as described below). Allowances may be reduced if a more economical option was reasonably available to the apprentice or technician. Payments will be made to Program Participants, who can reimburse the apprentice or technician as appropriate.

Ground Transportation	<p>Round trip transportation between the closer of the apprentice or technician's home or work and the training/exam site (or out of town accommodation, if required).</p> <p>Mileage will be reimbursed at \$0.67 per kilometer.</p> <p>All modes of transportation may be assessed when booking trips including public transit, taxis, ride shares or rentals in order to achieve efficient and low cost travel. Original receipts are required for ground transportation (aside from mileage), and parking over \$5.00.</p> <p>Applicants must confirm date of trip as well as trip start and end locations on the Travel Expense form submitted.</p>
Air	<p>Per Level/exam:</p> <ul style="list-style-type: none"> • One return flight (Economy class fares only) • \$800 maximum • Receipt required • Seat selection charges and baggage fees are not eligible
Ferry	<ul style="list-style-type: none"> • Receipt required
Accommodation	<ul style="list-style-type: none"> • \$150 maximum per day for commercial accommodation (receipt required) • \$30 per night for private accommodation (no receipt required)
Meals	<ul style="list-style-type: none"> • Per diem meal allowances, including gratuities and taxes, must not exceed the specified daily limits, and cannot be claimed for alcohol: <p style="margin-left: 40px;">Breakfast: \$16.00 Lunch: \$18.00 Dinner: \$30.00</p> <p style="margin-left: 40px;">Total: \$64.00</p> <ul style="list-style-type: none"> • Claims for meal allowances will be considered only when the apprentice or technician incurs expenses when they travel over a period in which a meal would normally be taken. • When travel involves a partial day, only meals that are applicable to that portion of the day spent travelling can be claimed.

Termination

The anticipated term of the Apprenticeship Support Program is 4 years (ending on March 31, 2030), but ICBC reserves the right to terminate the Apprenticeship Support Program at any time without prior notice. Any grants or allowance funding approved prior to termination will be paid, unless otherwise advised by ICBC. Training or exams in process or that have not been submitted to ICBC as of the date of termination will not be paid.

Amendments

ICBC may unilaterally amend the Apprenticeship Support Program or this Guide at any time by updating ICBC's website. The "Effective Date" above indicates when this Guide was last amended.