

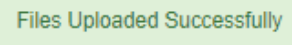
## ONLINE APPLICATION INSTRUCTIONS FOR FULL TIME AND PART TIME TRAINING

Before you begin your application, you must:

- Meet program [eligibility criteria](#) and be accepted by a training provider for an approved program of study.
- Your training provider must complete a [Training Provider Information form](#) (PDF, 397 KB) and you must submit it with your application if you are attending a tuition based training program. Please ask your training provider if you are not sure if your program is tuition based.
- Create a verified [My Alberta Digital ID \(MADI\)](#) if you have not already done so. Each person over 18 who is included in the application needs to create their own verified MADI. This includes you, your spouse and 18/19 year old dependant (if applicable).
  - Contact [myalbertaid@gov.ab.ca](mailto:myalbertaid@gov.ab.ca) or call 1-844-643-2789 for help with your MADI account.

**Note: Fillable forms do not open properly on some mobile devices and web browsers.**

**For the Learner** - To apply for full time Learner Income Support or the part time Skills Investment Bursary:

1. Go to [My Alberta Supports](#) online portal.
2. Click **Apply Online**.
3. On the next page, click **Next**.
4. Login with your verified MADI account.
5. Select *Full Time Learner (Learner Income Support)* or *Part Time Learner (Skills Investment Bursary)* and click **Next**.
6. Review the 'About Applying Online' section. Check the acknowledgement at the bottom of the screen and click **Next**.
7. Confirm the application you want to complete and click **Next**.
8. When completing the 'Household Information' section, add your spouse and/or dependants living with you. **If you do not, this information will be requested by mail and your application will be held up.**
9. Complete the application by answering all mandatory questions.
10. Click **Next** on the Submit Application page. Once your application is submitted, you'll be taken to the Next Steps page.
11. Make note of your reference number, as you'll need it to get updates about your application status.
12. Select **My Account** at the top of the page and go to the **My Applications** tab of your My Alberta Supports account. There you can access a PDF version of your application, a *Next Steps* document, and a declaration form.
13. Download the *Next Steps* document to your device. It contains important information on how to complete your application.
  - a. Forward this document to your spouse and/or 18/19 year old dependant (if applicable).
14. Download the declaration form to your device and fill it in. Fillable forms do not open properly on some mobile devices and web browsers. To fill in and save this form:
  - a. Click the PDF link to save it on your device.
  - b. Launch Adobe Reader ([download Adobe Reader](#) first if you don't have it already).
  - c. Open the PDF in Adobe Reader. Click the **Fill and Sign** button so that you can check the boxes.
  - d. Save a copy to your device.
15. Make sure all of your supporting documents are complete and accessible before you select the URL on the *Next Steps* document to upload them.
16. Note: You may have to login again before uploading your forms if the system times out.
17. Click **Browse** to search for and upload your documents, or drag and drop your forms onto the **Learner Application Document Upload** site, then click **Upload**.
18. You will be successful if you see: 
19. Apply for employment insurance if you have sufficient insurable hours.
20. The Learner Income Support office will process your application and notify you of your eligibility through a funding decision letter via mail.
21. If you need more help to complete the application, contact an [Alberta Supports office](#) or your training provider.

**If your application is not completed within 60 days, it will be cancelled and you must start again.**

**For Spouse and/or 18/19 year old Dependant (if applicable):**

1. Get a copy of the *Next Steps* document from the applicant.
2. Download the appropriate form (*Declaration and Acknowledgement of your Spouse/Partner or Declaration of 18 and 19 year old Dependant*).
3. See Step 14 above for instructions on how to download and fill in the form(s) on your device.
4. Select the URL on the *Next Steps* document to upload your supporting forms.
5. Login to your own verified [MADI account](#).
6. Click **Browse** to search for and upload your documents, or drag and drop your forms onto the **Learner Application Document Upload** site, then click **Upload**.

## INFORMATION FOR THOSE UNDER THE AGE OF 18 APPLYING ONLINE FOR LEARNER INCOME SUPPORT

Learners under the age of 18 can apply for Learner Income Support benefits through the [My Alberta Supports](#) online portal.

**You must ensure that a parent or guardian reads and accepts the Terms of Use on your behalf prior to registration for a MyAlberta Digital ID (MADI). If you are not able to get consent from a parent or guardian, then you will be required to submit a [paper application](#).**

*Please note that there are additional steps in order for the application process to be complete.*

- Visit an Alberta Supports Centre or an Assessment Centre.
  - **To determine which one you should visit please call Alberta Supports at 1-877-644-9992.**
- Alberta Supports and Assessment Centres can assist you with the completion of the application form and schedules.
- Other required documentation:
  - A letter from the applicant that outlines the family circumstances, **and**
  - A letter from a third party professional (e.g. social worker, physician, psychologist, high school counsellor, etc.) confirming the circumstances.
- Apply for Employment Insurance if you have sufficient insurable hours.
- The Learner Income Support office will process your application and notify you of your eligibility through a funding decision letter sent to you by mail.

