



# Akwesasne Career & Employment Support Services

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[www.acesjobs.ca](http://www.acesjobs.ca)

She:kon/Greetings,

Thank you for your interest in the Akwesasne Career & Employment Support Services (ACCESS) Individual Purchase of Training and Employment Supports programs. The following is a checklist to help you complete the application. Please allow 3-4 weeks from when the *application is complete* for a decision on funding request.

## Application Package:

- Completed Application (pages 1 & 2)
  - *Canadian Social Insurance Number (SIN) & Canadian home or mailing address is required.*
  - *Be sure to sign and date the two places on page 2 of application.*
- Completed Membership Confirmation form (page 3)
  - *Membership or probationary membership is required.*
  - *Fill out the top part only of the MCA or MNCC section.*
- Letter of Request (page 4)
  - *List the supports you are requesting from ACCESS (e.g., tuition, training allowance, equipment/workwear, assistance with fees or travel to new job, etc.) and how this will help with your employment or career goals.*
  - *This can also be sent in an email to [info@acesjobs.ca](mailto:info@acesjobs.ca).*

## Additional Documents:

- Canadian Social Insurance Number (SIN) card/document showing SIN & name
  - *This may need to be verified in-person or via email sent to [info@acesjobs.ca](mailto:info@acesjobs.ca).*
- **Individual Purchase of Training (IPT)**
  - Acceptance Letter and/or Program Information with:
    - Student ID Number, if applicable
    - Tuition Costs
    - Start & End Dates
    - Weekly Schedule
    - Address/Location of Training
    - Completed Dependent Care Form, if requesting assistance with childcare costs
- **Employment Supports (ES)**
  - Proof of Offer/New Employment
    - *This can be a letter (e.g., from union), an email from employer, etc.*
  - Copy of Bill for Payment of Fees
  - Print Out(s) with Costs or Estimated Costs