



## LaMPSS Overview

To apply for funding with the Province of Nova Scotia for Labour Market Programs, your organization is required to be registered in LaMPSS. This is a one-time process, completed the first time you want to apply for funding using LaMPSS. Once the registration is entered into LaMPSS, your information will then be stored and shared by departments managing labour market funding agreements within LaMPSS.

Labour Market Programs Support System (LaMPSS) is a common system and set of business processes developed to focus on the administration of labour market programs and services for four provincial partners:

1. Department of Community Services (DCS) - Employment Support Services Division
2. Nova Scotia Office of Immigration (NSOI)
3. Nova Scotia Apprenticeship Agency (NSAA)
4. Labour and Advanced Education which includes the following divisions:
  - Employment Nova Scotia (ENS)
  - Workplace Initiatives (WI)
  - Adult Education (AE)

LaMPSS is a bilingual, online system that will provide you with the ability to:

- Submit applications for funding online
- Submit activity and financial reports online
- View current and past funding agreements and payment history
- Update your own organization information in LaMPSS
- Identify your government contact person for information on your agreement(s)
- Receive ongoing user/technical support



## LaMPSS Organization Registration

Attached is the LaMPSS Organization Registration form, as well as, an Electronic Funds Transfer (EFT) form. It is a requirement of the provincial government to have payments issued by direct deposit; therefore the “Electronic Funds Transfer” (EFT) form must be submitted with a bank teller’s stamp **or** a void cheque, along with your LaMPSS Organization Registration form.



Ensure your LaMPSS Organization Registration meets the following criteria,

- The organization name on the joint stock registry must match the legal name provided on the LaMPSS organization registration form
- The organization name and address on the void cheque must match the name/address supplied on the organization registration form
- The organization address on the LaMPSS organization registration form must be the address of the organization (not an accountant or your home address)

**Summary** – Name and address of your organization must match joint stocks and the banking information provided (void cheque and EFT form).

Complete the forms and return to LaMPSS Operations Support by e-mail, fax or mail to:

LaMPSS Operations Support  
Labour and Advanced Education  
PO Box 383  
Halifax, Nova Scotia B3J 2P8

email: [lampss@novascotia.ca](mailto:lampss@novascotia.ca)  
Toll Free: 1-877-404-7074  
Metro: (902) 424-1075  
Fax: (902) 424-0804

Once registered in LaMPSS, the primary contact (identified on your registration form) will receive an email from [lampss@novascotia.ca](mailto:lampss@novascotia.ca) containing your LaMPSS Organization ID, User ID, password and link to the LaMPSS website. **Once you receive this information you can then apply for program funding.** The primary contact also has the ability to create additional LaMPSS User ID’s for your organization.

If you have any questions regarding the completion of the LaMPSS Organization Registration form or using the LaMPSS self-serve application process, please contact LaMPSS Operations Support at the contact information above.