

On your User Home Page, select “Organization Home” on the left navigation menu. Under the “Apply for Funding” header select ‘Programs and Services’ This will bring you to the Self-Serve Programs Page. Scroll to the department area you are looking for and click on the blue hyperlink of the program you wish to apply for. When you click on the program name, you will see a brief description of that specific program. From the popup you can either navigate to the program website or start the process to apply online by selection the Apply Now button.

The screenshot displays the LaMPSS user interface. At the top, there is a navigation bar with 'Home', 'Person Management', 'Agrmnt/Case Management', and 'Help'. Below this is a breadcrumb trail: 'User Home Page > Organization Home > Self Serve Programs'. The left sidebar contains several sections: 'My Organization' (with sub-links for Organization Home, Organization Details, and Organization Contacts), 'Apply for Funding' (with a sub-link for 'Programs and Services' circled in red), and 'My Account' (with sub-links for Change Account and Password). Below the sidebar is an Adobe Reader download button. The main content area shows the user is logged in as 'Organization Contact'. It features a 'LaMPSS Organization #' section and a 'Programs' list. The list is organized by department/area: 'DCS - Employment Support Services' (including Ability Works, Move to Work, Skills Work, Work Activity Centre, and Work Activity Centre Program Renewal), 'LAE - Adult Education' (including Adult Education - Special Projects, International Qualifications Recognition, Nova Scotia School for Adult Learning, and Recognition of Prior Learning), and 'Scotia' (including JFA Special Projects, Job Creation Partnerships, Nova Scotia Works 2020-2022, NS Employment Assistance Special Projects, START, Works for You, Advancing Women in Apprenticeship, Diversity Initiatives, Engaging in the Skilled Trades, Post-Journey Industry Training Fund, Technical Training Fund, and Women in Skilled Trades). A 'Self Serve Program Popup' is open at the bottom, displaying 'Program Information' for the 'Nova Scotia School for Adult Learning' program. The popup includes a description of the program and an 'Apply Now' button circled in red, with a red arrow pointing to it from the 'Programs and Services' menu item.

When apply now is selected, LaMPSS will generate a customized electronic application form for the program. From the “LaMPSS Self Serve Form Download” pop-up select “Download”. When the download is complete you will be prompted to open, save, or cancel. We recommend that you always choose to save the document to your computer. One of the benefits of LaMPSS e-forms is that organizations can work offline and develop the application without being logged into LaMPSS.

**LaMPSS Self Serve Form Download**

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LaMPSS Self Serve Forms are interactive PDF forms that allow you to complete and submit forms electronically. Click the link below to download the form.

[Download NSSAL OrgProgramAppForm.pdf](#)

**After clicking the link above you will be prompted to save or open:**

- Click **Save** to save the PDF form to your computer;
- Next open the form and complete it electronically; and,
- Click the **Submit** button at the bottom of the form to send your completed form to the Nova Scotia government.

It is important to note the application that your organization downloaded will expire in 180-days. After 180 days, the organization will need to download a new application to ensure the application version is current. You can copy and paste the information from the expired application into the newly downloaded application to save time.