

# COOPERATIVE EDUCATION INCENTIVE EMPLOYER CHECKLIST



## Step 1: ACCEPT or DECLINE the offer

- Sign and date** the Agreement Contract and email it to your Agreement Manager **within 1 week** from the date shown on the contract.

## Step 2: Student Confirmation

- When the student begins their work term, complete and submit the following **within 10 days**:
  - a. **Student Information Form**  
(Available to download at [novascotia.ca/programs/co-op-education-incentive](http://novascotia.ca/programs/co-op-education-incentive))
  - b. **Confirmation of the student's enrollment in a Co-op Program**: The student will provide a copy of their unofficial transcript showing enrollment in a co-op program.

## Step 3: Request for Payment

- Evaluation Survey**: The links will be emailed to the Employer and Student. Both surveys are *required* to process the payment. Complete the surveys during the last week of the work term.
- Reimbursement**: When the student completes their work term, the following must be completed in full and returned to your agreement manager.
  - a. **Payroll Record Form**: Use the Excel form or print it off and enter the information manually. It is *mandatory* for the student to complete the Student Section. Please complete the form during the last week of the work term (available to download at [novascotia.ca/programs/co-op-education-incentive](http://novascotia.ca/programs/co-op-education-incentive)).
  - b. If the student cannot complete the student section of the form, a **Record of Employment (ROE)** must be submitted **within 10 days** from the end of the student's work term.

## Important Information

- Employers are required to pay the wage as it was indicated on the application form or higher, plus 4% vacation pay.
- Students must be paid either weekly or bi-weekly.
- Employers may not hire relatives including: Immediate and extended family members of the organization's contact or alternate; chairperson of the organization's board; organization's staff; spouse, ward, guardian, niece/nephew, and/or in-law of the above persons, except in situations where it supports the employment of individuals underrepresented in Nova Scotia's workforce. Please see section 5.1 of the guidelines.
- Students may not displace existing staff and must be attending post-secondary education in Nova Scotia.

If you have any questions, please call 902-424-6000 or toll free: 1-800-424-5418

[novascotia.ca/programs/co-op-education-incentive](http://novascotia.ca/programs/co-op-education-incentive)