

## How Does It Work?

Follow these steps to successfully post a work-integrated learning position and apply for a qualifying wage subsidy.

### **1** Create an employer account online

Access the employer portal at [apply.propelcareers.ca](http://apply.propelcareers.ca).

### **2** Post placement vacancies for students

Post your position live on the employer portal for aspiring students to apply for.

### **3** Review student applications

Using the portal, review student applications to help fill your position.

### **4** Accept a student placement

Hire and train a student for the work-integrated learning position.

### **5** Apply for a wage subsidy

Through the portal, apply for a qualifying wage subsidy for your hired student(s).

### **6** Submit supporting documents

Once the placement is complete, submit requested supporting documents.

### **7** Receive the wage subsidy

Receive the wage subsidy within 30 days of submitting complete documents.