



The [Co-operative Education Incentive](#) (CEI) is a provincial wage subsidy for Nova Scotia Employers, funded and administered by the Nova Scotia Department of Labour, Skills and Immigration.

All Dalhousie business and public administration programs listed in our [Program Overview](#) are eligible for CEI. To meet program requirements, students are required to work a minimum of 35 hours per week:

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| • Bachelor of Commerce Co-op | 4-month full-time co-op - minimum 12 weeks |
| • Bachelor of Management Internship | 8-month full-time internship - 32 weeks |
| • Corporate Residency MBA | 8-month full-time internship - 32 weeks |
| • Master of Public Administration (MPA) | 4-month full time internship - minimum 14 weeks |

Private-sector, government-funded, non-profit or charitable organizations, social enterprises or municipalities in Nova Scotia can get wage subsidies for hiring full-time students for 12-16 or 32 weeks during the Winter, Summer, or Fall co-op terms:

- Employers must pay at least \$18.00 per hour, plus 4% in lieu of vacation pay
- CEI will reimburse \$8.00 per hour, or \$9.50 per hour if hiring a member of a designated diversity group
- All co-op/internship **job descriptions must first be endorsed** by an [authorized co-op coordinator](#) as meeting program requirements
- Submit funding applications through the government's [LaMPSS](#) system; employers paying above the minimum salary may have higher approval chances
- Once approved, you can hire both domestic and international students - federal funding cannot be stacked (combined) with CEI
- Be aware that wage subsidy payments are released at the end of the work term, after you provide the required documentation to the government

Steps to apply for CEI funding:

1. Send a full job description with your logo in MS Word format to ceibus@dal.ca for endorsement. Include job length, hours per week, hourly wage, and whether funding support is needed to hire.
2. Complete the government's [LaMPSS](#) access form. It may take 1-2 business days to get log-in access. If you already have a LaMPSS account, you can skip this step.
3. Apply to the [CEI website](#) (see *How to Apply* section) **before** the employment term's [deadline](#).

Steps to advertise your co-op/internship job:

1. **Required first step:** Ensure Dalhousie or another NS education institution endorses your job for CEI.
2. Once endorsed, request or log into your account on the [myCareer online recruitment portal](#).
 - Use the portal to advertise the job, access applications, and schedule interviews
 - Post business and public administration jobs under **Co-op / Internship - Faculty of Management**
 - Refer to the [myCareer User Guide for Employers](#) for help with the portal

If you need the funding support to hire, Management Career Services must receive confirmation of funding approval from the government before your posting can be advertised to students. You can submit your posting through myCareer ahead of time, but it won't go live to students until the funding approval is confirmed by the government.