



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 (LSI).

All Dalhousie business and public administration programs listed in our [Program Overview](#) are eligible for CEI:

- **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)

Eligible NS employers can access **wage subsidy** for full-time student employment of 12-16 or 32 weeks during the Winter, Summer, and/or Fall co-op terms:

- Organizations can apply for the subsidy if they are private-sector, government-funded, non-profit or charitable organization, social enterprise or a municipality
 - Employers must pay a minimum of \$18.00 per hour, plus 4% in lieu of vacation pay
 - CEI will reimburse \$8.00 per hour, or \$9.50 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](#) to ensure co-op program requirements are met
 - Funding applications must then be submitted via the government's [LaMPSS](#) system
 - Approval chances may be higher for employers paying above the minimum salary requirement
- Once your job is approved for funding, both domestic and international students can be hired
 - Note that federal funding/wage subsidy programs are **not** eligible to be stacked (combined) with the Nova Scotia Co-op Education Incentive
 - Wage subsidy reimbursement is released at the end of the work term period, once you provide the required documentation to the government

Steps to apply for CEI funding for business/public administration-related co-op/internship positions:

1. **Email** a full job description with your logo in MS Word format to ceibus@dal.ca for endorsement
 - Confirm job length (weeks), hours per week, hourly wage, whether funding support is required to hire
2. **Complete** the government's application system access form: [LaMPSS \(external access request\)](#)
 - It might take 1-2 business days before you gain log-in access
 - Already have a LaMPSS account? Skip this step and apply!
3. **Apply** via the [CEI website](#) (scroll to *How to Apply* section) before the employment term's [deadline date](#)

Advertise your co-op/internship job to Dalhousie business/public administration students:

- Remember that for your application to be considered for CEI funding, Dalhousie (or another NS institution) must first provide an endorsement of your job to the NS government.
- Once endorsed and/or approved, please request an account (or log into your existing account) in Dalhousie's [myCareer online recruitment portal](#) to:
 - Advertise the job, access applications after deadline, and/or utilize our interview scheduling service
 - Post all business/public administration work term positions under the section titled **Co-op / Internship - Faculty of Management**
 - For information on how to use the portal, access our [myCareer User Guide for Employers](#)

PLEASE NOTE: If funding support will be required to hire, Management Career Services must receive confirmation of your funding approval from the government **before** we can advertise your posting to students. You may submit your posting through myCareer ahead of time, but it will be held from going live to students until funding approval is confirmed.