

The following requirements must be forwarded to Apprenticeship and Industry Training (AIT) for the consideration of on-the-job work experience to count towards an Alberta apprenticeship program.

For example, an Alberta or Canadian employer or sponsor may submit a letter with the criteria listed below, so the apprentice's work experience may be considered as on-the-job work experience by AIT.

The letter should be printed on company letterhead from the apprentice's current employer and include the following:

- current date,
- apprentice's legal name,
- apprentice's date of birth,
- apprentice's identification number,
- apprentice's trade name,
- name and mailing address of the company,
- employer contact name and position,
- dates of employment and total of months and hours worked in the trade, [e.g. if the apprentice has worked with your company on multiple occasions, please list all dates of employment, total months/hours worked per project, and location of where work was performed]
- location where work is/was performed (site location, work location) [e.g. Industrial site in Vernon, B.C.]
- type of work performed (e.g. full-time/part-time/other),
- details of the tasks performed in the trade.

Upon approval, the applicable work experience will be added to the apprentice's file. Duplication or overlaps of work experience will not be considered. A sample letter has been attached for your convenience.

Sample Text

WORK EXPERIENCE RECOMMENDATION

(To be prepared on **company or business letterhead**, completed and signed by a person with signing authority from the apprentice's current Alberta or Canadian employer or sponsor.)

[Date]

To Whom It May Concern,

On behalf of [Name of your company], I would like to submit the following work experience to be included as on-the-job training, for **[legal name of apprentice, date of birth, and apprenticeship ID#]**'s apprenticeship in the trade of **[name of trade]**.

Work experience specific to the trade:

Employer (company) name

Mailing address

Employer contact name and position

Dates of employment: **[yyyy/mm/dd to yyyy/mm/dd]**

Total months worked in the trade

Total hours worked in the trade

Type of work: **(e.g. full-time/part-time/other)**

Location where work is/was performed **(e.g. Vernon B.C. industrial site)**

Details of the tasks of the trade performed during this time

I hereby declare that I have the authority to make this recommendation and sign this letter on behalf of **[company name]**.

[Signature]

[Name]

[Position]

[Contact information]