

## Apprentice Identification Card

You can download your new Apprentice ID Card by following these steps:

- 1) Log into your [MyTradesecrets \(MTS\)](#) account
- 2) Confirm your MTS profile is up-to-date.
- 3) Select the "Applications" tab.
- 4) Click the "Details" button at the end of your current application.
- 5) Under "Program Summary", click the "Print a new apprentice ID card" button.

You can then download and print, or email, your new Apprentice ID Card.

It is important to have your Apprentice ID card with you on the jobsite. An employer may ask for your Apprentice ID Card Show to see where you are at in your apprenticeship program. When you complete a period, show your updated Apprentice ID Card to your employer to confirm progression, and move to your next pay increase.

**tradesecrets.alberta.ca**

### Log into MyTradesecrets to:

- Submit online applications
- Check marks
- Make payments
- Update personal info
- Upload documents
- View correspondence
- See eligible classes
- Register for classes

Toll free in North America  
**1-800-248-4823**

TDD/TTY  
**1-800-232-7215**

NOTE: This card identifies you as a registered apprentice and can be verified by Apprenticeship and Industry Training upon request.

## APPRENTICE IDENTIFICATION CARD

### Gasfitter - Class A

AIT ID# 012345  
SECOND PERIOD

Effective Date  
2014/03/10

Registration Date  
2013/02/28

**Anne Apprentice**  
DOB 1977/09/09  
1234 Random Avenue  
AlbertaTown, AB  
P5T C0D



### Employers

The Apprentice ID Card is used to determine what period an apprentice is currently in and to confirm their progression from one period to the next for pay increases.

Employers are encouraged to call the Apprenticeship and Industry Training (AIT) Information Line if they have questions about the status of an apprentice.

**For more information, please call the  
AIT Information Line  
1-800-248-4823**