

Read the questions and instructions carefully. If you need completing this form, contact the Alberta Apprenticeship and Industry Training, International and Provincial Assessment Services office (page 4 in the Information/Instructions section).

All applications when completed and signed by the applicant and the employer are to be sent to the Alberta Apprenticeship and Industry Training, International and Provincial Assessment Services office. Incomplete applications and applications missing the required non-refundable fee, transcripts or documents will be returned to the applicant. Only when the application is returned to the Alberta Apprenticeship and Industry Training, International and Provincial Assessment Services office complete will it be processed.

To participate in an Alberta apprenticeship program you must have an employer who is willing to employ you as an apprentice and is able to provide you with supervision and training.

Before applying, check with your provincial or territorial apprenticeship office to see if your trade is designated in your province or territory. If it is, you will need to submit a letter from your province or territory authorizing Alberta to register you as an apprentice.

If you are a registered apprentice in your province or territory and are applying to attend technical training in Alberta, do not fill out this application. Contact your provincial or territorial apprenticeship office for arrangements.

Alberta Designated Trades (designated branches with registered apprenticeship programs)

Agricultural Equipment Technician	Landscape Gardener
Appliance Service Technician (<i>Appliance Service Technician or Commercial Appliance Service Technician</i>)	Lather-Interior Systems Mechanic
Auto Body Technician (<i>Auto Body Technician, Auto Body Prepper, Auto Body Refinisher or Auto Body Repairer</i>)	Locksmith
Automotive Service Technician	Machinist
Baker	Millwright
Boilermaker	Motorcycle Mechanic
Bricklayer	Natural Gas Compression Technician
Cabinetmaker	Outdoor Power Equipment Technician (<i>Power Equipment or Recreational Equipment</i>)
Carpenter	Painter and Decorator
Communication Technician	Parts Technician (<i>Parts Technician or Materials Technician</i>)
Concrete Finisher	Plumber
Cook	Powerline Technician
Crane and Hoisting Equipment Operator (<i>Mobile Crane, Tower Crane, Boom Truck or Wellhead Boom Truck</i>)	Power System Electrician
Electric Motor Systems Technician	Recreation Vehicle Service Technician
Electrician	Refrigeration and Air Conditioning Mechanic
Elevator Constructor	Rig Technician (<i>Level 3</i>)
Floorcovering Installer	Roofer
Gasfitter (A) or (B)	Sawfiler (<i>Sawfiler or Circular Sawfiler</i>)
Glazier (<i>Glazier or Auto Glass Technician</i>)	Sheet Metal Worker
Hairstylist	Sprinkler System Installer
Heavy Equipment Technician (<i>Heavy Equipment Technician, Heavy Duty Equipment Mechanic (Off Road), Truck and Transport Mechanic or Transport Trailer Mechanic</i>)	Steamfitter - Pipefitter
Instrument Technician	Structural Steel and Plate Fitter
Insulator	Tilesetter
Ironworker (<i>Ironworker, Metal Building Systems Erector, Reinforcing or Structural/Ornamental</i>)	Transport Refrigeration Technician
	Water Well Driller
	Welder (<i>Welder or Wire Process Operator</i>)

There is a \$35.00 non-refundable application fee, which must be submitted with your application.

Information / Instructions for Apprenticeship Application and Contract

Following these simple steps will allow your application to be processed quickly:

1. Read all the questions carefully and answer them completely. The numbered explanations in these pages correspond to the numbered sections on the application.
2. **Print in ink.**
3. Attach the required documentation.
4. Submit your signed and completed application and the required non-refundable fee, transcripts and other documents to the Alberta Apprenticeship and Industry Training, International and Provincial Assessment Services office (as listed on page 8).

For further information on how to complete this application, contact the Alberta Apprenticeship and Industry Training, International and Provincial Assessment Services office (page 4 in the Information/Instructions section).

1 Trade

- Print the name of the trade in which you want to apprentice. See Page 1 in the Information/Instructions section for a list of Alberta-designated trades

2 Personal Information

- **Section 2 is to be completed by the person applying to become an apprentice. Please print in ink.**
- Please ensure that you have completed the application and that you have **signed section 3 (page 1 in the Application section) and section 8 (page 4 in the Application section).**

- The Alberta Student Number (ASN) provides all Alberta 'learners' with one ID number that will be used from kindergarten through post secondary studies, including Alberta Apprenticeship and Industry Training. The ASN is used to streamline the disbursement of provincial funding to Alberta learners.

The ASN is recorded on Alberta High School Transcripts or is available on the Learner Registry at <http://www.education.gov.ab.ca/learning/student-services/ASNLookup>.

If you do not have an ASN (e.g., if you have moved to Alberta from another province), a 'Request for Alberta Student Number' form is available on the same website.

- Response to the question on Aboriginal status is voluntary. The information is being collected to ensure the department meets its mandate and responsibilities to measure system effectiveness and develop policies, programs and services to improve Aboriginal learner success in addition to other legislation applicable to the educational institution.
- If you change your name or address in the future, contact the Alberta Apprenticeship and Industry Training International and Provincial Assessment Services office immediately so your records can be updated.

Notification: We are collecting the personal information in this application under the authority of section 33(c) of the Freedom of Information and Protection of Privacy Act, Revised Statutes of Alberta 2000, to determine and verify your eligibility to participate in an Alberta Apprenticeship Program. If you enter an Alberta Apprenticeship Program, this information and the personal information we obtain throughout your program will be used to administer your apprenticeship program, the Apprenticeship and Industry Training Act and the Interprovincial Standards (Red Seal) program, to help you get financial support, where applicable, under the Employment Insurance Act (Canada) and the Students' Finance Act, and for research and statistical purposes. If you have any questions about the collection of this information, contact the Director, Policy, Research and Board Support, Advanced Education and Technology in Edmonton at (780) 427-8765 or toll-free in Alberta by calling 310-0000 and asking for (780) 427-8765.

3 Consent to Disclose Personal Information

- In this section we ask you to give us your consent to disclose the personal information you provide on the application form and the personal information we obtain during your apprenticeship program for one situation that is not included in the notification on the bottom of page 1 of the application.
- Your consent is voluntary. If you do not give your consent, it will not stop your application from being considered or stop your participation in an apprenticeship program. However, it may restrict your ability to receive an award recognizing your achievement as an apprentice.
- **You may withdraw your consent at any time but must do so in writing to the Alberta Apprenticeship and Industry Training, International and Provincial Assessment Services office (page 4 in the Information/Instructions section).**
- **Sign and date** your consent to disclose personal information.

4 Employer Information

Section 4 is to be completed by the employer. The employer's signature is also required in section 8 (page 4 in the Application section).

Self-Employed Apprentice Requirements:

- If you are a self-employed apprentice, please have the tradesperson or company with whom you have made arrangements for supervision of your training complete this section of the application.

Employer Information:

- If the applicant has previous work experience in the trade, as indicated in section 6 of the application, you (the employer) may recommend that the applicant be granted time credit toward the on-the-job training component of the apprenticeship program. You (the employer) must indicate the TOTAL recommended time credit the applicant is to receive, in both months and hours (e.g. 18 months, 2100 hours).
- If the time credit recommended for on-the-job training exceeds one year, you (the employer) may also recommend the applicant challenge an examination(s) instead of taking technical training. (Note: There is a fee for the examination(s).) As the employer, you must check one box only in support of a recommendation that the applicant challenge the examination or attend technical training.
- If you change the name or address of your business, please contact the Alberta Apprenticeship and Industry Training, International and Provincial Assessment Services office immediately so your records can be updated.

5 Education and Training: Applicant Information

Describe the formal or technical training you have completed **in the trade identified in section 1 (page 1 in the Application section) or in any other trade**. If you need more space, put the additional information on a separate page. Attach a **certified true copy*** of all supporting documentation (e.g., certificate, diploma, or transcript) to your application.

Describe any certificates, credentials or documents you hold **for the trade identified in section 1 or in any other trade**. If you need more space, put the additional information on a separate page. Please attach a **certified true copy*** of each certificate, credential or document to your application.

If the **trade identified in section 1** requires you to demonstrate the successful completion of minimum entrance requirements and you have met the minimum entrance requirements, follow the directions below:

- If you attended high school in Alberta, you **do not** need to get an official transcript of your high school marks. Your Alberta high school marks will be verified by Alberta Apprenticeship and Industry Training.
- If you attended high school in another Canadian province or territory, please contact the Department of Education in that province or territory to get an **official transcript**.
- If an official transcript does not accompany this form, and your high school marks cannot be verified or if you do not meet the entrance requirement for your selected trade, you may be eligible to enter the apprenticeship program by passing an entrance examination. If required, you will be scheduled for an entrance examination.
- If your documents are written in a language other than English, they must be **translated** by a certified member of the Association of Translators and Interpreters of Alberta. For referral to a certified translator, contact the Association of Translators & Interpreters of Alberta (ATIA) at (780) 434-8384 or 1-888-434-2842.

If you cannot demonstrate that you have met the minimum entrance requirements for the **trade identified in section 1**, you have the option to write an entrance examination (see Alberta Prior Learning Assessment application).

* **A certified true copy is a copy that is certified to be an exact copy of the original. A lawyer or notary public can do this for you.**

6 Work Experience in the Trade

Starting with your current employer, describe the work experience you have in the trade identified in **section 1 (page 1 in the Application section)**. If you need more space, put the additional information on a separate page. (*Note: This information is subject to verification*). This information, together **with the recommendation of your employer**, may be used to grant you credit toward the on-the-job training component of the apprenticeship program. Should you qualify for on-the-job training credit, you may be eligible to write one or more examinations to determine your level of competency. You will be advised if you are eligible to write an exam. There is a fee for writing the exam.

7 Payment Information

- A \$35.00 non-refundable fee for an apprenticeship application and contract must be submitted with the application. GST is not charged on this fee. If this fee is not submitted with your application, the application will not be accepted and will be returned to you.
- If you are a Yukon, Northwest Territories, or Nunavut applicant, your territorial government will cover this fee.
- Payment may be made by certified cheque, money order, VISA, MasterCard, American Express, or debit card.
- If you are paying by certified cheque or money order, make it payable to the **“Minister of Finance and Enterprise”**.
- If you are paying by VISA, MasterCard, or American Express, complete this section to provide the required credit card information, or if someone else is making the payment, have this section completed and signed by the cardholder.
- **Do NOT send cash in the mail.**

8 Contract of Apprenticeship and Signatures

Please read this section carefully and sign if you agree. Both the applicant’s employer and the applicant must sign the application in order for it to be processed.

(Note: It is an offence under the *Apprenticeship and Industry Training Act* to provide false information.)

All applications, when completed and signed by the applicant and the employer, are to be sent to the Alberta Apprenticeship and Industry Training, International and Provincial Assessment Services office listed below:

Alberta Apprenticeship and Industry Training
International and Provincial Assessment Services
10th Floor, Commerce Place
10155 – 102 Street NW
Edmonton, Alberta, Canada
T5J 4L5

Tel. (780) 427-8766
Fax (780) 422-7376

If you need help to complete this form, contact this office.

Incomplete applications and applications missing the required non-refundable fee, transcripts or documents will be returned to the applicant. Only when the application is returned to the Alberta Apprenticeship and Industry Training, International and Provincial Assessment Services office complete will it be processed.

4 Employer Information

Legal name of business:

Operating name of business:

Mailing address (P.O. Box or Street):

City and province:

Postal code:

Phone no.: ()

Alternate phone no.: ()

Fax no.: ()

Site Address: (if different from above)

City and Province:

Postal code:

Phone No.: ()

Alternate phone no.: ()

Fax no.: ()

Email address:

Name of contact person:

What date did the applicant begin to work in this trade for your business (yyyy/mm/dd)?

How much TOTAL trade experience credit (current and previous employment) expressed in months and hours should the applicant be granted? (Refer to Section 4 of instructions)

Months:

Hours:

Challenge exam

Attend technical training

What are your reasons for making this recommendation?

5 Education and Training

What is the highest level of education you completed?

If you have ever attended High School in Alberta please fill out the information below.

Name of high school:
(attending or most recently attended)

City/town
of high school:

Last year
attended:

Last grade
attended:

Describe the formal or technical training courses you have completed in the trade identified in section 1 or in any other trade. If you need more space, put the additional information on a separate page. Attach the original or a certified true copy of all supporting documentation (e.g., certificate, diploma, or transcript) to your application.

course or program	university/college/technical institute	location	date started	degree/diploma/certificate obtained
			date completed	
			date completed	

What is the name of the trade on the credential?

What is the name of the province/state/country/company/organization that issued it?

What is the number on the credential?

If you have a Completion of Apprenticeship Certificate, what is the number on it?

What is the date of issue on the credential?

If there is an Interprovincial Red Seal on this credential and what is the number on it?

* A certified true copy is a copy that is certified to be an exact copy of the original. A lawyer or notary public can do this for you.

6 Work Experience in the Trade

Legal name of previous employer (company):		
Address:		
City:	Province or state:	Country:
Name of contact person:		Contact's position:
Contact's phone no.:	Contact's fax no.:	Contact's email:
Time employed in occupation with this employer:		
From (yyyy/mm/dd):		To (yyyy/mm/dd):
Total months worked:	Total hours worked:	
Tasks performed (what work did you do in the occupation)?		

Legal name of previous employer (company):		
Address:		
City:	Province or state:	Country:
Name of contact person:		Contact's position:
Contact's phone no.:	Contact's fax no.:	Contact's email:
Time employed in occupation with this employer:		
From (yyyy/mm/dd):		To (yyyy/mm/dd):
Total months worked:	Total hours worked:	
Tasks performed (what work did you do in the occupation)?		

Legal name of previous employer (company):		
Address:		
City:	Province or state:	Country:
Name of Contact Person:		Contact's position:
Contact's phone no.:	Contact's fax no.:	Contact's email:
Time employed in occupation with this employer:		
From (yyyy/mm/dd):		To (yyyy/mm/dd):
Total months worked:	Total hours worked:	
Tasks performed (what work did you do in the occupation)?		

7 Payment Information

If you are a Yukon, Northwest Territories, or Nunavut applicant, your territorial government will cover this fee. Fees are non-refundable.

Method of payment (check one):	<input type="checkbox"/> Certified Cheque (Payable to Minister of Finance and Enterprise)	<input type="checkbox"/> Debit Card	<input type="checkbox"/> MasterCard	<input type="checkbox"/> VISA	<input type="checkbox"/> American Express
	<input type="checkbox"/> Money Order (Payable to Minister of Finance and Enterprise)	<input type="checkbox"/> Company Cheque (Payable to Minister of Finance and Enterprise)			

If you check MasterCard, VISA, or American Express, provide all of the credit card information requested below.

Card number:	Amount of payment: (payment must be made in full):	\$35.00
Expiry date: (mm/yy)	Cardholder name:	Cardholder signature:

8 Contract of Apprenticeship and Signatures

When the employer and the apprentice sign this document, the document becomes a Contract of Apprenticeship.

The Employer and Apprentice agree that:

1. The applicant shall be an apprentice under the *Apprenticeship and Industry Training Act* in the trade identified in Section 1 of the Application.
2. The Apprentice shall complete the apprenticeship program as required under the applicable regulations, or as agreed by the department and the Employer in accordance with the *Apprenticeship and Industry Training Act*.
3. The on-the-job training for the Apprentice begins on the date the Apprentice starts to work in the applicable trade for the Employer, or as determined by the department in accordance with the *Apprenticeship and Industry Training Act*.
4. The parties to this Contract of Apprenticeship shall comply with the *Apprenticeship and Industry Training Act*.
5. This Contract of Apprenticeship comes into effect on the date it is registered with the Executive Director, Alberta Apprenticeship and Industry Training.

I certify that, to the best of my knowledge, the information provided in this document is true and complete in all respects.

Name of employer (please print):

Signature of employer:

Date (yyyy/mm/dd):

I have read the instructions, and I hereby make application for apprenticeship, and I declare that:

1. The information I have provided is true and complete in all respects and that I have not withheld any relevant information (**Note: It is an offence under the *Apprenticeship and Industry Training Act* to provide false information.**)
2. I will notify an Alberta Apprenticeship and Industry Training office of any subsequent changes in the information contained on this application.
3. I authorize Alberta Advanced Education and Technology to contact other governments (including their departments and boards), education institutions as well as current and former employers to verify my certification, education, training, and work experience.
4. I authorize Alberta Advanced Education and Technology to disclose and exchange any personal and program information in relation to this application, the verification of my certification, and the results of my exams to officials from other Canadian, provincial or territorial apprenticeship jurisdictions for the purpose of determining my eligibility to participate in trade/occupation certification programs.
5. If my application is cancelled, my employer will be notified of the cancellation and the reason(s) why.

Name of applicant (please print):

Signature of applicant:

Date (yyyy/mm/dd):

All applications, when completed and signed by the applicant and the employer, are to be sent to the Alberta Apprenticeship and Industry Training, International and Provincial Assessment Services office listed below:

**Apprenticeship and Industry Training, International and Provincial
Assessment Services
10th Floor, Commerce Place
10155 – 102 Street NW
Edmonton, Alberta, Canada
T5J 4L5
Tel. (780) 415-5826
Fax (780) 422-7376**