

If you are working in Alberta, use the general 'Apprenticeship Application and Contract' application form.

Read the questions and instructions carefully. If you need help completing this form, contact Alberta Apprenticeship and Industry Training, International Services (as listed on page 8).

All applications, when completed and signed by the applicant and the employer, are to be sent to Alberta Apprenticeship and Industry Training, International Services. Incomplete applications and applications missing the required documents will be returned to the applicant. Only when the application is returned to the Alberta Apprenticeship and Industry Training, International Services 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.

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

International application fees apply.
For the fee that applies to you, contact the Alberta Apprenticeship and Industry Training, International Services office.

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 transcripts and other documents to the Alberta Apprenticeship and Industry Training, International Services office (as listed on page 8).

For further information on how to complete this application, contact the Alberta Apprenticeship and Industry Training, International Services office (as listed on page 8).

1 Trade

- Print the name of the trade in which you want to apprentice. See page 1 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 the application in section 3 (page 3) and section 9 (page 9).**
- 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.
- A 'Request for Alberta Student Number' form is available on the Learner Registry website at <http://www.education.gov.ab.ca/learning/student-services/ASNLookup>
- If you change your name or address in the future, contact the Alberta Apprenticeship and Industry Training, International Services office (as listed on page 8) 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, you may contact the Director, Business Support and Certification, Apprenticeship and Industry Training, Alberta Advanced Education and Technology. Telephone 1-780-427-8765.

PRINT CLEARLY IN INK

1	Trade	In what Alberta trade are you applying to be an apprentice?
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2	Personal Information	Alberta Student Number:															
Legal Last Name:		Former Last Name: (if applicable)															
Legal First Name:		Middle Name (no initials):															
Preferred First Name:																	
Mailing Address (P.O. box, street, town/city, province/state, country):																	
										Postal Code/ Zip Code:							
Home Phone No.: ()				Day Time Phone No.: ()													
E-mail Address:				Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female				Birth Date (yyyy/mm/dd):									
What is your citizenship status in Canada? Canadian Citizen <input type="checkbox"/> Permanent Resident of Canada <input type="checkbox"/> Other <input type="checkbox"/>																	
If you checked Permanent Resident of Canada, what is the effective date (yyyy/mm/dd)? _____																	
If you checked Other, what is your country of citizenship? _____																	
What is your 'first language' (language you speak and write best)? _____																	

3	Consent to Disclose Personal Information
I authorize Alberta Advanced Education to disclose any personal information as it relates to my participation in an Alberta apprenticeship program:	
To any group, organization or association for the purpose of me being considered for an award. <input type="checkbox"/> Yes <input type="checkbox"/> No	
I understand that I may withdraw my authorization at any time but that I must do so in writing.	
Signature of Applicant:	Date (yyyy/mm/dd):

Information / Instructions for Apprenticeship Application and Contract (cont'd)

4 Employer Information

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

Employer Information:

- The applicant may have previous work experience in the trade as indicated in section 6 of the application, you 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 amount of time credit you recommend the applicant 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 that the applicant challenge an examination(s) instead of taking technical training. As the employer, you must check one box only in support of a recommendation that the applicant challenge the examination or attend technical training.
- Only qualified individuals in the trade can provide the necessary on-the-job training to the apprentice. As a result, employers are asked to provide evidence that demonstrates the individual's qualification(s).
- Upon request, be prepared to provide photographs or video evidence of the work site where training is to take place. An Alberta Apprenticeship and Industry Training representative, or a person delegated by the division, may visit the premises or location where the apprentice is working, and monitor the work being carried out by that person.
- An administrative contact, representing your company, is required for accepting and redirecting correspondence relating to this application. All future correspondence from Alberta Advanced Education and Technology will be directed to this individual. This individual can be with an affiliated company located in Canada.
- If you change your administrative contact and/or the name or address of your business, please contact the Alberta Apprenticeship and Industry Training, International Services office immediately so your records can be updated.

4 Employer Information

Legal Name of Business:										
Operating Name of Business:										
Mailing Address (P.O. Box or Street):										
Town/City and Province/State:							Postal Code / Zip Code:			
Phone No.: ()			Alternate Phone No.: ()			Fax No.: ()				
Site Address: (if different from above)										
Town/City and Province/State:							Postal Code/ Zip Code:			
Phone No.: ()			Alternate Phone No.: ()			Fax No.: ()				
E-mail 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:	
<input type="checkbox"/>	Challenge exam		<input type="checkbox"/>	Attend technical training		What are your reasons for making this recommendation?				

Name of person providing the on-the-job training:

Number of years experience in the trade identified in section 1:

If the person providing the on-the-job training has completed formal or technical training in the trade identified in section 1 or in any other trade, describe it below. 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 this application.

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

Describe the equipment and facilities used to train in the trade identified in section 1. If you need more space, put the additional information on a separate page.

Name of administrative contact:							Title:			
Name of business (if different from your business name):										
Mailing Address (if different from your business mailing address) (P.O. box, street, town, city, province/state, country):										
							Postal Code/ Zip Code:			
							Phone No.: ()			

* 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.

Information / Instructions for Apprenticeship Application and Contract (cont'd)

5 Education and Training: Applicant Information

In most trades, pre-requisites are required to enter into an apprenticeship program. The requirements vary depending on the trade you are applying for. If you did not attend high school in Alberta, equivalencies will be considered.

When pre-requisites are identified by **the trade indicated in section 1**, attach an official transcript of your high school marks, or a **certified true copy*** of your post-secondary certificate, diploma or degree. If an official transcript, certificate, diploma or degree does not accompany this application form, or if the equivalencies cannot be verified, you may be eligible to enter the apprenticeship program by passing an entrance examination. If required, arrangements will be made with your employer for you to write this examination. Please note, there is a fee for writing this examination.

Describe any formal or technical training you 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 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.

All non-English documents must be **translated** by a certified member of the Association of Translators and Interpreters of Alberta (ATIA) at (780) 434-8384 or toll free at 1-888-434-2842.

6 Work Experience in the Trade

Starting with your current employer, describe the work experience you have in the trade identified in section 1. If you need more space, put the additional information on a separate page. *(Note: This information is subject to verification)*. This information, **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.

7 Request for Technical Training

- When the apprenticeship application has been approved and the contract of apprenticeship registered, your request for technical training will be forwarded to the institute/college.
- When scheduled, a confirmation letter from the institute/college will be sent to the apprentice and employer.

8 International Fees

- International **application fees** apply. For the amount that applies to you, please contact the Alberta Apprenticeship and Industry Training, International Services office (see page 8).
- International **tuition fees to attend apprenticeship technical training in Alberta** apply. For the amount that applies to you, please contact the Apprenticeship and Industry Training, International Services office (see page 8).

* **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.**

5 Education and Training

course or program	university/college/technical institute	location	date started	degree/diploma/certificate
			date completed	
course or program	university/college/technical institute	location	date started	degree/diploma/certificate
			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, what is the number on it?	

6 Work Experience in the Trade

Name of current or most recent employer (company), address and phone number (with area code)	Name of contact person, position and phone no. (include area code)				Tasks performed (what work did you do in the trade?)
	Dates worked / Months and hours of hands on experience				
	Date Started		Date Finished		
	Total Months		Total Hours		
Name of employer (company), address and phone number (with area code)	Name of contact person, position and phone no. (include area code)				Tasks performed (what work did you do in the trade?)
	Dates worked / Months and hours of hands on experience				
	Date Started		Date Finished		
	Total Months		Total Hours		

7 Request for Technical Training

CLASS REQUESTED: Refer to 'Apprenticeship Technical Training Schedule'

Institute / College _____ Period _____

Trade / Program _____

Class dates (start/end dates) **First choice** Class Code:

Class dates (start/end dates) **Optional second choice (if available at Institute)** Class Code:

8 International Fees

Please direct invoice to:

Name of Business:						
Mailing Address (if different from employer or apprentice address)					<input type="checkbox"/> Same as employer address	<input type="checkbox"/> Same as apprentice address
P.O. Box, street, city, province/state, country:						
Postal/ Zip Code:						Fax No.: ()
Name of Contact Person:						Phone No.: ()

Information / Instructions for Apprenticeship Application and Contract (cont'd)

9 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.)

Student Authorization (Visa) Information

- A student authorization (visa) is required to study in Canada. This also applies to USA citizens. Please apply at your nearest Canadian Consulate.
- Alberta Advanced Education and Technology will supply you with letters of acceptance from the school and this department to be used as part of the support documentation for your student authorization.

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

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

**Tel. (780) 415-5826
Fax (780) 422-7376**

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

9 Contract of Apprenticeship and Signatures

When the employer and 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 trade 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.
6. This Contract of Apprenticeship shall be interpreted and governed according to the laws of the Province of Alberta and the forum for all disputes shall be the courts of the province of Alberta and the boards and committees set up under the *Apprenticeship and Industry Training Act*

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):

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