

## INFORMATION AND INSTRUCTIONS

### Achievement in Business Competencies (Blue Seal) Program

The Achievement in Business Competencies Program, also referred to as the Blue Seal Program, is a program which was established by the Alberta Apprenticeship and Industry Training Board to encourage and recognize the study of business by persons who are certified in an Alberta designated trade or occupation (see page 2). A certificate with a Blue Seal (called a Blue Seal Certificate) is granted to a person who meets the requirements of the Blue Seal Program.

### Eligibility to Apply

You are eligible to apply for a Blue Seal Certificate if you:

- hold a valid Alberta trade or occupational certificate, a valid recognized credential, or a valid Alberta Equivalency document that was issued based on an exam written in Alberta,

and

- meet the Program Requirements.

### Recognized Credential

Most credentials issued by a regulatory authority in Canada - in a trade or occupation that is designated in Alberta - are recognized in Alberta. As well, the Alberta Apprenticeship and Industry Training Board has recognized other credentials such as QL5/QL6 certificates issued to regular force members by the Department of National Defence (Canada) (DND) in some trades and the Canadian Elevator Industry Education Program (CEIEP).

**What is a regulatory authority?** – In most cases, a regulatory authority for trades and occupations is the same authority that administers apprenticeship training. Other examples include licensing bodies, such as the Ontario Technical Standards and Safety Authority (TSSA) and the British Columbia Safety Authority.

To find out if your credential is recognized, visit the Apprenticeship and Industry Training website, Tradesecrets, at [www.tradesecrets.gov.ab.ca/working\\_in\\_alberta/recognized\\_certificates.asp](http://www.tradesecrets.gov.ab.ca/working_in_alberta/recognized_certificates.asp).

### Program Requirements

To qualify for a Blue Seal Certificate you must successfully complete:

- a program of study approved by the Alberta Apprenticeship and Industry Training Board; or
- 150 hours of study in one or more of the following subject areas provided by a recognized training provider:
  - Accounting
  - Administration
  - Business Law and Business Mathematics
  - Economics
  - Entrepreneurship
  - Finance
  - Human Resource Management
  - Industrial Relations
  - Leadership
  - Management
  - Marketing
  - Project Management
  - Public Administration
  - Operations Management
  - Organizational Behaviour
  - Supervision

For more information about approved programs of study and recognized training providers, visit [www.tradesecrets.gov.ab.ca](http://www.tradesecrets.gov.ab.ca) (click on *Working in Alberta* in the Side Menu, then *Business Credentials* in the Top Navigation Bar) or call the nearest Apprenticeship and Industry Training office for the most current information.

Note: If you have completed a program of study that has not been approved by the Board or was not provided by a recognized training provider, you may still apply for a Blue Seal Certificate. The program of study and/or the training provider will be assessed and may be approved. This assessment will result in a longer application review period.

# ALBERTA'S DESIGNATED TRADES AND OCCUPATIONS

## Trades - and branches with certification available in Alberta

<p>Agricultural Equipment Technician *</p> <p>Appliance Service Technician *</p> <p>Appliance Service Technician – Commercial Appliance Service Technician</p> <p>Auto Body Technician *</p> <p>Auto Body Technician – Auto Body Prepper</p> <p>Auto Body Technician – Auto Body Refinisher *</p> <p>Auto Body Technician – Auto Body Repairer</p> <p>Automotive Service Technician *</p> <p>Baker *</p> <p>Boilermaker *</p> <p>Bricklayer *</p> <p>Cabinetmaker *</p> <p>Carpenter *</p> <p>Communication Technician</p> <p>Concrete Finisher *</p> <p>Cook *</p> <p>Crane and Hoisting Equipment Operator – Boom Truck</p> <p>Crane and Hoisting Equipment Operator – Conventional Mobile Crane</p> <p>Crane and Hoisting Equipment Operator – Hydraulic Mobile Crane</p> <p>Crane and Hoisting Equipment Operator – Mobile Crane *</p> <p>Crane and Hoisting Equipment Operator – Tower Crane</p> <p>Crane and Hoisting Equipment Operator – Wellhead Boom Truck</p> <p>Electric Motor Systems Technician *</p> <p>Electrician *</p> <p>Elevator Constructor</p> <p>Floorcovering Installer *</p> <p>Gasfitter (A)</p> <p>Gasfitter (B)</p> <p>Glazier *</p> <p>Glazier – Auto Glass Technician</p> <p>Hairstylist *Instrument Technician *</p> <p>Heavy Equipment Technician</p> <p>Heavy Equipment Technician – Heavy Duty Equipment Mechanic (Off Road) *</p> <p>Heavy Equipment Technician – Transport Trailer Mechanic</p> <p>Heavy Equipment Technician – Truck and Transport Mechanic *</p>	<p>Insulator *</p> <p>Ironworker *</p> <p>Ironworker – Metal Building Systems Erector</p> <p>Ironworker – Reinforcing *</p> <p>Ironworker – Structural/Ornamental *</p> <p>Landscape Gardener*</p> <p>Lather-Interior Systems Mechanic *</p> <p>Locksmith</p> <p>Machinist *</p> <p>Millwright *</p> <p>Motorcycle Mechanic *</p> <p>Natural Gas Compression Technician</p> <p>Outdoor Power Equipment Technician – Power Equipment</p> <p>Outdoor Power Equipment Technician – Recreational Equipment</p> <p>Painter and Decorator *</p> <p>Parts Technician *</p> <p>Parts Technician – Materials Technician</p> <p>Plumber *</p> <p>Powerline Technician*</p> <p>Power System Electrician</p> <p>Recreation Vehicle Service Technician *</p> <p>Refrigeration and Air Conditioning Mechanic *</p> <p>Rig Technician – Level 1</p> <p>Rig Technician – Level 2</p> <p>Rig Technician – Level 3 *</p> <p>Roofer *</p> <p>Sawfiler</p> <p>Sawfiler – Circular Sawfiler</p> <p>Sheet Metal Worker *</p> <p>Sprinkler Systems Installer *</p> <p>Steamfitter-Pipefitter *</p> <p>Structural Steel and Plate Fitter *</p> <p>Tilesetter *</p> <p>Transport Refrigeration Technician</p> <p>Water Well Driller Welder *</p> <p>Welder *</p> <p>Welder – Wire Process Operator</p>
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## Occupations – and branches with certification available in Alberta

<p>Construction Craft Labourer *</p> <p>Field Heat Treatment Technician</p> <p>Gas Utility Operator</p> <p>Industrial Construction Crew Supervisor</p> <p>Oil and Gas Transportation Services – Supervisor</p> <p>Oil and Gas Transportation Services – Bed Truck Operator</p> <p>Oil and Gas Transportation Services – Bulk Haul Truck Operator</p> <p>Oil and Gas Transportation Services – Multi-Wheel Truck Operator</p> <p>Oil and Gas Transportation Services –Winch Tractor Operator</p> <p>Snubbing Services – Assistant Operator</p> <p>Snubbing Services – Operator 1</p>	<p>Snubbing Services – Operator 2</p> <p>Snubbing Services – Operator 3</p> <p>Snubbing Services – Supervisor 1</p> <p>Snubbing Services – Supervisor 2</p> <p>Steel Detailer – Level 1</p> <p>Steel Detailer – Level 2</p> <p>Steel Detailer – Level 3</p> <p>Well Testing Services Supervisor Level Three</p> <p>Well Testing Services Supervisor Level Four</p> <p>Well Testing Services Supervisor Level Five</p>
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\* Alberta-designated trade or occupation that participates in the Interprovincial Standards Red Seal Program

# Information and Instructions to Complete the Achievement In Business Competencies (Blue Seal) Program Application

The information below is intended to help you complete each section of the application. The number corresponds with the number of the section in the application form.

Read the information carefully and fill in the application completely. Incomplete applications will not be accepted or processed.

If you need additional help to complete the application, please contact your nearest Apprenticeship and Industry Training Office (see page 4).

**IMPORTANT:** Please provide all information required on the application form. Do not leave any sections or lines blank if they apply to you, as this may affect our ability to process your application. If a section does not apply to you, please write "Not Applicable" in that section.

## 1 Trade

- Print the name of the Alberta trade or occupation in which you have a trade or occupational certificate (see list of Alberta trades and occupations on page 2).
- Provide a **photocopy** of your trade or occupational credential with your application (it will be verified).
  - Department of National Defence (DND) applicants must also provide a copy of their "Member's Personnel Record Resume" and "Letter of Reference"

## 2 Personal Information

- Print your full name clearly as it appears on your driver's licence, passport, or other government-issued identification.
- Print your complete current mailing address and email address.

**If you change your name, mailing address or email address** in the future, contact your nearest Alberta Apprenticeship and Industry Training Office (see page 4) immediately so your records can be updated.

The Alberta Student Number (ASN) is recorded on Alberta high school transcripts or is available on the Learner Registry at <https://extranetapp.learning.gov.ab.ca/learnerRegistry/forms/default.aspx>.
- Your response to the question on Aboriginal ancestry is voluntary.

## 3 Education, Training and Certification

- Describe your formal business training. If your training is not one of the Board-approved programs of study (contact your nearest Apprenticeship and Industry Training office or visit [www.tradesecrets.gov.ab.ca](http://www.tradesecrets.gov.ab.ca) for the most current information), attach documentation (e.g. course outline with term dates) that confirms the successful completion of 150 hours of study in the relevant subject areas.
- Provide an **official or certified true copy\*** of all supporting documentation (e.g. transcripts, certificates or diplomas) with your application.
  - \* A certified true copy is a copy of an original document that someone who is authorized to do so has certified as an exact copy of the original document. In Alberta, this is a lawyer or notary public.

## 4 Payment

- Complete the payment section to indicate how you are paying this fee.

## 5 Declaration, Authorization and Consent

- Read this section carefully, then sign and date it. If you have any questions, contact the Director, Policy, Research and Board Support at 780 427-8765 or toll-free in Alberta by calling 310-0000 and asking for 780 427-8765.
- By signing this section you are confirming that:
  - you have answered all the applicable questions to the best of your knowledge, and that you will notify us if this information changes, and
  - you grant permission for Alberta Advanced Education and Technology to verify and/or disclose the personal information on your application form and to disclose the results of your application to certain listed entities.

## Summary of Application Process

- Complete all sections of the application form.
- Sign and date the application.
- Submit the completed and signed application to your nearest Apprenticeship and Industry Training office (see below).
  - Include a photocopy of your trade or occupation credential. It will be verified.
  - Include an official or certified true copy\* of all supporting documentation (e.g. transcripts, certificates or diplomas).
  - Pay the \$50.00 non-refundable fee. If the fee is not paid, we will not accept your application and will return it to you.
- We will **not** accept or process applications that are incomplete, are not signed and dated, or are missing the required fee or supporting documents.

## Cancellation of an Application

- We will cancel your application if
  - your application is incomplete and you have not provided the missing information within 30 days of receiving notification of what was missing; or
  - you are not eligible for a Blue Seal Certificate.

Alberta Advanced Education and Technology, Apprenticeship and Industry Training Offices			
City or Town	Location / Mailing Address	Postal Code	Phone Number
Bonnyville	2 <sup>nd</sup> fl Provincial Building 4902-50 Avenue / PO Box 8115	T9N 2J4	780 826-6142
Calgary	Suite 200 Willow Park Centre 10325 Bonaventure Drive SE	T2J 7E4	403 297-6457
Edmonton	7 <sup>th</sup> fl South Tower Seventh Street Plaza 10030-107 Street	T5J 4X7	780 427-8517
Fort McMurray	7 <sup>th</sup> fl Provincial Building 9915 Franklin Avenue	T9H 2K4	780 743-7150
Grande Prairie	Suite 100 Towne Centre Mall 9845 99 Avenue	T8V 0R3	780 538-5240
Hinton	564A Carmichael Lane	T7V 1S8	780 865-8293
Lethbridge	2 <sup>nd</sup> fl Provincial Building 200 5 Avenue South	T1J 4L1	403 381-5380
Medicine Hat	3021 Dunmore Road SE	T1B 2H2	403 525-3100
Peace River	Midwest Building 9715 100 Street / PO Box 900	T8S 1T4	780 624-6529
Red Deer	3 <sup>rd</sup> fl First Red Deer Place 4911 51 Street	T4N 6V4	403 340-5151
Slave Lake	Northern Lakes College – AOC Training Centre 1008 7 <sup>th</sup> Street / PO Box 787	T0G 2A0	780 849-7228
Vermilion	1 <sup>st</sup> fl Provincial Building 4701 52 Street	T9X 1J9	780 853-8150

**Questions? Need help?** In Alberta call any of these offices directly or call 310-0000 and ask to be connected toll free to your nearest Apprenticeship and Industry Training Office. Outside of Alberta, call any of these offices directly.

**Freedom of Information and Protection of Privacy Notification:** Alberta Advanced Education and Technology is collecting the personal information you provide in this application pursuant to section 33(c) of the *Freedom of Information and Protection of Privacy Act* to help us determine and verify whether you meet the standards and requirements established by the Alberta Apprenticeship and Industry Training Board under the *Apprenticeship and Industry Training Act* for certification under the Achievement in Business Competencies (Blue Seal) Program, to administer the Achievement in Business Competencies (Blue Seal) Program under the *Apprenticeship and Industry Training Act*, and for research and statistical purposes. The collection, use and disclosure of your personal information is done under the authority of the *Freedom of Information and Protection of Privacy Act* and is managed in accordance with that Act. 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 the number provided on page 3 of the Application Package.

**Read the Information and Instructions carefully before completing the application. Print all information in ink.**

<b>1</b>	<b>Trade or Occupation</b>	In what Alberta trade or occupation is your trade or occupational certificate?
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<b>2</b>	<b>Personal Information</b>	Alberta Student Number (if you went to school in Alberta):									
Last name:		Former last name: (if applicable)									
First name:		Middle name (no initials):									
Mailing address (PO Box, street, city, province):											
											Postal code:
Email address:											
Primary phone number:						Alternate phone number:					
Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>						Birth date (yyyy/mm/dd):					
If you wish to declare Aboriginal ancestry, please specify: Status Indian/First Nations <input type="checkbox"/> Non-Status Indian/First Nations <input type="checkbox"/> Métis <input type="checkbox"/> Inuit <input type="checkbox"/>											

<b>3</b>	<b>Education, Training and Certification</b>
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Describe the business training you completed. If you need more space, include the additional information on a separate page and attach it to your application. Attach an **official transcript** or a **certified true copy** of your certificate or diploma to your application.

**Course or Program of Study**

What is the name of the course or program of study you completed?	
What was the subject area?	How many hours of study did you complete?
Who provided the course or program of study? (institution / organization, location)	
When did you complete it? (yyyy/mm/dd)	If you received a credential, what was it?

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Who provided the course or program of study? (institution / organization, location)	

When did you complete it? (yyyy/mm/dd)	If you received a credential, what was it?
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<b>4 Payment</b>		Payment of the \$50 fee is required when you submit your application to an Apprenticeship and Industry Training Office			
<b>Method of Payment (check one)</b>	Certified or Personal Cheque (Payable to Minister of Finance and Enterprise) <input type="checkbox"/>	VISA <input type="checkbox"/>	MasterCard <input type="checkbox"/>	American Express <input type="checkbox"/>	Debit Card* <input type="checkbox"/>
	Bank Draft / Money Order (Payable to Minister of Finance and Enterprise) <input type="checkbox"/>	Company Cheque (Payable to Minister of Finance and Enterprise) <input type="checkbox"/>		Cash* <input type="checkbox"/>	
<b>Fee is non-refundable.</b> GST is not charged.					

\* in person only at an Alberta Apprenticeship and Industry Training office. Do NOT send cash in the mail.

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

Card number:	Amount of payment: \$50.00
Expiry date: (mm/yyyy)	Cardholder name (as shown on the card):
Cardholder Signature:	

If someone other than you paid the fee, please provide the name and address of the person or company to whom the receipt should be provided.

Name:
Mailing address (P.O. box, street, city/town, province/state, country):
Postal code:

<b>5 Declaration, Authorization and Consent</b>	If you do not sign and date this section, your application will not be accepted or processed.
<p><b>I have read the Information and Instructions, and hereby make application for a Blue Seal Certificate, and I declare that</b> the information I have provided is true and complete in all respects.</p> <p><b>I agree to</b> immediately notify Advanced Education and Technology of any changes to information contained in this application that happen after I submit this application.</p> <p><b>I authorize:</b></p> <ul style="list-style-type: none"> <li>Advanced Education and Technology to contact the institutions or organizations that provided the training identified in this application to request the production and disclosure of information, documents and/or records regarding my education, training, and certification as it relates to the Course or Program of Study listed in Section 3 and attachments, if applicable, and I consent to the disclosure of this information to Advanced Education and Technology;</li> <li>Advanced Education and Technology to contact governments, departments, boards, agencies, or any body that issues trade or occupation documents, to request the production and disclosure of information, documents and/or records held by that entity respecting my certification in the trade or occupation identified in Section 1 (including any information the entity has respecting its confirmation or verification of my eligibility for that certification), and I consent to the disclosure of this information to Advanced Education and Technology.</li> </ul>	
Signature of applicant:	Date: (yyyy/mm/dd)
Name of applicant (print):	

**Questions? Need help?** In Alberta call any of these offices directly or call 310-0000 and ask to be connected toll free to your nearest Apprenticeship and Industry Training Office. Outside of Alberta, call any of these offices directly.