

Read the questions and instructions carefully. If you need help completing this form, in Alberta call 310-0000 and ask to be connected toll free to your nearest Alberta Apprenticeship and Industry Training (AIT) office (as listed on page 6). Outside of Alberta, contact any Alberta AIT office directly.

All applications, when completed and signed by the applicant, are to be sent to the nearest Alberta AIT 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 AIT office complete will it be processed.

If you have successfully completed business training that meets the Blue Seal Standard and you hold an Alberta trade or occupation certificate or a certificate (or a document indicating the existence of a certificate) that is recognized as equivalent to an Alberta trade or occupation certificate, you may apply for a Blue Seal.

The Blue Seal Standard for training includes either the successful completion of a program of study that is approved by the Apprenticeship and Industry Training (AIT) Board (contact local AIT office or visit [www.tradesecrets.gov.ab.ca](http://www.tradesecrets.gov.ab.ca) for most current list) or 150 hours of study in one or more of the recognized subject areas (see section 3, page 4).

### Designated Trades

Agricultural Equipment Technician	Ironworker ( <i>Ironworker, Metal Building Systems Erector, Reinforcing and Structural/Ornamental</i> )
Appliance Service Technician ( <i>Appliance Service Technician and Commercial Appliance Service Technician</i> )	Landscape Gardener
Auto Body Technician ( <i>Auto Body Technician, Auto Body Prepper, Auto Body Refinisher and Auto Body Repairer</i> )	Lather-Interior Systems Mechanic
Automotive Service Technician	Locksmith
Baker	Machinist
Boilermaker	Millwright
Bricklayer	Motorcycle Mechanic
Cabinetmaker	Outdoor Power Equipment Technician ( <i>Marine Equipment, Power Equipment, Recreational Equipment and Turf Equipment</i> )
Carpenter	Painter and Decorator
Communication Technician	Parts Technician ( <i>Parts Technician and Materials Technician</i> )
Concrete Finisher	Plumber
Cook	Powerline Technician
Crane and Hoisting Equipment Operator ( <i>Conventional Mobile Crane, Hydraulic Mobile Crane, Mobile Crane, Tower Crane, Boom Truck and 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 1, Level 2, and Level 3</i> )
Floorcovering Installer	Roofer
Gasfitter (A) and (B)	Sawfiler ( <i>Sawfiler and Circular Sawfiler</i> )
Glazier ( <i>Glazier and 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 and Transport Trailer Mechanic</i> )	Steamfitter - Pipefitter
Instrument Technician	Structural Steel and Plate Fitter
Insulator	Tilesetter
	Tool and Die Maker
	Transport Refrigeration Technician
	Water Well Driller
	Welder ( <i>Welder and Wire Process Operator</i> )

### Designated Occupations (branches identified in brackets)

**There is a \$50.00 non-refundable fee, which must be submitted with your application.**

### Information / Instructions for Achievement in Business Competencies program

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 nearest Alberta Apprenticeship and Industry Training office (as listed on page 6).

For further information on how to complete this application, in Alberta call 310-0000 and ask to be connected toll free to nearest Alberta Apprenticeship and Industry Training office (as listed on page 6). Outside of Alberta, contact any Alberta Apprenticeship and Industry Training office directly.

## 1 Trade or Occupation

- Print the name of the trade or occupational certificate you would like recognized for the Blue Seal. You must have an Alberta Journeyman, Qualification or Occupational certificate or Equivalency document in an Alberta designated trade or occupation or a certificate (or a document indicating the existence of a certificate) that is recognized as equivalent to an Alberta trade or occupation certificate to be eligible for consideration of the Blue Seal. See page 1 for a list of Alberta-designated trades and occupations.

## 2 Personal Information

- Print your full legal name clearly the way you want it to appear on correspondence or on a document issued as a result of your application.
- Please ensure that you have completed the application and that you have **signed section 3 (page 3) and section 5 (page 5) of the application.**
- The Alberta Student Number (ASN) provides all Alberta 'learners' with one ID number that will be used from kindergarten through post secondary studies, including 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/studentservices/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.
- **If you change your name or address in the future, contact your nearest Alberta Apprenticeship and Industry Training 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*, used to determine and verify your eligibility to participate in a recognition program in a trade or designated occupation, to administer the *Apprenticeship and Industry Training Act* and for research and statistical purposes. If you have any questions about the collection of this information, you may contact the Director, Institution and Division Services, Apprenticeship and Industry Training, Alberta Advanced Education, 10th Floor Commerce Place, 10155 - 102 Street, Edmonton, Alberta, T5J 4L5. Telephone (780) 427-8765, Fax (780) 422-7376..

**PRINT CLEARLY IN INK**

<b>1 Trade or Occupation</b>	In what Alberta trade or occupation are you seeking recognition for a Blue Seal?
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<b>2 Personal Information</b>	Alberta Student Number: <table style="display: inline-table; border: 1px solid black; width: 100px; height: 20px; vertical-align: middle;"> <tr> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> </tr> </table>																				
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">Legal Last Name:</td> <td style="width: 50%; border: none;">Former Last Name: (if applicable)</td> </tr> <tr> <td style="border: none;">Legal First Name:</td> <td style="border: none;">Middle Name (no initials):</td> </tr> <tr> <td colspan="2" style="border: none;">Preferred First Name:</td> </tr> <tr> <td colspan="2" style="border: none;">Mailing Address (p.o. box, street, city, province):</td> </tr> <tr> <td colspan="2" style="border: none; height: 20px;"></td> </tr> <tr> <td style="border: none;">Postal Code:</td> <td style="border: none;">Home Phone No.: (    )</td> <td style="border: none;">Day Time Phone No.: (    )</td> </tr> <tr> <td style="border: none;">E-mail Address:</td> <td style="border: none;">Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female</td> <td style="border: none;">Birth Date (yyyy/mm/dd):</td> </tr> </table>		Legal Last Name:	Former Last Name: (if applicable)	Legal First Name:	Middle Name (no initials):	Preferred First Name:		Mailing Address (p.o. box, street, city, province):				Postal 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):				
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Postal 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):																			
If you require special needs services, describe the services you require.																					
If you wish to declare you are an Aboriginal person, please specify:  <input type="checkbox"/> Status Indian/First Nations <input type="checkbox"/> Non-Status Indian/First Nations <input type="checkbox"/> Métis <input type="checkbox"/> Inuit																					
<p><small><b>Notification:</b> Alberta Advanced Education is collecting this personal information pursuant to section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act as the information relates directly to and is necessary to meet its mandate and responsibilities to measure system effectiveness over time and develop policies, programs and services to improve Aboriginal learner success in addition to other legislation applicable to the educational institution. If you are an Aboriginal person and have questions regarding providing this information, please contact the office of the Director, Aboriginal Policy, Policy Sector, Information and Strategic Services Division, Alberta Advanced Education, 10155-102 Street, Edmonton, AB, T5J 4L5, (780) 427-8501.</small></p>																					

## Information / Instructions for Achievement In Business Competencies program (cont'd).

### 3 Education and Training

- Information about your education and training will be used to assess your application for a Blue Seal, and for research and statistical purposes.
- Describe your formal business training here. If you need more space, put the additional information on a separate page. If your training is not from one of the Board-approved programs of study (contact local AIT office or visit [www.tradesecrets.gov.ab.ca](http://www.tradesecrets.gov.ab.ca) for most current list), you must successfully complete 150 hours of study in one or more of the relevant subject area(s) (see below).
- Attach a **certified true copy**\* of all supporting documentation (e.g. certificate, diploma, and transcripts) to your application and, if applicable, documentation (e.g. course outline with term dates) that supports the number of hours of study completed.
- **Subject Areas:** Accounting, Administration, Business Law, Economics, Entrepreneurship, Finance, Human Resource Management, Industrial Relations, Leadership, Management, Marketing, Project Management, Public Administration, Operations Management, Organizational Behaviour, and Supervision.

\* **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.**

### 4 Payment Information

- There is a \$50.00 non-refundable fee for the Achievement In Business Competencies Program Blue Seal application that must be submitted with the application.
- If paying by certified cheque or money order, please make your cheque or money order payable to the “**Minister of Finance**”.
- If paying by debit card (Interac) or cash, you must personally deliver your application.
- If payment is by Mastercard, VISA or American Express, please provide all of the credit card information requested.
- **Do NOT send cash in the mail.**

### 5 Declaration of Applicant

In this section we are asking you to **sign and date** your declaration to confirm that:

- you have answered all applicable questions to the best of your knowledge;
- you will update Alberta Apprenticeship and Industry Training of any changes in the information; and
- you grant permission for Alberta Apprenticeship and Industry Training to verify the personal information entered on the application form.

**If you do not sign and date this declaration, your application cannot be processed and will be returned to you.**

### 3 Education and Training

*Supporting documentation is required.*

List **business** training completed. If you need more space, put the additional information on a separate page and attach to application. Attach the original or a **certified true copy** of all supporting documentation (e.g. certificate, diploma, or transcript) to your application. If your training is not from one of the Board-approved programs of study (contact local AIT office or visit [www.tradesecrets.gov.ab.ca](http://www.tradesecrets.gov.ab.ca) for most current list), also attach documentation (e.g. course outline with term dates) that confirms the successful completion of 150 hours of study in relevant subject areas.

Course/Program	Hours of Study Completed	Subject Area	Training Provider	City/Town/Country	Date Completed	Certificate/Degree/Diploma Obtained
Course/Program	Hours of Study Completed	Subject Area	Training Provider	City/Town/Country	Date Completed	Certificate/Degree/Diploma Obtained
Course/Program	Hours of Study Completed	Subject Area	Training Provider	City/Town/Country	Date Completed	Certificate/Degree/Diploma Obtained
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Course/Program	Hours of Study Completed	Subject Area	Training Provider	City/Town/Country	Date Completed	Certificate/Degree/Diploma Obtained

### 4 Payment Information

*Fees are non-refundable.*

Method of Payment (check one):

Certified Cheque (Payable to Minister of Finance)
  Debit Card
  Mastercard
  VISA
  American Express

Money Order (Payable to Minister of Finance)
  Company Cheque (Payable to Minister of Finance)

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

Card Number:	Amount of Payment: <i>(payment must be made in full):</i>	<b>\$50.00</b>
Expiry Date: (mm/yy)	Cardholder Name:	Cardholder Signature:

### 5 Declaration of Applicant

*If you do not sign this declaration, your application will not be processed and will be returned to you.*

**I HAVE READ THE INSTRUCTIONS AND HEREBY MAKE APPLICATION FOR THE ACHIEVEMENT IN BUSINESS COMPETENCIES BLUE SEAL, 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) and education institutions to verify my certification, education, and training.

Signature of Applicant:	Date (yyyy/mm/dd):
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All applications, when completed and signed by the applicant, are to be sent to the nearest Alberta Apprenticeship and Industry Training (AIT) office (as listed below). 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 AIT office complete will it be processed

### Apprenticeship and Industry Training Offices

City or Town	Address	Postal Code	Phone No.
Bonnyville	2 <sup>nd</sup> Fl. Provincial Bldg., 4902-50 Ave. Box 8115	T9N 2J4	(780) 826-6142
Calgary	Suite 300, Willow Park Centre, 10325 Bonaventure Drive, S.E.	T2J 7E4	(403) 297-6457
Edmonton	7th Floor, Capital Health Centre, South Tower, 10030 - 107 Street	T5J 4X7	(780) 427-8517
Fort McMurray	Box 19, 7th Floor, 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	Room 280, Provincial Building, 200 - 5 Avenue, South	T1J 4C7	(403) 381-5380
Medicine Hat	Room 104, Provincial Building, 346 - 3 Street, S.E.	T1A 0G7	(403) 529-3580
Peace River	9715 - 100 Street, Bag 900-28	T8S 1T4	(780) 624-6529
Red Deer	3 <sup>rd</sup> Floor, First Red Deer Place, 4911 - 51 Street	T4N 6V4	(403) 340-5151
Slave Lake	3 <sup>rd</sup> Floor, Lakeland Centre, Box 787, 101 Main Street, S.E.	T0G 2A0	(780) 849-7228
Vermilion	Box 26, 1st Floor, Provincial Building, 4701 - 52 Street	T9X 1J9	(780) 853-8150