

INFORMATION AND INSTRUCTIONS

Questions? Need help? Contact your nearest Apprenticeship and Industry Training office – see page 4.

Additional information is available on the Tradesecrets website at

www.tradesecrets.gov.ab.ca/working_in_alberta/mobility_qualification.asp

Alberta Equivalency Program

The Equivalency Program is a program under which a person who holds a credential that is recognized by the Alberta Apprenticeship and Industry Training Board can obtain an Alberta document – a wallet-sized card - that indicates

- the person holds an identified certificate and is permitted to work in a particular trade, or branch of a trade, or
- the person holds a specific certificate that is recognized as equivalent to an occupational certificate in a named occupation.

The Equivalency Program applies to all recognized certificates **except** those that bear an Interprovincial Standards Red Seal.

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.

Eligibility to Apply

You are eligible to apply for an Alberta Equivalency document if you hold a recognized credential that is

- valid and not expired, and
- does **not** have an Interprovincial Standards Red Seal.

If you hold a valid credential that is **not** recognized, you may apply to have your skills and knowledge assessed against Alberta's standards.

- In a designated trade, use the [Qualification Certificate Program – Work Experience Application](#).
- In a designated occupation, ask for or use the [Occupational Certificate – Work Experience Application](#).

If you hold a valid recognized credential, but want an Alberta trade or occupational certificate, you may apply for an Alberta certificate.

- In a designated trade, use the [Qualification Certificate Program – Recognized Credential Application](#).
- In a designated occupation, ask for or use the [Occupational Certificate – Credentials Application](#).

See page 3 for a list of trades and occupations designated in Alberta.

Authority to Work in Your Trade in Alberta

If you hold a valid recognized credential in an Alberta designated trade or occupation, you are allowed to work in that trade or occupation in Alberta. You do not require an Alberta Equivalency document to work in Alberta. However, some employers may require Alberta documentation as proof that you are allowed to work or that your credential is recognized.

COMPLETING THE APPLICATION FORM

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.

If you need 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, write "Not Applicable" in that section.

1 Trade

Indicate the name of the trade or occupation in which you are applying for an Alberta Equivalency document. See the list of Alberta trades and occupations on page 3.

2 Personal Information

The **Alberta Student Number (ASN)** is recorded on Alberta High School Transcripts or is available on the Learner Registry (Alberta Education) at <http://www.education.ablerta.ca/students/asn.aspx>.

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.

Aboriginal ancestry - Your response to the question on Aboriginal ancestry is voluntary.

For holders of National Defence (Canada) credentials only - If you are a Department of National Defence (DND) applicant, you must also provide your service number. This is required for DND to verify your certification.

3 Education, Training and Certification

Describe your recognized credential.

Provide a **photocopy** of this credential with your application. It will be verified.

4 Employment

If you currently are employed in Alberta in the trade or occupation you identified in Section 1 of the application form, complete this section.

5 Payment

The application fee **must be paid when you submit your application in person** at your nearest Apprenticeship and Industry Training office (see page 4).

To complete this section, check off the method you are using to pay the fee and provide the additional information requested. If it applies to you.

6 Declaration, Acknowledgement, 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 ask for (780) 427-8765.

By signing this section you are confirming that:

- you answered all the applicable questions to the best of your knowledge, and that you will notify us if this information changes;
- you are aware that there are consequences if you provide false, misleading or incomplete information;
- you grant permission for Alberta Advanced Education and Technology to:
 - verify the personal information on your application form and the results of your application, and
 - advise your employer and/or union of the status of your application, and inform them if and why it is cancelled.

ALBERTA'S DESIGNATED TRADES AND OCCUPATIONS

Optional Certification Trades - and branches with certification available in Alberta	
<p>Agricultural Equipment Technician *</p> <p>Baker *</p> <p>Bricklayer *</p> <p>Cabinetmaker *</p> <p>Carpenter *</p> <p>Communication Technician</p> <p>Concrete Finisher *</p> <p>Cook *</p> <p>Electric Motor Systems Technician *</p> <p>Floorcovering Installer *</p> <p>Glazier *</p> <p>Glazier – Auto Glass Technician</p> <p>Instrument Technician *</p> <p>Insulator *</p> <p>Landscape Gardener *</p> <p>Lather-Interior Systems Mechanic *</p> <p>Locksmith</p> <p>Machinist *</p> <p>Millwright *</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>Powerline Technician*</p> <p>Power System Electrician</p> <p>Roofer *</p> <p>Sawfiler</p> <p>Sawfiler – Circular Sawfiler</p> <p>Sprinkler Systems Installer *</p> <p>Structural Steel and Plate Fitter *</p> <p>Tilesetter *</p> <p>Transport Refrigeration Technician</p> <p>Water Well Driller</p>
Compulsory Certification Trades – and branches with certification available in Alberta	
<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>Boilermaker *</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>Electrician *</p> <p>Elevator Constructor</p> <p>Gasfitter (A)</p> <p>Gasfitter (B)</p> <p>Hairstylist *</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>Ironworker *</p> <p>Ironworker – Metal Building Systems Erector</p> <p>Ironworker – Reinforcing *</p> <p>Ironworker – Structural/Ornamental *</p> <p>Motorcycle Mechanic *</p> <p>Plumber *</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>Sheet Metal Worker *</p> <p>Steamfitter-Pipefitter *</p> <p>Welder *</p> <p>Welder – Wire Process Operator</p>
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>

* Alberta-designated trade or occupation that participates in the Interprovincial Standards Red Seal Program

Summary of Application Process

You must:

- complete all sections of the application form;
- sign and date the application; and
- deliver the completed and signed application **in person** to your nearest Apprenticeship and Industry Training office (see below).
 - Include a **photocopy** of your trade or occupation credential. It will be verified.
 - Bring government-issued photo identification.
 - Pay the \$60.00 CAD 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.

We will:

- verify your credential; and
- when we are satisfied that you have met the requirements, issue an Alberta Equivalency document.

Cancellation of an Application

We will cancel your application if you do not qualify for an Alberta Equivalency document. The fee will **not** be refunded.

If your application is cancelled and you are employed in a designated trade or occupation in Alberta, we will also notify your employer.

Applications must be submitted in person to your nearest Apprenticeship and Industry Training office.

Alberta Advanced Education and Technology, Apprenticeship and Industry Training Offices			
City or Town	Location / Mailing Address	Postal Code	Phone Number
Bonnyville	2 nd 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 th fl South Tower Seventh Street Plaza 10030-107 Street	T5J 4X7	780 427-8517
Fort McMurray	7 th 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 nd 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 rd fl First Red Deer Place 4911 51 Street	T4N 6V4	403 340-5151
Slave Lake	Northern Lakes College – AOC Training Centre 1008 7 th Street / PO Box 787	T0G 2A0	780 849-7228
Vermilion	1 st 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.

A completed application must be delivered in person by the applicant to an Alberta Apprenticeship and Industry Training office.

Government-issued photo identification will be required.

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 determine and verify your eligibility for an Alberta Equivalency document, to administer the Equivalency 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 2 of the Application Package.

This application must be completed and submitted in person by the person who is applying for an Alberta Equivalency document (Applicant)

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

1 Trade or Occupation	In what Alberta trade or occupation are you applying for an Equivalency document?
------------------------------	---

2 Personal Information	Alberta Student Number (if you went to school in Alberta):								
-------------------------------	--	--	--	--	--	--	--	--	--

Note: Your last, first and middle names **must be the same** as they appear on your driver's licence, passport or other government-issued identification.

Last name (Surname):	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"/>	
For holders of National Defence (Canada) credentials only , please provide your Service Number:	

3 Education, Training and Certification	What is the highest level of formal education you have completed?
--	---

Describe the recognized credential (certificate) you hold for the trade or occupation you identified in Section 1.

What is the name of the trade or occupation on your credential?	
What is the name of the jurisdiction that issued it?	What, if any, is the expiry date of your credential?
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 Standards Red Seal on the credential, what is the number on it?

Equivalency Application

4 Employment	If you are employed in Alberta in the trade you identified in Section 1, complete this section.	
Legal name of business:		
Operating name of business (if different from legal name):		
Mailing address (P.O. Box or Street):		
Town/City:	Province/Territory:	Postal code:
Phone number:	Alternate number:	
Site address: (if different from mailing address above)		
Town/City:	Province/Territory:	Postal code:
Site phone number:	Name of contact person:	
Contact's email address:		
Contact's phone number:	Contact's alternate number	
What trade or occupation is most prominent in the business?	What date did you begin to work with this employer (yyyy/mm/dd)?	

5 Payment	Payment of the \$60 (CAD) non-refundable fee is required when you deliver the application to an Apprenticeship and Industry Training office.				
Method of Payment (check one)	Certified 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"/>
Fee is non-refundable GST is not charged.	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"/>	

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

Card number:	Amount of payment:
Expiry date: (mm/yy)	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:

NOTE: Continue to page 3 of the application and **read, sign and date** the Declaration, Acknowledgement, Authorization and Consent.

Equivalency Application

6 Declaration, Acknowledgement, Authorization and Consent	If you do not sign and date this section, your application will not be accepted or processed.
<p>I have read the Information and Instructions, and hereby make application for an Alberta Equivalency document, and I declare that the information I have provided on this application and in any documents attached is true and complete in all respects.</p> <p>I agree to immediately notify Advanced Education and Technology of any changes to information contained in this application that happen after I submit this application.</p> <p>I acknowledge that:</p> <ul style="list-style-type: none"> • if I make a false or misleading statement in this application, or provide false documentation, or fail to disclose information as requested by Advanced Education and Technology, or claim to have skills, training, work experience or certification that I do not have, I may be denied the issuance of an Equivalency document, or have any Equivalency document issued by Advanced Education and Technology cancelled, and/or be subject to criminal prosecution or prosecution under the <i>Apprenticeship and Industry Training Act</i>; • if I fail to disclose or update information or provide information as requested by Advanced Education and Technology, this may constitute the making of a false or misleading statement; and • Advanced Education and Technology may disclose any personal information obtained from this application, including my work experience, and the verification of my credentials, to officials from other Canadian federal, provincial and territorial jurisdictions for the purpose of determining my eligibility to participate in training or certification programs related to the trade or occupation identified in Section 1 or a related trade or occupation. <p>I authorize:</p> <ul style="list-style-type: none"> • 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 education, training, work experience and certification (including any information the entity has respecting its confirmation or verification of my education, training, work experience or certification) as these relate to the trade or occupation identified in Section 1, and I consent to the disclosure of this information to Advanced Education and Technology; • Advanced Education and Technology to contact governments, departments, boards, and agencies to: <ul style="list-style-type: none"> • collect any personal information about my eligibility to enter or remain in Canada and to work in a designated trade or occupation in Alberta, and I consent to the disclosure of this information to Advanced Education and Technology; and • disclose to them any personal information obtained from this application, the verification of my credential, and the status of this application and my eligibility to work in Alberta in the trade or occupation identified in Section1; <p>and</p> <ul style="list-style-type: none"> • consent to Advanced Education and Technology disclosing the status of this application to my employer, and informing the employer if and why my application was cancelled. 	
Signature of Applicant:	Date: (yyyy/mm/dd)
Name of Applicant (print):	