

## GENERAL INFORMATION AND INSTRUCTIONS

### What is the Interprovincial Red Seal?

Under the Interprovincial Standards Red Seal Program, the Red Seal allows a qualified person to work in a trade or occupation in any Canadian province or territory if the province or territory has designated the trade or occupation and participates in the Interprovincial Standards Red Seal Program.

A person who holds a valid trade or occupation certificate or completion of apprenticeship certificate in a participating trade or occupation may apply to attempt the Interprovincial Standards Red Seal examination.

### Are You Eligible to Apply?

You may apply to attempt the Interprovincial Standards Red Seal examination if:

- your trade or occupation is identified as participating in the Interprovincial Standards Red Seal Program (see page 3), and
- you hold:
  - a valid Alberta completion of apprenticeship certificate in the trade, or
  - a valid Alberta trade or occupation certificate in the trade or occupation.

If you had two or more unsuccessful attempts at the Interprovincial Standards Red Seal examination, you must provide proof of at least 40 hours of upgrading in the trade or occupation since your last attempt.

If you hold a valid trade or occupation certificate that was **issued in another Canadian province or territory**, do not use this application form. Ask for the Qualification Certificate – Recognized Credentials Application (fee for this application is \$60.00).

### Fees

There is no fee for this application.

### Examinations

If your application is approved, Apprenticeship and Industry Training will automatically schedule your Interprovincial Standards Red Seal examination.

Interpreters or readers may be allowed during an Interprovincial Standards Red Seal examination under limited conditions. For more information, contact an Alberta AIT Office (see page 5).

The pass mark for the exam is 70%. You are allowed two attempts at the examination. If you do not pass an exam the first time, you will be given the opportunity to attempt it a second time. If you fail both attempts, your application will be cancelled.

You will be notified of your examination results by mail.

You may request a review of your results on an examination. Your request must be in writing to an Alberta AIT Office (see page 5) and must be made within 30 days of receiving the results.

## Application Process

To attempt the Interprovincial Standards Red Seal examination, you must:

- Complete all sections of the application form.
- Include a **photocopy** of your certificate (this will be verified).
- Sign and date the application.
- Submit the completed and signed application to an Alberta Apprenticeship and Industry Training (AIT) Office (see page 5).

There is no fee for this application.

If you are successful on the examination, you will be required to submit your original Alberta certificate (including both the wall size and wallet size) so the Interprovincial Red Seal can be attached to both. If you do not have your wall certificate and wallet certificate, you must make a separate application and pay the required fee to receive a replacement certificate.

If you need help completing this form, in Alberta call 310-0000 and ask to be connected toll free to an Alberta Apprenticeship and Industry Training Office. Outside of Alberta, contact any Alberta AIT Office directly (see page 5).

## Application Must Be Complete

Read the application form and instructions carefully. There are detailed instructions on pages 4 – 5 on how to fill out the application form.

Applications that are incomplete, missing the required supporting documents, or are not signed and dated will not be accepted and cannot be processed.

## Cancellation of an Application

Your application will remain valid for a **maximum of 12 months** from the date of notification that your application is approved to attempt the examination.

Your application will be cancelled if you:

- do not qualify to attempt an Interprovincial Standards Red Seal examination; or
- fail the examination twice; or
- fail to arrive for a scheduled exam without notifying Apprenticeship and Industry Training. (Applicants will be scheduled for a **maximum of two (2) attempts** at the examination).

Contact an Alberta AIT Office (see page 5) to discuss what options are available to you.

## Alberta's Designated Trades and Occupations

In Alberta there are two types of designated trades and there are designated occupations:

- Optional Certification Trade – permits you to work in the trade if you are a registered apprentice, a certified journeyman, or have an employer who is satisfied that you have the skills and knowledge expected of a certified journeyman in the trade.
- Compulsory Certification Trade – permits you to work in the trade only if you are a registered apprentice or a certified journeyman.
- Designated Occupation – does not have any industry-established restrictions to work in the occupation. Training and certification is voluntary.

**See page 3 for a complete list of Alberta-designated trades and occupations.**

## ALBERTA'S DESIGNATED TRADES AND OCCUPATIONS

### Optional Certification Trades *(designated branches with certification available in Alberta)*

Agricultural Equipment Technician * Baker * Bricklayer * Cabinetmaker * Carpenter * Communication Technician Concrete Finisher * Cook * Electric Motor Systems Technician * Floorcovering Installer * Glazier * Glazier – Auto Glass Technician Instrument Technician * Insulator * Landscape Gardener Lather-Interior Systems Mechanic * Locksmith Machinist * Millwright *	Outdoor Power Equipment Technician – Marine Equipment Outdoor Power Equipment Technician – Power Equipment Outdoor Power Equipment Technician – Recreational Equipment Outdoor Power Equipment Technician – Turf Equipment Painter and Decorator * Parts Technician * Parts Technician – Materials Technician Powerline Technician* Power System Electrician Roofer * Sawfiler Sawfiler – Circular Sawfiler Sprinkler System Installer * Structural Steel and Plate Fitter * Tilesetter * Tool and Die Maker * Transport Refrigeration Technician Water Well Driller
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### Compulsory Certification Trades *(designated branches with certification available in Alberta)*

Appliance Service Technician * Appliance Service Technician – Commercial Appliance Service Technician Auto Body Technician * Auto Body Technician – Auto Body Prepper Auto Body Technician – Auto Body Refinisher * Auto Body Technician – Auto Body Repairer Automotive Service Technician * Boilermaker * Crane and Hoisting Equipment Operator – Boom Truck Crane and Hoisting Equipment Operator – Conventional Mobile Crane Crane and Hoisting Equipment Operator – Hydraulic Mobile Crane Crane and Hoisting Equipment Operator – Mobile Crane * Crane and Hoisting Equipment Operator – Tower Crane Crane and Hoisting Equipment Operator – Wellhead Boom Truck Electrician * Elevator Constructor Gasfitter (A) Gasfitter (B) Hairstylist *	Heavy Equipment Technician Heavy Equipment Technician – Heavy Duty Equipment Mechanic (Off Road) * Heavy Equipment Technician – Transport Trailer Mechanic * Heavy Equipment Technician – Truck and Transport Mechanic * Ironworker * Ironworker – Metal Building Systems Erector Ironworker – Reinforcing * Ironworker – Structural/Ornamental * Motorcycle Mechanic * Plumber * Recreation Vehicle Service Technician * Refrigeration and Air Conditioning Mechanic * Rig Technician – Level 1 Rig Technician – Level 2 Rig Technician – Level 3 * Sheet Metal Worker * Steamfitter-Pipefitter * Welder * Welder – Wire Process Operator
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### Designated Occupations *(designated branches with certification available in Alberta)*

Construction Craft Labourer * Field Heat Treatment Technician Gas Utility Operator Industrial Construction Crew Supervisor Oil and Gas Transportation Services – Bed Truck Operator Oil and Gas Transportation Services – Bulk Haul Truck Operator Oil and Gas Transportation Services – Multi-Wheel Truck Operator Oil and Gas Transportation Services – Supervisor Oil and Gas Transportation Services – Swamper Oil and Gas Transportation Services – Winch Tractor Operator Snubbing Services – Assistant Operator Snubbing Services – Operator 1 Snubbing Services – Operator 2	Snubbing Services – Operator 3 Snubbing Services – Supervisor 1 Snubbing Services – Supervisor 2 Steel Detailer – Level 1 Steel Detailer – Level 2 Steel Detailer – Level 3 Well Testing Services Supervisor – Level 3 Well Testing Services Supervisor – Level 4 Well Testing Services Supervisor – Level 5
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\* Alberta-designated trade or occupation that participates in the Interprovincial Standards Red Seal Program

# INSTRUCTIONS FOR COMPLETING INTERPROVINCIAL STANDARDS RED SEAL PROGRAM – EXAMINATION APPLICATION

The instructions below explain in detail how to complete each section of the application. The number of each section corresponds with the number of the section in the application form.

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

- Read the instructions carefully and fill in the application completely. Incomplete applications will not be accepted and cannot be processed.
- Print your information in ink.

## 1 Trade

- Print the name of the trade or occupation in which you are applying to attempt the Interprovincial Standard Red Seal examination. See page 3 for a list of Alberta's designated trades and occupations.

**NOTE: You may only apply to attempt the Interprovincial Standards Red Seal exam in a trade or occupation identified in the list as 'Alberta-designated trade or occupation that participates in the Interprovincial Standards Red Seal program'.**

## 2 Personal Information

- Print your full legal name clearly the way you want it to appear on correspondence or on any certificate issued as a result of your application.
- Print your complete current mailing address.

**If you change your name or address in the future, contact an Alberta AIT Office (see page 5) immediately so your records can be updated.**

- Response to the question on Aboriginal status is voluntary. The information is being collected to ensure the ministry meets its mandate and responsibilities to measure system effectiveness and develop policies, programs and services to improve Aboriginal learner success.

**Notification:** We are collecting the personal information in this application under 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 attempt the Interprovincial Standards Red Seal examination, 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, 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 Certification

- Describe the credential(s) you hold in the trade or occupation identified in Section 1 of this application form. Submit a **photocopy** of your credential(s) with your application (it will be verified).

## 4 Employment Information

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

## 5 Declaration, Authorization and Consent

In this section you are asked to **sign and date** your declarations, authorizations and consents to confirm that:

- you have answered all applicable questions;
- you grant permission for an Apprenticeship and Industry Training Office of Alberta Advanced Education and Technology to verify and exchange the personal information provided in this application, and the results of the assessment of this application;
- you will notify Alberta Apprenticeship and Industry Training of any changes to the information;
- you understand there may be consequences if you provide false, misleading, or incomplete information on this application.

**If you do not sign and date this section, your application will not be accepted and cannot be processed.**

## Alberta Apprenticeship and Industry Training (AIT) Offices

All applications, when completed and signed, must be submitted to an Alberta AIT Office (as listed below).

Applications that are incomplete, missing the required supporting documents, or are not signed and dated will not be accepted and cannot be processed.

City or Town	Address	Postal Code	Phone Number
Bonnyville	2 <sup>nd</sup> Floor Provincial Building 4902 50 Avenue / 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> Floor South Tower Seventh Street Plaza 10030 107 Street	T5J 4X7	780-427-8517
Fort McMurray	Box 19 7 <sup>th</sup> 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 2 <sup>nd</sup> Floor Provincial Building 200 5 Avenue South	T1J 4C7	403-381-5380
Medicine Hat	3021 Dunmore Rd SE	T1B 2H2	403-525-3100
Peace River	Midwest Building 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	Northern Lakes College – AOC Training Centre 1008 7 <sup>th</sup> Street / PO Box 787	T0G 2A0	780-849-7228
Vermilion	Box 26 1 <sup>st</sup> Floor Provincial Building 4701 52 Street	T9X 1J9	780-853-8150

The application must be completed by the person applying to attempt the Interprovincial Standards Red Seal examination. Read the information and instructions carefully before completing the application. Print all information in ink.

<b>1</b>	<b>Trade</b>	In what Alberta trade or occupation are you applying to attempt the Red Seal examination?
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<b>2</b>	<b>Personal Information</b>	
Legal Last Name:		Former Last Name: (if applicable)
Legal First Name:		Middle Name (no initials):
Preferred First Name:		
Mailing Address (PO 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):
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		

<b>3</b>	<b>Certification</b>	
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Describe each credential you hold for the trade or occupation identified in Section 1. If you need more space, put the additional information on a separate page. Attach a **photocopy** of each credential to your application.

What is the name of the trade or occupation on the credential?	
What is the number on the credential?	What, if any, is the expiry date of your credential?
What is the date of issue on the credential?	If you have a Completion of Apprenticeship Certificate, what is the number on it?
If there is an Interprovincial Standards Red Seal on the credential, what is the number on it?	

<b>4 Employment Information</b>		<i>If you are employed in Alberta in the trade or occupation identified in Section 1, complete this section.</i>										
Legal Name of Business:												
Operating Name of Business (if different from legal name):												
Mailing Address (PO box, street, city, province):												
						Postal Code:						
Phone No.: (    )			Alternate Phone No.: (    )			Fax No.: (    )						
Site Address (if different from mailing address):												
						Postal Code:						
Phone No.: (    )			Alternate Phone No.: (    )			Fax No.: (    )						
E-mail Address:				Name of Contact Person:								
What trade or occupation is most prominent in the business?				What date did you begin to work with this employer (yyyy/mm/dd)?								

**NOTE: The Declaration, Authorization and Consent on the following page must be signed and dated.**

**5 Declaration, Authorization and Consent**

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

I HAVE CAREFULLY READ THE INSTRUCTIONS AND HEREBY MAKE APPLICATION TO ATTEMPT AN INTERPROVINCIAL STANDARDS RED SEAL EXAMINATION, AND

**I declare that:**

- information I have provided is true and complete in all respects, and I have not withheld any relevant information.

**I agree to:**

- immediately notify an Apprenticeship and Industry Training Office of Alberta Advanced Education and Technology regarding any subsequent changes to information contained in this application.

**I acknowledge that:**

- if I make a false or misleading statement in this application, or provide false documentation, or fail to disclose information as requested by Alberta Advanced Education and Technology, or claim to have skills or training or work experience that I do not have:
  - I may be denied the opportunity to attempt the Interprovincial Standards Red Seal examination,
  - my trade or occupation certificate that was granted by Alberta Advanced Education and Technology may be cancelled, and/or
  - I may be subject to criminal prosecution or prosecution under the *Apprenticeship and Industry Training Act*.
- if I fail to disclose or update information or fail to provide information as requested by Alberta Advanced Education and Technology, this may constitute the making of a false or misleading statement.
- Alberta Advanced Education and Technology may disclose any information collected in this application; verification of my certification, education, training and work experience; results of my examinations; and status of my application to officials from other Canadian provincial or territorial jurisdictions for the purpose of determining my eligibility to participate in trade or occupation certification programs.

**I authorize Alberta Advanced Education and Technology to:**

- contact other governments (including departments, boards and agencies), educational institutions I have attended, and current and former employers to verify my certification, education, training and work experience;
- request production and/or disclosure of information, documents and/or records from:
  - my current and former employers
  - other governments (including departments, boards, and agencies), associations and/or any other body that issues trade or occupation documents relating to my skill and knowledge

regarding my certification, education, training and work experience (as it relates to the trade identified in Section 1 of this application); and

I consent to disclosure of this information to Alberta Advanced Education and Technology.

- disclose my examination results and the status of this application to my employer and/or union.
- notify my Alberta employer and/or union if this application is cancelled and the reasons why it was cancelled.

**Signature of  
Applicant:**

**Date  
(yyyy/mm/dd):**