

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 the nearest Apprenticeship and Industry Training (AIT) office (page 4 in the Information/Instructions section). 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.

Designated Occupations in Alberta

In Alberta you can register as a trainee in the following designated occupations:

- **Construction Craft Labourer**
- **Gas Utility Operator**

Minimum Requirements to Enter Occupation Training Program

Construction Craft Labourer:

- Alberta grade 9 or equivalent

There is an additional \$150.00 non-refundable fee for the occupation certificate examination that must be submitted **BEFORE** the examination is attempted.

Information / Instructions for Occupation Training Program Application

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 application fee, transcripts and other documents to the nearest Alberta Apprenticeship and Industry Training office (page 4 in the Information/Instructions section)

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 (page 4 in the Information/Instructions section). Outside of Alberta, contact any Alberta Apprenticeship and Industry Training office directly.

This application is ONLY for Canadian citizens or permanent residents of Canada.

There is a \$35.00 non-refundable application fee that must be submitted with your application.

Information/Instructions for Occupation Training Program Application

1 Occupation

- Print the name of the occupation in which you want to become a trainee. See Page 1 in the Information/Instructions section for a list of Alberta-designated occupations that offer a training program.

2 Personal Information

- Print your full legal name clearly the way you want it to appear on correspondence or on a document issued as result of your application.
- Please ensure that you have completed the application and that you have **signed the application in section 3 (page 1 in the Application section) and section 8 (page 4 in the Application section)**.

- 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. 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/student-services/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.

- Response to the question on Aboriginal status is voluntary. The information is being collected to ensure the department meets its mandate and responsibilities to measure system effectiveness and develop policies, programs and services to improve Aboriginal learner success in addition to other legislation applicable to the educational institution.
- **If you change your name or address in the future, contact the nearest Alberta Apprenticeship and Industry Training office (as listed on page 6) 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 Occupation Training Program. If you enter an Alberta Occupation Training Program, this information and the personal information we obtain throughout your program will be used to administer your training 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, 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 Consent to Disclose Personal Information

- In this section we ask you to give us your consent to disclose the personal information you provide on the application form and the personal information we obtain during your occupation training program for two situations that are not included in the notification above.
- Your consent is voluntary. If you do not give your consent, it will not stop your application from being considered or stop your participation in an occupation training program. However, it may restrict your ability to receive an award recognizing your achievement as an occupational trainee or from being considered for a scholarship.
- **You may withdraw your consent at any time but must do so in writing to the nearest Alberta Apprenticeship and Industry Training office (page 4 in the Information/Instructions section).**
- **Sign and date** your consent to disclose personal information.

4 Employment Information

If you are working in Alberta in the occupation identified on page 1 of the Information/Instructions section, complete this section.

5 Education and Training

Application Requirements for all Occupations:

If you have completed formal or technical training in the occupation identified on page 1 of the Information/Instructions section, or in any other trade or occupation, describe it here. 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.

If you hold any certificates, credentials or documents for the occupation identified on page 1 of the Information/Instructions section or in any other trade or occupation, describe them here. If you need more space, put the additional information on a separate page. Attach a ***certified true copy** of each certificate, credential or document to your application.

Additional Application Requirements – Construction Craft Labourer:

If you attended school in Alberta, you **do not** need to get an official transcript of your school marks. Your Alberta school marks will be verified by Alberta Apprenticeship and Industry Training.

If you attended school in another Canadian province or territory, please contact the Department of Education in that province or territory to get an **official transcript**.

If an official transcript does not accompany this form, and your school marks cannot be verified or if you do not meet the entrance requirement for your selected occupation, you may be eligible to enter the training program by passing an entrance examination. If required, you will be scheduled for an entrance examination.

If your documents are written in a language other than English, they must be **translated** by a certified member of the Association of Translators and Interpreters of Alberta (ATIA). For referral to a certified translator, contact the Association of Translators and Interpreters of Alberta in Edmonton at 780-434-8384, or toll free at 1-888-434-2842, or through their website at www.atia.ab.ca.

* **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.**

6 Work Experience in the Occupation

Starting with your current employer, tell us about the work experience you have in the occupation 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 may be used to grant you credit toward the on-the-job training component of the training program.

7 Payment Information

- There is a \$35.00 non-refundable fee for a trainee application/record book that must be submitted with the application. GST is not charged on this fee. If this fee is not submitted with the application, the application will not be accepted.
- **There is an additional \$150.00 non-refundable fee for the occupation certificate examination that must be submitted BEFORE the examination is attempted. GST is not charged on this fee.**
- Payment may be made by certified cheque, money order, VISA, MasterCard, American Express or debit card.
- If paying by certified cheque or money order, make it payable to the “**Minister of Finance and Enterprise**”.
- If paying by debit card (e.g., Interac), you must deliver your application in person to an Alberta AIT Office (see below).
- If paying by VISA, MasterCard or American Express, complete this section of the application, or if someone else is making the payment, have this section completed and signed by the cardholder.
- **Do NOT send cash in the mail.**

8 Declaration of Applicant

Be sure that your application is complete and accurate in all respects.

Sign and date the application. If you do not sign the application, it will not be accepted.

(Note: It is an offence under the *Apprenticeship and Industry Training Act* to provide false information.)

Information/Instructions for Occupation Training Program Application (cont'd)

All applications, when completed and signed by the applicant and the employer, are to be sent to the nearest Alberta AIT office (see 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.

Alberta Apprenticeship and Industry Training Offices			
City or Town	Address	Postal Code	Phone No.
Bonnyville	2 nd Floor 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 Floor South Tower Seventh Street Plaza 10030 107 Street	T5J 4X7	(780) 427-8517
Fort McMurray	Box 19 7 th 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 nd 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 rd Floor 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	Box 26 1 st Floor Provincial Building 4701 52 Street	T9X 1J9	(780) 853-8150

PRINT CLEARLY IN INK

1 Occupation	In what Alberta occupation are you applying to be a trainee?
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2 Personal Information	Alberta Student											
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.: ()
Email 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.												
What is your citizenship status in Canada? Canadian Citizen <input type="checkbox"/> Permanent Resident of Canada <input type="checkbox"/>												
If you checked Permanent Resident of Canada, what is the effective date (yyyy/mm/dd)? _____												
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				

3 Consent to Disclose Personal Information		
<p>I authorize Alberta Advanced Education and Technology to disclose any personal information relating to my participation in an Alberta occupation training program:</p> <p>(a) to any group, organization or association for the purpose of being considered for an award or scholarship. <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>(b) to an Alberta MLA my name, address and trade for the purpose of having any awards or scholarships or other achievements in my occupational training program recognized. <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>I understand that I may withdraw my authorization at any time but that I must do so in writing.</p>		
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">Signature of applicant:</td> <td style="width: 50%; border: none;">Date (yyyy/mm/dd):</td> </tr> </table>	Signature of applicant:	Date (yyyy/mm/dd):
Signature of applicant:	Date (yyyy/mm/dd):	

4 Employment Information *If you are working in Alberta, complete this section.*

Legal name of current employer:					
Operating name of employer (if different from legal name):					
Mailing address (PO box or street):					
City, province/state, and country:				Postal code:	
Phone no.:		Alternate phone no.:		Fax no.:	
Site address (if different from mailing address):					
City, province/state, and country:				Postal code:	
Phone no.:		Alternate phone no.:		Fax No.:	
Name of contact person:		Contact's phone no.:		Contact's fax no.:	
Time employed in occupation with this employer:		From (yyyy/mm/dd):		To (yyyy/mm/dd):	
Total months worked:			Total hours worked:		
Tasks performed (what work did you do in the occupation)?					

5 Education and Training

What is the highest level of education you completed?		
If you have ever attended High School in Alberta please fill out the information below.		
Name of high school: (attending or most recently attended)		
City/town of high school:	Last year attended:	Last grade attended:

Describe the formal or technical training courses you have completed **in the occupation identified in section 1 or in any other occupation**. 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 your application.

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

What is the name of the occupation 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 Occupation

Legal name of previous employer (company):		
Address:		
City:	Province or state:	Country:
Name of contact person:		Contact's position:
Contact's phone no.:	Contact's fax no.:	Contact's email:
Time employed in occupation with this employer:	From (yyyy/mm/dd):	To (yyyy/mm/dd):
Total months worked:	Total hours worked:	
Tasks performed (what work did you do in the occupation)?		

Legal name of previous employer (company):		
Address:		
City:	Province or state:	Country:
Name of contact person:		Contact's position:
Contact's phone no.:	Contact's fax no.:	Contact's email:
Time employed in occupation with this employer:	From (yyyy/mm/dd):	To (yyyy/mm/dd):
Total months worked:	Total hours worked:	
Tasks performed (what work did you do in the occupation)?		

Legal name of previous employer (company):		
Address:		
City:	Province or state:	Country:
Name of contact person:		Contact's position:
Contact's phone no.:	Contact's fax no.:	Contact's email:
Time employed in occupation with this employer:	From (yyyy/mm/dd):	To (yyyy/mm/dd):
Total months worked:	Total hours worked:	
Tasks performed (what work did you do in the occupation)?		

7 Payment Information

Fees are non-refundable.

Method of payment
(check one):

Certified Cheque (Payable to Minister of Finance and Enterprise)

Debit Card

MasterCard

VISA

American Express

Money Order (Payable to Minister of Finance and Enterprise)

Company Cheque (Payable to Minister of Finance and Enterprise)

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

Card number:	Amount of payment: (payment must be made in full):	\$35.00
Expiry date: (mm/yy)	Cardholder name:	Cardholder signature:

8 Declaration of Applicant

I have read the instructions, and I hereby make application for occupational training, 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 educational institutions as well as current and former employers to verify my education, training, and work experience.

Name of applicant (please print):

Signature of applicant:

Date (yyyy/mm/dd):

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 on the page 6).