

## GENERAL INFORMATION AND INSTRUCTIONS

### What is the Occupational Certificate Program based on Work Experience?

A person who can demonstrate the skills and experience to meet industry-established competencies in an occupation that is designated in Alberta may be eligible to apply for an Alberta Occupational Certificate based on work experience.

Successful completion of one written theory examination is required.

### Are You Eligible to Apply?

You may apply for an Alberta Occupational Certificate based on work experience if you:

- meet the minimum work experience requirement (**hours and months**) in an occupation that is designated in Alberta (see page 4);
- have not completed an Alberta occupation training program in the same designated occupation; and
- **do not** hold a valid (not expired) occupational certificate issued by another Canadian province, territory, or by the Department of National Defence that is recognized as equivalent to a certificate issued by Alberta in a designated occupation.

Before you complete the application, this checklist may help you to determine if you are eligible to apply.

Do you have the required number of hours and months of **'hands-on' experience** in the occupation to be eligible for certification? (for work experience requirements, see page 5)

Do you have the necessary documentation to verify the required hours and months of work experience?

Is the documentation a **certified true copy** of a letter, or is it a **'Confirmation of Work Experience'** form? (for definition of **certified true copy**, see page 3)

Does the documentation include a **detailed description of the work** you performed in the occupation?

Does the documentation include the **dates of your employment** with a particular employer?

Does the documentation confirm that you have the **required number of months and hours of work experience** in the occupation?

Do you have the Employer Declaration of work experience? (for description of the Employer Declaration, see page 3)

If you have completed training or have been issued certification in a **related** trade or occupation, you may be eligible for credit toward the work experience (hours and/or months) required for certification.

If you hold a valid Canadian occupational credential that is recognized as equivalent to a certificate issued by Alberta in a designated occupation, you may apply for an Alberta Equivalency document. Ask for the **Equivalency Application**.

If you hold a valid occupational credential issued by another Canadian province or territory or by the Department of National Defence, and the credential is **not** recognized as equivalent to a certificate issued by Alberta in a designated occupation, you may be eligible to apply for an Alberta Occupational Certificate based on credentials. Ask for the **Occupational Certificate – Credentials Application** (fee for this application is \$150.00).

If you hold a **non-Canadian** certificate in an occupation that is designated in Alberta, to be eligible for an Alberta Occupational Certificate you must complete this application and demonstrate the minimum work experience requirement (**hours and months**) for the occupation (see page 5).

## Authority to Work in an Occupation in Alberta

Designated occupations do not have any industry-established restrictions to work in the occupation. Training and certification is voluntary.

## Fees (all fees are payable in Canadian funds)

**There is a \$450.00 (Canadian) non-refundable verification of competency fee**, which covers the review of your application, verification of your work experience and your theory examination.

If you need to reattempt a theory examination, a \$100.00 rewrite fee is required.

**If the verification of competency fee is not submitted with the application, the application cannot be accepted and will be returned to you.**

**Fees are non-refundable and subject to change without notice. Contact an Alberta AIT Office (see page 8) for the latest fees.**

## Examinations

You will be required to write and pass a written theory exam.

If your application is approved, Apprenticeship and Industry Training will automatically schedule your theory examination.

The pass mark for the exam is 70%.

Interpreters or readers may be allowed during an examination under certain limited conditions. For more information, contact an Alberta AIT Office (see page 8).

You are allowed two attempts at the examination. If you do not pass the exam the first time, you will be given the opportunity to attempt it a second time, **subject to payment of all applicable fees**. If you fail both attempts at the theory exam, 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 and must be made within 30 days of receiving the results.

## Application Process

To apply for an Occupational Certificate based on work experience, you must:

- Complete all sections of the application form.
- For Construction Craft Labourer, Field Heat Treatment Technician, Gas utility Operator and Residential Construction Site Manager attach the original Employer Declaration of Work Experience from a Canadian employer (see page 3).
- For Industrial Construction Crew Supervisor (ICCS) attach the ICCS Employer Assessment of Competency Form at [http://www.tradesecrets.gov.ab.ca/forms\\_publications/instructions.html](http://www.tradesecrets.gov.ab.ca/forms_publications/instructions.html)
- Attach all supporting documents (e.g., Confirmation of Work Experience form(s), **certified true copies** (see page 3) of letters to confirm required work experience, **certified true copies** of certificates).
- Sign and date the application.
- Submit the completed and signed application to an Alberta AIT Office (see page 8).
- Pay the **\$450.00 non-refundable** verification of competency fee. (GST is not charged on this fee.)

If your application is approved, you will be required to attempt one or more examinations. If you are successful on the examination(s) and meet all other requirements, you may be granted an Alberta Occupational 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 8).

## Employer Declaration

- In addition to having the required amount of verified work experience in your occupation, you must demonstrate that you have the practical and theoretical skills, knowledge and competence in your occupation that are expected of an Alberta-certified person in that occupation.
- Trades with a practical exam
- If you are applying in a trade that has a practical exam (see page 7), you must demonstrate your competence by successfully completing that exam(s). The pass mark is 70%.

### For Construction Craft Labourer, Field Heat Treatment Technician, Gas Utility Operator and Residential Construction Site Manager

- An Employer Declaration Letter (EDL) is a letter from your Alberta employer that confirms you are functioning at the level expected of an Alberta-certified person in the occupation. See page 15 for the required content of an EDL.
- An EDL may be provided by:
  - your current Alberta employer;
  - a previous Alberta employer if you worked for that employer in the 12 months immediately before the date of your application; or
  - if you are a self-employed contractor, a corporate Alberta client or customer to whom you provided hands-on work in the applicable occupation.
- Note: 'Alberta employer' or 'Alberta client or customer' refers to any employer or corporate client or customer who works in Alberta, or an Alberta-based employer or corporate client or customer who works anywhere in Canada or around the world.
- Note: The EDL should be submitted with your completed application. It must be submitted and accepted as satisfactory before your theory exam is scheduled.

In some unique circumstances, you may not be able to obtain a satisfactory EDL from an employer or corporate client. In these circumstances, Apprenticeship and Industry Training will arrange, for a fee, for an industry-led competency assessment to be carried out. If you are in this situation, you will be contacted to arrange for an assessment.

### For Industrial Construction Crew Supervisor

For the Industrial Construction Crew Supervisor occupation, applicants must attach the ICCS Employer Assessment of Competency Form at [http://www.tradesecrets.gov.ab.ca/forms\\_publications/instructions.html](http://www.tradesecrets.gov.ab.ca/forms_publications/instructions.html)

## Supporting Documents

### 'Certified True Copy' Definition

- A 'certified true copy' is a copy of an original document that an individual who is authorized to do so has certified is an exact copy of the original document. In Alberta, the individual would be a notary public or lawyer.
- **Each page** of all photocopied documents submitted with your application must have the date and phrase 'This document is a certified true copy' and must be signed by an individual in your home country who is legally authorized to certify the authenticity or legitimacy of signatures and documents, and must include the individual's business telephone number.
- If there are several documents, a letter may be generated that would include the date, the individual's name, a statement 'The following documents are certified true copies', and a list of the documents (each document is to be identified as an 'exhibit'). The letter must be signed by an individual who is legally authorized to certify the authenticity or legitimacy of signatures and documents. In Alberta, the individual would be a notary public or lawyer.

### Translation into English

All supporting documents (e.g., Confirmation of Work Experience form(s), letters from employers: Industrial Construction Crew Supervisor must include the Employer Assessment of Competency Form) must be in English, or translated into English by and in the case of Industrial Construction Crew Supervisor the application must include:

- 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](http://www.atia.ab.ca); or
- a recognized translator organization from your home country.

You must include a **certified true copy** (see above) of the original documents, the original translation of your documents, and a statement signed by the certified translator that the translation is true and accurate. **Alberta Apprenticeship and Industry Training reserves the right to request original documents.**

## Application Must Be Complete

Read the application form and instructions carefully. See pages 6 – 8 for detailed instructions on how to fill out the application.

Applications that are incomplete, missing the required non-refundable fee, missing supporting documents (e.g., Confirmation of Work Experience form(s), letters from employers), or are not signed and dated cannot be accepted and will be returned to you.

## Cancellation of an Application

Your application will remain valid for a **maximum of 12 months** from the date of approval.

Your application will be cancelled if you:

- do not have the required work experience;
- do not provide the Employer Declaration of work experience from a Canadian employer;
- fail an examination twice;
- do not pay the rewrite examination fee when required; 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 one examination.)

The application fee will **not** be refunded.

## ALBERTA'S DESIGNATED OCCUPATIONS

You are eligible to apply for certification in an Alberta-designated occupation if you can demonstrate the skills and work experience to meet industry-established competencies for the Alberta-designated occupation, as identified in the table below.

You also are required to pass an industry examination to qualify for certification.

Designated Occupations and Work Experience Requirements	
<b>Construction Craft Labourer *</b>	<ul style="list-style-type: none"> <li>• proof of related work experience (3,000 hours and 18 months)</li> </ul>
<b>Field Heat Treatment Technician</b>	<ul style="list-style-type: none"> <li>• proof of related work experience (10,800 hours and 72 months)</li> </ul>
<b>Gas Utility Operator</b>	<ul style="list-style-type: none"> <li>• proof of related work experience (5,100 hours and 36 months)</li> </ul>
<b>Industrial Construction Crew Supervisor</b>	<ul style="list-style-type: none"> <li>• proof of 1000 hours worked as an Industrial Construction Crew Supervisor (foreperson) within a 24 month period. Work experience must have been earned within 5 years of the date the application is accepted at an Apprenticeship and Industry Training Office.</li> <li>• <b>AND</b> completion of the Industrial Construction Crew Supervisor Employer Assessment of Competency Form at <a href="http://www.tradesecrets.gov.ab.ca/forms_publications/instructions.html">http://www.tradesecrets.gov.ab.ca/forms_publications/instructions.html</a></li> </ul>
<b>Residential Construction Site Manager</b>	<ul style="list-style-type: none"> <li>• proof of related work experience (6,750 hours and 54 months)</li> </ul>

\* Alberta-designated occupation that participates in the Interprovincial Standards (Red Seal) Program

# INSTRUCTIONS FOR COMPLETING OCCUPATIONAL CERTIFICATE – WORK EXPERIENCE 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 cannot be accepted and will be returned to you.
- Print your information in ink.

## 1 Occupation

- Print the name of the occupation in which you are applying for an Alberta Occupational Certificate (see page 4 for a list of Alberta's designated occupations that offer certification based on work experience).

## 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 8) immediately so your records can be updated.**

- The Alberta Student Number (ASN) provides all Alberta 'learners' with one ID number that is 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:

– [www.education.gov.ab.ca/learning/student-services/ASNLookup](http://www.education.gov.ab.ca/learning/student-services/ASNLookup)

If you do not have an ASN (e.g., you moved to Alberta from another province), a 'Request for Alberta Student Number' form is available on the same website.

- The question about Aboriginal status is for Canadian applicants only. Response to the question 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 for an Alberta Occupational Certificate, to administer the Apprenticeship and Industry Training Act and the Interprovincial Standards (Red Seal) Program, 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 Education and Training

Information about your education and training may be used when assessing your application, and for research and statistical purposes.

- If you hold any certificates, credentials or documents for the **occupation identified in Section 1 or in any other trade or occupation**, describe them here. Attach a **certified true copy** (see page 3) of each certificate, credential or document to your application.
- If you have completed formal or technical training in the **occupation identified in Section 1**, or any other post-secondary education, describe it here.
- If you need more space, put the additional information on a separate page.

You may be eligible for credit toward the required work experience:

- if you are applying for certification in a designated occupation and you have completed training in the occupation that is similar to the training in the Alberta Occupations Training Program for the occupation, or
- if you hold a recognized certificate in a **related** trade or occupation.

For more information about your eligibility for credit, contact an Alberta AIT Office (see page 8).

If you are not eligible for an Alberta Occupational Certificate based on work experience, the information may be used to determine your eligibility to participate in other programs under the *Apprenticeship and Industry Training Act*.

## 4 Work Experience in the Occupation

Describe the work experience you have in the **occupation identified in Section 1**. Start with your current or most recent employer. If you need more space, put the additional information on a separate page.

**The work you describe must be hands-on experience only. Do not include time you spent on supervisory or foreman duties or training courses. The only exception is the Industrial Construction Crew Supervisor occupation where supervisory experience is required.**

For each employer, you must provide either:

- completed **Confirmation of Work Experience** form(s) that are provided in the application package; or
- **certified true copies** (see page 3) or recent letters (no more than 2 years old) from your current or previous employers that include a description of the work you performed in the occupation, and confirms the number of months **and** hours of work experience completed. Letters from employers must be on official letterhead and include the company name, address and telephone number.

**NOTE: You must provide a 'land line' telephone number for current and past employers.** If you do not provide a land line telephone number, your work experience with that employer cannot be verified.

**The work experience you describe on the application and supporting documents will be verified.** When your experience has been verified and you have met all other requirements, you will be notified of the date of your theory examination.

## 5 Payment Information

**There is a \$450.00 (Canadian) non-refundable verification of competency fee that must be submitted with your completed application.**

**If the fee is not submitted with your application, the application cannot be accepted and will be returned to you.**

- Complete this section to indicate how you are paying the application fee.
- Payment may be made by certified cheque, money order, VISA, MasterCard, American Express, or debit card.
- If you are paying by certified cheque or money order, make it payable to the Minister of Finance and Enterprise.
- If you are paying by VISA, MasterCard or American Express, complete this section to provide the required credit card information, or if someone else is making the payment, this section must be completed and signed by the cardholder.
- If you are paying by debit card (e.g., Interac), you must deliver your application in person to an Alberta AIT Office (see page 8).
- Do NOT send cash in the mail.

Fees are subject to change without notice. Contact an Alberta AIT Office for the latest fees.

## 6 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; and
- 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 cannot be accepted and will be returned to you.**

## 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 non-refundable fee, missing supporting documents (e.g., Confirmation of Work Experience form(s), letters from employers), or are not signed and dated cannot be accepted and will be returned to you.

City or Town	Address	Postal Code	Phone Number
Bonnyville	2 <sup>nd</sup> 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 <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 for an Alberta Occupational Certificate.  
Read the information and instructions carefully before completing the application. Print all information in ink.

<b>1</b>	<b>Occupation</b>	In what Alberta occupation are you applying for an occupational certificate?
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<b>2</b>	<b>Personal Information</b>	Alberta student number (Canadian applicants only):																	
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.																			
What is your citizenship status in Canada?    Canadian Citizen <input type="checkbox"/> Permanent Resident of Canada <input type="checkbox"/> Other <input type="checkbox"/>																			
If you checked Permanent Resident of Canada, what is the effective date (yyyy/mm/dd)? _____																			
If you checked Other, what is your country of citizenship? _____																			
What is your 'first language' (language you speak and write best)?																			
For Canadian applicants only, 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 Education and Training

What is the highest level of education you completed?

In what country did you obtain most of your training in the occupation identified in Section 1?

Describe each credential, certificate, or document you hold in the occupation identified in Section 1 or in any other trade or occupation. If you need more space, put the additional information on a separate page. Attach a **certified true copy** (see page 3) of each supporting document to your application.

What is the name of the trade or occupation on the credential?

What is the name of the province or territory 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?

Describe any formal or technical training you completed in the occupation identified in Section 1, or in any other designated trade or occupation. If you need more space, put the additional information on a separate page.

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

Describe any other post-secondary education you completed. If you need more space, put the additional information on a separate page.

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

#### 4 Work Experience in the Occupation *(This information will be verified.)*

Describe the work experience you have in the **occupation identified in Section 1**. Start with your current or most recent employer. If you need more space, put the additional information on a separate page.

**The work you describe must be hands-on experience only. Do not include time you spent on supervisory or foreman duties or training courses.**

For each employer, you must also provide either:

- completed **Confirmation of Work Experience** form(s) that are provided in the application package; or
- **certified true copies** (see page 3) of recent letters (no more than 2 years old) from your current or previous employers that include a description of the work you performed in the occupation, and confirms the number of months **and** hours of work experience completed. Letters from employers must be on official letterhead and include the company name, address and telephone number.

**NOTE: You must provide a 'land line' telephone number for current and past employers.** If you do not provide a land line telephone number, your work experience with that employer cannot be verified.

In what country did you obtain most of your work experience?
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#### Current or Most Recent Employer:

Legal name of 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)?			

**Previous Employer:**

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

**Previous Employer:**

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

**Previous Employer:**

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

**5 Payment Information***Payment must be made in Canadian funds. Fees are non-refundable.*

<b>Method of payment (check one):</b>	<input type="checkbox"/> Certified Cheque (Payable to Minister of Finance and Enterprise)	<input type="checkbox"/> Debit Card	<input type="checkbox"/> MasterCard	<input type="checkbox"/> VISA	<input type="checkbox"/> American Express
	<input type="checkbox"/> Money Order (Payable to Minister of Finance and Enterprise)	<input type="checkbox"/> Company Cheque (Payable to Minister of Finance and Enterprise)			

If you checked 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):	\$450.00
Expiry date: (mm/yy)	Cardholder name:	Cardholder signature:

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

**6 Declaration, Authorization and Consent**

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

I HAVE CAREFULLY READ THE INSTRUCTIONS AND HEREBY MAKE APPLICATION FOR THE OCCUPATIONAL CERTIFICATION ASSESSMENT, 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 assessment of my credentials,
  - my occupational 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 occupational 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 occupation 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):**

## Sample text

### “EMPLOYER DECLARATION LETTER”

(To be prepared on company or business letterhead, completed and signed by the owner or a senior official of an Alberta employer (see page 2) and provided to the individual named in the letter or submitted directly to the nearest Apprenticeship and Industry Training office)

I, [name of person signing letter, and title/position of person signing the letter] hereby declare that [name of the person applying for certification], born [date year/month/day], referred to in this letter as “the Applicant”, has been employed by [name of company], or provided services to [name of business], in the occupation of [name of occupation] , hereafter referred to in this letter as “the Occupation” from [year/month/day] to [year/month/day].

#### **AND - Select ONE of the following statements to fit your situation**

I have made inquiries of the Applicant’s supervisor(s) [name(s) and certificate number(s) below] and I am satisfied that the Applicant is/was functioning at an Alberta-certified level in the Occupation and carries/carried out the tasks of that occupation at the skill level the supervisor expects/expected of an Alberta-certified person in that occupation.

#### **OR**

I am the supervisor [certificate number and issuing jurisdiction] of the Applicant and I am satisfied that the Applicant is/was functioning at an Alberta-certified level in the Occupation and carries/carried out the tasks of that Occupation at the skill level that I expect(ed) of an Alberta-certified person in that Occupation.

Signature and date

#### **Include the contact information of the person signing the letter:**

Address

Municipality

Postal Code

Phone number

Email address

Include information about the Applicant’s supervisor including name and contact information.



**PLEASE PRINT IN INK**

**Part 1: Information about the Individual**

Last Name:		First Name:	
Middle Name: <i>(no initials)</i>	Birth Date: <i>(yyyy/mm/dd)</i>	Gender:	
Trade/Occupation in which the individual is/was working: _____			
Type of employment:	<input type="checkbox"/> Full-time	<input type="checkbox"/> Part-time	<input type="checkbox"/> Seasonal <input type="checkbox"/> Self-employed <input type="checkbox"/> Other _____
Period of Employment with this employer in the Trade/Occupation:	Start Date: <i>(yyyy/mm/dd)</i>	End Date: <i>(yyyy/mm/dd)</i>	
Number of months of work experience with this company: _____	Number of hours of work experience with this company: _____		
Tasks Performed (Detailed description of work done): <i>(This work must be hands-on experience only; time spent on supervisory or foreman duties, or training courses is not to be included in determining the work experience time. This information will be verified.)</i>			

**Part 2: Information about the Employer**

Legal Name of Business:			
Operating Name of Business: <i>(if different from legal name)</i>			
Address:			
City:	Province:	Country:	Postal Code:
Phone Number: <i>(include all country, area and city codes to permit direct dialing)</i>	Fax Number: <i>(include all country, area and city codes to permit direct dialing)</i>		
E-mail Address:			
Does this Employer speak English? YES ___ NO ___	If not, what language does the Employer speak:		

**Part 3: Endorsement**

I certify that, to the best of my knowledge, the information provided in this confirmation is true and complete in all respects. (Note: It is an offence under the *Apprenticeship and Industry Training Act* to provide false information.)

Signature of Employer or person representing the Employer:	Date: <i>(yyyy/mm/dd)</i>
Name of Employer or person representing the Employer: <i>(please print)</i>	Position of person signing this Confirmation: <i>(please print)</i>

**For Department Use Only**

Verification date <i>(yyyy/mm/dd)</i> : _____	Verified by: _____	Code: _____
Comments: _____		

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	<input type="checkbox"/> Self-employed	<input type="checkbox"/> Other	_____
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