

If you are interested in:

- representing your industry;
- being part of the Alberta apprenticeship and industry training decision-making process;
- helping Alberta workers gain certification, mobility and flexibility through apprenticeship certification and training, and
- lending your expertise and enthusiasm to your industry;

you may apply to become a member of a Provisional Committee.

**Questions? Need help?** Contact the Industry Programs and Standards office of Apprenticeship and Industry Training (see page 2).

### **What is a Provisional Committee?**

A provisional committee is established by the Alberta Apprenticeship and Industry Training Board (Board) with respect to the designation of a trade or occupation. It normally consists of a presiding officer and equal numbers of employer and employee representatives. Provisional committees can exist until the trade or occupation for which it was established is designated. At that time, a provincial apprenticeship committee or occupational committee is established. If the application for designation is denied, the provisional committee is dissolved.

As a provisional committee member, you will participate in:

- making recommendations to the Board regarding an application for designation of an occupation or an optional or compulsory trade; and
- consulting with industry and providing advice on the scope of the proposed designated trade or occupation, and the requirements for training and certification;
- consulting with relevant provincial apprenticeship committees and occupational committees about potential overlap between applicable trades and occupations and the proposed designated trade or occupation; and
- communicating with industry at large on any other matters that may be before the provisional committee.

When the trade or occupation has been designated but prior to the designation coming into effect, the provisional committee:

- develops, for recommendation to the Board, course outlines or competency profiles, and examinations and other tools by which the skills, knowledge and competencies of applicants can be assessed to ensure they meet industry's standards.

## Committee Membership Appointment

All appointments to provisional committees are made by the Alberta Apprenticeship and Industry Training Board, under the authority of the *Apprenticeship and Industry Training Act*. The Board encourages all qualified individuals to apply.

## 'Employer' and 'Employee' Representatives

Provisional committee members represent either the interests of;

- employers of persons employed in the proposed trade or occupation; or
- employees employed in the proposed trade or occupation.

The following description is used by the Board in appointing 'employer' and 'employee' members to provisional committees.

An '**Employer**' representative:

- is associated with, and knowledgeable in, the proposed trade or occupation;
- owns, operates or is in a management position in a shop that employs people in the proposed trade or occupation.

An '**Employee**' representative:

- is associated with, and knowledgeable in, the proposed trade or occupation;
- has 'hands on' experience in the proposed trade or occupation.

## Other Criteria Considered

- Support of a broad constituency in industry.
- Geographic representation of industry.
- Specialized knowledge and expertise in the proposed trade or occupation.
- Engagement by an organization that represents employers or employees in the trade or occupation.
- Skills and participation as a committee member.

## Summary of Application Process

You must:

- complete all sections of the application form;
- sign and date the application; and
- submit the completed and signed application to the Apprenticeship and Industry Training office (see below).

We will **not** accept or process applications that are incomplete, are not signed and dated.

### **Applications must be submitted to the Apprenticeship and Industry Training office at:**

Industry Programs and Standards  
Apprenticeship and Industry Training  
Advanced Education and Technology  
10<sup>th</sup> Floor, Commerce Place  
10155 – 102 Street  
Edmonton, AB T5J 4L5

Phone: (780) 427-4601 Fax: (780) 422-7376 Tool-free within Alberta: 310-0000

[www.tradesecrets.gov.ab.ca](http://www.tradesecrets.gov.ab.ca)

**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 help us determine and verify whether you meet the standards and requirements established by the Alberta Apprenticeship and Industry Training Board under the *Apprenticeship and Industry Training Act* for membership in a Provisional Committee. 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, Community, Learning, and Industry Connections, Apprenticeship and Industry Training.

**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.

**Read the questions and instructions carefully.** If you need help to complete the application, please contact the Industry Programs and Standards office of Apprenticeship and Industry Training Office (see page 2).

**1 Personal Information**

**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)
Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>	Birth Date (yyyy/mm/dd):
Mailing address (PO box, street, city, province)	
	Postal code:
Primary phone number:	Alternate phone number:
Fax number:	Email address:
<i>If you change your name or address in the future, contact the closest Apprenticeship and Industry Training office immediately so your records can be updated.</i>	

**2 Proposed Trade or Occupation and Position**

Which proposed trade or occupation are you applying to represent?

In which position are you interested? *Check one*

Employer representative       Employee representative       Presiding officer

### 3 Nominator Information

An applicant for membership in a provisional committee may be self-nominated, nominated by an existing trade or occupational committee, an employer or other parties. 'Other' may be an individual, company, labour union, association, etc. involved in the proposed trade or occupation. If you check the 'Employer' or 'Other' box below, please provide the name of the individual, company or organization that is nominating you in the box that follows.

<b>Who nominated you?</b> (Check one)	
<input type="checkbox"/> Self-nominated	<input type="checkbox"/> Employer*
<input type="checkbox"/> Trade or Occupational Committee	<input type="checkbox"/> Other*
Name of Committee:	

\* Please provide additional information below for Employer and 'Other' nominators.

Name of company/organization:	
Contact person Last name:	Contact person First name:
Contact person Title:	
Mailing address (PO box, street, city, province)	
	Postal code:
Primary phone number:	Alternate phone number:
Fax number:	Email address:

### 4 Certification Information

Describe any recognized credentials (certificates) you hold in the proposed or related trade or occupation which you are applying to represent. If you need more space, put the additional information on a separate page. Please provide a copy of any credentials (certificates) issued outside of Alberta.

What is the name of the proposed trade or occupation on the credential?	
What is the name of the province/state/country/ company/organization that issued the credential?	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?

Information about your certification (credentials) may be used to assist us in assessing your application, and for research and statistical purposes.

## 5 Employment Information

Current Employment Status:  Employed  Self-employed  Not employed

If you are employed or self-employed, please provide the information below.

Legal Name of Business:	
Operating Name of Business: <i>(if different from legal name)</i>	
Mailing address (PO box, street, city, province)	
	Postal code:
Primary phone number:	Alternate phone number:
Fax number:	Email address:
Site Address (if different from mailing address):	
	Postal code:
Name of contact person:	Email address:
Phone number:	Fax number:
What is the primary occupation the business is involved with?	What date did you begin to work with this employer/become self-employed? (yyyy/mm/dd)
What type of work does the business do?	
What is your job title?	
What are your primary job duties?	

## 6 Employer and Employee Representation

Each member of a provisional committee represents either employers or employees in the proposed trade or occupation of the committee. A brief description of an employer and employee representative is found on Page 2. To assist us in determining who you best represent, please read the following and check the descriptions that apply to your current situation.

**Check only the box(es) that apply. For each activity that applies, please indicate the number of years you have been involved in this activity. Do not alter the statements presented. Please use the space provided below to add any additional comments or explanation.**

**Number of years:**

- |                          |   |       |
|--------------------------|---|-------|
| <input type="checkbox"/> | I am currently working in the proposed trade or occupation I am applying to represent.  | _____ |
| <input type="checkbox"/> | I own, operate or am in a management position in a shop that employs people in the proposed trade or occupation I am applying to represent. | _____ |
| <input type="checkbox"/> | I am currently working in a non-management position.  | _____ |
| <input type="checkbox"/> | I work with tools of the occupation at least part-time.   | _____ |

**Please note any additional comments, further explanation, or other relevant experience relative to your representation on a provisional committee.**

## 7 Other Contact Information

If you wish your mail relating to committee membership to be sent to a different mailing or email address than the one you filled in on page 3, please complete this section. This section should be completed ONLY if a different address is required for committee membership matters. Otherwise, the section should be left blank.

Mailing address (PO box, street, city, province)	
	Postal code:
Primary phone number:	Alternate phone number:
Fax number:	Email address

## 8 Declaration, Acknowledgement, Authorization and Consent

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

**I have read the Information and Instructions, and hereby make application for membership in an Alberta Industry Committee, and**

**I declare that:**

- the information I have provided on this application and in any documents attached is true and complete in all respects.

**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.

**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 Advanced Education and Technology, I may be denied membership on and industry committee, or have the industry committee appointment cancelled and/or 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 Advanced Education and Technology, this may constitute the making of a false or misleading statement; and
- If appointed to an industry committee Advanced Education and Technology may publish my name as an industry committee member.

**I authorize:**

- 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 any information, documents and/or records held by that entity respecting my education, training, work experience or 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 4, and I consent to the disclosure of this information to Advanced Education and Technology;

Signature of Applicant:

Date (yyyy/mm/dd):

Name of Applicant (print):