

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 your nearest Alberta Apprenticeship and Industry Training (AIT) office (page 9 in the Information/Instructions section). Outside of Alberta, contact any Alberta AIT office directly.

All applications, when completed and signed by the applicant and the employer, are to be sent to the nearest 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.

You can apply to attempt a Prior Learning Assessment examination if you want to determine your level of skill and knowledge for any of the following purposes:

- entry into an apprenticeship program
- advanced standing in an apprenticeship program based on Provincial Apprenticeship Committee accredited training
- advanced standing in an apprenticeship program based on previous work experience or training in a trade

If you want to learn a trade, you must be an apprentice. You must have an employer who is willing to sign a contract of apprenticeship with you and who is able to provide you with supervision and training.

Alberta Designated Trades (designated branches with registered apprenticeship programs)

Agricultural Equipment Technician	Landscape Gardener
Appliance Service Technician (<i>Appliance Service Technician or Commercial Appliance Service Technician</i>)	Lather-Interior Systems Mechanic
Auto Body Technician (<i>Auto Body Technician, Auto Body Refinisher, Auto Body Prepper or Auto Body Repairer</i>)	Locksmith
Automotive Service Technician	Machinist
Baker	Millwright
Boilermaker	Motorcycle Mechanic
Bricklayer	Natural Gas Compression Technician
Cabinetmaker	Outdoor Power Equipment Technician (<i>Power Equipment or Recreational Equipment</i>)
Carpenter	Painter and Decorator
Communication Technician	Parts Technician (<i>Parts Technician or Materials Technician</i>)
Concrete Finisher	Plumber
Cook	Powerline Technician
Crane and Hoisting Equipment Operator (<i>Mobile Crane</i>)	Power System Electrician
Electric Motor Systems Technician	Recreation Vehicle Service Technician
Electrician	Refrigeration and Air Conditioning Mechanic
Elevator Constructor	Rig Technician (<i>Level 3</i>)
Floorcovering Installer	Roofer
Gasfitter (A) or (B)	Sawfiler (<i>Sawfiler or Circular Sawfiler</i>)
Glazier (<i>Glazier or Auto Glass Technician</i>)	Sheet Metal Worker
Hairstylist	Sprinkler System Installer
Heavy Equipment Technician (<i>Heavy Equipment Technician, Heavy Duty Equipment Mechanic (Off Road), Truck and Transport Mechanic or Transport Trailer Mechanic</i>)	Steamfitter - Pipefitter
Instrument Technician	Structural Steel and Plate Fitter
Insulator	Tilesetter
Ironworker (<i>Ironworker, Metal Building Systems Erector, Reinforcing or Structural/Ornamental</i>)	Tool and Die Maker
	Transport Refrigeration Technician
	Water Well Driller
	Welder (<i>Welder or Welder-Wire Process Operator</i>)

**There may be a non-refundable fee for a prior learning assessment.
If a fee is required, it must be submitted with your application. Fees are non-refundable.**

Prior Learning Assessment Information/Instructions

Entrance Examination

If you are interested in becoming an apprentice but you are not able to provide documentation showing that you have the educational requirements of the trade, or if you are required to successfully complete an entrance exam in your chosen trade, you may apply to attempt an entrance examination.

- Fill out sections **1, 2, and 6** of the application form.
- There is no fee for an entrance examination.

Pre-employment Programs

If you were successful in a pre-employment program accredited by the Provincial Apprenticeship Committee at an Alberta educational institution, you may apply to attempt a prior learning assessment examination.

- Fill out sections **1, 2, 3, 5, and 6** of the application form.
- If you have completed your training program, submit the original or **certified true copy*** of your certificate or diploma.
- Pay the required prior learning assessment non-refundable fee. (pages 7–9 in the Information/Instructions section.)

Career and Technology Studies (CTS) Programs

If you have the educational requirements or have passed the entrance exam for a trade, and have successfully completed the required courses in an Alberta Career and Technology Studies (CTS) Program that has been accredited by the Provincial Apprenticeship Committee, you may attempt prior learning assessment examinations for advanced standing in an apprenticeship program.

- Fill out sections **1, 2, 3, and 6** of the application form.
- Submit the original or a **certified true copy*** of an official transcript of your high school marks (See the instructions for obtaining an official transcript in section 3 on page 5 in the Information/Instructions section).
- For CTS students, submit the record of courses completed, which must be signed by the teacher responsible for the CTS program.

If you apply for a prior learning assessment within 3 years of the date you completed these courses, there is no fee for the examination.

If you apply more than 3 years after you completed these courses, you must:

- pay the required prior learning assessment non-refundable fee. (pages 7–9 in the Information/Instructions section.)
- fill out section 6 (page 4 in the Application section). The courses you completed may allow you to attempt the prior learning assessment examination for more than one period of the apprenticeship program. If this is the case, after you have successfully completed the 1st period exam, you will be notified to attempt the exam for the next period. There is a fee for each period exam you write.

If you are not sure your courses are accredited by the Provincial Apprenticeship Committee, contact the nearest Alberta Apprenticeship and Industry Training office. The office addresses and phone numbers are on page 9 in the Information/Instructions section.

Alberta Technician and Technology Programs

If you have successfully completed the required courses in a technician or technology program that has been accredited by the Provincial Apprenticeship Committee, you may attempt prior learning assessment examinations for advanced standing in an apprenticeship program.

- Fill out sections **1, 2, 3, 5, and 6** of the application form.
- If you have completed your training program, submit the original or a **certified true copy*** of your certificate or diploma.
- If you have not yet completed your training program, submit the original or a **certified true copy*** of an official transcript of your course marks from the educational institution that is delivering the program.
- Pay the required prior learning assessment non-refundable fee. (pages 7–9 in the Information/ Instructions section.)

*A **certified true copy** is certified to be an exact copy of the original. A lawyer or notary public can do this for you.

Prior Learning Assessment Information/Instructions (cont'd)

If you are not sure your program is accredited by the Provincial Apprenticeship Committee, contact the nearest Alberta Apprenticeship and Industry Training office (page 9 in the Information/Instructions section).

Previous Work Experience or Training in the Trade

If you have the educational requirements or have passed the required entrance exam, and you have a minimum of 1 year of work experience in the trade **or** have successfully completed training that covers the same objectives identified in the Alberta Apprenticeship Course Outline for the trade, you may apply for a prior learning assessment to determine the credit you will be granted for advanced standing in an apprenticeship program.

- Fill out sections **1, 2, 3, 4, 5, and 6** of the application form.
- Submit the original or a **certified true copy*** (see definition page 2 of the Application section) of an official transcript of your high school marks. (See instructions for obtaining an official transcript on page 5 of the Information/Instructions section.) If you cannot provide a high school transcript, you will be required to complete the entrance exam for the trade.
- Submit proof that you have the required work experience or training:
 - original, completed Confirmation of Work Experience form(s), which are provided in the application package; or
 - **original or certified true copies*** of letters you have from your current or previous employers that include a description of the work you performed in the trade, and confirm the number of months and hours of experience you obtained while working for them.
- Pay the required prior learning assessment non-refundable fee (pages 7–9 in the Information/Instructions section).

If you have enough previous work experience to be eligible to attempt a prior learning assessment examination for more than one period of the apprenticeship program, you will be required to pay the prior learning assessment fee(s) for each period exam that you attempt.

Note: To receive an Alberta Journeyman Certificate you must complete at least 12 months in an apprenticeship program. This includes successfully completing one period of technical training, accumulating the minimum number of on-the-job training hours, and passing all required examinations.

Examinations

In all trades, you must pass a written theory exam. Some trades also require that you pass a practical exam. The pass mark for all examinations (theory or practical) is 70%.

The theory exam may be written at any Alberta Apprenticeship and Industry Training office (on page 9 of Information/Instructions section). The practical examination may only be available at certain locations.

Approval of Prior Learning Assessment application confirms ONE attempt at the theory examination and ONE attempt at the practical examination, if applicable (practical exam fee[s] apply).

You will be notified of your results by mail. Within 30 days of receiving your results, you may apply in writing for a review of the results of your examination.

Fees

In addition to covering the costs of reviewing the application and verifying your work experience (if applicable), the original assessment fee(s), if required, covers ONE attempt at the theory examination. If a second attempt is required and approved, a rewrite fee is payable before scheduling of the exam can be completed.

In trades where a practical exam is required, there is an additional fee(s) for each attempt. This fee(s) covers the cost of the exam, materials and markers. The fee for the practical exam varies from trade to trade and period to period because of the difference in cost of materials. **Fees are subject to change without notice.** Contact an Alberta Apprenticeship and Industry Training office (page 9 of Information/Instructions section) for more information. **Fees are non-refundable.**

Prior Learning Assessment Information/Instructions (cont'd)

Cancellation of an Application

Your application will be cancelled if you:

- do not have the requirements to qualify
- fail the examination twice
- do not pay the reattempt or practical examination fee(s) if required within 30 days from the date of notification
- do not attempt the scheduled examination(s) and do not notify Alberta Apprenticeship and Industry Training.

Subject to AIT approval and payment of applicable fee(s) by the applicant, this application permits the applicant ONE attempt at the theory exam. Any re-attempt of the theory exam or attempt of the practical exam (if applicable) is also subject to AIT approval and payment of each exam's fees by the applicant. If the application is cancelled, contact an AIT office to discuss the options available. Fees are non-refundable.

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 transcripts and other documentation.
4. Submit your application and required non-refundable fee, if applicable, to the nearest Alberta Apprenticeship and Industry Training office (as listed below).

For assistance to complete this application, in Alberta call 310-0000 and ask to be connected toll free to the nearest Alberta Apprenticeship and Industry Training office (as listed below). Outside of Alberta, contact any Alberta Apprenticeship and Industry Training office directly.

1 Trade

- Print the name of the trade in which you are applying for a prior learning assessment. See Page 1 in the Information/Instructions section for a list of Alberta-designated trades.

2 Personal Information

- Print your full legal name clearly the way you want it to appear on correspondence or on any document issued as a result of your application.
- 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 below) 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 your eligibility for entrance into or advanced standing in an Alberta apprenticeship program, to administer your apprenticeship program and 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.

Prior Learning Assessment Information/Instructions (cont'd)

3 Education and Training

- Information about your education and training may be used to determine your eligibility and standing in an apprenticeship program, and for research and statistical purposes.
- Official transcripts will be used to ensure that you meet the entry requirements for the trade. You must submit an original or a certified true copy* of your high school transcript from the province/country where you completed your education and an explanation of the extenuating circumstances.
- If an official transcript or a certified true copy* of the transcript does not accompany this form, or if you do not meet the entry requirement for your selected trade, you may be eligible to enter the apprenticeship program by passing an entrance examination. If required, you will be scheduled for an entrance examination.
- Any non-English documents must be translated by a certified member of the Association of Translators and Interpreters of Alberta (ATIA) at (780) 434-8384 or toll free at 1-888-434-2842.
- Describe the formal or technical training you have completed in the trade identified in section 1 or in any other trade. 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.

Describe any certificates, credentials or documents you hold for the trade identified in section 1 or in any other trade. If you need more space, put the additional information on a separate page. Please attach a certified true copy* of each certificate, credential or document to your application.

* A certified true copy is certified to be an exact copy of the original. A lawyer or notary public can do this for you.

4 Work Experience in the Trade

Provide information about your work in the trade for which you are applying for a prior learning assessment. This information will help determine the credit you will be given for advanced standing in an apprenticeship program.

You must submit:

- original, completed Confirmation of Work Experience form(s) , which are provided in the application package; or
- original or certified true copies* of letters you have from your current or previous employers that include a description of the work you performed in the trade, and confirm the number of months and hours of experience you obtained while working for them.

You must make every effort to obtain the required letters or Confirmation of Work Experience forms from your employer(s). If you are unable to obtain these letters or forms, contact an Alberta Apprenticeship and Industry Training office (as listed on page 4) to discuss what options are available to you.

Any non-English documents must be translated by a certified member of the Association of Translators and Interpreters of Alberta (ATIA). For referral to a certified translator with the Association of Translators and Interpreters of Alberta call (780) 434-8384, or toll free at 1-888-434-2842.

You must include a certified true copy* 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.

The work experience you describe on the application will be verified. When your experience has been verified, you will be notified of the date of your theory examination.

* A certified true copy is certified to be an exact copy of the original. A lawyer or notary public can do this for you.

5 Payment Information

- Except for entrance examinations, all prior learning assessments require payment of a non-refundable fee (pages 7-9 in the Information/Instructions section) that must be submitted with application. GST is not charged on this fee. If this fee is not submitted with the application, the application will not be accepted.
- 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 wish to make your payment 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.
- If you wish to make your payment by debit card (Interac), you must personally deliver your application to an Alberta Apprenticeship and Industry Training office (page 9 in the Information/Instructions section).
- Do NOT send cash in the mail.

Prior Learning Assessment Information/Instructions (cont'd)

6 Declaration of Applicant

In this section we are asking you to sign and date your declaration to confirm that:

- you have answered all applicable questions to the best of your knowledge;
- you grant permission for Alberta Apprenticeship and Industry Training to verify the personal information entered on the application form; and
- you will update Alberta Apprenticeship and Industry Training of any changes in the information.

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

Non-Refundable Fees for Prior Learning Assessment *

Trade	Period	Prior Learning Assessment Fee (each period)	Practical Exam Fee
Agricultural Equipment Technician	1,2,3,4	\$150.00	n/a
Appliance Service Technician	1,2,3	\$150.00	n/a
Appliance Service Technician-Commercial Appliance Service Technician	1,2,3	\$150.00	n/a
Auto Body Technician	1	\$150.00	n/a
	2	\$150.00	n/a
	3	\$150.00	\$78.00
	4	\$150.00	\$108.00
Auto Body Technician – Auto Body Prepper	n/a	n/a	n/a
Auto Body Technician – Auto Body Refinisher	1,2	\$150.00	n/a
Auto Body Technician – Auto Body Repairer	1	\$150.00	n/a
	2	\$150.00	\$78.00
	3	\$150.00	\$108.00
Automotive Service Technician	1,2,3,4	\$150.00	n/a
Baker	1,2,3	\$150.00	n/a
Boilermaker	1,2,3,4	\$150.00	n/a
Bricklayer	1	\$150.00	\$150.00
	2	\$150.00	\$160.00
	3	\$150.00	\$210.00
Cabinetmaker	1	\$150.00	\$195.00
	2	\$150.00	NAIT pre-employ. in-class practical \$75. \$180.00
	3	\$150.00	\$185.00
	4	\$150.00	\$160.00
Carpenter	1	\$150.00	\$195.00
	2	\$150.00	\$185.00
	3	\$150.00	\$205.00
	4	\$150.00	\$205.00
Communication Technician	1,2,3,4	\$150.00	n/a
Concrete Finisher	1,2	\$150.00	n/a
Cook	1,2,3	\$150.00	n/a
Crane & Hoisting Equipment Operator - Mobile Crane	1,2	\$150.00	n/a
	3	\$150.00	2 @ \$310.00
Crane & Hoisting Equipment Operator - Tower Crane	n/a	n/a	n/a
Crane & Hoisting Equipment Operator - Boom Truck	n/a	n/a	n/a
Crane & Hoisting Equipment Operator - Wellhead Boom Truck	n/a	n/a	n/a
Electric Motor Systems Technician	1,2,3,4	\$150.00	n/a
Electrician	1,2,3,4	\$150.00	n/a
Elevator Constructor	n/a	n/a	n/a
Floorcovering Installer	1	\$150.00	\$125.00
	2	\$150.00	\$130.00
Gasfitter (A)	1,2,3	\$150.00	n/a
Gasfitter (B)	1,2	\$150.00	n/a

Non-Refundable Fees for Prior Learning Assessment (continued) *

Trade	Period	Prior Learning Assessment Fee (each period)	Practical Exam Fee
Glazier	1	\$150.00	n/a
	2	\$150.00	\$210.00
	3	\$150.00	n/a
	4	\$150.00	\$230.00
Glazier – Auto Glass Technician	1	\$150.00	n/a
	2	\$150.00	\$210.00
Hairstylist	1	\$150.00	\$75.00
	2	\$150.00	\$75.00
Heavy Equipment Technician (HET)	1,2,3,4	\$150.00	n/a
HET – Heavy Duty Equipment Mechanic (Off Road)	1,2,3	\$150.00	n/a
HET – Truck and Transport Mechanic	1,2,3	\$150.00	n/a
HET – Transport Trailer Mechanic	n/a	n/a	n/a
Instrument Technician	1,2,3,4	\$150.00	n/a
Insulator	1	\$150.00	n/a
	2	\$150.00	\$375.00
	3	\$150.00	\$475.00
Ironworker	1,2,3,4	\$150.00	n/a
Ironworker - Metal Building Systems Erector	1,2	\$150.00	n/a
Ironworker - Reinforcing	1,2	\$150.00	n/a
Ironworker – Structural and Ornamental	1,2,3	\$150.00	n/a
Landscape Gardener	1,2,3,4	\$150.00	n/a
Locksmith	1,2,3,4	\$150.00	n/a
Lather-Interior Systems Mechanic	1,2,3	\$150.00	n/a
Machinist	1,2,3,4	\$150.00	n/a
Millwright	1,2,3,4	\$150.00	n/a
Motorcycle Mechanic	1,2,3,4	\$150.00	n/a
Natural Gas Compression Technician	1,2,3,4	\$150.00	n/a
Outdoor Power Equipment Technician - Power Equipment	1,2,3,4	\$150.00	n/a
Outdoor Power Equipment Technician - Recreational Equipment	1,2,3,4	\$150.00	n/a
Painter and Decorator	1,2,3	\$150.00	n/a
Parts Technician	1,2,3	\$150.00	n/a
Parts Technician – Materials Technician	1,2,3	\$150.00	n/a
Plumber	1,2,3,4	\$150.00	n/a
Power Lineman	1,2,3	\$150.00	n/a
Power System Electrician	1,2,3,4	\$150.00	n/a
Recreation Vehicle Service Technician	1,2,3	\$150.00	n/a
Refrigeration and Air Conditioning Mechanic	1,2,3,4	\$150.00	n/a
Rig Technician - Level 3	1,2,3	\$150.00	n/a
Roofer	1,2,3	\$150.00	n/a
Sawfiler	n/a	n/a	n/a
Sawfiler - Circular	n/a	n/a	n/a
Sheet Metal Worker	1	\$150.00	2 @ \$110.00
	2	\$150.00	2 @ \$110.00
	3	\$150.00	2 @ \$110.00
	4	\$150.00	2 @ \$110.00
Sprinkler System Installer	1,2,3	\$150.00	n/a

Non-Refundable Fees for Prior Learning Assessment (continued) *

Trade	Period	Prior Learning Assessment Fee (each period)	Practical Exam Fee
Steamfitter-Pipefitter	1	\$150.00	n/a
	2	\$150.00	n/a
	3	\$150.00	n/a
	4	\$150.00	n/a
Structural Steel and Plate Fitter	1,2,3	\$150.00	n/a
Tilesetter	1,2,3	\$150.00	n/a
Tool and Die Maker	1,2,3,4	\$150.00	n/a
Transport Refrigeration Technician	1,2,3	\$150.00	n/a
Water Well Driller	1,2	\$150.00	n/a
Welder	1	\$150.00	\$145.00
	2	\$150.00	\$155.00
	3	\$150.00	\$160.00
Welder - Wire Process Operator	n/a	n/a	n/a

* Subject to change without notice. Contact the nearest Alberta Apprenticeship and Industry Training office (page 9 in the Information/Instruction section).

All applications, when completed and signed by the applicant and the employer, are to be sent to the nearest Alberta Apprenticeship and Industry Training (AIT) office (as listed 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 / 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

Please read the information and instructions carefully before completing the application. This application is to be completed by the person applying for the Prior Learning Assessment. *Please print in ink*

What type of Prior Learning Assessment are you applying for? (check one)

Entrance Examination
 Pre-employment Program
 Previous Work Experience in the Trade

Technician and Technology Program
 Previous Training in the Trade
 Vocational Graduate/Undergraduate, or Career and Technology Studies (CTS) Programs

1 Trade In what Alberta trade are you applying for a prior learning assessment?

2 Personal Information

Alberta student number:

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: Male 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:

Status Indian/First Nations
 Non-Status Indian/First Nations
 Métis
 Inuit

3 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 trade identified in section 1 or in any other trade**. 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	
course or program	university/college/technical institute	location	date started	degree/diploma/certificate obtained
			date completed	
course or program	university/college/technical institute	location	date started	degree/diploma/certificate obtained
			date completed	

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

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

* **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.

4 Work Experience in the Trade

Legal name of current or most recent 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 trade with this employer:	From (yyyy/mm/dd):	To (yyyy/mm/dd):
Total months worked:	Total hours worked:	
Tasks performed (what work do you do in the trade)?		

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 trade 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 trade)?		

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 trade 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 trade)?		

5 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: <i>(payment must be made in full):</i>	
Expiry date: (mm/yy)	Cardholder name:	Cardholder signature:	

6 Declaration of Applicant*If you do not sign this declaration, your application cannot be processed.***I HAVE READ THE INSTRUCTIONS AND HEREBY MAKE APPLICATION FOR THE PRIOR LEARNING ASSESSMENT PROGRAM EXAMINATION, AND I DECLARE:**

1. That 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. That 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 other governments (including their departments and boards), education institutions as well as current and former employers to verify my certification, education, training, and work experience.

Signature of applicant:	Date (yyyy/mm/dd):
--------------------------------	------------------------------

* 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.