

Apprenticeship and Industry Training Act

Certification and Certificate Recognition Order

Board Order 2/2009

Consolidated to March 25, 2011

NOTE

This is an order of the Alberta Apprenticeship and Industry Training Board made pursuant to section 3 of the Apprenticeship and Industry Training Act.

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APPENDIX

Apprenticeship and Industry Training Act

Certification and Certificate Recognition Order 2/2009 as amended by Board Order 6/2009, 7/2009, 9/2009, 1/2010, 3/2010, 5/2010, and 1/2011

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Definitions

- 1** In this Order,
- (a) "Act" means the Apprenticeship and Industry Training Act;
 - (b) "apprenticeship program" means a program of training in a designated trade
 - (i) that is approved by the Board and under which an apprentice receives formal instruction and on the job training, and
 - (ii) that is governed by a contract of apprenticeship that is registered under the Act;
 - (c) "Board" means the Alberta Apprenticeship and Industry Training Board;
 - (d) "designated occupation" means an occupation designated under section 36 of the Act as a designated occupation

and includes the branches or levels of the designated occupation established or recognized by the Board;

- (e) "designated trade" means a trade designated as
 - (i) a compulsory certification trade under section 21 or pursuant to section 57(1) or (2) of the Act, or
 - (ii) an optional certification trade under section 22 or pursuant to section 57(3) or (4) of the Act, andincludes the branches, levels or crafts of the designated trade established or recognized by the Board;
- (f) "Executive Director" means the Executive Director appointed under section 14 of the Act;
- (g) "occupational certificate" means, in respect of a designated occupation, a certificate that is granted under section 36 of the Act to a person who has met the criteria established under the Act for a person to be granted that certificate;
- (h) "term of apprenticeship" means the number of periods that are prescribed for an apprenticeship program by the applicable trade regulation;
- (i) "trade certificate" means, in respect of a designated trade, a certificate that is granted under section 21 or 22 of the Act to a person who has met the criteria established under the Act for a person to be granted that certificate,
- (j) "trade regulation" means, in respect of a designated trade, the regulation under the Act that prescribes the undertakings and the tasks, activities and functions that come within that designated trade.

Achievement of standards

2 The Board, in consultation with the applicable provisional committee, provincial apprenticeship committee or occupational committee,

- (a) sets or recognizes the examinations that are required to measure the achievement of standards under this Order, and
- (b) determines the standards that are to be achieved.

Part 1
Apprenticeship Program

Alberta Journeyman Certificate

3 A person who successfully completes an apprenticeship program may be granted a trade certificate called an Alberta Journeyman Certificate.

Part 2
Qualification Certificate Program

Qualification Certificate

4 A person who has not successfully completed an apprenticeship program may be granted a trade certificate called a Qualification Certificate if that person establishes to the satisfaction of the Executive Director that the person meets the requirements established under sections 5, 6 or 7.

Requirements to be certified

5(1) A person may be granted a trade certificate in a designated trade if,

- (a) that person has
 - (i) worked in that trade for 1.5 times the total amount of time prescribed by the applicable trade regulation to complete the term of apprenticeship,
 - (ii) completed 1.5 times the total number of hours of on the job training prescribed by the applicable trade regulation to complete the term of apprenticeship,
 - (iii) a satisfactory report from the person's current employer, or other evidence acceptable to the Executive Director, confirming the person has the skill and knowledge in that trade or in respect of one or more tasks, activities and functions in that trade that is expected of a holder of a trade certificate in that trade, and
 - (iv) successfully completed to the satisfaction of the Board one or more examinations that are set or recognized by the Board, or
- (b) that person
 - (i) holds a certificate or document recognized under Part 5 of this Order, and

- (ii) has successfully completed to the satisfaction of the Board one or more examinations that are set or recognized by the Board,

(c) Repealed

[Alta. Reg. 8/2009]

(2) With respect to the requirements of subsection (1)(a), the Executive Director may grant credit for related training and experience.

Requirements to be certified in the wellhead boom truck craft

6 Notwithstanding section 5(1)(a), in the case of persons engaged in the operation, testing or servicing of a wellhead boom truck as provided for under the *Crane and Hoisting Equipment Operator Trade Regulation*, the amount of time that a person must work in the wellhead boom truck craft of the boom truck branch of the crane and hoisting equipment operator trade is the same amount of time as the total amount of time prescribed by that trade regulation to complete the term of apprenticeship for the wellhead boom truck craft.

Requirements to be certified in rig technician trade

7(1) In this section, "trade" means the trade of rig technician designated as a compulsory certification trade pursuant to the Act.

(2) Notwithstanding section 5(1)(a), to be granted a trade certificate under section 4 in level 1 of the trade, a person must

- (a) establish to the satisfaction of the Executive Director that the person has, in respect of the trade,
 - (i) worked in the trade for 18 months,
 - (ii) acquired 2250 hours of work experience, of which a minimum of 1000 hours was completed while performing the tasks, activities and functions in the undertakings that constitute level 1 of the trade as provided under the *Rig Technician Trade Regulation*, and
 - (iii) successfully completed to the satisfaction of the Board one or more examinations that are set or recognized by the Board,

or

- (b) successfully complete the first period of apprenticeship in the trade by meeting the requirements to advance set out in section 13(1) of the *Apprenticeship Program Order*, and

- (c) notify the Executive Director in writing that the apprentice's contract of apprenticeship in the trade has ended.

(3) Notwithstanding section 5(1)(a), to be granted a trade certificate under section 4 in level 2 of the trade, a person must

- (a) establish to the satisfaction of the Executive Director that the person has, in respect of the trade,
 - (i) worked in the trade for 36 months,
 - (ii) acquired 4500 hours of work experience, of which a minimum of 1000 hours was completed while performing the tasks, activities and functions in the undertakings that constitute level 2 of the trade as provided under the *Rig Technician Trade Regulation*, and
 - (iii) successfully completed to the satisfaction of the Board one or more examinations that are set or recognized by the Board,

or

- (b) successfully complete the first and second periods of apprenticeship in the trade by meeting the requirements to advance set out in section 13(1) of the *Apprenticeship Program Order*, and
- (c) notify the Executive Director in writing that the apprentice's contract of apprenticeship in the trade has ended.

(4) Notwithstanding section 5(1)(a), to be granted a trade certificate under section 4 in level 3 of the trade, a person must establish to the satisfaction of the Executive Director that the person has, in respect of the trade,

- (a) worked in the trade for 54 months,
- (b) acquired 6750 hours of work experience, of which a minimum of 1000 hours was completed while performing the tasks, activities and functions in the undertakings that constitute level 3 of the trade as provided under the *Rig Technician Trade Regulation*, and
- (c) successfully completed to the satisfaction of the Board one or more examinations that are set or recognized by the Board.

(5) With respect to the requirements of subsections (2)(c), 3(c), and 4(b), the Executive Director may grant credit for related training and experience.

Part 3 Designated Occupations

Occupational certificate

8 A person may be granted an occupational certificate if that person establishes to the satisfaction of the Executive Director that the person meets the requirements established under sections 9, 10, 11 or 11.1.

[Alta. Reg. 8/2009]

Requirements to be certified in a designated occupation with a training program

9(1) In this section, "training program" means a program of training in a designated occupation

- (a) under which a person acquires skill and knowledge in that occupation or in a branch or level of that occupation, and
- (b) that is approved by the Board under the *Designated Occupations Training Program Order*.

(2) To be granted an occupational certificate in a designated occupation for which a training program has been approved, a person must

- (a) have successfully completed
 - (i) the training program that is applicable to that person, and
 - (ii) to the satisfaction of the Board one or more examinations that are set or recognized by the Board,

or

- (b) have
 - (i) worked in the occupation for 1.5 times the total amount of time required to complete the training program,
 - (ii) completed 1.5 times the total number of hours of work experience required to complete the training program, and
 - (iii) a satisfactory report from the person's current employer, or other evidence acceptable to the

Executive Director, confirming the person has the skill and acknowledge in that occupation or in respect of one or more tasks, activities and functions in that occupational that is expected of a holder of an occupational certificate in that occupation, and

[Alta. Reg. 9/2009]

- (iv) successfully completed to the satisfaction of the Board one or more examinations that are set or recognized by the Board.

(3) With respect to the requirements of subsection (2)(b), the Executive Director may grant credit for related training and experience.

(4) Subsection (2)(b) does not apply to the industrial construction crew supervisor occupation designated as a designated occupation pursuant to the *Act*.

[Alta. Reg. 8/2009]

Requirements to be certified in petroleum industry occupations

10(1) To be granted an occupational certificate in the oil and gas transportation services occupation designated pursuant to the *Act*, a person must successfully acquire the competencies recognized by the Board in the applicable branch:

- (a) oil and gas transportation services – supervisor;
- (b) Repealed

[Alta. Reg. 1/2010]

- (c) oil and gas transportation services – bed truck operator;
- (d) oil and gas transportation services – bulk haul truck operator;
- (e) oil and gas transportation services – multi-wheel truck operator; or
- (f) oil and gas transportation services – winch tractor operator.

(2) To be granted an occupational certificate in the snubbing services occupation designated as a designated occupation pursuant to the *Act*, a person must successfully acquire the competencies recognized by the Board in the applicable level:

- (a) snubbing services assistant operator;
- (b) snubbing services operator 1;
- (c) snubbing services operator 2;

- (d) snubbing services operator 3;
- (e) snubbing services supervisor 1; or
- (f) snubbing services supervisor 2.

(3) To be granted an occupational certificate in the well testing services occupation designated as a designated occupation pursuant to the Act, a person must successfully acquire the competencies recognized by the Board in the applicable branch:

- (a) well testing services supervisor – level three;
- (b) well testing services supervisor – level four; or
- (c) well testing services supervisor – level five.

Requirements to be certified in steel detailer occupation

11 To be granted an occupational certificate in the steel detailer occupation designated as a designated occupation pursuant to the Act, a person must successfully

- (a) acquire the competencies recognized by the Board, and
- (b) successfully complete to the satisfaction of the Board one or more examinations that are set or recognized by the Board

in the applicable level:

- (c) steel detailer – level one;
- (d) steel detailer – level two; or
- (e) steel detailer – level three

Requirements for holders of recognized certificates

11.1 A person may be granted an occupational certificate if that person

- (a) holds a certificate or document recognized under Part 5 of this Order, and
- (b) successfully completes to the satisfaction of the Board one or more examinations that are set or recognized by the Board.

[Alta. Reg. 8/2009]

Part 4 Achievement in Business Competencies

Requirements to be certified

12(1) In this section

- (a) "Achievement in Business Competencies Program" means the program established under the Act to encourage and recognize the study of business by persons certified in a designated trade or designated occupation;
- (b) "blue seal certificate" means the certificate and affixed blue seal that is granted to a person who meets the requirements of the Achievement in Business Competencies program.

(2) A person who holds

- (a) a trade certificate,
- (b) an occupational certificate, or
- (c) a certificate or document recognized under Part 5 of this Regulation

may be granted a blue seal certificate on successful completion of the Achievement in Business Competencies Program.

(3) In order to successfully complete the Achievement in Business Competencies Program, a person must

- (a) complete a program of study approved by the Board, or
- (b) complete 150 hours of study in one or more of the following areas delivered by a training provider recognized by the Executive Director based on guidelines approved by the Board
 - (iv) accounting,
 - (v) administration,
 - (vi) business law,
 - (vii) economics,
 - (viii) entrepreneurship,
 - (ix) finance,
 - (x) human resource management,
 - (xi) industrial relations,
 - (xii) leadership,
 - (xiii) management,
 - (xiv) marketing,

- (xv) project management,
- (xvi) public administration,
- (xvii) operations management,
- (xviii) organizational behaviour,
- (xix) supervision.

Part 5 Recognition of certificates

Definitions

13 In this Part

- (a) "certificate of completion of apprenticeship" means a certificate or document issued by a regulatory authority that indicates the holder of that certificate or document has successfully completed a program similar to an apprenticeship program;
- (b) "certificate of qualification" means a certificate or document issued by a regulatory authority that indicates the holder of that certificate or document has met a standard of achievement with respect to the occupational standards of an occupation;
- (c) "non-governmental body that exercises authority delegated by law" means any organization, corporation or association to whom the authority to regulate an occupation, administer a program of apprenticeship, or certify workers in an occupation has been delegated by provincial or territorial statute;
- (d) "occupational standards" means the skills, knowledge and abilities required for an occupation as established by a regulatory authority and against which the qualifications of an individual in that occupation are assessed;
- (e) "regulatory authority" means a department, ministry or agency of a Canadian province or territory or a non-governmental body that exercises authority delegated by law;
- (f) "substantially similar" means 80 per cent or more similarity in the occupational standards of an occupation as compared to the occupational standards of a designated trade or designated occupation.

Recognition of Interprovincial Standards Red Seal

14 An Interprovincial Standards Red Seal

- (a) issued in an occupation that is substantially similar to a designated trade or a designated occupation, pursuant to standards established under the Interprovincial Standards Red Seal Program by the Canadian Council of Directors of Apprenticeship, and
- (b) affixed to
 - (i) a certificate of qualification, or
 - (ii) a certificate of completion of apprenticeship

is recognized as being equivalent to a trade certificate in that designated trade or an occupational certificate in that designated occupation, as the case may be.

General recognition of documents

15 The following documents issued by a regulatory authority in an occupation that is substantially similar to a designated trade or a designated occupation are recognized by the Board as being equivalent to a trade certificate in that designated trade or an occupational certificate in that designated occupation, as the case may be

- (a) a certificate of completion of apprenticeship,
- (b) a certificate of qualification.

Recognition of certificates - elevator constructor

16 A certificate issued by the Canadian Elevator Industry Education Program (CEIEP) or by the National Elevator Industry Educational Program (NEIEP) (U.S.A.) is recognized as being equivalent to a trade certificate in the elevator constructor trade designated as a compulsory certification trade pursuant to the Act.

Recognition of certificates - water well driller

17 A groundwater drilling technician certificate together with a class 1 groundwater pump technician certificate and a class 2 pump installation technician certificate issued by the Canadian Groundwater Association is recognized as being equivalent to a trade certificate in the water well driller trade designated as an optional certification trade pursuant to the Act.

Recognition of certificates - Department of National Defence (Canada)

18(1) The following certificates issued by the Department of National Defence (Canada) to regular force members are recognized as being equivalent to a trade certificate in the applicable designated trade:

- (a)** a Certificate of Military Achievement, Qualification Level 5, Vehicle Technician (MOSID00129) in the trade of automotive service technician,
- (b)** a Certificate of Military Achievement, Qualification Level 5, Construction Technician (MOSID00306) in the trade of carpenter,
- (c)** a Certificate of Military Achievement, Qualification Level 5, Cook (MOSID00164) in the trade of cook,
- (d)** a Certificate of Military Achievement, Qualification Level 5, Vehicle Technician (MOSID00129) in the heavy equipment technician branch of the trade of heavy equipment technician,
- (e)** a Certificate of Military Achievement, Qualification Level 5, Vehicle Technician (MOSID00129) in the heavy duty equipment mechanic (off road) branch of the trade of heavy equipment technician,
- (f)** a Certificate of Military Achievement, Qualification Level 5, Vehicle Technician (MOSID00129) in the truck and transport branch of the trade of heavy equipment technician,
- (g)** a Certificate of Military Achievement, Qualification Level 5, Vehicle Technician (MOSID00129) in the transport trailer mechanic branch of the trade of heavy equipment technician,
- (h)** a Certificate of Military Achievement, Qualification Level 6, Supply Technician (MOSID00168) issued by the Department of National Defence (Canada) in the materials technician branch of the trade of parts technician,
- (i.)** certificate of Military Achievement, Qualification Level 5, Marine Engineering Technician (MOSID00122) in the machinist trade,
- (j.)** certificate of Military Achievement, Qualification Level 5, Marine Engineering Technician (MOSID00122) in the millwright trade,

[Board Order 5/2010]

- (k.)** a Certificate of Military Achievement, Qualification Level 5, Plumber and Heating Technician (MOSID00304) in the trade of plumber,
- (l.)** a Certificate of Military Achievement, Qualification Level 5, Refrigeration and Mechanical Technician (MOSID00301) in the trade of refrigeration and air conditioning mechanic,

(m.) a certificate of Military Achievement, Qualification Level 5, Military Material Technician (MOSID00134) in the trade of welder.

[Board Order 7/2009; 1/2010, 1/2011]

Recognition of certificates – parts technician trade and warehousing occupation

19(1) A trade certificate in the parts technician trade together with an occupational certificate in the warehousing-intermediate branch of the warehousing occupation is equivalent to a certificate in the materials technician branch of the parts technician trade.

(2) An occupational certificate in the warehousing technician branch of the warehousing occupation is equivalent to a trade certificate in the materials technician branch of the parts technician trade.

[Board Order 6/2009, 3/2010]

Recognition of certificates – crane and hoisting equipment operator trade

19.1 (1) A trade certificate issued in the heavy boom truck craft of the boom truck branch of the trade as it existed under the *Crane and Hoisting Equipment Operator Trade Regulation (AR 272/2000)* immediately prior to September 1, 2005, is recognized as equivalent to a trade certificate in the boom truck craft of the crane and hoisting equipment operator trade.

[Board Order 3/2010, 1/2011]

(2) A trade certificate in the medium boom truck craft of the boom truck branch of the trade as it existed under the *Crane and Hoisting Equipment Operator Trade Regulation (AR 272/2000)* immediately prior to September 1, 2005, is recognized as equivalent to a trade certificate in the boom truck craft of the crane and hoisting equipment operator trade.

[Board Order 3/2010]

Repeal

20 The *Apprenticeship and Certification Order*, Board Order 1/2000 is repealed.