

## TRADE CERTIFICATE VERIFICATION — TIPS FOR ALBERTA EMPLOYERS

Employers with questions about a trade or occupational certificate presented to them (including an Alberta certificate) should check with the province or territory that issued it.

Recommended steps for verifying a certificate:

1. Get the certificate holder's written permission to allow the issuing province or territory to provide you with verification of the certificate's authenticity.
2. Confirm the certificate holder's legal name (correct spelling required) and date of birth.
3. Photocopy both sides of the certificate.
4. Fax the above information to the jurisdiction that issued the certificate and request verification of its authenticity.

Links to provincial and territorial apprenticeship training authorities are available at [www.tradesecrets.gov.ab.ca](http://www.tradesecrets.gov.ab.ca) under "Related Links" in the navigation bar. If the issuing province or territory tells you the certificate does not appear to be authentic, contact the nearest Alberta apprenticeship and industry training office.