

For an applicant to obtain certification in the Trades Qualifier – Work Experience program, an Employer Declaration Letter (EDL) must be submitted to confirm that the applicant is functioning at the level expected of an Alberta-certified journey person in the trade.

Please check your [Trade Profile](#) to see if an EDL is required.

The letter must be completed on company letterhead from the applicant's current or most recent (within 12 months of the application date) Alberta employer and include the following:

- Current date,
- Applicant's legal name,
- Applicant's Apprenticeship Industry Training (AIT) identification number,
- Applicant's trade name,
- Dates of employment/contract,
- Supervisor's name, certificate number and issuing province or territory,
 - For a non-compulsory trade, the supervisor may be uncertified, and
- Employer (a person with signing authority) contact name, position, contact information (phone number and email address), and signature.

The applicant must scan or take a photo of this letter and upload it to their [MyTradesecrets \(MTS\)](#) account by clicking the Upload button in the Documents tab.

The information provided is subject to verification by AIT.

The next page contains a sample letter.

EMPLOYER DECLARATION LETTER – TRADES QUALIFIER – WORK EXPERIENCE PROGRAM

To be prepared on company or business letterhead and completed and signed by a person with signing authority from the Alberta employer.

[Date]

To Whom It May Concern,

On behalf of **[name of company/business]**, I would like to declare that **[legal name of the applicant]**, under AIT ID # **[applicant's AIT identification #]** has been employed/providing services in the **[name of trade]** trade from **[employment start date]** to **[employment end date]**.

THEN select and modify ONE of the following two paragraphs that applies to your situation:

I have made inquiries of the applicant's supervisor **[name, certificate number and issuing jurisdiction]** and am satisfied the applicant is/was functioning at the journeyman level in the **[name of trade]** and carries/carried out the tasks of that trade at the skill level the supervisor expects/expected of an Alberta-certified journeyman in that trade.

OR

I am the supervisor **[certificate number and issuing jurisdiction]** of the applicant and am satisfied that the applicant is/was functioning at the journeyman level in the **[name of trade]** and carries/carried out the tasks of that trade at the skill level I expect/expected of an Alberta-certified journeyman in that trade.

I hereby declare that I have the authority to sign this letter on behalf of **[name of company/business]**.

[Signature]

[Name]

[Position]

[Phone number and email address]