

Read the Questions and Instructions carefully. If you need help to complete this form, in Alberta call 310-0000 and ask to be connected toll free to your nearest Alberta Apprenticeship and Industry Training (AIT) office (as listed on page 10). 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 Alberta 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.

If you want to learn a trade you must be an apprentice. You must have an employer who is willing to employ you as an apprentice and 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	Lather-Interior Systems Mechanic
Auto Body Technician (<i>Auto Body Prepper, Auto Body Refinisher and Auto Body Repairer</i>)	Locksmith
Automotive Service Technician	Machinist
Baker	Millwright
Boilermaker	Motorcycle Mechanic
Bricklayer	Outdoor Power Equipment Technician (<i>Marine Equipment, Power Equipment, Recreational Equipment and Turf Equipment</i>)
Cabinetmaker	Painter and Decorator
Carpenter	Parts Technician
Communication Technician	Plumber
Concrete Finisher	Power Lineman
Cook	Power System Electrician
Crane and Hoisting Equipment Operator (<i>Mobile Crane, Tower Crane, Boom Truck and Wellhead Boom Truck</i>)	Recreation Vehicle Service Technician
Electrical Motor Systems Technician	Refrigeration and Air Conditioning Mechanic
Electrician	Rig Technician (<i>Level 3</i>)
Electronic Technician	Roofer
Elevator Constructor	Sawfiler (<i>Sawfiler and Circular Sawfiler</i>)
Floorcovering Installer	Sheet Metal Worker
Gasfitter (<i>First Class and Second Class</i>)	Sprinkler System Installer
Glazier (<i>Glazier and Auto Glass Technician</i>)	Steamfitter - Pipefitter
Hairstylist	Structural Steel and Plate Fitter
Heavy Equipment Technician (<i>Heavy Equipment Technician, Heavy Duty Equipment Mechanic (Off Road), Truck and Transport Mechanic and Transport Trailer Mechanic</i>)	Tilesetter
Instrument Technician	Tool and Die Maker
Insulator	Transport Refrigeration Technician
Ironworker (<i>Ironworker and Metal Building Systems Erector</i>)	Water Well Driller
	Welder

There is a \$35.00 non-refundable application fee that must be submitted with your application.

Information / Instructions for Apprenticeship Application and Contract

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 documentation.
4. Submit your signed and completed application and the required non-refundable fee, transcripts and other documents to the nearest Alberta Apprenticeship and Industry Training office (as listed on page 10).

For further information on how to complete this application, in Alberta call 310-0000 and ask to be connected toll free to nearest Alberta Apprenticeship and Industry Training office (as listed on page 10). Outside of Alberta, contact any Alberta Apprenticeship and Industry Training office directly.

1 Trade

- Print the name of the trade in which you want to apprentice. See Page 1 for a list of Alberta-designated trades.

2 Personal Information

- **Section 2 is to be completed by the person applying to become an apprentice. Please print in ink.**
- Please ensure that you have completed the application and that you have **signed the application in section 3 (page 3) and section 8 (page 9).**
- 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/studentervices/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 your nearest Alberta Apprenticeship and Industry Training office 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 and verify your eligibility to participate in an Alberta Apprenticeship Program. If you enter an Alberta Apprenticeship Program, this information and the personal information we obtain throughout your program will be used to administer your apprenticeship program, the Apprenticeship and Industry Training Act and the Interprovincial Standards (Red Seal) program, to help you get financial support, where applicable, under the Employment Insurance Act (Canada) and the Students' Finance Act, and for research and statistical purposes. If you have any questions about the collection of this information, you may contact the Director, Institution and Division Services, Apprenticeship and Industry Training, Alberta Advanced Education, 10th Floor Commerce Place, 10155 - 102 Street, Edmonton, Alberta, T5J 4L5. Telephone (780) 427-8765, Fax (780) 422-7376.

3 Consent to Disclose Personal Information

- In this section we ask you to give us your consent to disclose the personal information you provide on the application form and the personal information we obtain during your apprenticeship program for two situations that are not included in the notification above.
- Your consent is voluntary. If you do not give your consent, it will not stop your application from being considered or stop your participation in an apprenticeship program. However, it may restrict your ability to receive an award recognizing your achievement as an apprentice or from being considered for a scholarship.
- **You may withdraw your consent at any time but must do so in writing to your nearest Alberta Apprenticeship and Industry Training office (as listed on page 10).**
- **Sign and date** your consent to disclose personal information.

Information / Instructions for Apprenticeship Application and Contract (cont'd)

4 Employer Information

Section 4 is to be completed by the employer. The employer's signature is also required in section 8 (page 9).

Self-Employed Apprentice Requirements:

- If you are a self-employed apprentice in an optional certification trade, please have the tradesperson or company with whom you have made arrangements for supervision of your training complete this section of the application.

Employer Information:

- If the applicant has previous work experience in the trade, as indicated in Section 6 of the application, you (the employer) may recommend that the applicant be granted time credit toward the on-the-job training component of the apprenticeship program. You (the employer) must indicate the **TOTAL** amount of recommended time credit the applicant is to receive, in both months and hours (e.g., 18 months, 2100 hours).
- If the time credit recommended for on-the-job training exceeds one year, you (the employer) may also recommend the applicant challenge an examination(s) instead of taking technical training. (Note: There is a fee for the examination(s).) As the employer, you must check one box only in support of a recommendation that the applicant challenge the examination **or** attend technical training.
- If you change the name or address of your business, please contact your nearest Alberta Apprenticeship and Industry Training office immediately so your records can be updated.

5 Education and Training: Applicant Information

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.

If the **trade identified in section 1** requires you to demonstrate the successful completion of minimum entrance requirements and you have met the minimum entrance requirements, follow the directions below:

- If you attended high school in Alberta, you **do not** need to get an official transcript of your high school marks. Your Alberta high school marks will be verified by Alberta Apprenticeship and Industry Training.
- If you attended high school in another Canadian province or territory, please contact the Department of Education in that province or territory to get an **official transcript**.
- If an official transcript does not accompany this form, and your high school marks cannot be verified or if you do not meet the entrance 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.
- If your documents are written in a language other than English, they must be **translated** by a certified member of the Association of Translators and Interpreters of Alberta. For referral to a certified translator, contact the Translation Bureau at (780) 422-1658 or (780) 422-1535.

If you cannot demonstrate that you have met the minimum entrance requirements for the **trade identified in section 1**, you have the option to write an entrance examination (see Alberta Prior Learning Assessment application).

* **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 Employer Information

Legal Name of Business:

Operating Name of Business:

Mailing Address (P.O. Box or Street):

City and Province:

Postal Code:

Phone No.: ()

Alternate Phone No.: ()

Fax No.: ()

Site Address: (if different from above)

City and Province:

Postal Code:

Phone No.: ()

Alternate Phone No.: ()

Fax No.: ()

E-mail Address:

Name of Contact Person:

What date did the applicant begin to work in this trade for your business (yyyy/mm/dd)?

How much TOTAL trade experience credit (current and previous employment) expressed in months and hours should the applicant be granted? (Refer to Section 4 of instructions.)

Months:

Hours:

Challenge exam

Attend technical training

What are your reasons for making this recommendation?

5 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	
			date completed	

What is the name of the trade on the credential?

What is the name of the province/state/country/company/organization that issued it?

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 Red Seal on this credential, what is the number on it?

Information / Instructions for Apprenticeship Application and Contract (cont'd)

6 Work Experience in the Trade

Starting with your current employer, describe the work experience you have in the trade identified in section 1. If you need more space, put the additional information on a separate page. *(Note: This information is subject to verification)*. This information, together **with the recommendation of your employer**, may be used to grant you credit toward the on the job training component of the apprenticeship program. Should you qualify for on-the- job training credit, you may be eligible to write one or more examinations to determine your level of competency. You will be advised if you are eligible to write an exam. There is a fee for writing the exam.

7 Payment Information

- There is a \$35.00 non-refundable fee for an apprenticeship application and contract that must be submitted with the application. G.S.T. is included in 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 or debit card.
- If you wish to make your payment by certified cheque or money order, please make your cheque or money order payable to the **"Minister of Finance"**.
- 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 (as listed on page 10).
- If you wish to make your payment by VISA or Mastercard, complete this section of the application, or if someone else is making the payment, have this section completed and signed by the cardholder.
- **DO NOT send cash in the mail.**

6 Work Experience in the Trade					
Name of current or most recent employer (company), address and phone number (with area code)	Name of contact person, position and phone no. (include area code)			Tasks performed (what work did you do in the trade?)	
	Dates worked / Months and hours of hands on experience				
	Date Started		Date Finished		
	Total Months		Total Hours		
Name of employer (company), address and phone number (with area code)	Name of contact person, position and phone no. (include area code)			Tasks performed (what work did you do in the trade?)	
	Dates worked / Months and hours of hands on experience				
	Date Started		Date Finished		
	Total Months		Total Hours		
Name of employer (company), address and phone number (with area code)	Name of contact person, position and phone no. (include area code)			Tasks performed (what work did you do in the trade?)	
	Dates worked / Months and hours of hands on experience				
	Date Started		Date Finished		
	Total Months		Total Hours		
Name of employer (company), address and phone number (with area code)	Name of contact person, position and phone no. (include area code)			Tasks performed (what work did you do in the trade?)	
	Dates worked / Months and hours of hands on experience				
	Date Started		Date Finished		
	Total Months		Total Hours		

7 Payment Information		<i>Fees are non-refundable.</i>			
Method of Payment (check one):	<input type="checkbox"/> Certified Cheque (Payable to Minister of Finance)	<input type="checkbox"/> Debit Card	<input type="checkbox"/> Mastercard	<input type="checkbox"/> VISA	
	<input type="checkbox"/> Money Order (Payable to Minister of Finance)	<input type="checkbox"/> Company Cheque (Payable to Minister of Finance)			

If you check Mastercard or VISA, provide all of the credit card information requested below.

Card Number:		Amount of Payment: <i>(payment must be made in full):</i>	\$35.00
Expiry Date: (mm/yy)	Cardholder Name:	Cardholder Signature:	

Information / Instructions for Apprenticeship Application and Contract (cont'd)

8 Contract of Apprenticeship and Signatures

Please read this section carefully and sign if you agree. Both the applicant's employer and the applicant must sign the application in order for it to be processed.

(Note: It is an offence under the *Apprenticeship and Industry Training Act* to provide false information.)

8 Contract of Apprenticeship and Signatures

When the employer and apprentice sign this document, the document becomes a Contract of Apprenticeship.

The Employer and Apprentice agree that:

1. The applicant shall be an apprentice under the *Apprenticeship and Industry Training Act* in the trade identified in Section 1 of the Application.
2. The Apprentice shall complete the apprenticeship program as required under the applicable regulations, or as agreed by the department and the Employer in accordance with the *Apprenticeship and Industry Training Act*.
3. The on-the-job training for the Apprentice begins on the date the Apprentice starts to work in the applicable trade for the Employer, or as determined by the department in accordance with the *Apprenticeship and Industry Training Act*.
4. The parties to this Contract of Apprenticeship shall comply with the *Apprenticeship and Industry Training Act*.
5. This Contract of Apprenticeship comes into effect on the date it is registered with the Executive Director, Alberta Apprenticeship and Industry Training.

I certify that, to the best of my knowledge, the information provided in this document is true and complete in all respects.

Name of Employer (please print):

Signature of Employer:

Date (yyyy/mm/dd):

I have read the instructions, and I hereby make application for apprenticeship, and I declare that:

1. 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. 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 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.
4. I authorize Alberta Advanced Education to disclose any personal information obtained from this application, the verification of my certification, and the results of my exams to officials from other Canadian, provincial or territorial apprenticeship jurisdictions for the purpose of determining my eligibility to participate in trade/occupation certification programs.
5. If my application is cancelled, my employer will be notified of the cancellation and the reason(s) why, and I will no longer be permitted to work in the trade.

Name of Applicant (please print):

Signature of Applicant:

Date (yyyy/mm/dd):

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 on the next page).

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	New Park Place, P.O. Box 8115, 5201 - 44 Street	T9N 2J4	(780) 826-6142
Calgary	Suite 300, Willow Park Centre, 10325 Bonaventure Drive, S.E.	T2J 7E4	(403) 297-6457
Edmonton	7th Floor, Capital Health Centre, South Tower, 10030 - 107 Street	T5J 4X7	(780) 427-8517
Fort McMurray	Box 19, 7th 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	568 Carmichael Lane	T7V 1S8	(780) 865-8293
Lethbridge	Room 280, Provincial Building, 200 - 5 Avenue, South	T1J 4C7	(403) 381-5380
Medicine Hat	Room 104, Provincial Building, 346 - 3 Street, S.E.	T1A 0G7	(403) 529-3580
Peace River	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	Lakeland Centre, Box 787, 101 Main Street, S.E.	T0G 2A0	(780) 849-7228
Vermilion	Box 26, 1st Floor, Provincial Building, 4701 - 52 Street	T9X 1J9	(780) 853-8150