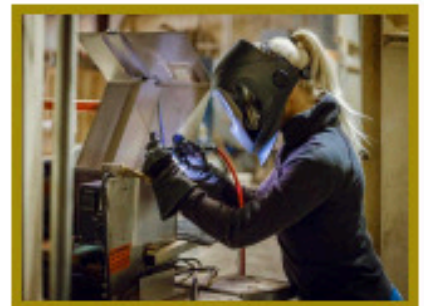
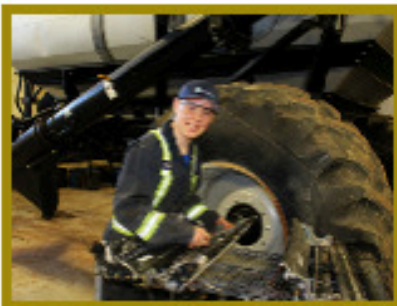




CAREER CONNECTIONS

# TRADES & APPRENTICESHIP PREPAREDNESS HANDBOOK



STUDENTS ABILITIES  
CONFIDENCE ADAPT PLAN  
SKILLS TRANSITION  
CLEAR WORLD IMPLEMENT

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# **PART 1: EXPLORING CAREERS IN THE TRADES**

## **GRADE-BY-GRADE EXPLORATION**

<b>Grades 1-3</b>	<b>CAREER EXPLORATION</b> <ul style="list-style-type: none"><li>• Talk about careers and have conversations about different types of jobs, including those in the trades.</li><li>• Make examples of the people around them and their jobs, like family &amp; friends.</li></ul>
<b>Grades 4-6</b>	<b>IDENTITY EXPLORATION</b> <ul style="list-style-type: none"><li>• Talk about who they are, what their interests are, what skills they have or would like to develop, and what they value most in life.</li><li>• Helping them get to know who they are and what they like can help them think about what careers or jobs they may enjoy most.</li></ul>
<b>Grades 7-8</b>	<b>TRAINING EXPLORATION</b> <ul style="list-style-type: none"><li>• Talk about apprenticeship training and what might be required for different trades.</li><li>• Get a basic understanding of how apprenticeship training works.</li></ul>
<b>Grade 9</b>	<b>CAREER EXPLORATION</b> <ul style="list-style-type: none"><li>• Talk about trade areas that they are most interested in.<ul style="list-style-type: none"><li>◦ Don't have to pick a specific career, but get a sense of what area they are most interested in (ie. construction trades, automotive trades, service trades)</li></ul></li><li>• Get an idea of the amount of apprenticeship training required.</li><li>• Make a plan to ensure they get the correct high school courses...ideally the "Recommended Courses" identified by AIT or even higher!</li></ul>
<b>Grade 10</b>	<b>IDENTITY EXPLORATION</b> <ul style="list-style-type: none"><li>• Delve deeper into what their areas of interest are and what skills and requirements they need in order to have the type of career they want.</li><li>• Help them to see the "big picture" and how their school courses can support them.<ul style="list-style-type: none"><li>◦ This can help them develop the motivation they need to be successful.</li></ul></li><li>• Encourage them to try different experiences in high school to help identify areas of interest (dual credit, work experience, etc).</li></ul>
<b>Grade 11</b>	<b>TRAINING EXPLORATION</b> <ul style="list-style-type: none"><li>• Narrow down the training and institutions they are most interested in.</li><li>• Ensure they are on-track for the AIT requirements needed.</li><li>• Encourage them to try Dual Credit courses to see how they perform at that level.</li><li>• Identify important dates and deadlines relating to apprenticeship registration, scholarships, etc.</li></ul>
<b>Grade 12</b>	<b>MAKING IT HAPPEN</b> <ul style="list-style-type: none"><li>• Finalize plans for work placements and technical training.</li><li>• Take advantage of work experience/RAP opportunities to try a career before you start your training, just to make sure it's a good "fit".</li><li>• Apply for Financial Aid and FREE MONEY!</li><li>• Make plans for living arrangements (residence) if moving away from home is required.</li><li>• Enjoy the final year of high school knowing you've set yourself up for a successful transition to apprenticeship training!</li></ul>

## **CAREER EXPLORATION & PROGRAM CHOICE**

### **How can I choose a career in the skilled trades that is a good fit?**

- Personal reflection and evaluation:
  - Skills - What are the things you know how to do?
  - Values - What do you value most or what things are the most important to you?
  - Areas of Interest - Favourite subjects in school, hobbies, extracurricular activities.
  - [ALIS - Know Yourself Quizzes](#)
- Do your Career Research!
  - [ALIS - Occupational Profiles](#)
  - MyBlueprint
  - Career Assessments
  - Volunteer or get a job in your field of interest
  - Find someone that has the job you want and then see if you can interview and/or job shadow with them
- Don't stress over "what will I like doing for the rest of my life?"
  - Most people will make major career changes at least 3-7 times in their life.
  - Focus on what you might like to do for the next 5-10 years, as that's more likely!
- Be cautious of the idea of "take your hobby and make it your job." Sometimes hobbies are meant to be hobbies! If you make it your job, it might not be fun for you anymore! You definitely want to find a job that is interesting and fulfilling, but not every hobby makes for a good career path!

### **What are some other ways to explore career options while in high school?**

- Dual Credit
  - Take post-secondary courses while in high school.
  - Earn credits towards high school diploma and post-secondary credits at the same time.
  - Allows students to understand post-secondary expectations.
  - Opportunity to try a program before applying.
- Internships & Work Experience
  - This can be done through general Work Experience and [CAREERS Internships](#).
  - Earn credits towards high school diploma, gain work experience and earn money.
  - Allows students to understand employer expectations.
  - Opportunity to try a career before deciding if it's the right path.
- Volunteering
  - Explore different opportunities, develop "soft skills" and give back to the community
- Job Shadow
  - Connect with a mentor in a career area and see what a "day in the life" is like.

# **PART 2: TRADES & APPRENTICESHIP BASICS**

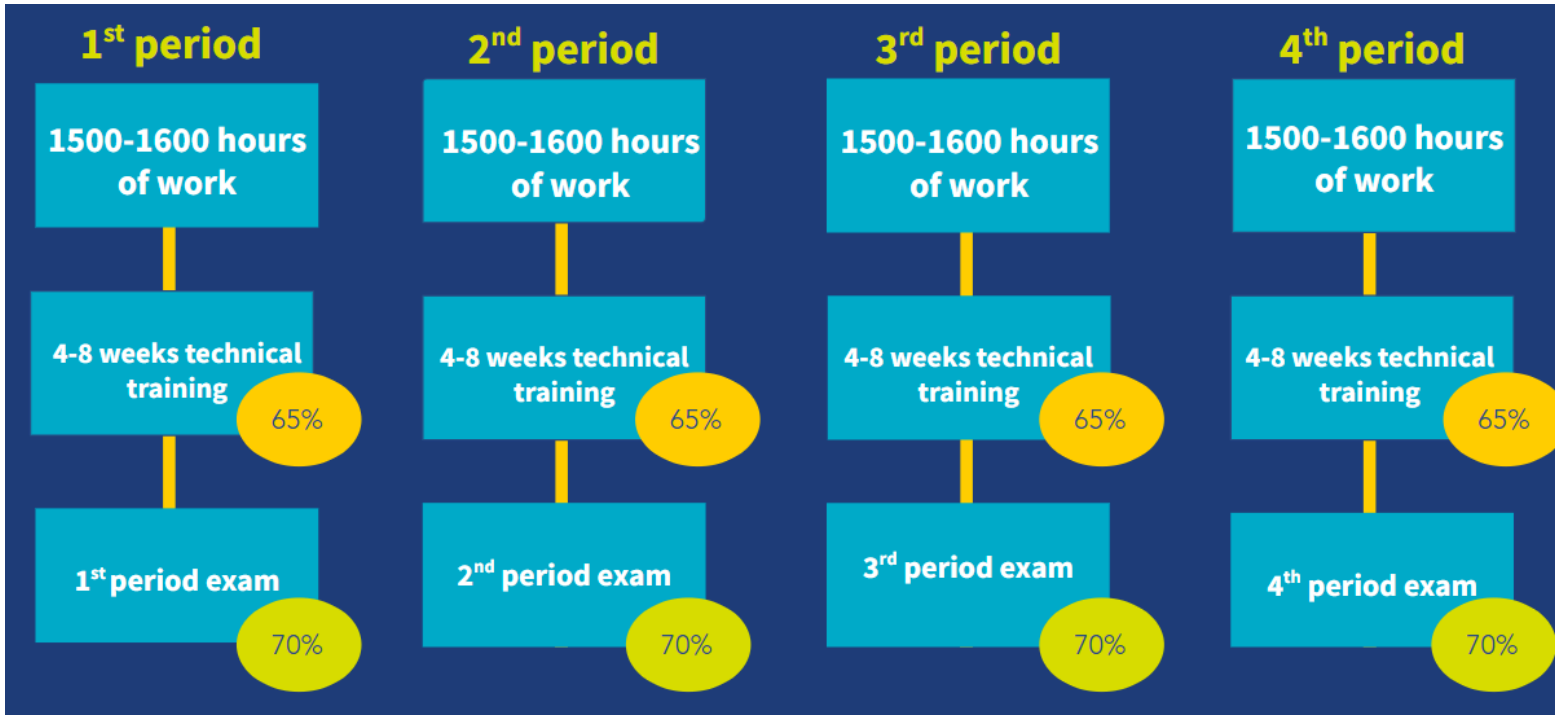
## **HOW IT WORKS**

### **How does Apprenticeship training work?**

Apprenticeship is a post-secondary education program consisting of on-the-job training provided by a qualified employer and technical training at an approved technical training provider.

Apprenticeship training is regulated by [Alberta Apprenticeship and Industry Training \(AIT\)](#).

- Approximately 80% of the training is done “on-the-job”.
  - Training is provided by the Employer.
  - Apprentices must learn from a certified journeyperson or other qualified individual.
  - On-the-job training is measured in hours and months.
- Approximately 20% of the training is done through Technical Training
  - Must be done through an approved Technical Training provider - usually a college, technical institution or polytechnic. **See the list of AB Training Providers [HERE](#).**
  - Technical training is measured in weeks.
- To progress, apprentices must successfully complete 3 components for each Period or Year of their program:
  - The hours and months of On-the-Job Training
    - Typically 1500+ hours
    - Over a 12-month period
  - The Technical Training
    - Typically 4-8 weeks in a 12-month period
    - Need to achieve a 65% grade or higher in order to pass
    - **Access Course Outlines on the AIT website [HERE](#).**
  - The AIT Industry Examination
    - Written if the apprentice meets the minimum grade in Technical Training
    - Need to achieve a 70% grade or higher in order to pass
    - **Access Exam Outlines on the AIT website [HERE](#).**
- An apprenticeship program lasts 1-4 years depending on the trade.
  - Most are 3-4 years in length.
- Apprentices typically make a percentage of what the journeyperson wage is and are given raises in accordance with their Apprenticeship Contract as they successfully complete each level of training.
- An Alberta Journeyperson Certificate is awarded when an apprentice satisfies all of the requirements of the program.
- Each trade has a specific number of “On-the-Job” hours that are required and a specific number of weeks of Technical Training.
  - These are detailed on the [AIT website](#) by clicking on the specific trade you are interested in and bringing up the Trade Profile.



## **What are the other Trades & Apprenticeship pathways?**

There are a variety of other ways to progress through trades & apprenticeship training, including:

- **Pre-Employment Program**

- Typically 8-12 weeks in length.
- Equivalent to the 1st period of technical training in an apprenticeship program.
  - If the student maintains a high enough grade (65%), then they are eligible to write their AIT Exam for Year 1 of their apprenticeship.
  - Graduates would then just have to complete the required number of work hours in order to complete their entire Year 1.
- Allows graduates to gain knowledge and skills that can help them secure employment to become an apprentice.
- Pre-Employment programs in Alberta include:

### **Northwestern Polytechnic**

- [Pre-Employment Welder](#)

### **Lakeland College**

- [Pre-Employment Automotive Service Technician](#)
- [Pre-Employment Electrician](#)
- [Pre-Employment Welder](#)

### **Lethbridge Polytechnic**

- [Pre- Electrician Certificate](#)
- [Pre-Carpenter Certificate](#)
- [Pre-Pipe Trades Certificate](#)
- [Pre-Powerline Technician Certificate](#)
- [Pre- Welder Certificate](#)

### **Medicine Hat College**

- [Pre-Employment Carpentry](#)
- [Pre-Employment Electrician](#)
- [Pre-Employment Common Pipe Trades](#)
- [Pre - Employment Plumbing](#)
- [Pre-Employment Welding](#)

### **NAIT**

- [Pre-Employment Auto Body Repair](#)
- [Pre-Employment Automotive Service Technician](#)

### **Northern Lakes College**

- [Pre-Employment Carpenter](#)
- [Pre-Employment Electrician](#)
- [Pre-Employment Heavy Equipment Technician](#)
- [Pre-Employment Industrial Mechanic \(Millwright\)](#)
- [Pre-Employment Welder](#)

### **Olds College**

- [Pre-Employment Heavy Equipment Technician](#)
- [Pre-Employment Motorcycle Mechanic](#)
- [Pre-Employment Welder](#)

### **Portage College**

- [Pre-Employment Welder](#)

### **Red Deer Polytechnic**

- [Pre-Employment Carpentry](#)
- [Pre-Employment Electrical](#)
- [Pre-Employment Welding](#)
- [Pre-Employment Automotive Service Technician](#)

### **SAIT**

- [Pre-Employment Automotive Service Technician](#)
- [Pre-Employment Cabinetmaker](#)
- [Pre-Employment Carpenter](#)
- [Pre-Employment Electrician](#)
- [Pre-Employment Ironworker](#)
- [Pre-Employment Industrial Mechanic \(Millwright\)](#)
- [Pre-Employment Mobile Crane](#)
- [Pre-Employment Pipe Trades](#)
- [Pre-Employment Refrigeration & Air Conditioning](#)
- [Pre-Employment Welding](#)



- **Post-Secondary Certificate and/or Diploma**

- Some institutions offer certificates and/or diplomas that align with the trades.
- If the institution has an agreement with AIT:
  - The training done in these programs counts towards their Technical Training for apprenticeship training.
  - Students can challenge AIT Exams, depending on how much education they complete and if they achieve the required grades (65%).
  - In some cases, the training taken in the certificate/diploma can also reduce the number of work hours a student must complete in a year and reduce the number of months the student must wait to move to the next level.
- These opportunities are a great way for young people to get the education portion of their apprenticeship done in advance.
  - This makes graduates very appealing to potential employers, as they already have a lot of skills and theory, they just need to get their work hours in.
- Post-Secondary Trades Programs offered in Alberta:

**Northwestern Polytechnic**

- [Motorcycle Mechanic](#)
- [ThinkBIG Service Technician](#)

**Lethbridge Polytechnic**

- [Agricultural and Heavy Equipment](#)
- [Automotive Systems](#)
- [Culinary Arts](#)

**NAIT**

- [Advanced Plumbing Technology](#)
- [Advanced Welding Technology](#)
- [Baking and Pastry Arts](#)
- [Building Environmental Systems](#)
- [CNC Machinist Technician](#)
- [Culinary Arts](#)
- [Electrical Installations Technology](#)
- [Heating, Ventilation, Air Conditioning, Refrigeration Technician](#)
- [Industrial Heavy Equipment Technology](#)
- [Millwork and Carpentry](#)

**Olds College**

- [Agricultural & Heavy Equipment Certificate](#)
- [Agricultural & Heavy Equipment Diploma](#)

**Portage College**

- [Barber](#)
- [Hairstyling](#)

**SAIT**

- [Automotive Service Technology](#)
- [Baking and Pastry Arts](#)
- [Culinary Arts](#)
- [Diesel Equipment Technician](#)
- [Machinist Technician](#)
- [Welding Technician](#)



## **PART 3: BECOMING AN APPRENTICE**

### **What requirements do I need to become an Apprentice?**

In order to become an apprentice, individuals must apply to and meet the requirements set by AIT.

- **Category A, B, & C**
  - AIT has categorized all the trades.
  - The category determines the requirements needed to become an apprentice.
- **Minimum vs Recommended Requirements**
  - AIT has set forth Minimum Requirements for each trade category.
    - As long as an individual meets those minimum requirements, they are able to become an apprentice.
    - These are the bare minimum courses that an individual should have in order to be successful in trades training.
  - AIT has also set forth Recommended Requirements for each trade category.
    - Individuals should aim to meet as many of the Recommended Requirements as possible, as this will set them up to be more successful in their training.
    - Individuals who have more of the Recommended Requirements typically perform better in their Technical Training and on the AIT Exams.
- **Entrance Exam**
  - If you do not meet the Minimum Requirements to become an apprentice in your trade, then you have the option to write the Entrance Exam.
  - This exam is quite in-depth, so individuals are encouraged to try and meet the Minimum Requirements prior to graduating from high school.
  - Some post-secondary institutions offer courses or training that help prepare students to write the entrance exam.

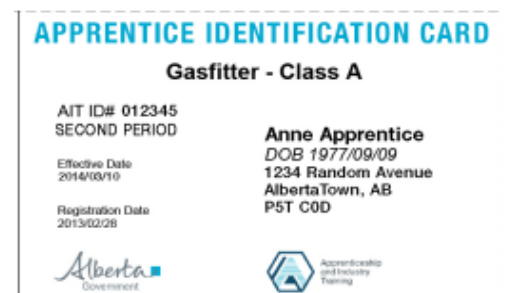
### **What is the difference between Compulsory vs Optional Trades?**

AIT has some trades that have mandatory certification requirements (Compulsory), whereas other trades recommend certification but it is not absolutely required (Optional).

- **Compulsory Certification Trades**
  - You must either hold a recognized trade certificate or be a registered apprentice in order to be employed in the trade.
  - Employers must hire only certified journeypersons or registered apprentices.
  - Usually involve work where public and worker safety needs to be closely monitored.
- **Optional Certification Trades**
  - You can work in this trade if the employer deems you to have the skills and knowledge expected of a certified journeyperson.
  - Employers may employ uncertified individuals and use them to supervise and train apprentices on the job.
  - You **must** still become a registered apprentice if you are learning the trade.
  - It is **strongly recommended** that individuals achieve Journeyperson status in all trades, even Optional ones.

## How do I apply to become an Apprentice?

- **Alberta.ca Account** - You need to set-up an **Alberta.ca Account Basic Account** in order to create a MyTradeSecrets account (have your **Alberta Student Number (ASN)** ready). The Government of Alberta will send you information in the mail to set-up this account, so make sure you do this well in advance, as it can take a while to arrive.
- **MyTradeSecrets (MTS) Account** - You need to set-up a MTS Account in order to apply to be an apprentice, access your digital records, register for technical training and see your grades.
- **IMPORTANT:** use a personal email address, NOT your school email address, to create this account, so that you will have access to it even after you graduate from high school.
- **AIT Application** - You must submit an application to AIT in order to become an apprentice.
  - You will need to demonstrate that you meet the Minimum Requirements for your trade or that you can pass the Entrance Exam.
    - Students going into RAP in high school do not have to meet any admission requirements, however, they will be required to prove that they meet the Minimum Requirements once they graduate high school and become a regular apprentice.
  - There is a \$35 Application Fee that must be paid at the time of application.
    - RAP students are also exempt from paying the \$35 Application Fee.
- **AIT Contract** - You and your employer must sign an AIT Contract in order to formally enter into an apprenticeship agreement.
  - This process is also known as “indenturing”.
  - You will be asked to provide your employer’s email address.
    - Make sure they are someone that has the authority in that organisation to enter into an Apprenticeship Contract.
  - When you complete your Apprenticeship Application & Contract in your MTS Account, you will be asked to enter your employer’s email address.
  - A copy of the contract will be sent electronically to the employer for their approval.
  - If you have already been working prior to signing the AIT Contract, you can still get credit for those hours.
    - Regular Apprentice: The Employer will enter these “Pre-Contract” hours into the AIT Contract so they can be counted towards your apprenticeship.
    - RAP Student: The Student will enter these “Pre-Contract” hours into the AIT Contract, so these should be discussed with the Employer and agreed upon prior to submitting them.
- **Record/Blue Book** - Once the AIT Contract has been submitted and approved, the apprentice will receive their Blue Book where they will track their progress.
- **Apprentice ID Card** - the apprentice will be able to access their Apprentice ID Card in their MyTradeSecrets account. This should be printed after successful completion of each Year or Period, so the apprentice can show their progression through the training process.



## **PART 4: WORKING**

The key part of apprenticeship training is the learning that is done “on-the-job”, so finding an employer is crucial to the success of anyone pursuing a career in the trades.

### **FINDING AN EMPLOYER**

Often, the most difficult part of apprenticeship training is finding a qualified employer who is willing to indenture and train you. There are many ways to find an employer, including:

#### **CAREERS: The Next Generation Internship & RAP:**

- CAREERS: The Next Generation can help high school students find paid internships in the trades.
- Students can earn Work Experience credits (max 15) towards their high school diploma with a Trades Internship.
- If the employer is willing to indenture the students, then the student can start RAP and earn up to 40 credits towards their high school diploma.
  - These work hours will also count towards their apprenticeship training.

#### **Your School:**

- Connect with your Career Counsellor or Off-Campus Coordinator about what companies the school may have worked with in the past for Work Experience placements.
- Ask teachers, coaches, EA's, etc, about any companies or organizations that they may know of who are hiring.

#### **Job Boards, Apps & Websites:**

- Many organizations will post job opportunities on their social media feeds or website.
- There are many apps and websites, like LinkedIn, Indeed, Kijiji, etc, that you can use to search for job opportunities in your area.

#### **Your Network:**

- Talk to your family, friends, neighbors and other people you know to see if they are aware of any companies that are looking to hire in the area you are interested in.
- Utilize your social media connections as well.
- Many jobs are found through “word of mouth” rather than a job posting, so make sure to tell people the kind of opportunity you are looking for and then follow-up on any possibilities that they send your way!

## **COVER LETTER & RESUME**

Your cover letter and resume should be ready to submit, as opportunities may come up quickly and you don't want to miss out on a job because you weren't ready to submit an application.

### **Cover Letter Tips:**

<https://www.indeed.com/career-advice/resumes-cover-letters/apprentice-cover-letter>

### **Resume Tips:**

<https://www.indeed.com/career-advice/resumes-cover-letters/apprenticeship-resume>

## **INTERVIEWS**

It's important to be prepared for interviews so that you can put your best foot forward and hopefully land the job!

### **Before the Interview:**

- Research the Company
- Know your Resume
- Have 2-3 Key Ideas you want to get across during the interview
- Practice!

### **Day of the Interview:**

- Dress for Success
- Bring Questions
- Be Prompt
- Take Deep Breaths and Try to Relax

### **After the Interview:**

- Follow-up with a Thank You email or call
- Reflect on how it went & if there are any areas for improvement

## **TRACKING YOUR WORK HOURS**

### **Record Book (aka Blue Book)**

Once you have an employer and have completed the AIT Application and Contract, you will receive your Record Book (aka Blue Book) from AIT. This is the book you use to track your progress in your apprenticeship training.

- Enter work hours regularly and ensure you keep your record book up-to-date.
- Make sure your Blue Book is up-to-date so you don't miss out on counting hours towards your training.
- You will also track your Technical Training and your AIT Exams in your Record Book.
- You will submit your Record Book to AIT each year to show your progress in your training and to move from one year to the next.

## **CHANGING EMPLOYERS**

In order to transfer your apprenticeship contract from one employer to another, you need to complete and submit transfer cards:

- When hired by a new employer - Complete an Acceptance Card with your employer and submit it to AIT by uploading it to your MyTradesecrets account.
- When you leave an employer - Complete and submit a Release Card by uploading it to your MyTradesecrets account.

It is important to keep your employment records up-to-date.

## **UNEMPLOYMENT**

If you are laid off or lose your job while in your apprenticeship training, you should try your best to find a new employer within a year of losing your previous employer.

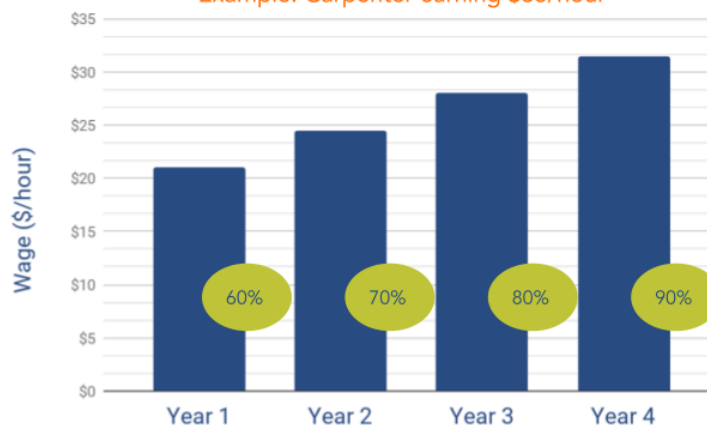
- A 12-month period of unemployment on an apprenticeship contract will result in your cancelled apprenticeship.
- Contact or visit an AIT office for assistance within 30 days of your cancellation, or you will have to submit a new apprenticeship application and the required fees.

## **WAGES & RAISES**

Apprentices typically make a percentage of what the journeyperson wage is in that trade and are given raises in accordance with their Apprenticeship Contract as they successfully complete each level of training.

- For example, an apprentice may start making 60% of a journeyperson wage in Year 1 and then get a raise to 70% when they become a Second Year apprentice.

Apprenticeship training legislated pay percentages (based on a four year program)  
Example: Carpenter earning \$35/hour



# **PART 5: TECHNICAL TRAINING**

## **TECHNICAL TRAINING BASICS**

### **What are the institutions that offer trades training in Alberta?**

Apprenticeship Technical Training is offered at Colleges, Technical Institutes and Polytechnics.

- **College** - 8 Colleges in Alberta, but the ones that offer Trades & Apprenticeship training are:
  - [Keyano College](#) (Fort McMurray)
  - [Lakeland College](#) (Vermillion/Lloydminster)
  - [Medicine Hat College](#)
  - [Northern Lakes College](#) (Grouard)
  - [Olds College](#)
  - [Portage College](#) (Lac La Biche)
- **Polytechnic/Technical Institutes** - Alberta has 5 that all offer Trades & Apprenticeship training:
  - [Lethbridge Polytechnic](#)
  - [Northwestern Polytechnic](#) in Grande Prairie
  - [NAIT \(Northern Alberta Institute of Technology\)](#) in Edmonton
  - [Red Deer Polytechnic](#)
  - [SAIT \(Southern Alberta Institute of Technology\)](#) in Calgary
- **Other Institutions**
  - [MC College](#)
  - [Delmar College](#)

### **How do I choose a technical training program that is a good fit?**

- For a career in the skilled trades, you'll have to complete an apprenticeship.
- Apprenticeship Technical Training is offered at Colleges and Polytechnics/Technical institutes.
  - Technical Training is regulated by Alberta Apprenticeship and Industry Training, so the material covered is standardized across the province.
  - However, class sizes, instructors and facilities may all differ, so it's a good idea to still do some research.
- Research the institutions that offer the training you require.
  - Website, Viewbooks & Publications
  - Visit Events - Open House, Student for a Day, Campus Tours
  - Webinars & Information Evenings
- Take a Dual Credit course or Pre-Employment program to see if you really like the program. Find out if the post-secondary offers any short courses that may allow you to "test drive" the facilities and campus.
- Consider other factors that may influence your decision to attend Technical Training
  - Costs
    - Do you know how much your Technical Training and how you will pay for it?
  - Distance from Home
    - Will you have to move away from home in order to attend?
    - If you have to move away, is there on-campus housing available?

# **TECHNICAL TRAINING REGISTRATION**

## **How do you register?**

You will need to log into your [MyTradeSecrets Account](#) that you created when you became an apprentice. Once you have logged in, you will do the following in order to register:

- Click on the **Class Registrations** tab in MyTradeSecrets.
- You will **see all of your eligible classes**. You can sort your classes by a variety of factors including date, seat availability and location.
- Click on the **REGISTER** button, which will take you to the training provider's page, where you will find relevant registration information.
- **Select** the class that works best for you and register in it.
- **Submit** all of your credit card information to pay for the cost of your class, which is required to complete the registration process.

## **When do you register?**

- Alberta Apprenticeship and Industry Training (AIT) sets the Registration Opening Date for each trade. These dates are typically posted on the AIT website in April for the upcoming year.
- Most trades will open for registration in May/June for the upcoming year.
- It is important to know when your trade registration will open. Many classes are quite small, so you want to register early to ensure you get a seat at the institution that works best for you.

## **What if the class is full?**

- If the class you want is already full, you can usually place yourself on the waiting list.
- If a registered student cancels their spot, then it will be offered to the first person on the waiting list until they find someone to take the vacant spot.
- It may be in your best interest to register in your “second choice” class, just so you don’t miss out on your technical training.

## **How do I cancel my registration?**

- You can cancel your registration through your MyTradeSecrets account.
- You need to be aware of the Cancellation and Refund policies of the institution that you registered with, so that you cancel in time to get your fees refunded to you.



## OTHER IMPORTANT INFORMATION

### How do I know what the rules and regulations are?

- AIT has [Policies](#) and [Procedures](#) related to being an apprentice that you should familiarize yourself with.
- Each post-secondary institution that offers Technical Training will have their own set of rules, regulations, policies and procedures.
  - These can often be found in the Academic Calendar for the institution, as well as on their website.
  - Apprentices should familiarize themselves with all the student-specific policies and procedures at their institution, so they know what standards they are being held to.

### How does technical training work?

- It is a fast-paced course, typically covering up to one module or ILM per day.
- Apprentices **MUST** complete homework each night, including self-tests from the module.
- Each morning, apprentices will write an exam about the material covered the previous day.
  - They need to complete the self-tests the night before in order to be able to write these daily exams.
  - If they do not complete the self-tests, they will not be allowed to write the exam and will be given a mark of "0".
- Technical training is not easy, but if you stay on top of your work, study, complete the self-tests, and ask questions when you don't understand the material, you should be able to complete it successfully.
- Apprentices must pass all modules and complete technical training with an overall average of 65% or higher in order to pass and be eligible to write the AIT Exam.

### Why is my attendance important?

- As set by AIT, attendance at Technical Training is **MANDATORY!**
- Attendance is strictly enforced by each institution, in accordance with AIT policies.
- You could be **REMOVED** from class if you miss more than **18 hours** (approximately 2.5-3 days).
- It's important to let your instructor know if you will be absent.
- If you are removed from class due to absences, you will typically **NOT receive a refund** of the fees you have paid and will have to return to school at a later date and pay the fees again.

## **Why are my grades important?**

- In order to successfully complete technical training, an apprentice must pass each section of the course and pass the AIT exam.
  - The passing grade in each course is **65%**.
  - The passing grade on the AIT exams is **70%**.
- Apprentices should aim for the highest grade possible in their Technical Training, so that they are prepared to write, and pass, the AIT exam.
- If an apprentice chooses to write their Interprovincial Red Seal exam, the passing grade for that is also **70%**.
- **IMPORTANT:** [AIT Determining Success in Technical Training](#) document

## **What happens if I don't pass technical training?**

- Do not give up!
- Connect with your instructor, your institution and AIT to explore your options.
- You can repeat technical training if you do not achieve a 65% average or higher the first time.
- You will need to register for another session of technical training, and you will have to pay for this additional training.

## **COSTS OF TECHNICAL TRAINING**

### **How much does it cost to attend technical training?**

The costs of technical training may vary slightly by institution, but the tuition rate is typically set by AIT, so the amounts will be approximately:

- Tuition and fees are around \$1,200 - \$1,400 per Technical Training Period.
- Books & supplies can be between \$300-\$500 per Period.

You will also need to consider the fact that you're "losing wages" during this time, as it's very difficult to work and attend technical training at the same time.

You will have to also consider living expenses, which can include rent/mortgage, utilities, vehicle, cell phone, etc.

### **What do I have to pay and when?**

- *Application Fee* - \$35; must be paid at the time you apply to be an apprentice.
- *Tuition & Fees* - ranges from \$1,200-\$1,500 per Technical Training Period; must be paid for at the time of registration.
- *Books & Supplies* - ranges from \$300-\$500 per Technical Training Period; must be paid for at the beginning of training.

### **Can I get my money back?**

- *Application Fee* - typically non-refundable.
- *Tuition & Fees* - refundable up to a certain date.
- *Books & Supplies* - typically non-refundable unless ILMs are returned unopened and with a receipt.

### **How am I going to pay for it all?**

Check out the [Post-Secondary & Apprenticeship Financial Aid Handbook](#) for more information on paying for apprenticeship training. There are a lot of government grants, scholarships and other financial aid to support apprentices.

## **NEXT STEPS**

### **What are my next steps after I register for technical training?**

- Typically you will be sent an email confirming your registration at that institution.
- Set-up your student portal so you can access important information like your timetable, your student account, etc.
  - Instructions on how to access your portal are typically sent by email.
- Set-up and check your student email account
  - Students should be checking this email account frequently, as most institutions will communicate via email and students don't want to miss important information.
- Apply for student housing, if applicable.
  - Living on campus is a great way to connect with your institution, make friends and live in a safe and secure environment.
  - Residence can fill up fast, so apply early!
- Apply for Academic Accommodations, if applicable.
  - If you have a diagnosed learning disability or require accommodations in order to be successful in your studies, make sure to register with your institutions' Accessibility Services department as soon as possible. They will be able to help you ensure that accommodations are available to you in all of your classes.
- Visit the campus, if you haven't already done so.
  - Get comfortable on campus before your program even starts. Go for a tour, take a look at your classes and the residence, and be ready to go when your program starts.
- Apply for Financial Aid
  - Government student loan applications typically open in June (in Alberta) for the upcoming school year.
  - Some institutions have scholarships, awards and bursaries that you can apply for prior to your program starting. Others have you apply for awards once your program begins.
    - Make sure you're aware of any deadlines so you don't miss out on opportunities!
- Apply for [Employment Insurance](#)
- Attend any Orientation activities that are offered.
  - Many institutions offer pre-Orientation and Orientation programming that will help set you up for success....so make sure you attend those wherever possible!
- Purchase Books & Supplies
  - Most institutions will have a Campus Store where students can purchase much of what they require.

**IMPORTANT:** Review the [AIT 1st Year Apprentice Orientation Document](#)

## **SERVICES & SUPPORTS DURING TECHNICAL TRAINING**

### **Who is there to help me be successful?**

- Lots of people!
- Most institutions will have a variety of services and supports available to help you be a successful student. They may include, but are not limited to:
  - Accessibility Services (students with disabilities)
  - Academic Advising
  - Athletics
  - Counselling & Mental Health
  - Financial Aid
  - Fitness & Recreation services
  - Health Services (doctors & nurses)
  - Indigenous Student support
  - Information Technology
  - Learning Supports (tutoring, academic coaching)
  - Office of the Registrar (registration, schedule, transfer credit)
  - Students' Association/Union (student government & advocacy, Health & Dental plans)
- The biggest advice is to **ASK FOR HELP!**
  - Students need to advocate for themselves and their success and ask for the help they need, as early on as possible.
- These services are, for the most part, provided through the fees you pay as a student, so there is no additional cost. You definitely want to take advantage of them while you can!

### **What should I do if I'm struggling in my classes?**

Ideally, you want to reach out for support before your grades are too negatively impacted. There are many people available to help you, including:

- Instructors and Assistants
- Academic Advisors
- Academic Coaches
- Tutors

If you do not complete your technical training, you will be required to register for it at a later date. It's important to speak to someone at your institution and to talk to your employer if you are struggling in your classes.

## **LIFE DURING TECHNICAL TRAINING**

### **Where can I live while attending technical training?**

- **At Home!**
  - If at all possible, live at home...it's cheaper! (unless your parents start charging you rent!)
- **Campus Housing/Residence**
  - Many institutions offer on-campus housing/residence options...those are typically a cheaper alternative than living off-campus.
  - Some benefits to living on-campus include:
    - Convenience, Safety, Community, Activities, Higher GPA
  - Most residences fill quite quickly, so apply early!
  - Some residences will include a meal plan and others may have kitchens where students can cook their own meals...so make sure you know what options are available at your institution.
    - If there is a meal plan option, you may need to decide what “level” of meal plan you prefer.
- **Off-Campus**
  - If you prefer to live off-campus, there are a variety of places to look for available apartments, rooms for rent, etc, including:
    - Some institutions have Off-Campus Housing pages
    - Rental Agencies
    - Facebook, Buy & Sell Groups, Kijiji, etc

### **How do I make the most of my time in technical training?**

- One of the best parts about attending post-secondary is the “experience”...you definitely want to make the most of it!
- Take advantage of opportunities shared by your instructors and your institution, such as:
  - Clubs & Organizations
  - Conferences & Trade Shows
  - Field Trips
  - Work Integrated Learning Opportunities
  - Leadership Opportunities
  - Micro-Credentials and Professional Development Opportunities
  - Research Opportunities
- Don't miss out on these unique opportunities! Stay informed by:
  - Talking to your instructors.
  - Checking your institutional email frequently.
  - Watching the screens and bulletin boards around campus.
  - Look for information on your institution's website and social media accounts.

## **What types of extracurricular activities are available in post-secondary?**

- There are plenty of ways to get involved, including:
  - Varsity Athletics
  - Recreational Sports or Intramurals
  - Fitness Centre and Classes
  - Students' Association/Union
    - Campus Events, Clubs & Associations and Student Government
  - Student Ambassadors/Leaders
  - Residence Life Activities
  - Student Employment
  - Research Activities
- Most of these opportunities do not have any extra cost for students, or if there is a fee, it's quite low, so students should take advantage and get involved!
- Some of these opportunities actually pay students for their participation, like Student Leadership positions, Research, being an RA, or being elected to a Student Government position.
- These opportunities are a great way to make new friends and create a network that will stay with you beyond post-secondary.
- Participation in these experiences is also a great way to add skills to your resume.

## **How do I try out for a varsity athletics team at my institution?**

If you are interested in participating in competitive athletics at your institution, keep this in mind:

- You should reach out to them to let them know you are interested. Institutions might have an online form that you can submit to let them know you're interested in varsity athletics.
- Coaches may ask to see video footage of you competing, so make sure to have some video clips available from games, practices, etc.
- Many institutions will have camps where students can come and show their skills.
  - Check the institution/athletics website for information, dates, etc.
- Coaches may have scholarship funds available to award to players.

If you are successful in making it onto a team, make sure that you consider:

- Your schedule - When do you practice, train and compete? Do you need to make adjustments to your technical training or work schedule to accommodate your athletics?
- Expectations - know what grades you need to maintain in order to keep your scholarship and ensure you are eligible to play.

**IMPORTANT for Apprenticeship Students:** A student athlete registered in an apprenticeship program who complete their on-campus course prior to the end of the term (Sept-Dec or Jan-Apr) will remain eligible to participate for that institution pending confirmation of an approved work placement for their apprenticeship program in that term (Sept-Dec or Jan-Apr). Approval for the work placement will be provided by the institution where the student is participating.



## **PART 6: THE AIT EXAM**

### **AIT EXAM BASICS**

The AIT Exams are written at the end of each period or year of apprenticeship training, once all of the work hours have been completed and the technical training has been successfully passed.

The AIT Exam consists of two parts, a Theory (knowledge) and a Practical (skill) component. You must successfully complete both portions of the exam to be considered a “pass” and move into the next period/year of your apprenticeship.

The Theory component will typically be written in a classroom environment, while the Practical component will usually be in a shop of some kind.

### **AIT EXAM REGISTRATION**

#### **How do you register?**

You will need to log into your [MyTradeSecrets Account](#) that you created when you became an apprentice. Once you have logged in, you will be able to select from the available dates and register for the exam that works best for you. In some cases, the institution where you are taking your technical training may

#### **When do you register?**

You will not be able to register for your AIT Exam until you have successfully completed your technical training, earning a 65% mark or higher.

### **AIT EXAM - OTHER IMPORTANT INFORMATION**

#### **How do I prepare for my AIT Exam?**

There are many ways to study and prepare for your AIT Exam, including:

- Pay attention in class during technical training and complete all homework assignments...this will help you with the theory portion of your exam.
- Work hard and ask questions during the lab portion of technical training...this will help you with the practical portion of your exam.
- Review your ILM's from technical training.
- Study the AIT [Exam Counselling Sheets](#) for your specific trade.
- Follow the AIT [Study Tips for Success](#).

## **Can I receive accommodations during my AIT Exam?**

Yes!

You can receive accommodations through your training institution during technical training, but for the AIT Exam, you must request accommodations directly through AIT.

You do that by completing the [Accommodation Form](#) and submitting it well in advance of the date that you will be writing your exam.

## **What do I bring to the AIT Exam?**

There are a few things you need to bring with you, including:

- Government Photo ID
- Standar HB Pencil and Eraser
- Water Bottle

You are NOT allowed to bring:

- ANY electronic device, such as smartphones, laptops, tablets, or anything with a chip
- Mechanical pencil and/or pen
- Textbooks, notebooks, or any other written material
- Backpacks, purses, bags, etc.
- Jackets, hoodies, coats, etc.
- Motorcycle helmets, skateboards, bike helmets, etc.
- Your own calculator

AIT will provide approved calculators for all exam writers at the testing location.

## **What happens if I don't pass the AIT Exam?**

Do not panic or give up! There are options if you do not successfully achieve a 70% or higher on your AIT Exam the first time. Make sure to connect with AIT to find out what your best options are.

Some options will include:

- You can register to rewrite the entire exam or whichever component you didn't pass. You will be required to pay the exam fee again.
- If you do not pass the second time and want to write again, you will be required to submit an [AIT Training Plan](#), where you will outline how you plan to be successful if you are given another attempt at writing the exam.
- You will upload your AIT Training Plan to your MyTradeSecretes account. Submitting an AIT Training Plan does not guarantee that you will be granted an additional attempt.
- You may be required to retake technical training if you are not successful after 2-3 attempts at writing the AIT Exam.

## **PART 7: AFTER APPRENTICESHIP**

### **What is a Red Seal and how do I get it?**

- The [Interprovincial Red Seal](#) is a recognized standard in Canada, one that employers look for as an indication of the skill and competency level of employees in the trades.
- Tradespeople who hold a valid certificate with a Red Seal can work anywhere in Canada without further training or examination.
- There are more than 50 [Red Seal](#) trades in Canada. (see [Red Seal Trades in Alberta](#))
- Certified tradespeople may obtain a Red Seal on their trade or occupation certificates by successfully completing an Interprovincial examination.
  - If you have an Alberta trade certificate, complete the online [Interprovincial \(Red Seal\) Program Application](#) and submit it.
    - An Alberta Student Number (ASN) is required to apply for programs and services.
    - There is no fee for this application.

### **What is a Blue Seal and how do I get it?**

An [Achievement in Business Competencies \(Blue Seal\) Certificate](#) is evidence that a certified tradesperson:

- meets Alberta's high industry standards
- has continued a path towards business education and acquired competencies and demonstrated drive to succeed in managerial, supervisory, entrepreneurial or other leadership roles.

You may be eligible for an Achievement in Business Competencies (Blue Seal) Certificate if you:

- have completed at least 150 hours of study through any combination of [approved programs of study](#) and/or courses in one or more of the 18 approved subject areas through a [recognized training provider](#),
- **and** hold an Alberta Journeyman Certificate, or an Alberta Occupational Certificate, or a [recognized trade certificate](#),
- **and** have, or have applied for, an Alberta Student Number (ASN). [Find or obtain your ASN](#)

To apply:

- Log in to your [MyTradesecrets](#) account.
- Complete and submit the online Application. During the application process, attach a copy of your transcripts and supporting documentation.
- There is a \$50.00 non-refundable application fee.

## **What is a Completion Grant and how do I get it?**

The [Apprenticeship Completion Grant \(ACG\)](#) is a one-time taxable cash grant lifetime amount of \$2,000 per person for registered apprentices. It is for registered apprentices who:

- successfully complete their apprenticeship training program, and
- get their journeyperson certification in a designated [Red Seal](#) trade

To apply for an Apprenticeship Completion Grant (ACG), you must:

- Gather Supporting Documents
  - Copy of Journeyperson or Occupational Certificate
- Gather Personal Information
  - SIN
  - Provincial Apprenticeship Number
  - Banking Information for Direct Deposit
- Complete [Online Application](#)
- Submit Supporting Documents
  - By mail, in-person or online

## **Apprenticeship Support - [ATB Apprenticeship line of Credit](#)**

### **Borrowing Requirements**

- You must provide a guaranteed letter of employment or a letter from your Union.
  - The letter from your employer acts as the Confirmation of Income.
  - The letter must state the previous income earned instead of the current income.
- Minimum FICO score of 620
- You must also provide Confirmation of Enrolment. Refer to confirmation requirements section below.
- You must be enrolled in a regulated trade or optional certification trade as an apprentice. Refer to [Regulated Trades and Optional Certification Trade](#) for more information.

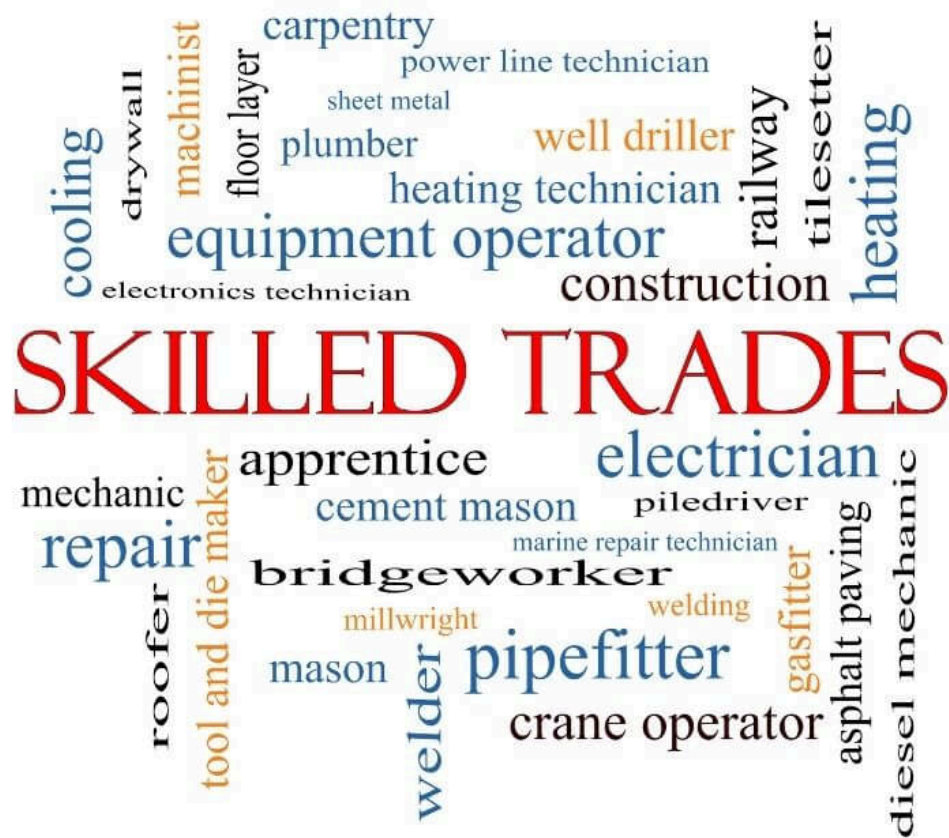
### **School Requirements**

Any technical school or college listed on the Government of Canada's [List of Designated Institutions](#) that is located in Alberta. Institutions outside of the province do not qualify for the ALLOC.

### **ALLOC Confirmation Requirements**

- Applicants must provide verification of enrolment from one of the following:

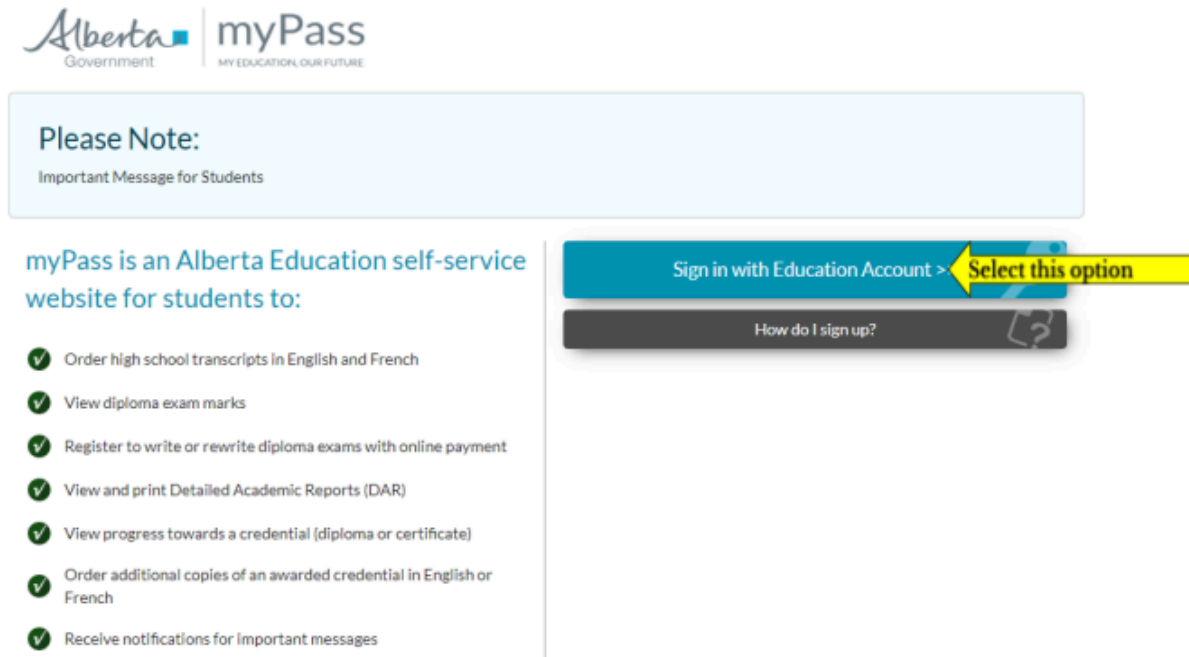
- Receipt of payment of tuition
- Letter of acceptance from a qualifying post-secondary educational institution
- Letter from the Union
- Legible copy of applicant's time table, indicating the applicant's name, name of school and dates of the term
- Verification of enrolment can be accepted in the following formats:
  - Original copy
  - Photocopy
  - Faxed or scanned copy
  - Legible picture of acceptable proof of enrolment taken with a smart phone or camera



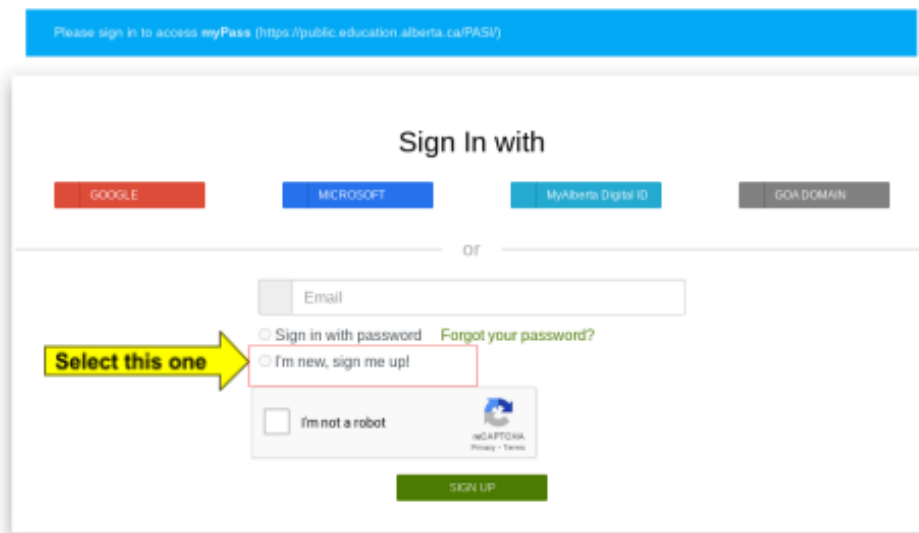
# APPENDIX 1: CREATING A MYPASS ACCOUNT

MyPass is used to access your Digital Academic Record (DAR) and to request official high school transcripts.

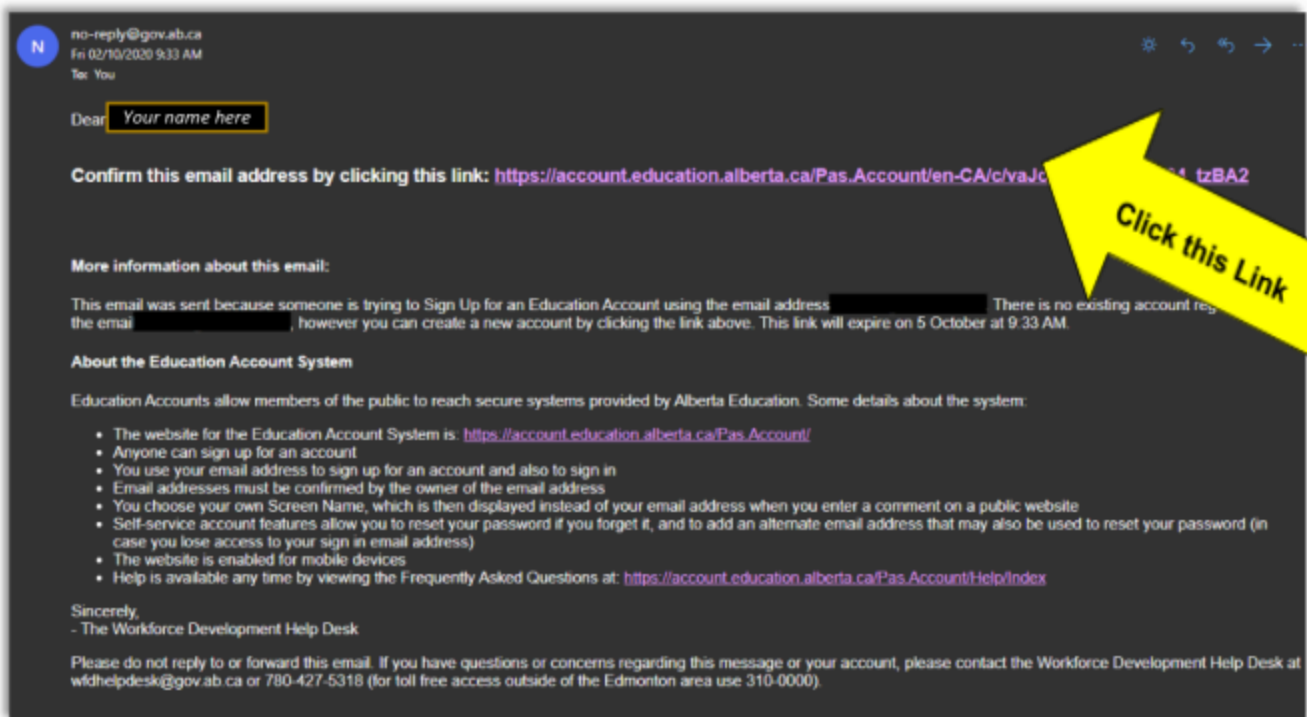
**STEP 1:** Go to the website ([myPass.alberta.ca](https://myPass.alberta.ca)) and click on “Sign in with Education Account”



**STEP 2:** Enter your **Personal** email, select “I’m new, sign me up!”, and verify that you aren’t a robot. Then click on “SIGN UP”. Once you have done this, you’ll see a page that’s telling you that a message has been sent to the email you provided.



**STEP 3:** Verify your email by clicking on the link provided in the email that was sent to you from the government.



**STEP 4:** Once you have verified your email, you'll be asked to create a new Screen Name, and enter a password. Make sure you create a strong password using UPPER and lower case letters, as well as numbers and maybe another character like "!" or ";". Once done, click "FINISH".

Alberta

Français ? SIGN IN

Please sign in to access myPass (<https://public.education.alberta.ca/PASI/>)

Your email address **your email here** has been confirmed. Enter a new password and screen name to finish creating your account.

Email: Confidential (your information here) OK

Create your new Screen Name: [input field]

New Password: [input field] Strong password

Confirm: [input field]

**Make a strong password**

FINISH

The Screen Name you provide may be visible to other visitors when you contribute or provide comments on our public web sites using this account.

The personal information you provide is being collected in accordance with s.33(c) of the Freedom of Information and Protection of Privacy Act. This information is required to provide you with secure access to our online services and may be used for administration, auditing and research purposes by Government of Alberta staff. By providing us your contact information, you agree to allow us to contact you regarding the administration of your account and the services you access. Should you have any questions regarding the collection of your personal information, please contact the Director, PASI and Student Records, Alberta Education at [StudentRecords@gov.ab.ca](mailto:StudentRecords@gov.ab.ca) or 780-427-5732 (toll-free access by first dialing 310-0000).



**STEP 5:** On the next page, select “The student (current or previous Alberta student)” and fill in the following information (see arrows on screenshot below):

- Alberta Student Number (you can find your ASN on PowerSchool or through the [LookupASN website](#))
- Date of Birth (year/month/day – i.e., 2002/07/23)
- Cell Phone number (including area code)
- Postal Code

Once this information is entered, click on “Activate Connection”.

**Obtain Access to the Student Information via myPass**  
You must be connected to a student to use myPass. [What can I do on myPass?](#)

**Information about you**

I Am ☒ The student (current or previous Alberta student) **Select this option**  
☐ A parent or guardian of the student  
☐ Other (not the student and not the Parent/Guardian)

**Student Information**

Alberta Student Number **→ This is NOT your school ID number**  
[Where can I find my Alberta Student Number?](#)

Date of Birth **→** YYYY/MM/DD

**Additional Information**

Signup Access Code **→ You shouldn't have this information yet**  
Only enter an access code if you have received one from Alberta Education

Cell Phone Number **→**

Postal Code **→**  
Example: A0A 0A0

**Note:** By clicking Activate Connection below, you agree to be bound by the [myPass Terms of Use Agreement](#).

**Activate Connection**

**Personal Information Management**  
myPass collects, uses and discloses personal information pursuant to sections 33(c), 39(1)(a), 39(1)(b) and 39(1)(c) of the Freedom of Information and Protection of Privacy Act (Alberta). Personal information is collected, used and disclosed as required for the operation of Alberta Education programs and activities, which may include registration for myPass, identity authentication, communications relating to myPass services, delivering services, maintaining records and sharing information to school authorities as necessary. User information, including the IP address and browser information, are logged and cookies are sent for security purposes.

Questions regarding the collection or corrections of personal information may be directed to the Director, PASI and Student Records, Alberta Education:

- By mail: 10044-108 Street, 44 Capital Boulevard, Edmonton, AB T5J5E6
- By email: [StudentRecords@gov.ab.ca](mailto:StudentRecords@gov.ab.ca)
- By telephone at 780-427-5732. (for toll free access within Alberta, first dial 310-0000).

If Alberta Education is able to establish a connection, then you'll be given full access to your MyPass account and will not need to continue further through these steps. Congrats!

**STEP 6:** If Alberta Education was unable to establish a connection with the information provided, you might need to provide more information.

You'll be provided with three options:

1. Phone: if you select this option, you'll be given information about next steps. You'll need to call them at the number they give you and verify your identity.
2. School: Student Information Admin Assistant can help with activation.
3. Mail: (PREFERRED) if you select this option, you'll be mailed an access code (secure) that you'll need to use to verify your information. This option takes a little more time, but it's the most secure. Sometimes this option isn't displayed. If not, go with option #1 – Phone.

**Additional Options for Establishing a myPass Connection**

Alberta Education was unable to establish a connection with the details provided. Below are additional options you can try to establish a myPass connection.

**Request Information**

I Am **Alberta Student Number** **Date of Birth**

The student (current or previous Alberta student)

**Confidential**  
(your information here)

**Access Options**

- ☒ By Phone **This option will work**
- ☒ By Your School
- ☒ By Mail **This is the BEST option**

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**STEP 7:** If you select “By Phone”, follow the instructions on the page to verify by phone. If you select “By Mail”, wait for your access code.

Alberta myPass  
GOVERNMENT | MY EDUCATION. OUR FUTURE

Home > Signup Access Code Successfully Requested | Messages (0)

**Signup Access Code Successfully Requested**

The following are the steps that must occur in order for you to gain access:

1. A letter that contains the signup access code is mailed to your most recent mailing address that Alberta Education has on file for you.
2. The letter usually arrives in 2-3 business days but may take up to 2 weeks depending on Canada Post's mail service.
3. Please return to myPass.alberta.ca to request connection.
4. Use the Signup access code to establish your connection.

[Return to myPass Home](#)

**Wait for the code to arrive in the mail!**

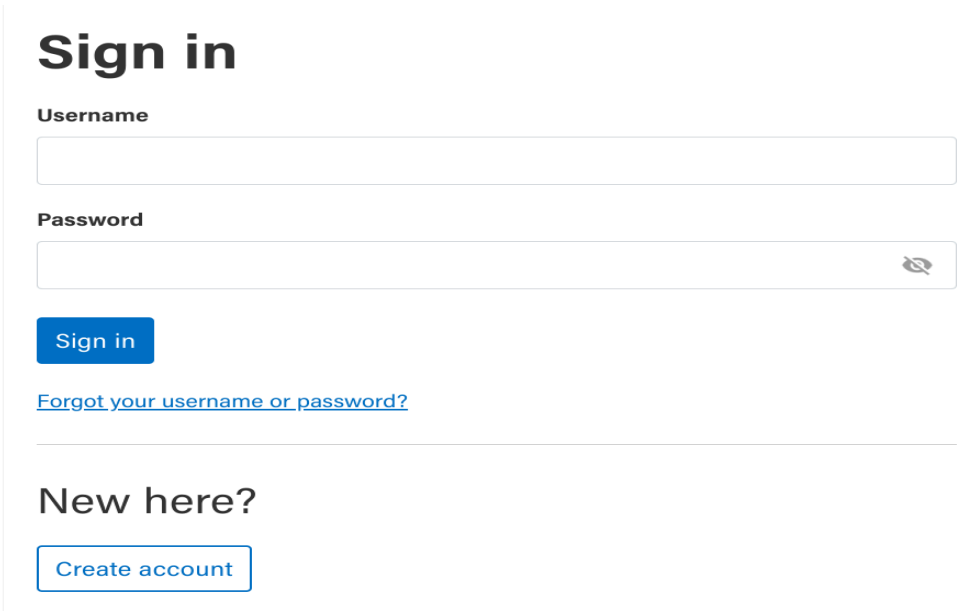

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Once this code comes in the mail, go to the website provided on the letter and enter the Access Code given to you in the letter. Once you do this, you'll have full access to your myPass account!

## APPENDIX 2: CREATING AN ALBERTA.CA ACCOUNT

The My Alberta.ca Account is used to access a variety of Government of Alberta services, including ApplyAlberta, MyTradeSecrets, Student Financial Aid, Alberta Health Services records and more.

**STEP 1:** Go to the website (<https://account.alberta.ca/>) and click on “Create Account”.



The image shows the 'Sign in' and 'New here?' section of the Alberta.ca account creation page. It includes a 'Sign in' button, a link for 'Forgot your username or password?', and a 'Create account' button. A yellow arrow points to the 'Create account' button.

**Sign in**

**Username**

**Password**

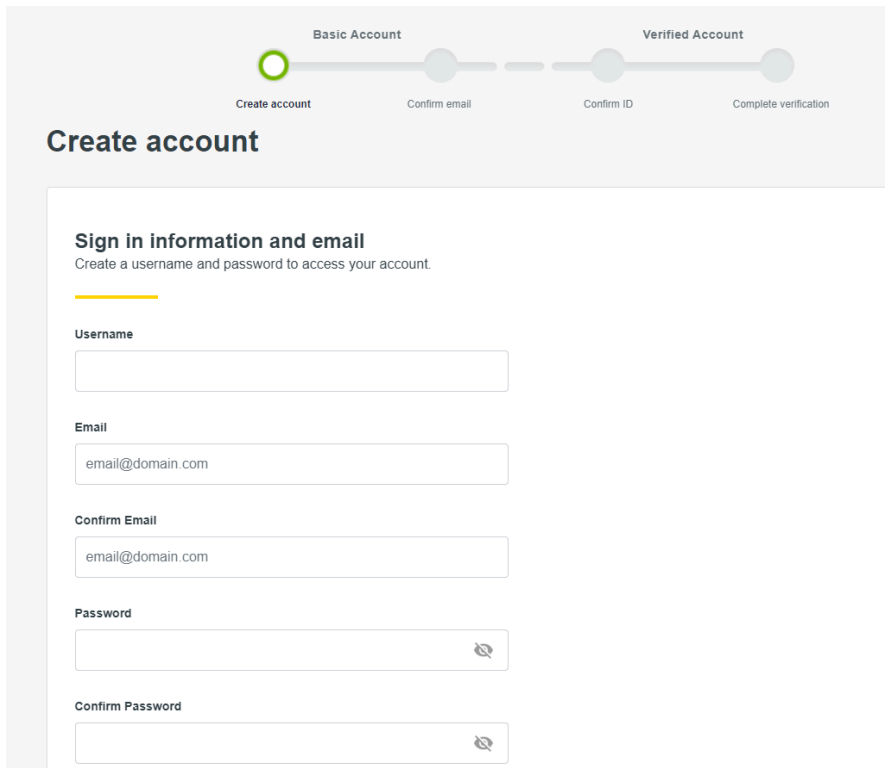
**Sign in**

[Forgot your username or password?](#)

**New here?**

[Create account](#)

**STEP 2:** Enter a “Username”, an email address (**NOT** your CESD email) and create a strong password.



The image shows the 'Create account' form with a progress bar at the top. The progress bar has four steps: 'Create account' (highlighted), 'Confirm email', 'Confirm ID', and 'Complete verification'. The 'Create account' section includes fields for 'Username', 'Email', 'Confirm Email', 'Password', and 'Confirm Password'.

**Create account**

**Sign in information and email**  
Create a username and password to access your account.

**Username**

**Email**

**Confirm Email**

**Password**

**Confirm Password**

### STEP 3: Fill in your Personal Information and your Address details.

#### Personal information

First Name

Middle Name(s) (optional)

Last Name

DOB (Date of Birth)

DD	MMM ▼	YYYY
----	-------	------

Sex

<input type="radio"/> M (Male)	<input type="radio"/> F (Female)	<input type="radio"/> X (Unspecified)
--------------------------------	----------------------------------	---------------------------------------

#### Address

Country

### STEP 4: Agree to the terms and click on “Submit”. This will send you a confirmation email to the email address you provided.

I understand the [Terms of Use](#) identifies that the personal information I provide will be used to register me and create an identity account, which may be unverified or verified based on my choice. The personal information I provide will be used and disclosed only to the extent necessary to enable secure registration for online services, administer my account, authenticate my identity when online services are accessed, and as required by the online services I choose to register with and access. For verification of my identity, I further understand this includes verification of my personal driving and motor vehicle information through the Motor Vehicles System (MOVES). The Terms of Use advises the consequences of withdrawing consent and provides information with regard to the risks and benefits of using MyAlberta Digital Identity Program.

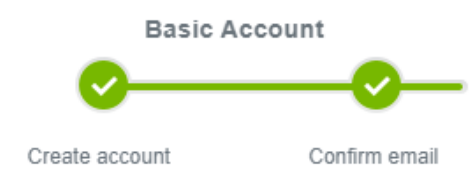
My acceptance provides my consent for the use and disclosure of my personal information as identified in the [Terms of Use](#).



I agree to the [Terms of Use](#)

Submit

**STEP 5:** Once you have confirmed your email, you will be logged in to your Alberta.ca Account Basic Account. This is all you need in order to access ApplyAlberta and MyTradeSecrets. You do NOT need to verify your account in order to access those services.



However, if you want to access some of the other services through Alberta.ca Account like Student Financial Aid or your health records, you will need to Verify your account.

**STEP 6:** You can choose to do this now or later, but if you want to Verify your account, just follow the instructions and enter the details of your Identification. You will then be mailed a confirmation code.

### Verify account

#### What you need


To verify your account, you will need to provide personal information from your valid Alberta driver's licence or identification card. This information will be verified against government records.

If your information needs to be updated, visit a registry agent to update your driver's licence or ID card before you verify your account. You have to update your driver's licence or identification card within 14 days of a change to your personal information. [Learn more](#) about updating your documents.

If your ID expires within **30 days**, you will need to renew your ID before verifying. Temporary driver's licences cannot be used for verification.

#### Confirm ID

You have one way to provide your personal information and confirm your ID.



**Enter ID manually**

You can manually enter information from your ID.

**STEP 7:** You will have a Verified Account once you enter the confirmation code you receive in the mail. You will need to re-verify your account every year by entering your Identification information.



## **APPENDIX 3: CREATING A MYTRADESECRETS ACCOUNT**

A MyTradeSecrets account is used to apply for a variety of apprenticeship and skilled trades related services, including applying to join RAP or become a regular apprentice.

**STEP 1:** Go to the website ([tradesecrets.alberta.ca/mytradesecrets/](https://tradesecrets.alberta.ca/mytradesecrets/)) and click on the blue “Apply Now” button.



Apprenticeship  
and Industry Training  
[tradesecrets.alberta.ca](https://tradesecrets.alberta.ca)

Get Started

Apprentice Services

Become Certified


# MyTradesecrets

Your secure online toolbox for all things AIT, integrated with your Alberta.ca Account for convenience.

## Apply for programs and services

Start an application, continue an application, or pay application fees for any AIT program or service.

Apply Now →

 **Having Trouble? We're here to help.**

**STEP 2:** Click on the blue “ Apply now” button to begin your Apprenticeship or RAP application.

Click 'Apply Now' below to start or complete your application for:

**Education Programs**


- [Apprenticeship Education Programs](#) (standard apprenticeship)
- [Registered Apprenticeship Program](#) (high school apprenticeship)
- [Blue Seal Program](#)

**Assessments and Exams**

- [Trades Qualifier Program](#)
- [Red Seal Exam](#)
- [Prior Learning Assessment](#)

**Services**

- [Certificate/Document Replacement](#)
- [Transcript Request](#)

[Apply Now](#) 


**STEP 3:** Login using your Alberta.ca Account information. You will be taken to the MyTradeSecrets landing page.


# Alberta.ca Account

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## Sign in

Consider signing in with your personal email.

 Continue with Google

 Continue with Microsoft

or

[Sign in with email or username](#)

---

**New to Alberta.ca Account?** [Create account](#)



## Step 4: Select Apply for Apprenticeship ( Blue Button)

**>> Welcome to MyTradesecrets**[Compatible Browsers](#)

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### Apply for a Program or Service

---

#### Start a New Application

**Important - An individual can only submit one application type per trade at a time.**

Apply for Apprenticeship

Click the blue **Apply for Apprenticeship** button above to access:

- Apprenticeship Education Program (AEP) Alberta application
- Apprenticeship Education Program Alberta High School Registered Apprenticeship Program (RAP) application

If you are completing an AEP or RAP application you have already started, click the blue **Apply for Apprenticeship** button above. Once you sign in, click **Go to dashboard** to return to your application.

---


Apply for Other Services

Click the green **Apply for Other Services** button above to access:

- Prior Learning Assessment applications
- Trade Qualifier applications
- Red Seal application
- Blue Seal application
- Certificate/Document Replacements
- Transcript Requests

**STEP 5:** Next select the specific skilled trade that you are interested in apprenticing in. Then choose the specific area of study if there are multiple. This will open up new information that includes length of program, hours and more.

## Which program do you want to apprentice in?

See the list of all programs on [tradesecrets.alberta.ca](https://tradesecrets.alberta.ca) 

Programs

Heavy Equipment Technician

There are multiple programs in the chosen field of study. Choose your program.

Available programs

Heavy Equipment Technician

Heavy Equipment Technician - Heavy Duty Equipment Mechanic (Off Road)

Heavy Equipment Technician - Transport Trailer Mechanic

Heavy Equipment Technician - Truck and Transport Mechanic

Step 6: Click on log in to account button this will refresh the page and then allow you to click on Apply

Program details

## Heavy Equipment Technician

Length of program (years)	4
On-the-job training hours (minimum)	6000
Classroom instruction (weeks)	32
Red Seal	No
Certification	Journeyperson Certificate
Education credential	Advanced Diploma

If you have work experience, it may count towards your on-the-job training hours.

Go to dashboard

Apply

Continue to read the information and follow the instructions as you advance through the application.

# Collection and use of my information

Advanced Education is collecting your personal information under the authority of s.33(c) of the *Freedom of Information and Protection of Privacy Act* (Alberta) for the purposes of determining your eligibility to participate in an apprenticeship education program and for administering awards and scholarships in accordance with the *Skilled Trades and Apprenticeship Education Act* (Alberta). The use and disclosure of your personal information is managed in accordance with the *Freedom of Information and Protection of Privacy Act* (Alberta).

The personal information in this application may be disclosed to current and former employers, educational institutions, training providers, other Government of Alberta departments, other governments, boards, agencies, or any other body that issues trade or occupation documents; for the purposes of research, verification, assessment, and evaluation of my application and promotion and acknowledgement of scholarships and awards.

If you have any questions about the collection of this information, contact the Director of Board and Intergovernmental Connections, toll-free in Alberta by calling 310-0000, or by calling (780) 427-5811 or by mail at Alberta Advanced Education, 10th fl. Commerce Place, 10155 – 102 St, Edmonton, AB T5J 4L5

[Cancel](#)[Next](#)


# Eligibility Requirements

To be eligible to become an apprentice in Alberta, you must:

- be a Canadian citizen, or
- be a permanent resident of Canada, or
- be a Convention refugee or protected person, or
- be a Refugee Claimant in possession of a work permit; or
- be an individual in possession of a Post-Graduation Work Permit;

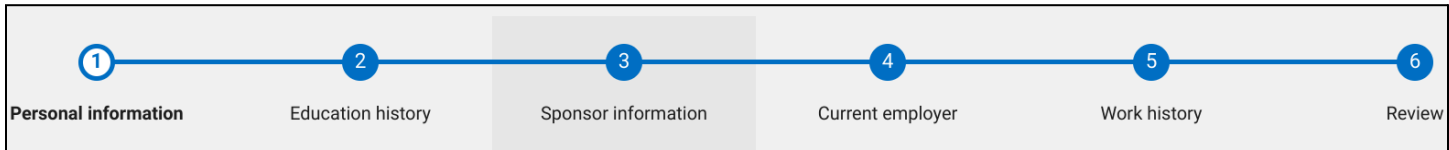
and

- be a resident of Alberta, or
- be primarily working in Alberta (in the scope of the apprenticeship education program).

If you have any questions regarding your eligibility, please refer to the [Tradesecrets](#)  website for more detailed information.

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You will be guided through the following steps below. Be sure to fill in all of the information accurately.



Personal Information:

### What is your mailing address?

**Address line 1**

This field is required

**Address line 3** (Optional)

**City/town**

This field is required

**Country**

Canada

**Address line 2** (Optional)

Apt/Suite No/PO Box #

**Address line 4** (Optional)

**Province or territory**

Alberta

**Postal code**

A1A 1A1

This field is required

[Help me find my postal code](#)

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### How can we contact you?

**Phone number**

+1

(403) 994-4535

**Email address**

cc1712@icloud.com

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## What is your citizenship status in Canada?

- ☒ Canadian citizen
- ☐ Permanent resident
- ☐ Neither a Canadian citizen nor a permanent resident

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## Do you want to declare Indigenous status?

(Optional)

This question is optional. We use it to research ways to improve access to the apprenticeship education program for Indigenous people in Alberta.

- ☐ I am not Indigenous
- ☐ Status Indian/First Nation
- ☐ Metis
- ☐ Inuit
- ☐ Non-Status Indian/First Nation

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# Do you want to be considered for scholarships and awards?

Your Social Insurance Number (SIN) is required for you to be considered for scholarships and awards.

☒ Yes, consider me for scholarships and awards.

## Social Insurance Number (SIN)

9 digits in length

☐ No, do not consider me for scholarships and awards.

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## Education History:

# What levels of education have you completed?

This question is for reporting purposes and will not impact your application process or the assessment of your application.

Select **all** that apply to you.

- ☐ Completed technical school
- ☐ Some technical school
- ☐ Completed post-secondary
- ☐ Some post-secondary
- ☐ Graduated high school
- ☐ GED (general education development)
- ☒ Some high school
- ☐ Completed junior high (grade 9)
- ☐ None of the above

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## Have you attended high school in Alberta?

- ☒ Yes  
☐ No

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## Have you taken courses in a Career and Technology Studies (CTS) apprenticeship pathway?

This includes CTS courses you are taking right now.

What is Career and Technology Studies (CTS)?



- ☐ Yes  
☐ No

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## Are you in a high school right now?

This includes Registered Apprenticeship Program (RAP) high school students finishing their program.

- ☐ Yes
- ☐ No

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### Sponsor Information:

## Do you have a sponsor?

Your sponsor is the organization (legal entity) that ensures you receive on-the-job instruction and progress in your apprenticeship. In most cases, your sponsor is your employer, but may also be another organization.

- ☐ Yes
- ☐ No

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# Who is your sponsor?

Name of organization (legal entity) sponsoring you

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## How should we contact your sponsor?

We will contact this person to complete your registration. They have to agree to be your sponsor.

**First name of contact**

**Last name of contact**

**Email address**

**Confirm email address**

**Phone number**

+1

(000) 000-0000

Are you currently working in a job related to this program?

- ☐ Yes
- ☐ No

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Are you currently working in a job related to this program?

- ☒ Yes
- ☐ No

Who is your employer?

☐ Same as my sponsor

☐ I am self employed

Start date

yyyy-mm-dd

Number of months

-

+

Total number of hours worked

-

+

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## Do you have any past work experience related to this program?

☐ Yes

☐ No

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**Review your application and proceed to the payment page. Please note, if you are a RAP student there is no application fee. If you are applying for apprenticeship after high school the fee is \$35.**

**Please note: You may apply for your blue book without a sponsor, but it is important to note, that you cannot count your hours toward your apprenticeship. Once you have a sponsor, log into your my tradesecrets account and add this information as soon as possible.**

## Do you have a sponsor?

Your sponsor is the organization (legal entity) that ensures you receive on-the-job instruction and progress in your apprenticeship. In most cases, your sponsor is your employer, but may also be another organization.

☐ Yes

☒ No

You will not be able to work as an apprentice and earn hours until you have a sponsor.

You can register and complete some classroom instruction, but you must have a sponsor before you can log your on-the-job hours.

☒ I understand that I can register without a sponsor, but I must have a sponsor to complete my apprenticeship education program.

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**STEP 7:** Your final step will be to review the information and agree to the Apprenticeship Education Agreement.

**IMPORTANT:** When you get to the “Work History” section, there will be a place where you can enter any hours that you’ve already worked, prior to officially apprenticing. Make sure you’ve spoken to your employer about these hours and that they agree that you can claim them. These are considered “pre-contract hours” and can be counted towards your first year.

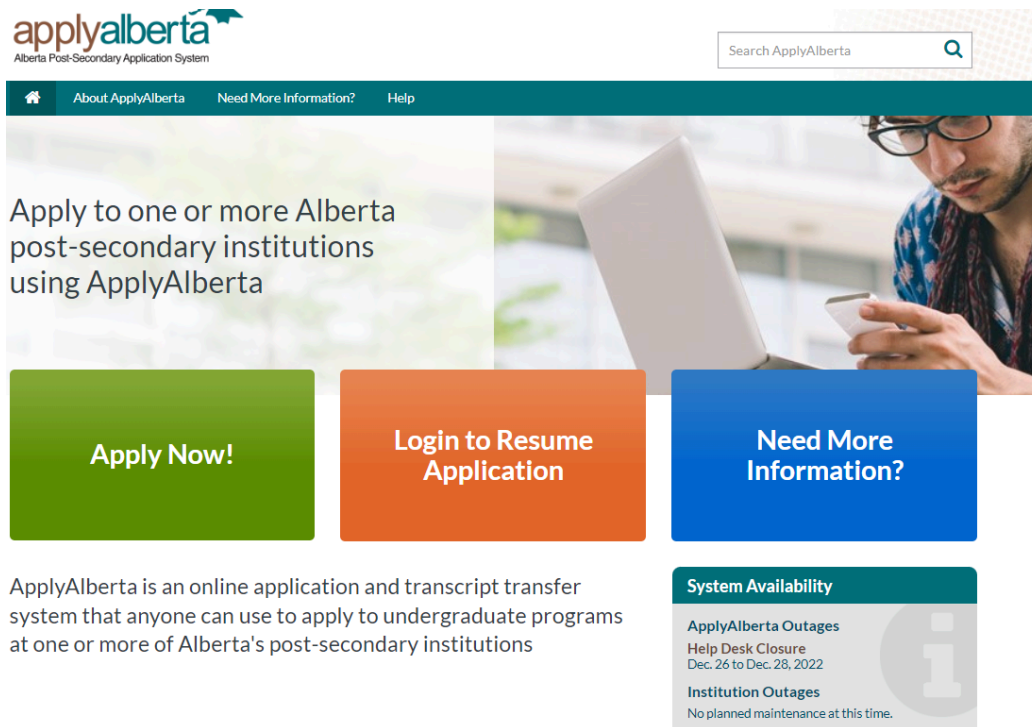
**IMPORTANT:** When you are entering the “Work History” section, make sure you have the contact information (email address, etc) of someone at your company who is authorized to enter into an apprenticeship agreement. You will want to ensure you have spoken with them prior to submitting this application, so they are aware of your intent and are in agreement that they can apprentice you.

**IMPORTANT:** Once you have submitted your application, a copy will be sent electronically to your employer, so they can approve it on their end. Then it will all go to Apprenticeship & Industry Training (AIT) who will finalize the contract. Once this is complete, you will be able to log into your MyTradeSecrets account to see your Apprenticeship ID Card (which you should print) and you will receive your Record (Blue) Book in the mail.

## **APPENDIX 4: CREATING AN APPLYALBERTA ACCOUNT**

An ApplyAlberta account is used to apply to a public post-secondary institution in Alberta. You would use this account to apply to a trades Certificate or Diploma, or a Pre-Employment program.

**STEP 1:** Go to the website ([applyalberta.ca](https://applyalberta.ca)) and click on the green “Apply Now!” button.



Make sure you have all of the information necessary ready to go. There’s a handy video in the bottom corner that walks you through the application process. When you’re ready to proceed, click on the Apply Now button in the top corner.

## Before You Start

The ApplyAlberta system will allow you to create a profile with your personal information and academic history. This information is filled in automatically on your application(s) to Alberta post-secondary institutions.

### You will need the following:

1. An **Alberta.ca Account**. You will be prompted to create an Alberta.ca Account if you do not already have one.
2. Your **Alberta Student Number (ASN)**. If you have applied to or attended a school or post-secondary institution in Alberta, you will already have an ASN. To find your ASN, you can use the [ASN Lookup](#) service. If you do not have an ASN, the ApplyAlberta system will assign one to you.
3. Names of **all high schools and post-secondary institutions you have attended or are currently attending**.
4. **High school courses and marks** (for currently enrolled Canadian students only).
5. A **credit card or other accepted method of payment will be necessary** to pay any application fees charged by the institution(s).

Ready to apply? Click the "Apply Now" button to begin.

APPLY NOW

System Availability

ApplyAlberta Outages
 

No planned maintenance at this time.

Institution Outages
 

Olds College of Agriculture & Technology  
 Jan. 29 to Jan. 29, 2024

Southern Alberta Institute of Technology (SAIT)  
 Feb. 2 to Feb. 5, 2024

[View more details](#)

Application Process Video

What steps do you need to take to complete your application?

WATCH VIDEO

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**STEP 2:** Login using your Alberta.ca Account information. You will then be taken to the ApplyAlberta landing page.

**STEP 3:** The first thing you need to do is fill in all of the information in each category listed along the left side of the screen, starting with Personal Information

Welcome Jennifer FLECKENSTEIN

My Profile

Personal Information

☒ Addresses

☒ Contact Information

Personal Information

The personal information requested on this form is collected for the purpose of determining eligibility for admission and/or the administration of academic programs and student services. After submission of an application, certain personal information may be made available by post-secondary institutions to federal and provincial government departments and agencies under appropriate legislative authority.

Once you have successfully filled out all the information, you will have a checkmark beside each item on the list.

**My Profile**

- [Personal Information](#)
- ☒ [Addresses](#)
- ☒ [Contact Information](#)
- ☒ [Citizenship](#)
- ☒ [High School History](#)
- ☒ [High School Marks](#)
- ☒ [Highest Level](#)
- ☒ [Post-Secondary History](#)
- ☒ [Additional Information](#)
- [Select Institution](#)

- **Personal Info, Addresses, Contact Information & Citizenship** - Confirm that your personal information pulled through correctly, then enter your mailing address and other important information
- **High School History & Marks** - Enter all the high schools you have attended, and enter all courses with grades, even those you haven't finished yet and that are still in progress. Focus on entering courses and grades from classes that will be used for post-secondary admission. You do not need to enter every single course you've taken.
- **Highest Level & Post-Secondary History** - Highest level will be Grade 12 at your current school.

**STEP 4:** Once you've inputted all the required information, you will be taken to the Select Institution screen. Just select the institution you wish to apply to and then you will be taken to their portion of the application.

## Select Institution

NOTE: By selecting an institution below you consent to having your personal profile information transferred to that institution. You will receive additional information about how that information will be used, disclosed, and otherwise treated in connection with the privacy practices of that institution. You may be required to provide additional personal information to the institution to complete your application.

The policies described in the *ApplyAlberta Privacy Statement* do not apply to the practices of post-secondary institutions or other organizations.

Alberta University of the Arts	Ambrose University	Need program information? <a href="#">Click here to check ALIS</a>
Athabasca University	Banff Centre for Arts and Creativity	
Bow Valley College	Burman University	
Concordia University of Edmonton	Keyano College	
The King's University	Lakeland College	
Lethbridge College	MacEwan University	
Medicine Hat College	Mount Royal University	
NAIT - Northern Alberta Institute of Technology	NorQuest College	
Northern Lakes College	Northwestern Polytechnic	
Olds College	Portage College	
Red Deer Polytechnic	Southern Alberta Institute of Technology (SAIT)	
St. Mary's University	University of Alberta	
University of Calgary	University of Lethbridge	

**STEP 5:** Fill in all of the required information on the post-secondary institution portion of the application. Once your application is complete and you submit it, you will be taken to the screen where you will pay for the application fee using a credit card.

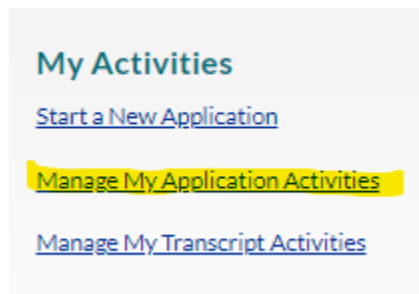
**REMEMBER:** You want to make sure you are applying to the correct program and for the correct intake (Fall 2023, Winter 2024, etc)....double check this information carefully!

You may also be asked for a “second choice” option (more common with universities) if you aren’t successful in getting admitted to your first choice, so make sure you have a “Plan B” in mind.

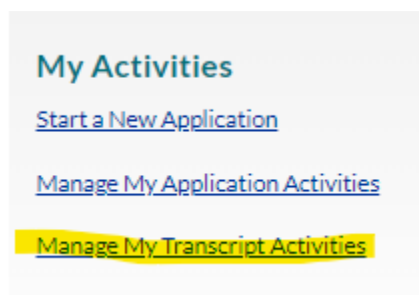


**STEP 6:** Make the payment for the application fee. Most application fees will range between \$50-\$200 per application, so keep this in mind if you're planning to apply to multiple institutions. Once your payment has been processed, you will have successfully submitted your application.

**STEP 7:** To see the status of your application, or to keep working on an application you haven't completed, click on the "Manage My Application Activities" link in the menu on the left-side of the screen in ApplyAlberta.



**STEP 8:** When you submit your application through ApplyAlberta, you give the post-secondary institution permission to request your high school transcripts directly from Alberta Education. You can see this information in the "Manage My Transcript Activities" section.



**IMPORTANT:** Do **not** cancel a transcript request that you see in this section, as the post-secondary needs that information to determine if you are eligible for admission or not. If you no longer want to be considered for admission at an institution, reach out to their Admission department to let them know and they will cancel your application and any transcript requests.