

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 3). Outside of Alberta, contact any Alberta AIT office directly. Outside of Canada, contact either the Calgary or Edmonton AIT office directly.

All applications, when completed and signed by the applicant, are to be sent to the nearest Alberta AIT office (applications from outside Canada are to be sent to either the Edmonton or Calgary 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.

The purpose of the Alberta Qualification Certificate Program is to provide persons who meet the minimum work experience requirement (as listed on pages 12 and 13) the opportunity to demonstrate industry-established competencies in an Alberta-designated trade or occupation and, if successful, to be granted a trade or occupational certificate.

In Alberta there are two classifications of designated trades and one classification of designated occupations:

- an **Optional Certification Trade** permits you to work in the trade if you are a registered apprentice, a certified journeyman, or if your employer is satisfied that you have the skills and knowledge expected of a certified journeyman.
- a **Compulsory Certification Trade** permits you to work in the trade **only** if you are a registered apprentice or a certified journeyman in the trade.
- **Designated Occupations** permit you to work in the occupation without any industry-established restrictions.

Optional Certification Trades (designated branches with available certification in Alberta)

Agricultural Equipment Technician * Baker * Bricklayer * Cabinetmaker * Carpenter * Communication Technician Concrete Finisher* Cook * Electrical Motor Systems Technician * Floorcovering Installer * Glazier (<i>Glazier* and Auto Glass Technician</i>) Instrument Technician * Insulator * Landscape Gardener Lather-Interior Systems Mechanic * Locksmith	Machinist * Millwright * Outdoor Power Equipment Technician (<i>Marine Equipment, Power Equipment, Recreational Equipment and Turf Equipment</i>) Painter and Decorator * Parts Technician * Power Lineman * Power System Electrician Roofer * Sawfiler (<i>Sawfiler and Circular Sawfiler</i>) Sprinkler System Installer * Structural Steel and Plate Fitter * Tilesetter Tool and Die Maker * Transport Refrigeration Technician Water Well Driller
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Compulsory Certification Trades (designated branches with available certification in Alberta)

Appliance Service Technician * Auto Body Technician (<i>Auto Body Technician*, Auto Body Prepper, Auto Body Refinisher* and Auto Body Repairer</i>) Automotive Service Technician * Boilermaker * Crane and Hoisting Equipment Operator (<i>Conventional Mobile Crane, Hydraulic Mobile Crane, Mobile Crane *, Tower Crane, Boom Truck and Wellhead Boom Truck</i>) Electrician * Electronic Technician * Elevator Constructor Gasfitter (A) and (B) Hairstylist *	Heavy Equipment Technician (<i>Heavy Equipment Technician, Heavy Duty Equipment Mechanic (Off Road) *, Truck and Transport Mechanic* and Transport Trailer Mechanic</i>) Ironworker (<i>Ironworker* and Metal Building Systems Erector</i>) Motorcycle Mechanic * Plumber * Recreation Vehicle Service Technician * Refrigeration and Air Conditioning Mechanic * Rig Technician (<i>Level 1, Level 2 and Level 3</i>) Sheet Metal Worker * Steamfitter - Pipefitter * Welder *
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Designated Occupations (designated branches with available certification in Alberta)

Construction Craft Labourer Gas Utility Operator Oil and Gas Transportation Services (<i>Supervisor, Swamper, Bed Truck Operator, Bulk Haul Truck Operator, Multi-Wheel Truck Operator and Winch Tractor Operator</i>)	Steel Detailer (<i>Levels 1, 2 and 3</i>) Warehousing (<i>Basic, Intermediate and Technician</i>) Well Testing Services Supervisor (<i>Levels 3, 4 and 5</i>)
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*Interprovincial Red Seal trade.

**There is a non-refundable verification of competency to be submitted with your application.
Fees can be found on pages 12 & 13 of this application.**

Authority to Work in The Trade

For trade applicants, once your application for the Qualification Certificate program has been **accepted** by Alberta Apprenticeship and Industry Training, you may work in the trade under the same conditions and supervisory requirements as those of a registered apprentice in the trade until you are awarded a Qualification Certificate or your application is cancelled. If your application is cancelled, you will no longer be permitted to work in the trade. To continue working in the trade, you may be required to register as an apprentice. Non-Canadian applicants must pass all Qualification Certificate program requirements within **180 days** of their arrival to Canada.

Requirements for Certification

In order to be granted a certificate, you must:

- complete the application form;
- pay the applicable non-refundable fees when required;
- successfully demonstrate that you have the required work experience; and
- successfully complete all required examinations.

If you hold a certificate issued by another province or territory in a trade or occupation that is also a designated trade or occupation in Alberta, and the certificate is valid (not expired at the time of application) in the jurisdiction for which it was originally issued, you may be eligible to apply for certification under another Alberta Apprenticeship and Industry Training program.

If you have completed training in a trade or occupation or been issued certification in a related trade or occupation, you may be eligible for credit towards the required work experience for the trade or occupation for which you seek certification.

If you have a non-Canadian certificate in a trade or occupation that is designated in Alberta, to be eligible for the Qualification Certificate Program, you must demonstrate the minimum number of hours/months as prescribed by the trade (as listed on pages 12 and 13). If you are not a permanent resident of Canada, you must also possess a Citizenship and Immigration Canada (CIC) work permit.

Fees

There is a \$450.00 non-refundable verification-of-competency fee, which covers the review of the application, the verification of your work experience, and your theory exam. **If the verification-of-competency fee is not submitted with the application, the application will not be accepted and will be returned to you.**

Where a practical exam is required, there is an additional fee that covers the cost of the exam, materials and markers. The fee for the practical exam varies because of the difference in cost of materials.

Should you need to reattempt a theory examination, a \$100.00 rewrite fee is required. Should you need to reattempt a practical examination, the full practical examination fee is required.

The fee(s) required for certification under the Qualification Certificate Program are NON-REFUNDABLE and are subject to change without notice. Check with your nearest Alberta Apprenticeship and Industry Training office for the most current fees.

Work Experience

The required work experience for each trade or occupation is listed on pages 12 and 13. If you do not have the required work experience for certification, you should consider becoming a registered apprentice or trainee to obtain a certificate. For most trades and occupations, hours/months used for a particular trade or occupation will not be eligible for consideration towards another trade or occupation.

If you do not have all the required work experience but have a recognized certificate in a related trade or occupation and/or documented training that is similar to the training in the Alberta Apprenticeship Program for the trade, you may be eligible for credit towards the work experience.

Examinations

Regardless of the trade or occupation for which you seek certification, you must pass a written theory exam specific to that trade or occupation. Some trades and occupations also require you to pass a practical exam. The pass mark for all examinations (theory or practical) is 70%. Alberta Apprenticeship and Industry Training will automatically schedule you for your examination(s), subject to payment of all applicable fees. Interpreters or readers may be allowed during an examination under limited conditions.

Where both a theory and a practical exam are required, usually you must pass the theory exam before attempting the practical exam. However, if it is more convenient for you and if you have paid both the verification-of-competency fee and the practical exam fee, you may attempt the practical exam first. You are allowed one attempt (first try) at an examination (either theory or practical) and one reattempt (subject to a reattempt fee). If you fail both the first attempt and the reattempt at either the theory or practical exam, you must submit a new application and fee for certification. You will be notified of the results of your examination by mail. Within 30 days of receiving your results, you may apply in writing for a review of your results.

Cancellation of an Application

Your application will be cancelled if you:

- do not have the required work experience;
- fail an examination twice;
- do not pay the reattempt or practical examination fee(s) within 30 days from the date of notification; or
- do not attempt the scheduled examination(s) and do not notify Alberta Apprenticeship and Industry Training.

Applicants will be scheduled for a maximum of two (2) examination attempts (subject to payment of applicable fee(s)).

If your application is cancelled, contact your nearest Alberta Apprenticeship and Industry Training office (as listed below) to discuss what options are available to you. Non-Canadian applicants should contact either the Calgary or Edmonton office.

Are You Eligible to Apply?

Before you complete the application, use this checklist to determine if you are eligible to apply.

Do you have the required number of hours and months of *“hands-on” experience* in the trade or occupation to be eligible for certification (refer to work experience requirements on pages 12 and 13)?

Do you have the necessary documentation to verify the required work experience?

Is the documentation **a certified true copy*** of a letter or is it a Confirmation of Work Experience form?

Does the documentation include a *detailed description of the work* you performed in the trade or occupation?

Does the documentation include the *dates of your employment* with a particular employer?

Does the documentation confirm that you have the *required number of months and hours of work experience* in the trade or occupation?

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

Information / Instructions for Qualification Certificate Application

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 3). Non-Canadian applicants are to submit their completed application and the required non-refundable fee, transcripts and other documents to either the Calgary or Edmonton office.

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 3). Outside of Alberta, contact any Alberta Apprenticeship and Industry Training office directly. Outside of Canada, contact either the Calgary or Edmonton office directly.

1 Trade

- Print the name of the trade or occupation in which you are applying for certification. See page 1 for a list of Alberta-designated trades and occupations.

2 Personal Information

- Print your full legal name clearly the way you want it to appear on correspondence or on a certificate issued as a result of your application.
- 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/student-services/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.

- Aboriginal Status (Canadian applicants only). 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 the nearest Alberta Apprenticeship and Industry Training office (as listed on page 3) immediately so your records can be updated. Non-Canadian applicants are to contact either the Calgary or Edmonton office.**

Notification: We are collecting the personal information in this application under the authority of section 33© of the Freedom of Information and Protection of Privacy Act, Revised Statutes of Alberta 2000, to determine and verify your eligibility in the Qualification Certificate Program, to administer the Apprenticeship and Industry Training Act and the Interprovincial Standards (Red Seal) program, 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.

Information / Instructions for Qualification Certificate Application (cont'd)

3 Education and Training

- Information about your education and training may be used to assist us in assessing your application and for research and statistical purposes.
- If you are not eligible for certification under the Qualification Certificate Program, the information may be used to determine your eligibility to participate in other programs under the *Apprenticeship and Industry Training Act*.
- If you have completed training in the trade or occupation identified in section 1 that is similar to the training in the Alberta Apprenticeship Program for the trade or occupation, or if you hold a recognized certificate in a related trade or occupation, you may be eligible for credit towards the required work experience. For further information, please contact your nearest Alberta Apprenticeship and Industry Training office (as listed on page 3). Non-Canadian applicants are to contact either the Calgary or Edmonton office directly.

4 Work Experience in the Trade or Occupation

Provide information about your work in the trade or occupation you are applying for certification.

You must provide either:

- completed Confirmation of Work Experience form(s) which are provided in the application package; or
- **certified true copies*** of letters you have from your current or previous employers that includes a description of the work you performed in the trade and confirms the number of months and hours of work experience completed.

You must make every effort to obtain the required letters or Confirmation of Work Experience forms from your employer(s). Statutory declarations will be accepted, but only in extenuating circumstances. A statutory declaration must be completed by a Canadian-recognized notary public or lawyer and must strictly adhere to the following detailed information:

For each employer referenced, you must include:

- the business or company name;
- the full name of the declarant's supervisor or foreman;
- a full description of the declarant's job duties, tasks or work performed;
- whether the employment was full-time, part-time, seasonal or casual;
- the start and end dates of the employment (period of employment);
- the number of months and hours of hands-on work experience with this company;
- why the declarant is unable to produce documentation for this work experience; and
- what efforts the declarant has made to acquire documentation for this work experience and the results of those efforts.

If you use a statutory declaration, you may be required to have a personal interview with a designated certified individual in the trade or occupation. An additional fee may be required to cover any additional costs that may result.

All non-English documents 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 in Edmonton at (780) 422-1658 or (780) 422-1535; or contact the Association of Translators and Interpreters of Alberta in Edmonton at (780) 434-8384, or in Calgary at (403) 242-8537 or at (403) 243-3477); or
- a recognized translator organization from your home county.

You must include a **certified true copy*** of the original documents, the original translation of your documents, and a statement signed by the certified translator that the translation is true and accurate. **Alberta Apprenticeship and Industry Training reserves the right to request original documents.**

If you have completed training in the trade or occupation identified in section 1 that is similar to the training in the Alberta Apprenticeship Program for the trade or occupation, or hold a recognized certificate in a related trade or occupation, you may be eligible for credit towards the required work experience. For further information, please contact an Apprenticeship and Industry Training office. Non-Canadian applicants are to contact the Calgary or Edmonton office.

The work experience you describe on the application will be verified. When your experience has been verified, you will be notified of the date of your theory examination.

Information / Instructions for Qualification Certificate Application (cont'd)

5 Payment Information

- **There is a verification of competency fee that must be submitted with your application. There is no G.S.T. charged on this fee.** Refer to the fee information on pages 12 and 13. If this fee is not submitted with the application, the application will not be accepted and will be returned to you.
- Payment may be made by certified cheque, money order, VISA or 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 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.
- 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 3).
- **DO NOT send cash in the mail.**

6 Declaration of Applicant

In this section we are asking you to **sign and date** your declaration to confirm that:

- you have answered all applicable questions to the best of your knowledge;
- you grant permission for Alberta Apprenticeship and Industry Training to verify the personal information entered on the application form;
- you will update Alberta Apprenticeship and Industry Training of any changes in the information;
- **for trade applicants only:** you understand that if your application is cancelled and you are currently employed in the trade in the Province of Alberta, your employer will be notified of the cancellation and the reason(s) why, and you are no longer permitted to work in the trade in the Province of Alberta. To continue working in the trade in the Province of Alberta, you must contact an Alberta Apprenticeship and Industry Training office (as listed on page 3) regarding your options.

If you do not sign and date this declaration, your application cannot be processed and will be returned to you.



QUALIFICATION CERTIFICATE APPLICATION



Please read the Information / Instructions carefully before completing the application.
To be completed by the person applying for certification - please print in ink.

1 Trade

In what Alberta trade or occupation are you applying for certification?

2 Personal Information

Alberta Student Number (Canadian applicants only):

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Legal Last Name:

Former Last Name:
(if applicable)

Legal First Name:

Middle Name
(no initials):

Preferred First Name:

Mailing Address (p.o. box, street, city, province):

Postal Code:

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Home Phone No.: ()

Day Time Phone No.: ()

E-mail Address:

Gender:

Male

Female

Birth Date

(yyyy/mm/dd):

If you require special needs services, describe the services you require (e.g., wheel chair access):

If you wish to declare you are an Aboriginal person, please specify (Canadian applicants only):

Status Indian/First Nations

Non-Status Indian/First Nations

Métis

Inuit

Notification: Alberta Advanced Education is collecting this personal information pursuant to section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act as the information relates directly to and is necessary to meet its mandate and responsibilities to measure system effectiveness over time and develop policies, programs and services to improve Aboriginal learner success in addition to other legislation applicable to the educational institution.

For further information or if you have questions regarding collection activity, please contact the office of the Director, Aboriginal Policy, Policy Sector, Information and Strategic Services Division, Alberta Advanced Education, 10155-102 Street, Edmonton, AB, T5J 4L5, (780) 427-8501.

Qualification Certificate Application (cont'd)

3 Education and Training

What is the highest level of education you completed?

Describe any certificates, credentials or documents you hold in the trade or occupation identified in section 1 or in any other trade or occupation. If you need more space, put the additional information on a separate page. Attach a copy of each certificate, credential or document to your application.

What is the name of the trade or occupation 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?

Describe any formal or technical training you completed in the trade or occupation identified in section 1 or in any other designated trade or occupation. If you need more space, put the additional information on a separate page.

course or program	university/college/technical institute	location	date started	degree/diploma/certificate obtained
			date started	
			date completed	
			date started	
			date completed	

Describe any other post-secondary education you completed. If you need more space, put the additional information on a separate page.

course or program	university/college/technical institute	location	date started	degree/diploma/certificate obtained
			date started	
			date completed	
			date started	
			date completed	
			date started	
			date completed	

Qualification Certificate Application (cont'd)

4 Work Experience in the Trade or Occupation *(This information will be verified)*

Starting with your most current employer, describe the work experience you have **in the trade or occupation identified in section 1**. If you need more space, put the additional information on a separate page. You must also provide either:

- completed Confirmation of Work Experience form(s) which are provided in the application package; or
- **certified true copies*** of letters you have from your current or previous employers that includes a description of the work you performed in the trade and confirms the number of months and hours of work experience completed.

Country Where Most of Your Work Experience Was Obtained:
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Legal Name of Current Employer:									
Operating Name of Current Employer:									
Mailing Address (P.O. Box or Street):									
City, Province or State, and Country:							Postal Code:		
Phone No.: ()		Alternate Phone No.: ()			Fax No.: ()				
Site Address: (if different from above)									
City, Province or State, and Country:							Postal Code:		
Phone No.: ()		Alternate Phone No.: ()			Fax No.: ()				
Name of Contact Person:				Contact's Phone No:			Contact's Fax No:		
Time Employed in Trade with this Employer:			From (yyyy/mm/dd):				To (yyyy/mm/dd):		
Total Months Worked:				Total Hours Worked:					
Tasks performed (what work did you do in the trade or occupation?):									

Name of Previous Employer (company):									
Address:									
City:			Province or State:				Country:		
Name of Contact Person:						Contact's Position:			
Contact's Phone No:			Contact's Fax No:			Contact's E-mail:			
Time Employed in Trade with this Employer: From (yyyy/mm/dd): To (yyyy/mm/dd):									
Total Months Worked:					Total Hours Worked:				
Tasks performed (what work did you do in the trade or occupation?):									

Qualification Certificate Application (cont'd)

Name of Previous Employer (company):		
Address:		
City:	Province or State:	Country:
Name of Contact Person:		Contact's Position:
Contact's Phone No:	Contact's Fax No:	Contact's E-mail:
Time employed in trade with this employer: From (yyyy/mm/dd): _____ To (yyyy/mm/dd): _____		
Total Months Worked:	Total Hours Worked:	
Tasks performed (what work did you do in the trade or occupation?)		

Name of Previous Employer (company):		
Address:		
City:	Province or State:	Country:
Name of Contact Person:		Contact's Position:
Contact's Phone No:	Contact's Fax No:	Contact's E-mail:
Time employed in trade with this employer: From (yyyy/mm/dd): _____ To (yyyy/mm/dd): _____		
Total Months Worked:	Total Hours Worked:	
Tasks performed (what work did you do in the trade or occupation?)		

Name of Previous Employer (company):		
Address:		
City:	Province or State:	Country:
Name of Contact Person:		Contact's Position:
Contact's Phone No:	Contact's Fax No:	Contact's E-mail:
Time employed in trade with this employer: From (yyyy/mm/dd): _____ To (yyyy/mm/dd): _____		
Total Months Worked:	Total Hours Worked:	
Tasks performed (what work did you do in the trade or occupation?)		

Qualification Certificate Application (cont'd)

5 Payment Information

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>	
Expiry Date: (mm/yy)	Cardholder Name:	Cardholder Signature:

6 Declaration of Applicant

If you do not sign this declaration, your application will not be processed and will be returned to you.

I HAVE READ THE INSTRUCTIONS AND HEREBY MAKE APPLICATION FOR THE QUALIFICATION CERTIFICATION ASSESSMENT, 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. For trade applicants only, if my application is cancelled, my employer will be notified of the cancellation and the reason(s) why, and I am no longer permitted to work in the trade in the Province of Alberta. To continue working in the trade in the Province of Alberta, I must contact an Alberta Apprenticeship and Industry Training office regarding my options.

Signature of Applicant:	Date (yyyy/mm/dd):
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All applications, when completed and signed by the applicant, are to be sent to the nearest Alberta Apprenticeship and Industry Training (AIT) office (as listed on page 3). Non-Canadian applicants are to send their completed applications to either the Calgary or Edmonton office locations.

Work Experience Requirements and Fees for Certification¹

Trade / Occupation	Work Experience in Hours	Work Experience in Months	Verification-of-Competency Fee	Practical Exam Fee, if applicable
Agricultural Equipment Technician	9000	72	\$450.00	n/a
Appliance Service Technician	7200	54	\$450.00	n/a
Auto Body Technician	9300	72	\$450.00	\$186.00
Auto Body Technician – Auto Body Prepper	5100	36	\$450.00	n/a
Auto Body Technician – Auto Body Refinisher	4800	36	\$450.00	n/a
Auto Body Technician – Auto Body Repairer	6900	54	\$450.00	\$186.00
Automotive Service Technician	9000	72	\$450.00	n/a
Baker	7020	54	\$450.00	n/a
Boilermaker	6750	54	\$450.00	\$300.00
Bricklayer	7200	54	\$450.00	\$210.00
Cabinetmaker	8160	72	\$450.00	\$160.00
Carpenter	8160	72	\$450.00	\$205.00
Communication Technician	9000	72	\$450.00	n/a
Concrete Finisher	5400	54	\$450.00	n/a
Construction Craft Labourer	3000	18	\$450.00	n/a
Cook	7020	54	\$450.00	n/a
Crane and Hoisting Equipment Operator – Boom Truck	1800	18	\$450.00	\$310.00
Crane and Hoisting Equipment Operator – Boom Truck (Alberta Certified Medium Boom Truck Operators) (No Exam Required)	200	1	\$60.00	n/a
Crane and Hoisting Equipment Operator – Wellhead Boom Truck	150	18	\$450.00	\$310.00
Crane and Hoisting Equipment Operator – Conventional Mobile Crane	6750	54	\$450.00	\$310.00
Crane and Hoisting Equipment Operator – Hydraulic Mobile Crane	6750	54	\$450.00	\$310.00
Crane and Hoisting Equipment Operator – Mobile Crane	6750	54	\$450.00	\$620.00
Crane and Hoisting Equipment Operator – Tower Crane	3000	36	\$450.00	\$310.00
Electrical Motor Systems Technician	9000	72	\$450.00	n/a
Electrician	8775	72	\$450.00	n/a
Electronic Technician	9000	72	\$450.00	n/a
Elevator Constructor	10800	72	\$450.00	n/a
Floorcovering Installer	6615	54	\$450.00	\$130.00
Gas Utility Operator	5100	36	\$450.00	n/a
Gasfitter (A)	6750	54	\$450.00	n/a
Gasfitter (B)	4500	36	\$450.00	n/a
Glazier	9720	72	\$450.00	\$230.00
Glazier – Auto Glass Technician	4860	36	\$450.00	n/a
Hairstylist	4200	36	\$450.00	\$75.00
Heavy Equipment Technician	9000	72	\$450.00	n/a
Heavy Equipment Technician Heavy Duty Equipment Mechanic (Off Road)	6750	54	\$450.00	n/a
Heavy Equipment Technician Truck and Transport Mechanic	6750	54	\$450.00	n/a

¹ Subject to change without notice. Contact the nearest Alberta Apprenticeship and Industry Training office (as listed on page 3).

Work Experience Requirements and Fees for Certification (continued)¹

Trade / Occupation	Work Experience in Hours	Work Experience in Months	Verification of Competency Fee	Practical Exam Fee, if applicable
Heavy Equipment Technician Transport Trailer Mechanic	4950	36	\$450.00	n/a
Instrument Technician	8775	72	\$450.00	n/a
Insulator	8475	72	\$450.00	\$475.00
Ironworker	6750	54	\$450.00	n/a
Ironworker – Metal Building Systems Erector	4500	36	\$450.00	n/a
Landscape Gardener	7200	72	\$450.00	n/a
Lather Interior Systems Mechanic	7110	54	\$450.00	n/a
Locksmith	9360	72	\$450.00	\$195.00
Machinist	9360	72	\$450.00	\$115.00
Millwright	9360	72	\$450.00	n/a
Motorcycle Mechanic	8340	72	\$450.00	n/a
Outdoor Power Equipment Technician -Marine Equipment	6000	72	\$450.00	n/a
Outdoor Power Equipment Technician- Power Equipment	6000	72	\$450.00	n/a
Outdoor Power Equipment Technician -Recreational Equipment	6000	72	\$450.00	n/a
Outdoor Power Equipment Technician - Turf Equipment	6000	72	\$450.00	n/a
Painter and Decorator	5850	54	\$450.00	n/a
Parts Technician	6975	54	\$450.00	n/a
Plumber	9000	72	\$450.00	n/a
Power Lineman	9563	72	\$450.00	n/a
Power System Electrician	8775	72	\$450.00	n/a
Recreation Vehicle Service Technician	7200	54	\$450.00	n/a
Refrigeration and Air Conditioning Mechanic	9000	72	\$450.00	n/a
Rig Technician – Level One	2250*	18	\$450.00	n/a
Rig Technician – Level Two	4500**	36	\$450.00	n/a
Rig Technician – Level Three	6750***	54	\$450.00	n/a
Rofer	8790	72	\$450.00	n/a
Sawfiler	10080	72	\$450.00	n/a
Sawfiler – Circular	7560	54	\$450.00	n/a
Sheet Metal Worker	8550	72	\$450.00	\$110.00
Sprinkler Systems Installer	9900	72	\$450.00	n/a
Steamfitter-Pipefitter	9000	72	\$450.00	n/a
Structural Steel and Plate Fitter	6750	54	\$450.00	\$350.00
Tilesetter	7200	54	\$450.00	n/a
Tool and Die Maker	9360	72	\$450.00	n/a
Transport Refrigeration Technician	8100	63	\$450.00	n/a
Warehousing - Basic	2250	18	\$450.00	n/a
Warehousing - Intermediate	4500	36	\$450.00	n/a
Warehousing - Technician	6750	54	\$450.00	n/a
Water Well Driller	5400	36	\$450.00	n/a
Welder	7020	54	\$450.00	\$160.00

* including 1000 hours in Level 1 (Motorhand) / ** including 1000 hours in Level 2 (Derrickhand) / *** including 1000 hours in Level 3 (Driller)

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Advanced Education
Apprenticeship and Industry Training

CONFIRMATION OF WORK EXPERIENCE

(to be completed by a person having knowledge of the individual's work experience)



Excellence through training and experience

PLEASE PRINT IN INK

Part 1: Information about the Individual

Last Name:		First Name:	
Middle Name: <i>(no initials)</i>	Birth Date: <i>(yyyy/mm/dd)</i>	Gender:	
Trade/Occupation in which the individual is/was working: _____			
Type of employment: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Seasonal <input type="checkbox"/> Self-employed <input type="checkbox"/> Other _____			
Period of Employment in the Trade/Occupation:		Start Date: <i>(yyyy/mm/dd)</i>	End Date: <i>(yyyy/mm/dd)</i>
Number of months of work experience with this company: _____		Number of hours of work experience with this company: _____	
Tasks Performed (Detailed description of work done): <i>(This work must be hands-on experience only; time spent on supervisory or foreman duties, or training courses is not to be included in determining the work experience time. This information will be verified.)</i>			

Part 2: Information about the Employer

Legal Name of Business:			
Operating Name of Business: <i>(if different from legal name)</i>			
Address:			
City:	Province:	Country:	Postal Code:
Phone Number: <i>(include all country, area and city codes to permit direct dialing)</i>		Fax Number: <i>(include all country, area and city codes to permit direct dialing)</i>	
E-mail Address:			
Does this Employer speak English? YES _____ NO _____		If not, what language does the Employer speak:	

Part 3: Endorsement

I certify that, to the best of my knowledge, the information provided in this confirmation is true and complete in all respects. (Note: It is an offence under the <i>Apprenticeship and Industry Training Act</i> to provide false information.)	
Signature of Employer or person representing the Employer:	Date: <i>(yyyy/mm/dd)</i>
Name of Employer or person representing the Employer: <i>(please print)</i>	Position of person signing this Confirmation: <i>(please print)</i>

For Department Use Only

Verification date: _____ 20__	Verified by: _____	Code: _____
Comments: _____		



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