



PROVINCIAL-TERRITORIAL APPRENTICE MOBILITY TRANSFER GUIDE

JANUARY 2016

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Provincial-Territorial Apprentice Mobility Transfer Guide

ABOUT THIS TRANSFER GUIDE

The *Provincial-Territorial Apprentice Mobility Transfer Guide* details apprentice mobility requirements and process information for each province and territory. The Transfer Guide was developed to support jurisdictions, apprentices and employers.

Jurisdictional staff are also available to support apprentices and employers in interpreting the information included in this Guide. See Appendix B for contact information.

The Transfer Guide is intended to support:

Audience	Uses
<i>Jurisdictional Operational Staff</i>	<ul style="list-style-type: none"> • Offer advice to apprentices and employers; • Understand requirements for their jurisdiction and others in regards to apprentice mobility; and • Promote mutual recognition of apprenticeship training and facilitate apprentice mobility.
<i>Apprentices and Employers</i>	<ul style="list-style-type: none"> • Outline the requirements and steps necessary for apprentices to work/train temporarily outside their home jurisdiction or to permanently transfer to another jurisdiction.

PROVINCIAL-TERRITORIAL APPRENTICE MOBILITY GUIDELINES

While this Transfer Guide provides specific information, the *Provincial-Territorial Apprentice Mobility Guidelines* document agreements reached by provinces and territories to facilitate apprentice mobility and include the commitments Canada’s Premiers and Canada’s Provincial-Territorial Ministers responsible for apprenticeship agreed to, as included in the Provincial-Territorial Apprentice Mobility Protocol and the Provincial-Territorial Apprentice Mobility Agreement. The Guidelines were developed to support policy development and intended audiences include jurisdictional policy staff, interested stakeholders and the general public.

PART 1: OVERVIEW AND INTRODUCTION TO THE PROVINCIAL-TERRITORIAL APPRENTICE MOBILITY TRANSFER GUIDE

1.1 INTRODUCTION

Premiers through the Council of the Federation recognized the need to address apprentice mobility barriers and on July 16, 2015 signed the Provincial-Territorial Apprentice Mobility Protocol. Based on Premiers' direction, Ministers responsible for apprenticeship signed a Provincial-Territorial Mobility Agreement which includes a comprehensive list of jurisdictional commitments to facilitate apprentice mobility.

The documents together create the foundation that facilitates apprentice mobility anywhere in Canada.

1.2 PURPOSE OF THE TRANSFER GUIDE

The *Provincial-Territorial Apprentice Mobility Transfer Guide* details information about apprentice mobility requirements unique to each jurisdiction, including temporary mobility processes associated with working, undertaking off-the-job¹ or technical training, or writing an exam outside the apprentice's home jurisdiction. It also includes the steps necessary to facilitate a permanent transfer to a new province or territory without interruption to the apprentice's training continuum.

1.3 HOW TO USE THIS TRANSFER GUIDE

The *Provincial-Territorial Apprentice Mobility Transfer Guide* provides detailed information for apprentices wishing to work temporarily or move permanently between provinces and territories. Common steps to support apprentice mobility are outlined, followed by tables and charts which specify each province's and territory's requirements.

1.4 INTENDED AUDIENCE

The *Provincial-Territorial Apprentice Mobility Transfer Guide* has been written for jurisdictional operational staff. The intent of the Transfer Guide is to offer an understanding of some of the unique requirements of each jurisdiction, to be used when communicating with apprentices and employers or when creating internal procedures.

It also informs apprentices and employers directly of some of the requirements if they wish to undertake their own inquiries. It is recommended, however that apprentices seek further advice directly from the province or territory they are registered in or planning to permanently transfer to and from. Some jurisdictions also require apprentices working temporarily in their jurisdiction to register. Check this Transfer Guide to see if this might apply. Appendix B provides jurisdictional contact information.

¹ Given Québec's specificity regarding its education system, the technical training referred to in these guidelines does not correspond to Québec's technical training (Technical Diploma of College Studies). Off-the-job training is the term that fits the definition of the recognition given by Québec under the terms of the Agreement.

PART 2: TEMPORARY APPRENTICE MOBILITY

2.1 DEFINITION OF TEMPORARY APPRENTICE MOBILITY

Temporary apprentice mobility means that an apprentice remains registered in their home jurisdiction while working, undertaking off-the-job or technical training, or writing an exam in another province or territory.

2.2 GENERAL JURISDICTIONAL REQUIREMENTS

The following are general requirements when an apprentice is training temporarily outside their home jurisdiction. For specific requirements, refer to the apprentice's home jurisdiction.

In **all** jurisdictions:

- An apprentice may only apply for grants and subsidies available within the apprentice's home jurisdiction.
- The jurisdiction that the apprentice is registered in is where the certificate of qualification and Red Seal endorsement (if applicable) will be issued.

In **most** jurisdictions:

- An apprentice is required to be registered in the jurisdiction they are a resident of. See the Glossary of Terms (Appendix A) for the definition of resident.
- If an apprentice works temporarily outside their home jurisdiction, they must notify their home jurisdiction to ensure they meet requirements so they may receive recognition for training undertaken.
- When an apprentice is working temporarily outside their home jurisdiction and changes employers, they must notify their home jurisdiction.
- An apprentice will receive recognition for work experience in a trade that is not offered in the jurisdiction the apprentice is temporarily working in, as long as the apprentice has contacted their home jurisdiction to ensure requirements are met.

2.3 TEMPORARILY WORKING, TAKING OFF-THE-JOB OR TECHNICAL TRAINING AND WRITING EXAMS IN ANOTHER JURISDICTION

Below are general steps that apply in most jurisdictions for apprentices to work temporarily outside of their home jurisdiction, undertake off-the-job or technical training, or write an exam.

For specific requirements, refer to the jurisdiction where the apprentice is registered and check the jurisdiction that the apprentice is planning to train temporarily in.

WORK EXPERIENCE

1. Once an apprentice has found work in another jurisdiction, they must determine the requirements of their home jurisdiction.
2. In some training jurisdictions, an out-of-jurisdiction apprentice is required to register in that jurisdiction.
3. Where applicable, the apprentice, and in some cases the employer, submit their new contract or agreement to the apprentice's home jurisdiction. The home jurisdiction may also notify the training jurisdiction that an out-of-jurisdiction apprentice is working in their jurisdiction.
4. The training jurisdiction verifies, when needed, that the employer is qualified to supervise the apprentice.
5. The home jurisdiction provides recognition for hours worked.

OFF-THE-JOB OR TECHNICAL TRAINING

1. An apprentice must submit a request to their home jurisdiction to take off-the-job or technical training in a training jurisdiction.
2. The home jurisdiction reviews the request and, if approved by both the home and training jurisdictions, makes arrangements with the training jurisdiction for the apprentice to take the training.
3. In most cases, the training jurisdiction notifies the apprentice of the date(s), time(s) and location where the off-the-job or technical training will occur.
4. Once the off-the-job or technical training is complete, in most cases the home jurisdiction receives the results through the training jurisdiction/institution and provides a copy to the apprentice for their record.

EXAMS

1. The apprentice must submit a request to their home jurisdiction to write the exam in a training jurisdiction.
2. The home jurisdiction reviews the request and, if approved, makes arrangements with the training jurisdiction for the apprentice to write the exam.
3. The training jurisdiction notifies the apprentice of the date(s), time(s) and location where the exam will be written.
4. In most cases, once the exam is complete, the training jurisdiction sends the exam back to the home jurisdiction for marking, unless an agreement exists between jurisdictions to do otherwise.
5. The home jurisdiction notifies the apprentice and updates the training record as required.

An apprentice makes an application and is approved to write an exam in a training jurisdiction, and while the training jurisdiction may supervise the apprentice while he/she takes the exam, in the majority of cases the apprentice will write an exam from their home jurisdiction.

PROVINCIAL-TERRITORIAL TEMPORARY MOBILITY: REQUIREMENTS AND PROCESS MAPS

ALBERTA - TEMPORARY MOBILITY

KEY REQUIREMENTS FOR ALBERTA APPRENTICES TEMPORARILY WORKING OUTSIDE ALBERTA

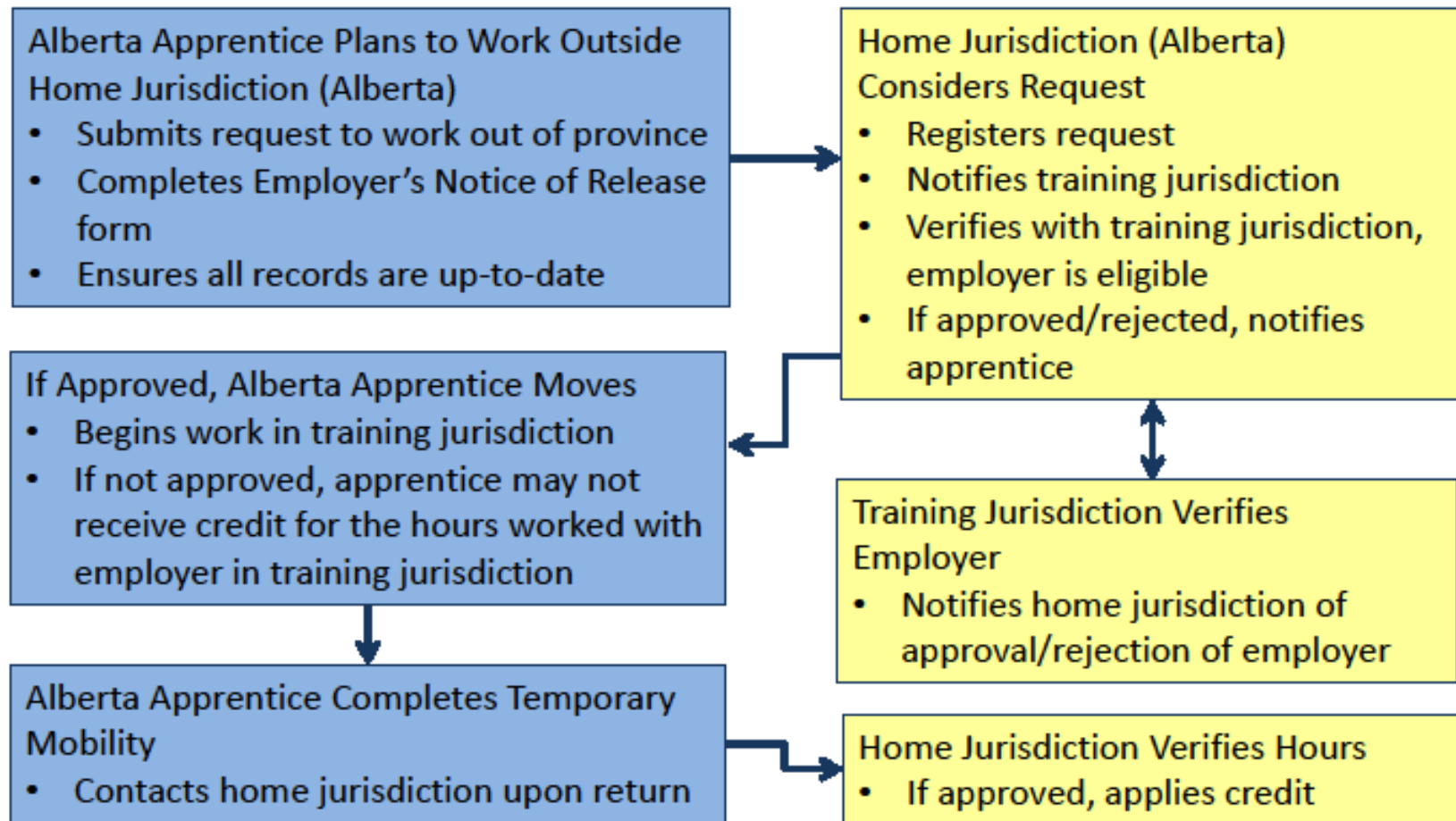
<i>Work Experience</i>	The apprentice: <ul style="list-style-type: none">• Contacts Alberta Apprenticeship and Industry Training (AIT) to receive permission to work temporarily outside Alberta.• Changes employers while working temporarily outside Alberta, contacts Alberta AIT again to receive approval on new request.• Contacts Alberta AIT once temporary work concludes and upon returning to Alberta.
<i>Off-the-Job or Technical Training</i>	The apprentice: <ul style="list-style-type: none">• Contacts Alberta AIT to request permission to take technical training out of province.• If approved, contacts the jurisdiction where temporary technical training will occur to obtain training (e.g. dates and locations).
<i>Exams</i>	The apprentice: <ul style="list-style-type: none">• Contacts Alberta AIT to request permission to write an exam out of province.

KEY REQUIREMENTS FOR NON-ALBERTA APPRENTICES TEMPORARILY WORKING IN ALBERTA

<i>Work Experience</i>	The apprentice: <ul style="list-style-type: none">• In most jurisdictions, is required to contact their home jurisdiction prior to commencing work in Alberta to ensure their work experience is eligible for recognition.• Alberta permits registered apprentices from another province or territory to work in a voluntary or compulsory trade in Alberta on the basis of their valid registration as an apprentice in another province or territory.• Must work within Alberta's maximum ratio of apprentices to journeypersons.
<i>Off-the-Job or Technical Training</i>	The apprentice: <ul style="list-style-type: none">• Submits a request to home jurisdiction to take technical training in Alberta.• If approved, confirms date and location on www.TradeSecrets.Alberta.ca.
<i>Exams</i>	The apprentice: <ul style="list-style-type: none">• Submits a request to home jurisdiction to write an exam in Alberta.

For Jurisdictional Contact Information See Appendix B

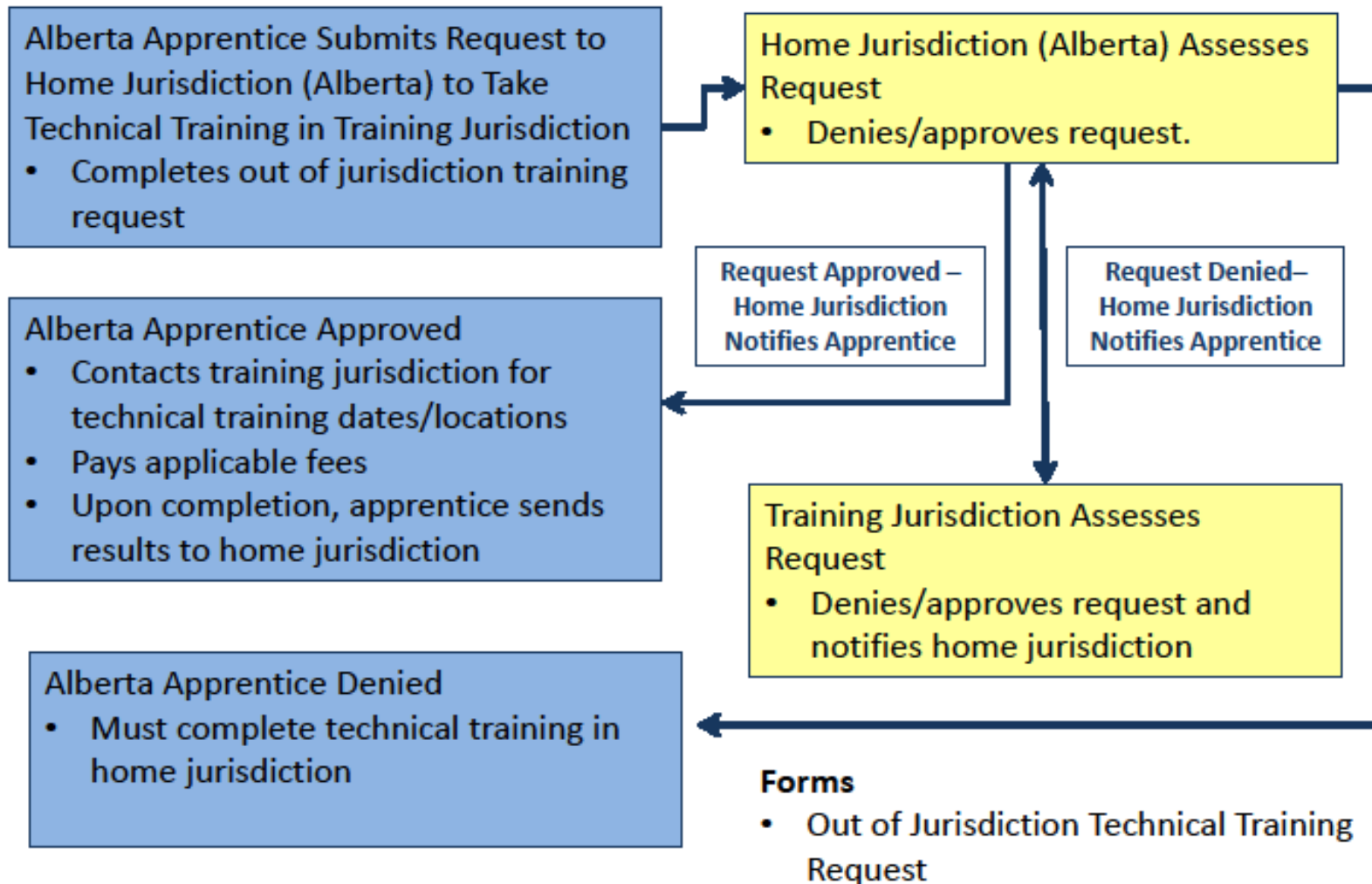
Alberta Temporary Mobility Work Experience – All Trades



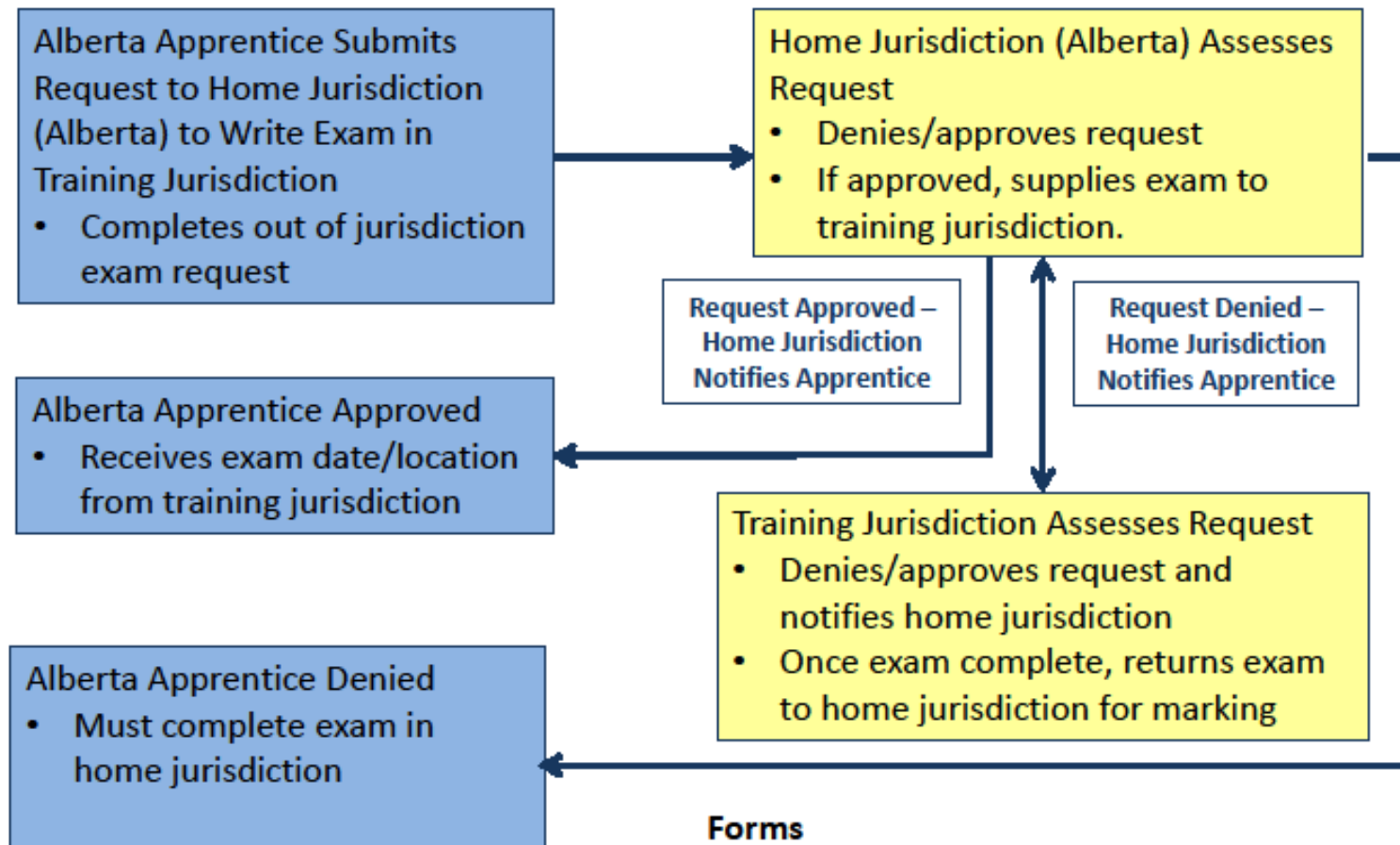
Forms

- Request to Work Outside Home Jurisdiction
- Employer's Notice of Release Form

Alberta Temporary Mobility Off-the-Job or Technical Training



Alberta Temporary Mobility Exams



Forms

- Out of Jurisdiction Exam Request

BRITISH COLUMBIA - TEMPORARY MOBILITY

KEY REQUIREMENTS FOR BRITISH COLUMBIA APPRENTICES TEMPORARILY WORKING OUTSIDE BRITISH COLUMBIA

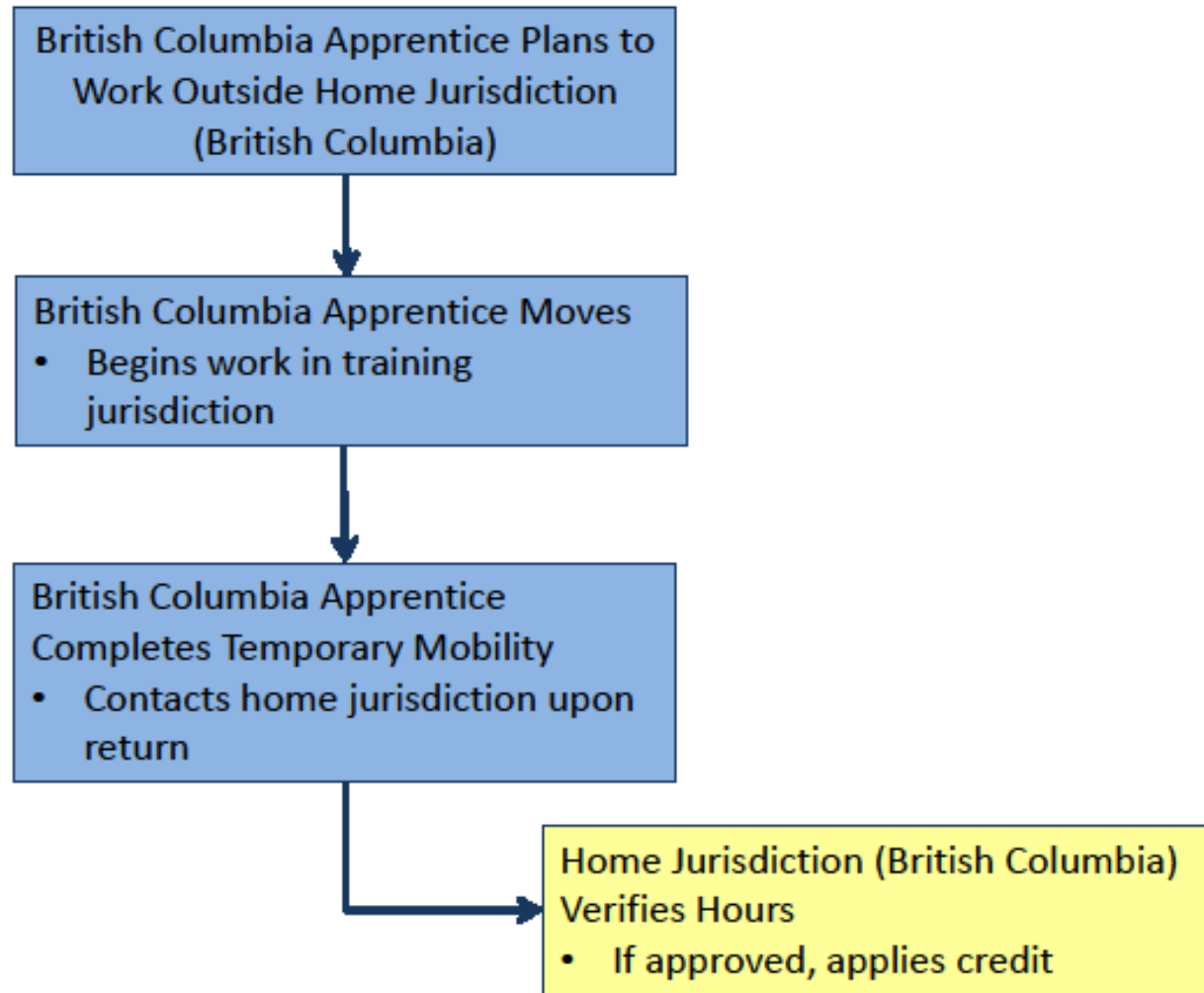
<i>Work Experience</i>	<ul style="list-style-type: none"> • Sponsor required to sign and submit a work-based training hours report on behalf of the apprentice
<i>Off-the-Job or Technical Training</i>	<p>The apprentice:</p> <ul style="list-style-type: none"> • Submits a written request to British Columbia to take technical training out of province. Written request needs to be signed by both sponsor and apprentice. • Contacts jurisdiction where temporary technical training will occur to obtain training (dates & locations).
<i>Exams</i>	<p>The apprentice:</p> <ul style="list-style-type: none"> • Submits a written request to British Columbia to write an exam out of province

KEY REQUIREMENTS FOR NON-BRITISH COLUMBIA APPRENTICES TEMPORARILY WORKING IN BRITISH COLUMBIA

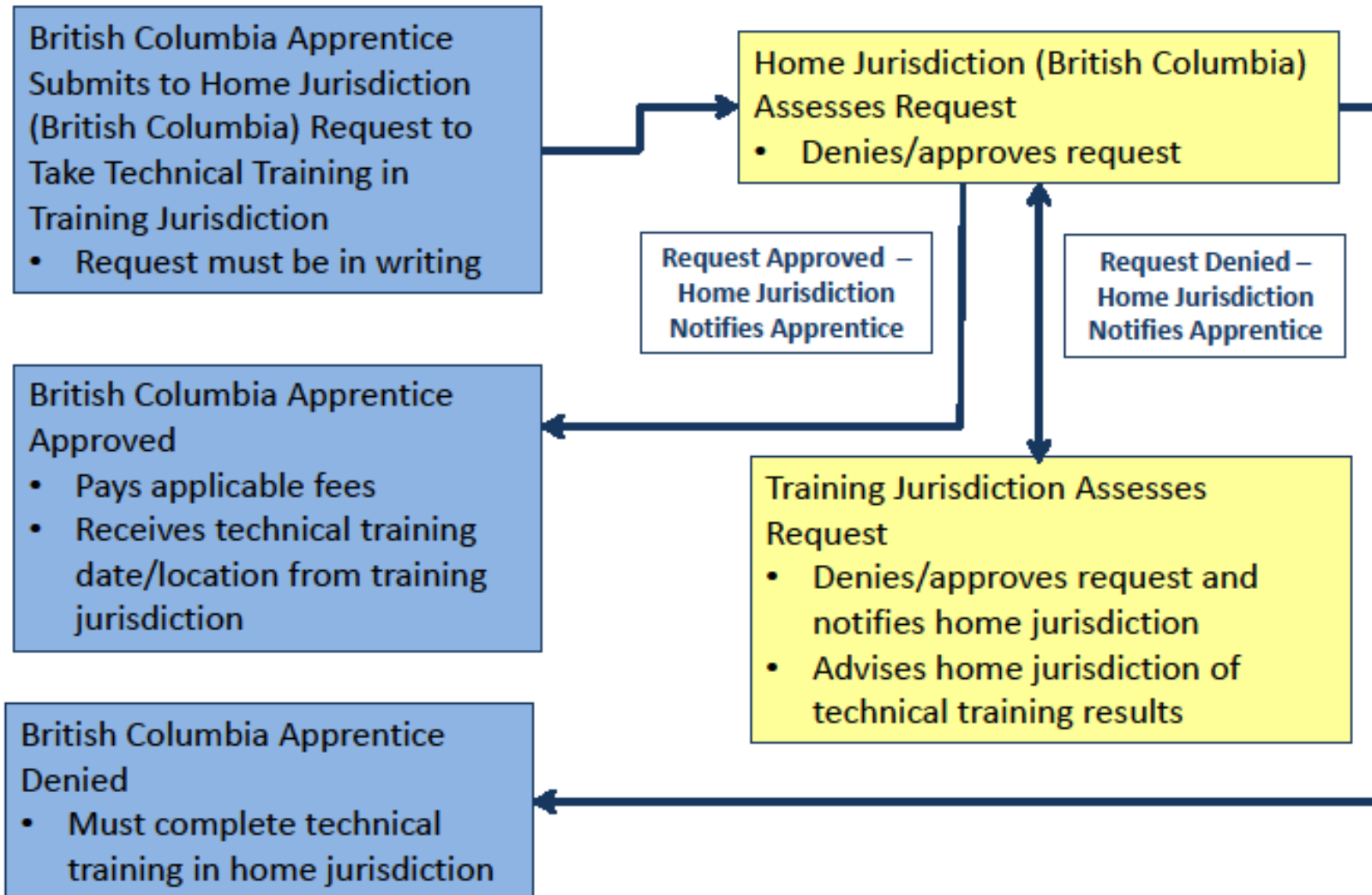
<i>Work Experience</i>	<ul style="list-style-type: none"> • If the apprentice is in a regulated trade he/she must contact British Columbia's Industry Training Authority. • Regulated trades in British Columbia include: Auto Glass, Boilermaker, Electrician, Gasfitter, Plumber, Crane Operator, Funeral Director, Locksmith, and Security Alarm Installer.
<i>Off-the-Job or Technical Training</i>	<ul style="list-style-type: none"> • None
<i>Exams</i>	<ul style="list-style-type: none"> • None

For Jurisdictional Contact Information See Appendix B

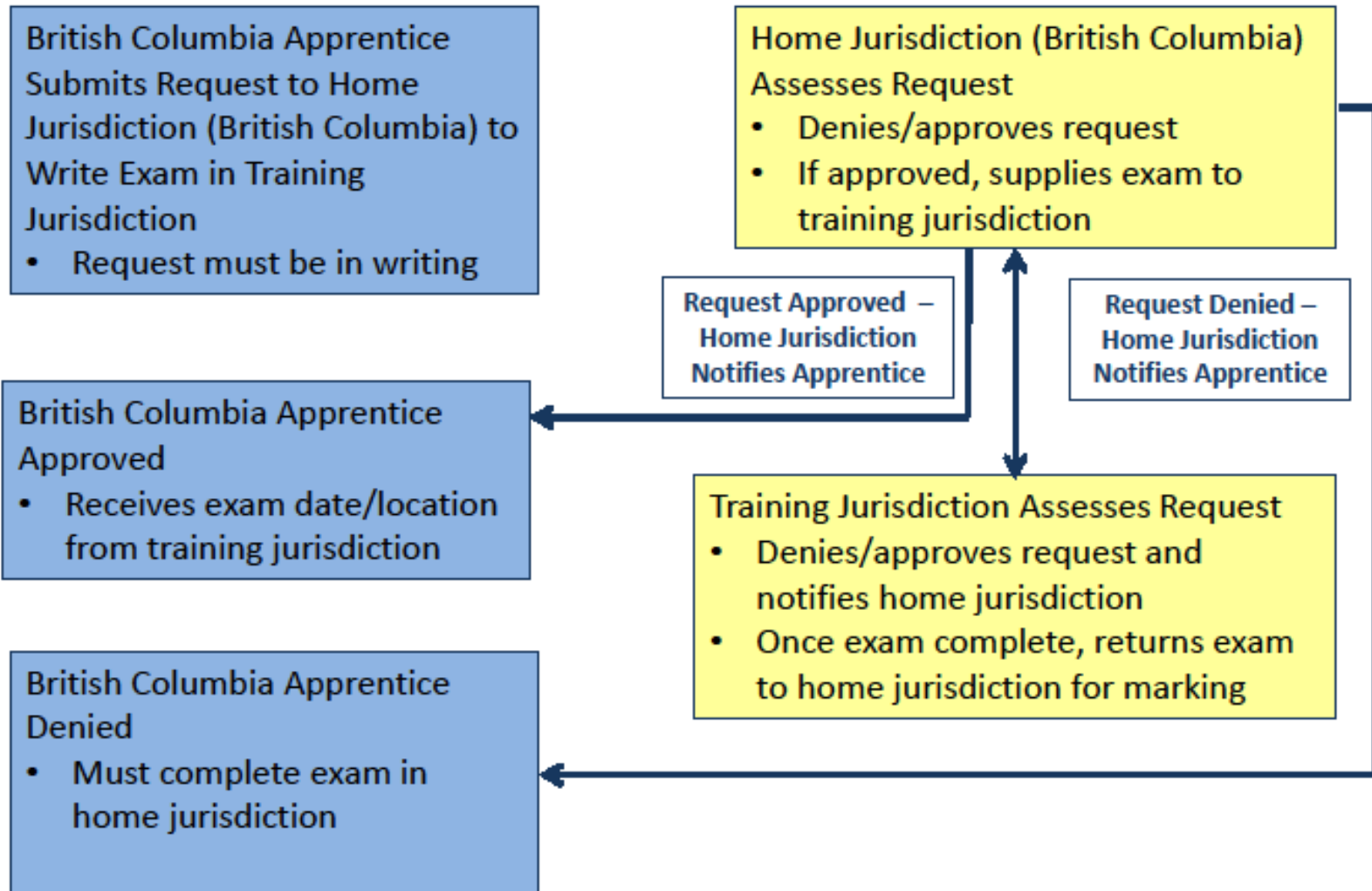
British Columbia Temporary Mobility Work Experience – All Trades



British Columbia Temporary Mobility Off-the-Job or Technical Training



British Columbia Temporary Mobility Exams



MANITOBA - TEMPORARY MOBILITY

KEY REQUIREMENTS FOR MANITOBA APPRENTICES TEMPORARILY WORKING OUTSIDE MANITOBA

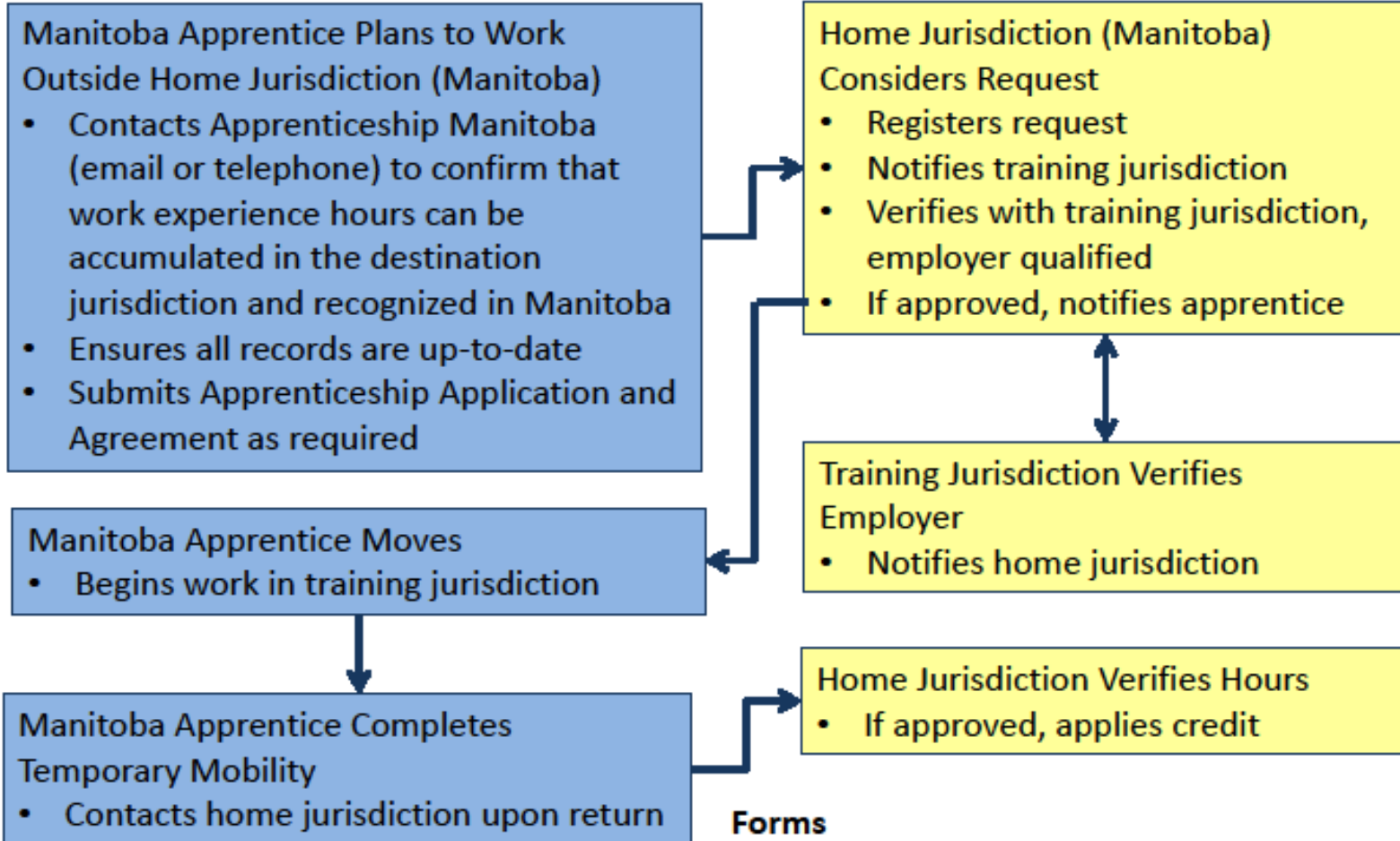
<i>Work Experience</i>	The apprentice: <ul style="list-style-type: none">• Contacts (email or telephone) Apprenticeship Manitoba to confirm that work experience hours can be accumulated in the destination jurisdiction and recognized in Manitoba.• Contacts Apprenticeship Manitoba when work concludes and apprentice returns to Manitoba to ensure that hours are recognized.• Completes employment contract.
<i>Off-the-Job or Technical Training</i>	The apprentice: <ul style="list-style-type: none">• Submits a request (email or telephone) to Manitoba to take technical training out of province.
<i>Exams</i>	The apprentice: <ul style="list-style-type: none">• Submits a request (email or telephone) to Manitoba to write an exam out of province.

KEY REQUIREMENTS FOR NON-MANITOBA APPRENTICES TEMPORARILY WORKING IN MANITOBA

<i>Work Experience</i>	The apprentice: <ul style="list-style-type: none">• If working in a compulsory trade, must register in Manitoba.
<i>Off-the-Job or Technical Training</i>	<ul style="list-style-type: none">• No requirements, except for the trade of Aircraft Maintenance Journeyperson. This trade is only designated in Manitoba but provides training for all jurisdictions.
<i>Exams</i>	The apprentice: <ul style="list-style-type: none">• Submits a request to home jurisdiction to write the exam out of province.

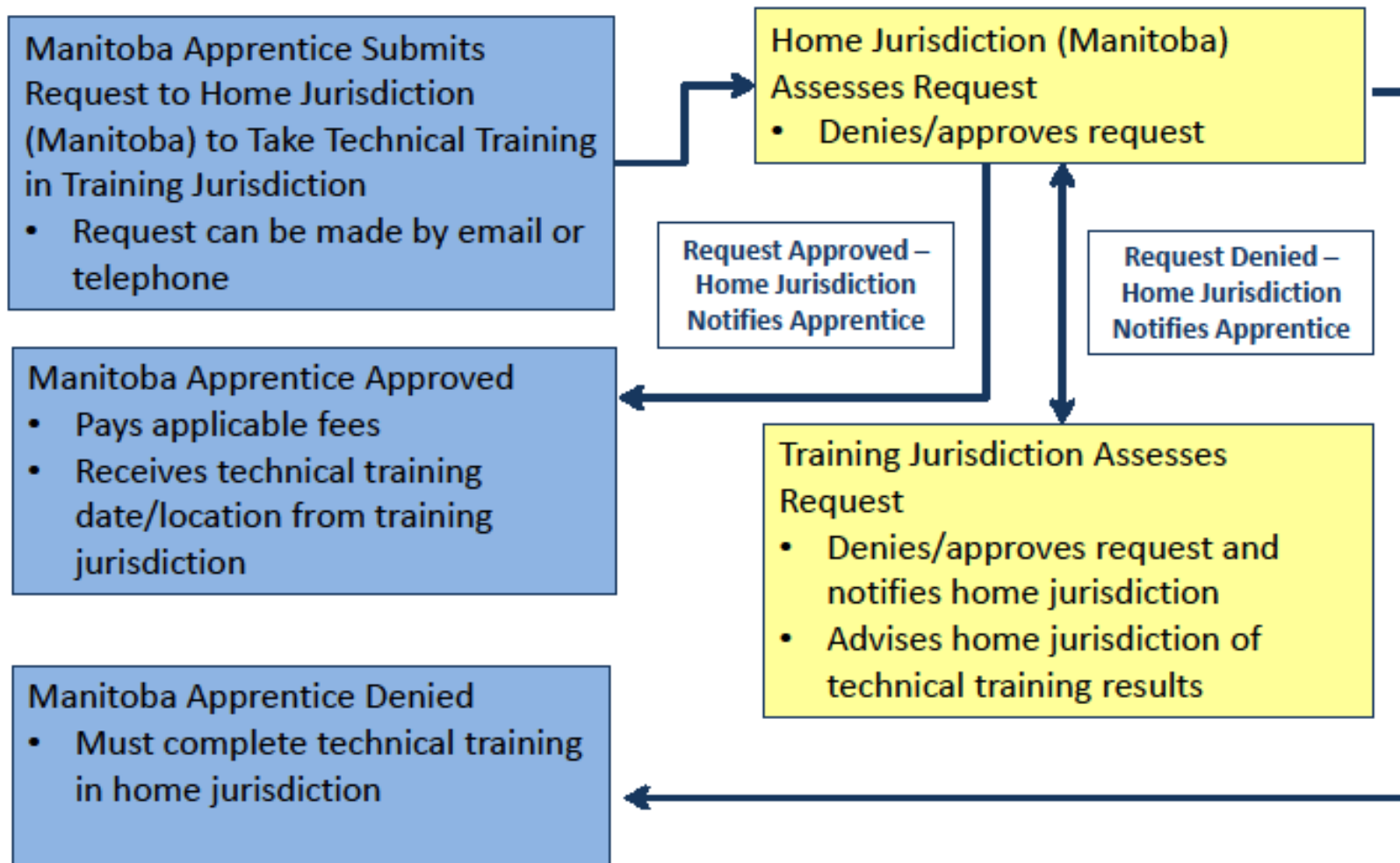
For Jurisdictional Contact Information See Appendix B

Manitoba Temporary Mobility Work Experience – All Trades

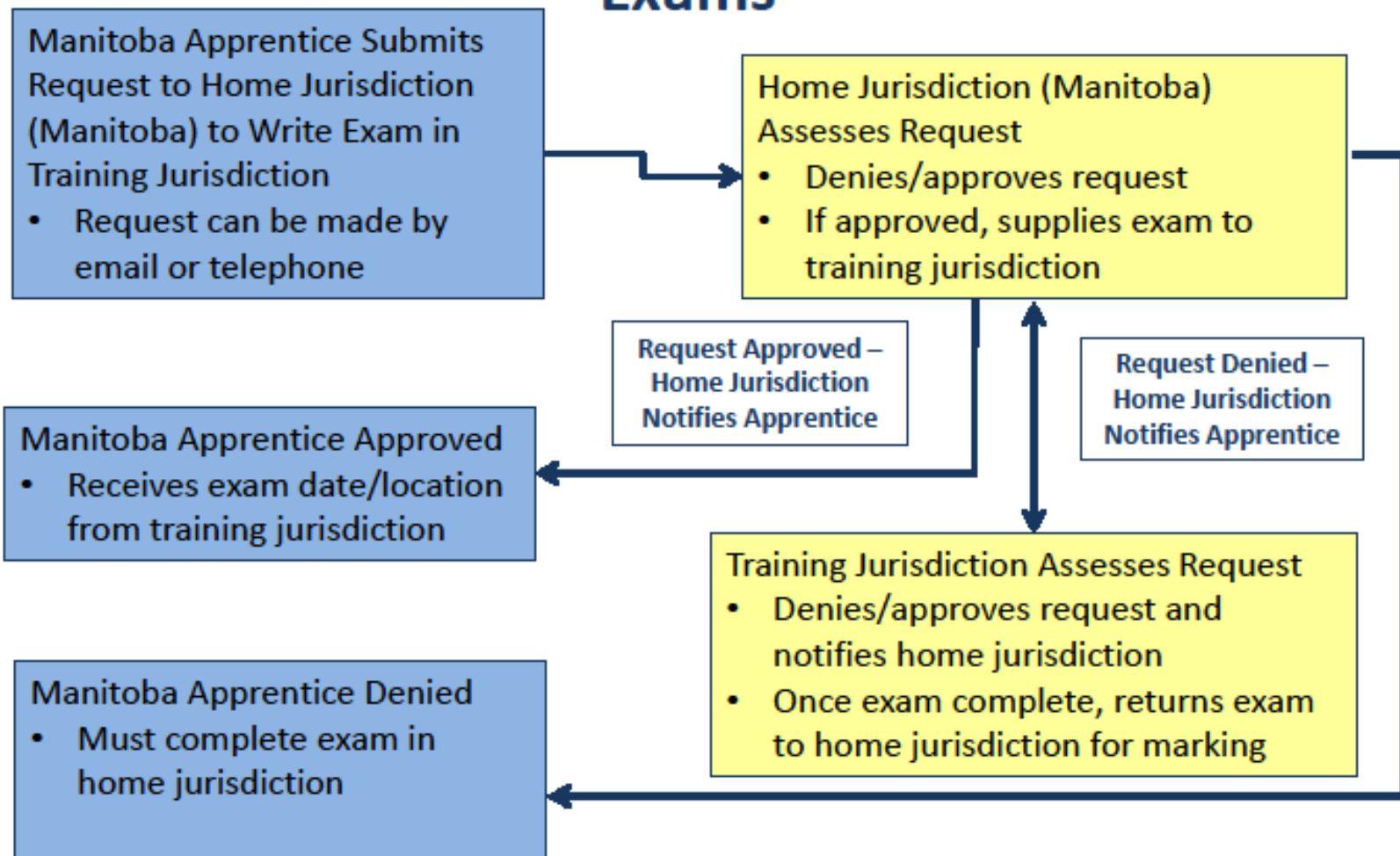


NOTE: These steps apply only to apprentices working for out-of-jurisdiction employers. Those apprentices working for a Manitoba employer who is doing work in another jurisdiction would follow the regular process.

Manitoba Temporary Mobility Off-the-Job or Technical Training



Manitoba Temporary Mobility Exams



NEW BRUNSWICK - TEMPORARY MOBILITY

KEY REQUIREMENTS FOR NEW BRUNSWICK APPRENTICES TEMPORARILY WORKING OUTSIDE NEW BRUNSWICK

<i>Work Experience</i>	<p>The apprentice:</p> <ul style="list-style-type: none"> • Submits contractual agreement or transfer form. • Is required to complete the Apprenticeship Agreement transfer process if he/she changes employers and continues to work temporarily outside New Brunswick. • Contacts Apprenticeship Counsellor before leaving and once temporary work concludes and returns to New Brunswick.
<i>Off-the-Job or Technical Training</i>	<p>The apprentice:</p> <ul style="list-style-type: none"> • Submits a request (either by telephone or email) to New Brunswick to take technical training out of province. • New Brunswick contacts the jurisdiction where temporary technical training will occur to obtain training (e.g. dates and locations). • New Brunswick confirms out of province training substantively aligns with New Brunswick level for recognition. <p>NOTE: Training Skills Development funding support is available when a registered New Brunswick apprentice has requested technical training out of province.</p>
<i>Exams</i>	<p>The apprentice:</p> <ul style="list-style-type: none"> • Submits a request (either by telephone or email) to New Brunswick to write an exam out of province. • New Brunswick exam will be provided to training jurisdiction.

KEY REQUIREMENTS FOR NON-NEW BRUNSWICK APPRENTICES TEMPORARILY WORKING IN NEW BRUNSWICK

<i>Work Experience</i>	<p>The apprentice:</p> <ul style="list-style-type: none"> • If working in a compulsory trade, must complete New Brunswick Apprenticeship Agreement.
<i>Off-the-Job or Technical Training</i>	<ul style="list-style-type: none"> • Only applies if the request is received from the apprentice’s home jurisdiction.
<i>Exams</i>	<ul style="list-style-type: none"> • New Brunswick will invigilate apprentice’s home jurisdiction exam.

For Jurisdictional Contact Information See Appendix B

New Brunswick Temporary Mobility Work Experience – Voluntary Trades

New Brunswick Apprentice Plans to Work Outside Home Jurisdiction (New Brunswick)

- Ensures all records are up-to-date
- Submits contractual agreement or transfer form
- Notifies Apprenticeship Counsellor

Home Jurisdiction (New Brunswick)

- Registers apprentice's request
- Verifies with training jurisdiction, employer qualified
- If approved, notifies apprentice

New Brunswick Apprentice Moves

- Begins work in training jurisdiction
- Ensures log book is completed by employer prior to return

Training Jurisdiction Verifies Employer

- Notifies home jurisdiction

New Brunswick Apprentice Completes Temporary Mobility

- Contacts home jurisdiction upon return

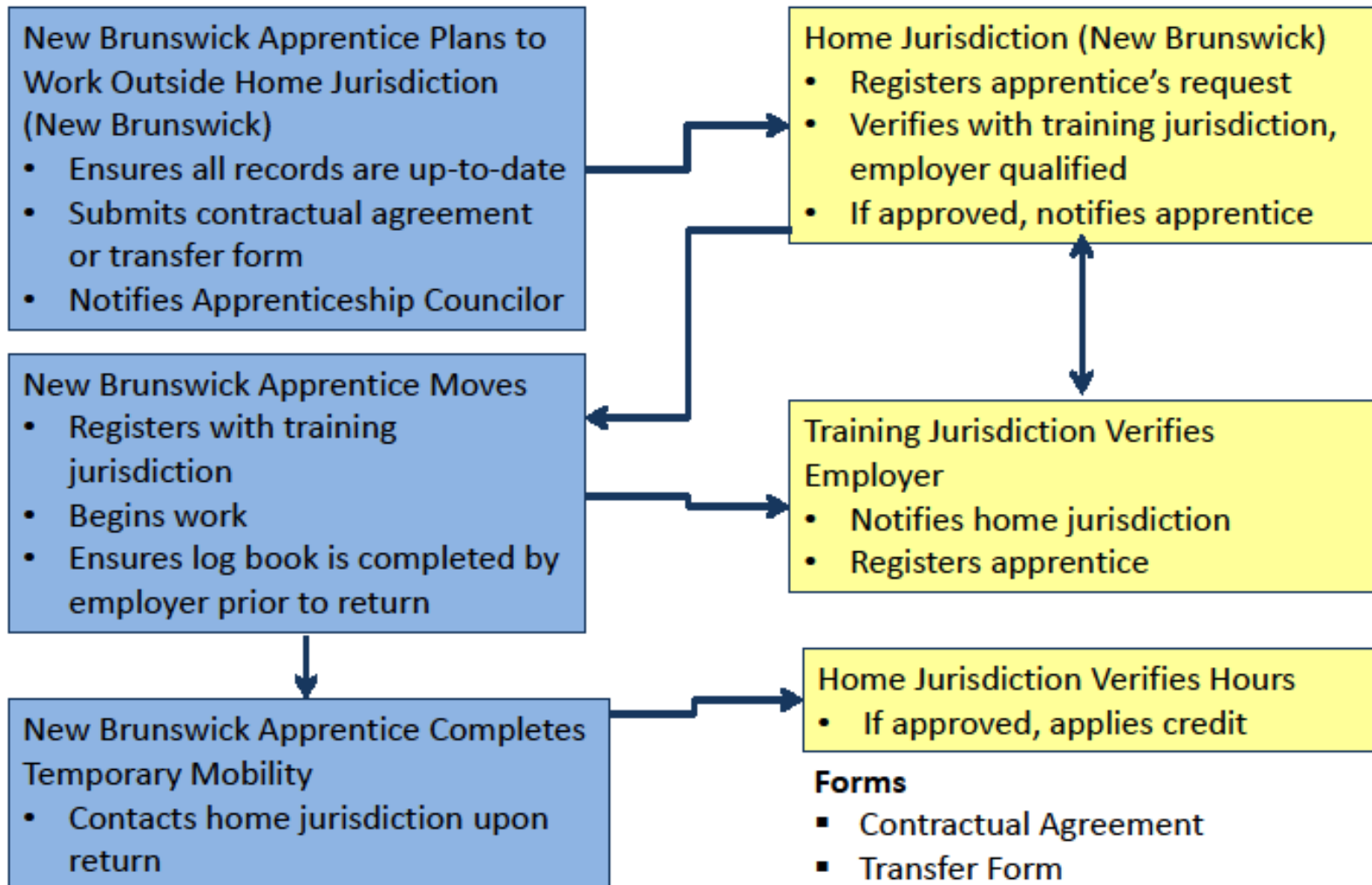
Home Jurisdiction Verifies Hours

- If approved, applies credit

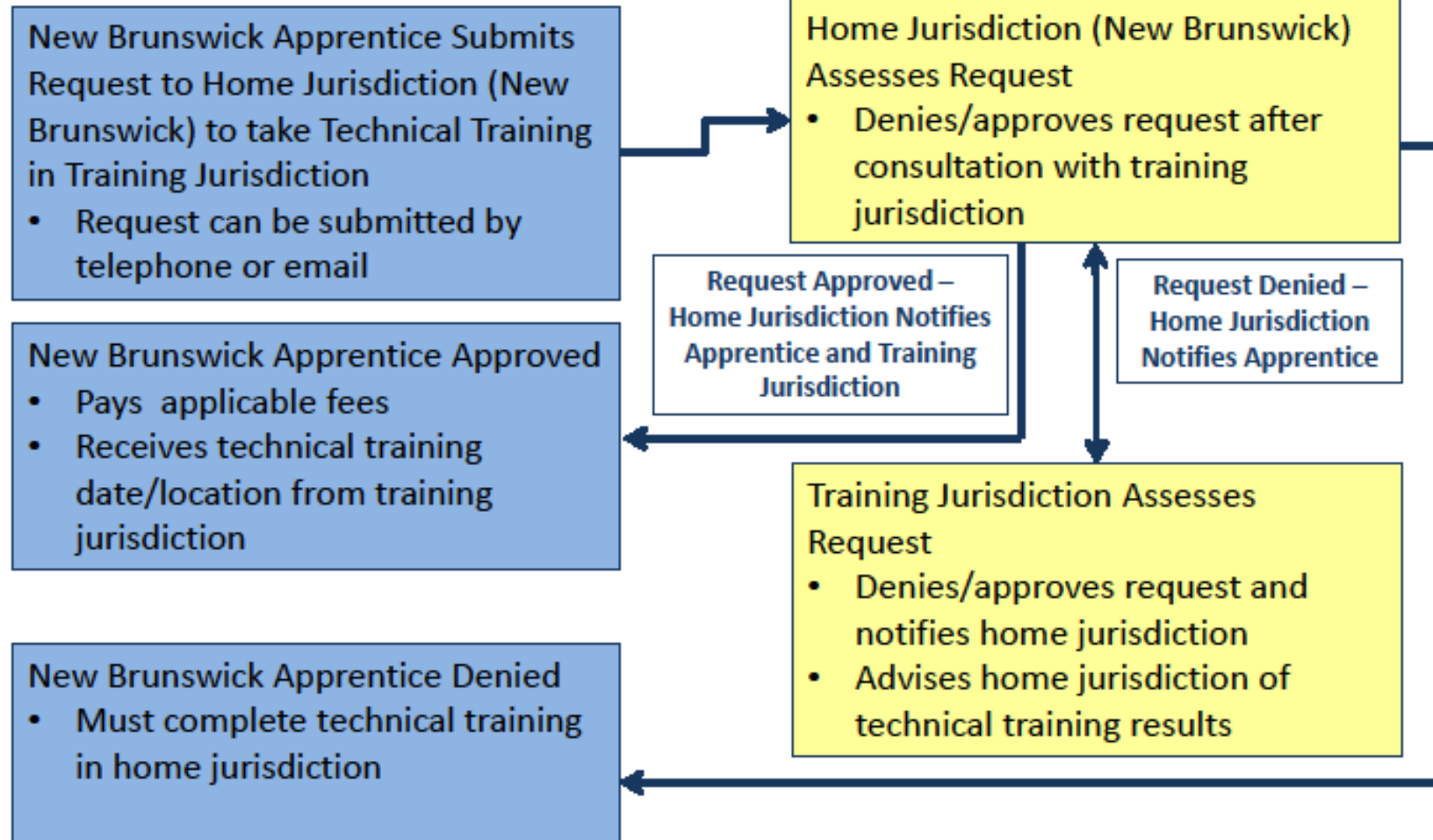
Forms

- Contractual Agreement
- Transfer form

New Brunswick Temporary Mobility Work Experience – Compulsory Trades

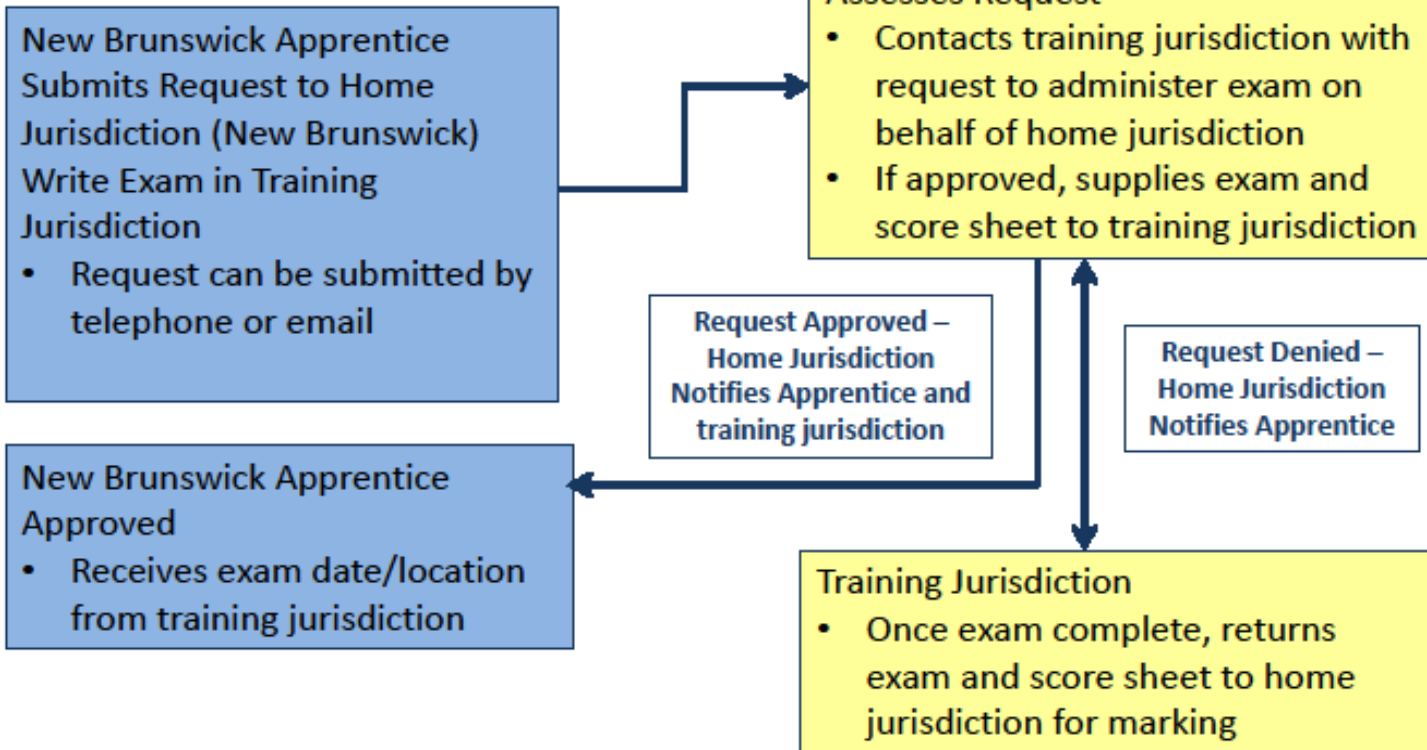


New Brunswick Temporary Mobility Off-the-Job or Technical Training



New Brunswick Temporary Mobility

Exams



NEWFOUNDLAND AND LABRADOR - TEMPORARY MOBILITY

KEY REQUIREMENTS FOR NL APPRENTICES TEMPORARILY WORKING OUTSIDE NL

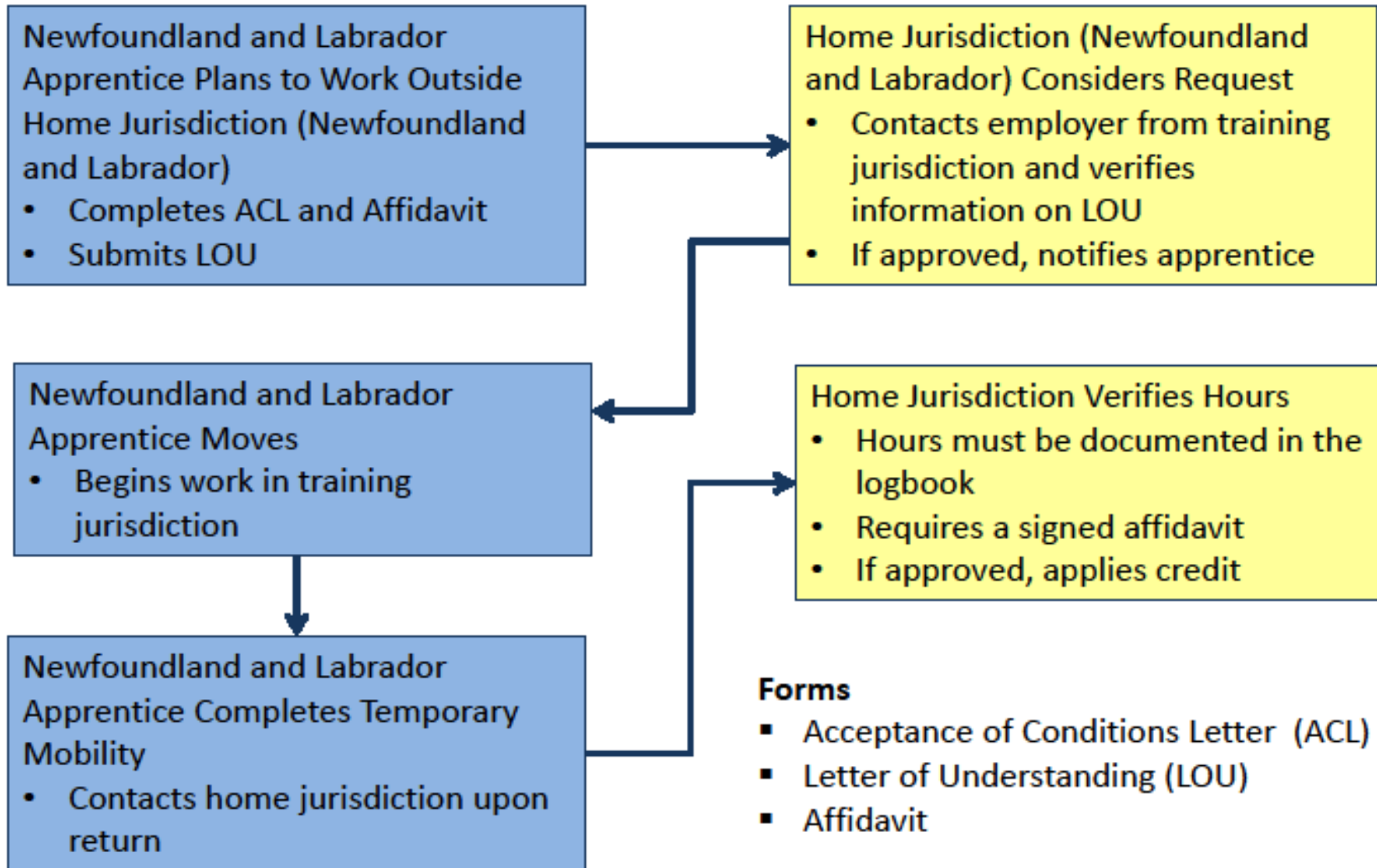
<i>Work Experience</i>	<p>The Apprentice:</p> <ul style="list-style-type: none"> • Must maintain permanent residence in Newfoundland and Labrador (NL). • Must have completed a pre-employment program in NL. • When registering, including a pre-apprentice, they must submit: <ul style="list-style-type: none"> ▪ Acceptance of Conditions document ▪ Out-of-Province Application for Apprenticeship ▪ Letter of Understanding (LOU) <p>NOTE: The LOU must be submitted every time an apprentice changes employers</p> <p>In addition:</p> <ul style="list-style-type: none"> • NL Out of Province Apprentices are required to submit an affidavit verifying hours and work place skills with their logbook to the Apprenticeship and Trades Certification Division (ATCD) to ensure credit for hours or skills.
<i>Off-the-Job or Technical Training</i>	<p>The apprentice:</p> <ul style="list-style-type: none"> • Contacts their Program Development Officer to submit their request to take technical training out of province.
<i>Exams</i>	<ul style="list-style-type: none"> • NL block exams must be completed in NL. • For IP exams, the apprentice must contact the NL Apprenticeship Trades and Certification Division (ATCD) to request taking the exam outside NL. Request can be either email or telephone.

KEY REQUIREMENTS FOR NON—NL APPRENTICES TEMPORARILY WORKING IN NL

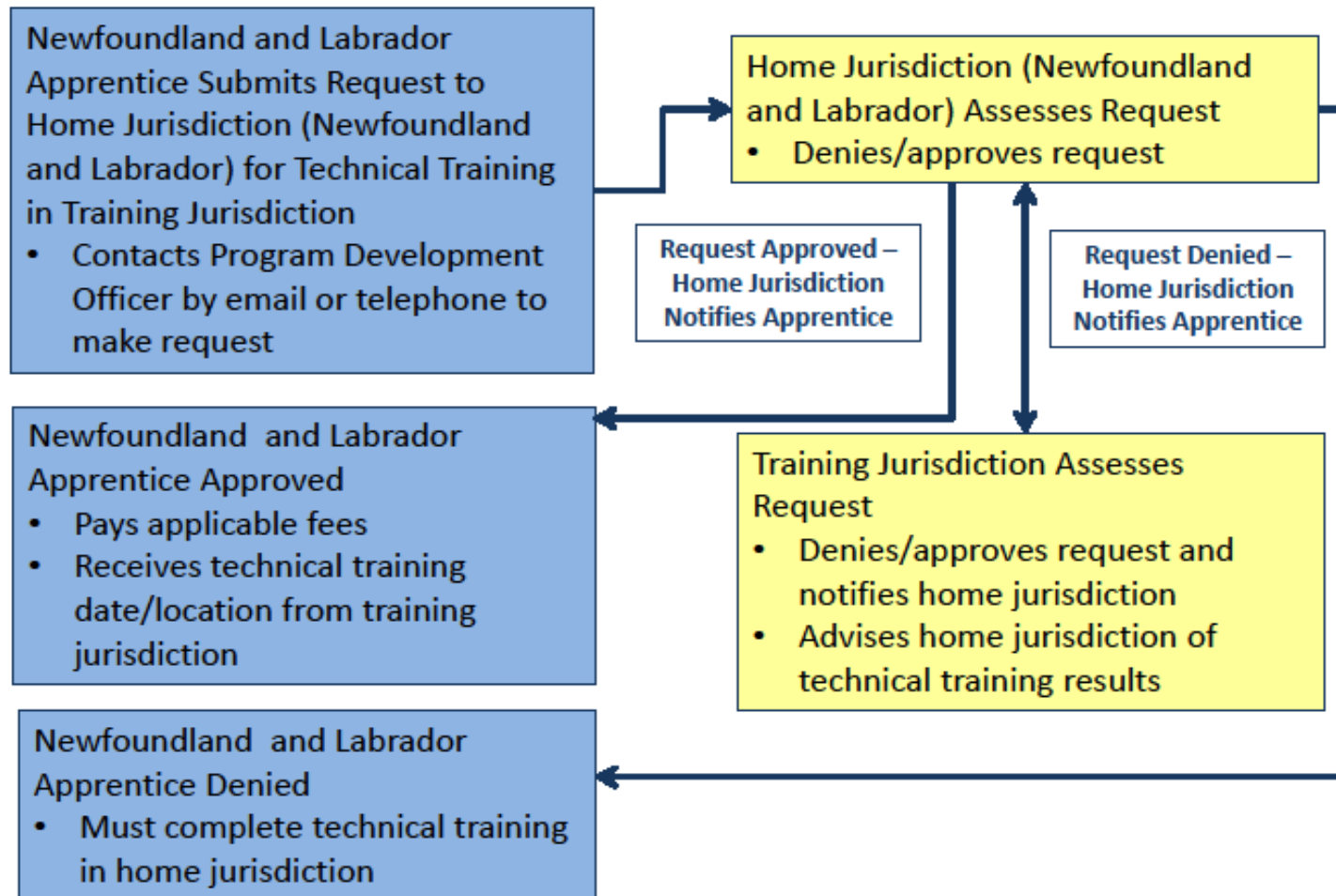
<i>Work Experience</i>	<ul style="list-style-type: none"> • Apprentices from outside the Atlantic Provinces must register with the NL Apprenticeship and Trades Certification Division (ATCD) if working in a compulsory trade. <p>NOTE: Under the Atlantic MOU, NL allows Atlantic apprentices including those working in compulsory trades, to work in NL without registering.</p> <ul style="list-style-type: none"> • If an apprentice’s home jurisdiction requires employer verification, NL is required to respond within 14 days.
<i>Off-the-Job or Technical Training</i>	<ul style="list-style-type: none"> • None
<i>Exams</i>	<ul style="list-style-type: none"> • None

For Jurisdictional Contact Information See Appendix B

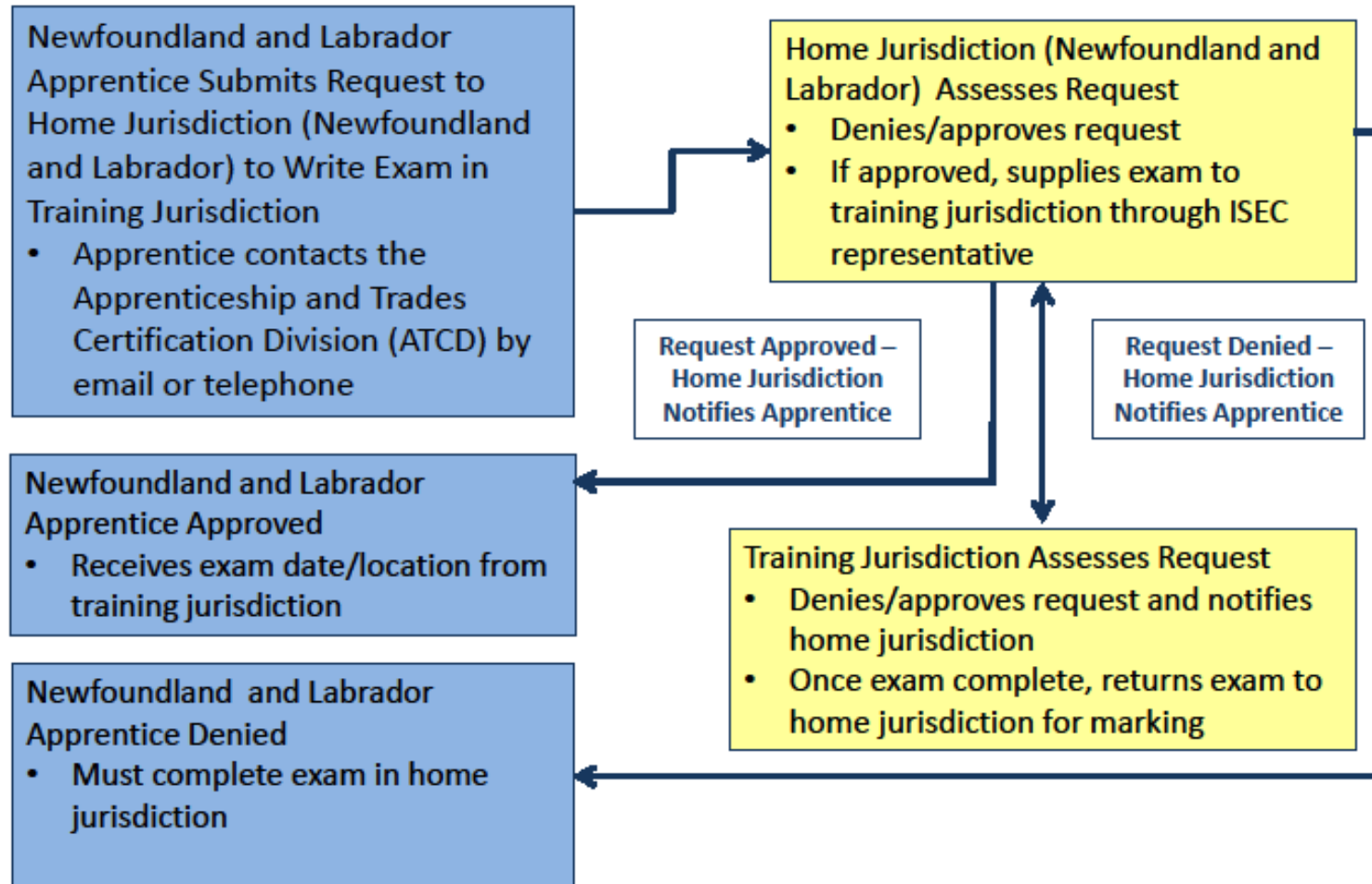
Newfoundland and Labrador Temporary Mobility Work Experience – All Trades



Newfoundland and Labrador Temporary Mobility Off-the-Job or Technical Training – All Trades



Newfoundland and Labrador Temporary Mobility Exams (Applies to IP Exams Only)



NOVA SCOTIA - TEMPORARY MOBILITY

KEY REQUIREMENTS FOR NOVA SCOTIA APPRENTICES TEMPORARILY WORKING OUTSIDE NOVA SCOTIA

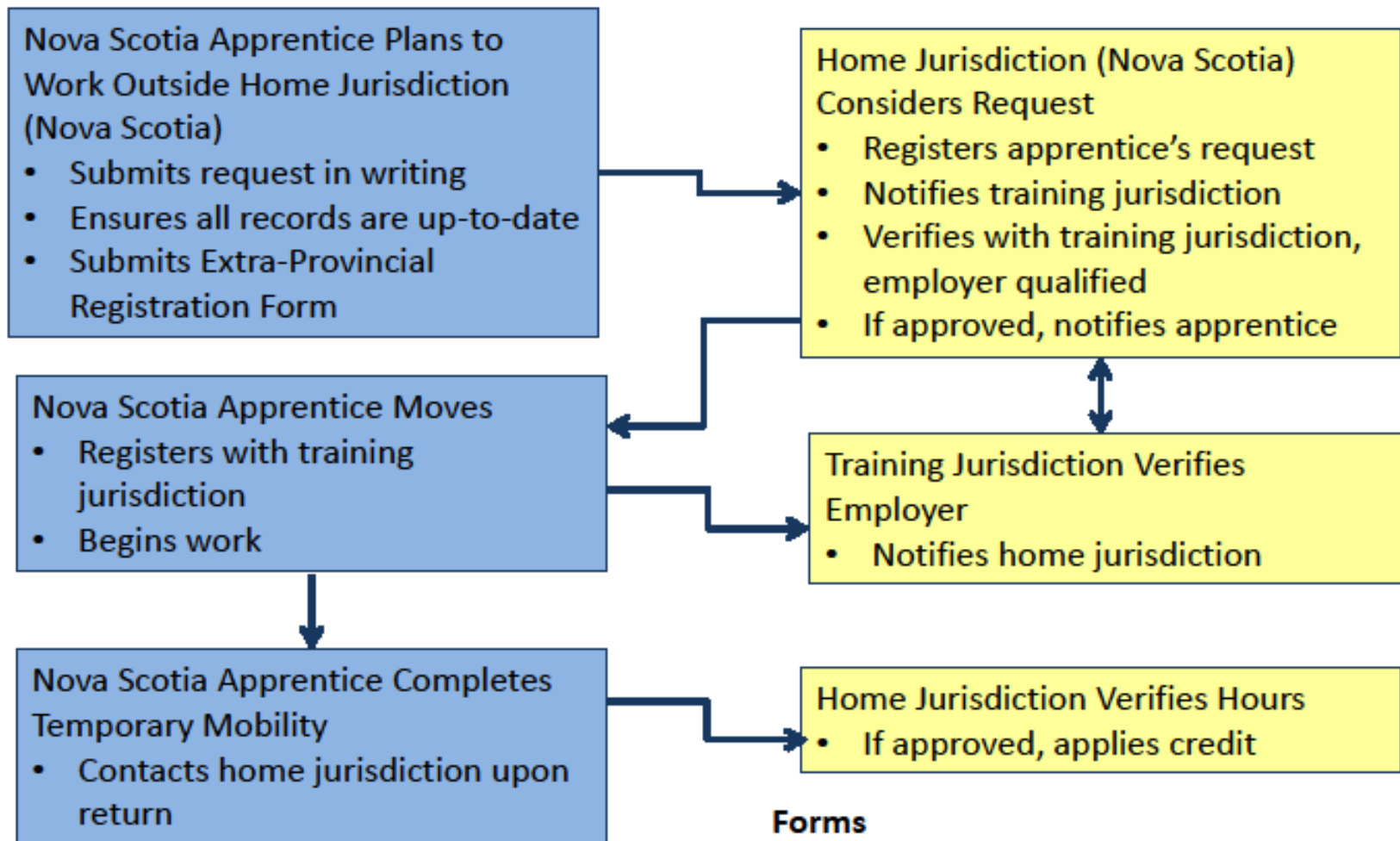
<i>Work Experience</i>	<ul style="list-style-type: none">• Apprentice completes an Extra-provincial Application Form.• Nova Scotia completes the Employer Verification Form with the training jurisdiction.
<i>Off-the-Job or Technical Training</i>	<ul style="list-style-type: none">• Apprentice submits request to attend technical training in another jurisdiction.• Nova Scotia will inform the training jurisdiction of the request.• Apprentice submits results to Nova Scotia.
<i>Exams</i>	<ul style="list-style-type: none">• Apprentice submits <i>Exam Application</i> and applicable fees to Nova Scotia and requests to write in training jurisdiction.• Nova Scotia informs training jurisdiction of the request and forwards exam documents.• Nova Scotia notifies the apprentice of results.

KEY REQUIREMENTS FOR NON-NOVA SCOTIA APPRENTICES TEMPORARILY WORKING IN NOVA SCOTIA

<i>Work Experience</i>	<ul style="list-style-type: none">• None
<i>Off-the-Job or Technical Training</i>	<ul style="list-style-type: none">• None
<i>Exams</i>	<ul style="list-style-type: none">• None

For Jurisdictional Contact Information See Appendix B

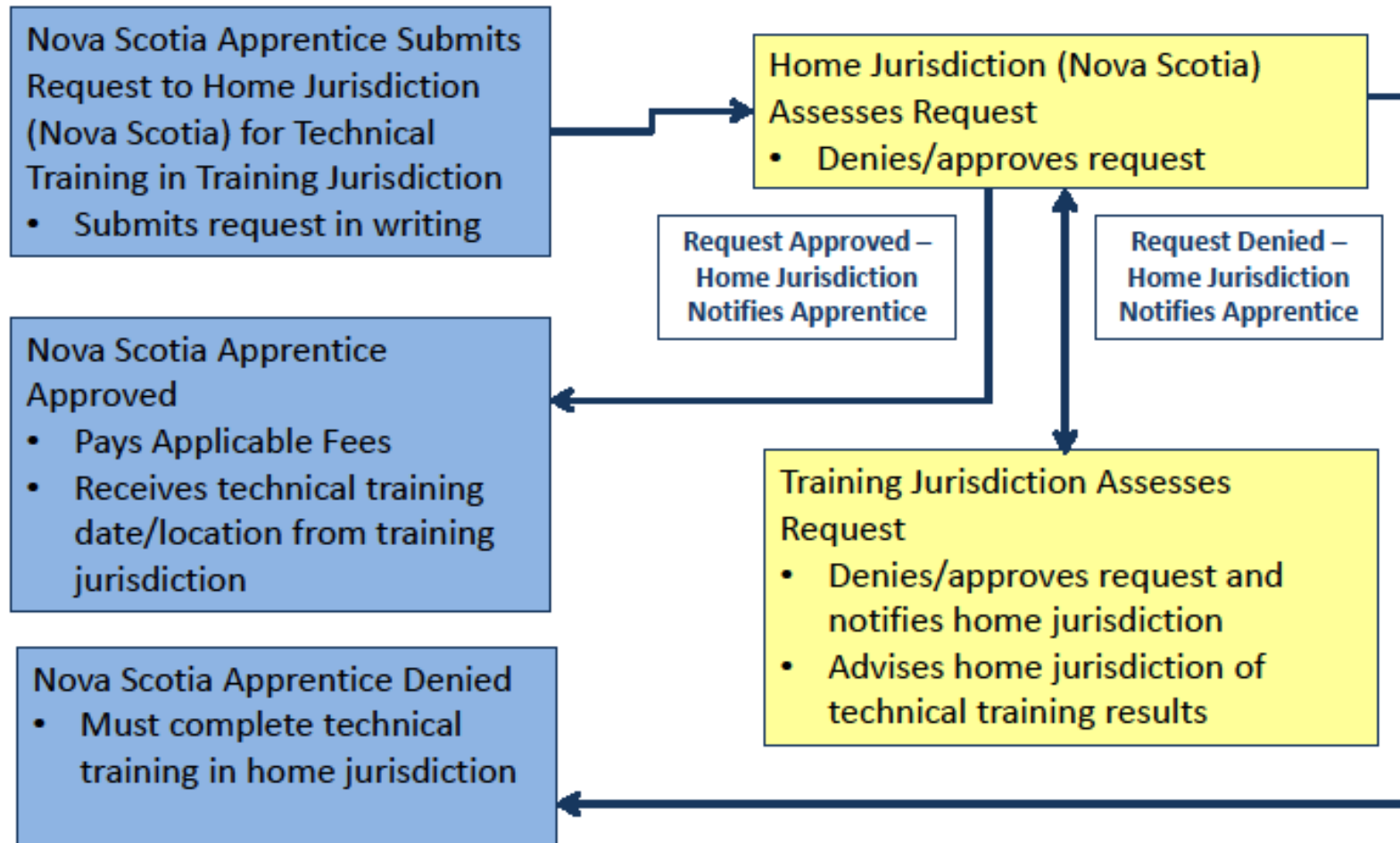
Nova Scotia Temporary Mobility Work Experience – All Trades



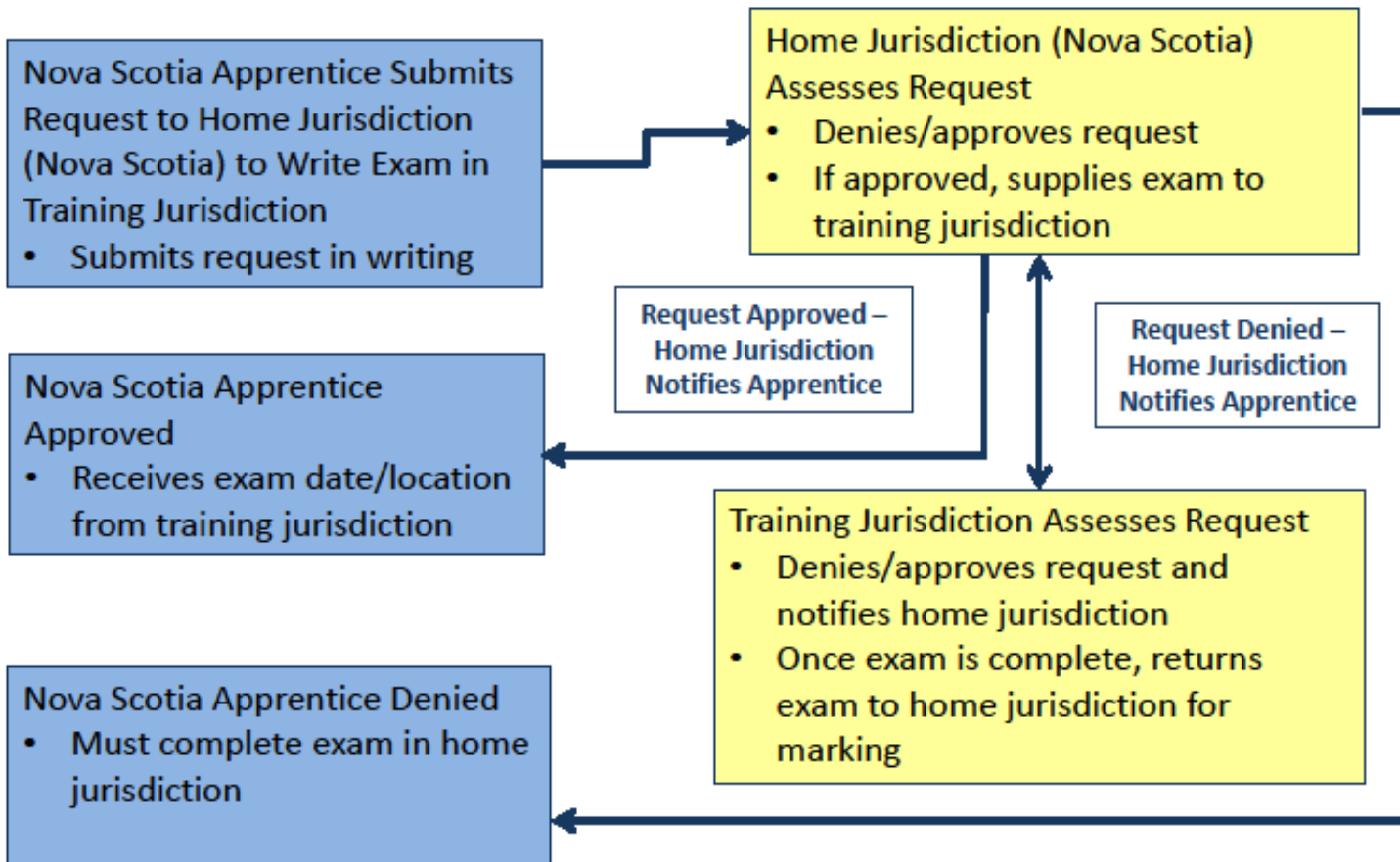
Forms

- Extra-Provincial Registration Form

Nova Scotia Temporary Mobility Off-the-Job or Technical Training



Nova Scotia Temporary Mobility Exams



NORTHWEST TERRITORIES - TEMPORARY MOBILITY

KEY REQUIREMENTS FOR NORTHWEST TERRITORIES APPRENTICES TEMPORARILY WORKING OUTSIDE THE NORTHWEST TERRITORIES

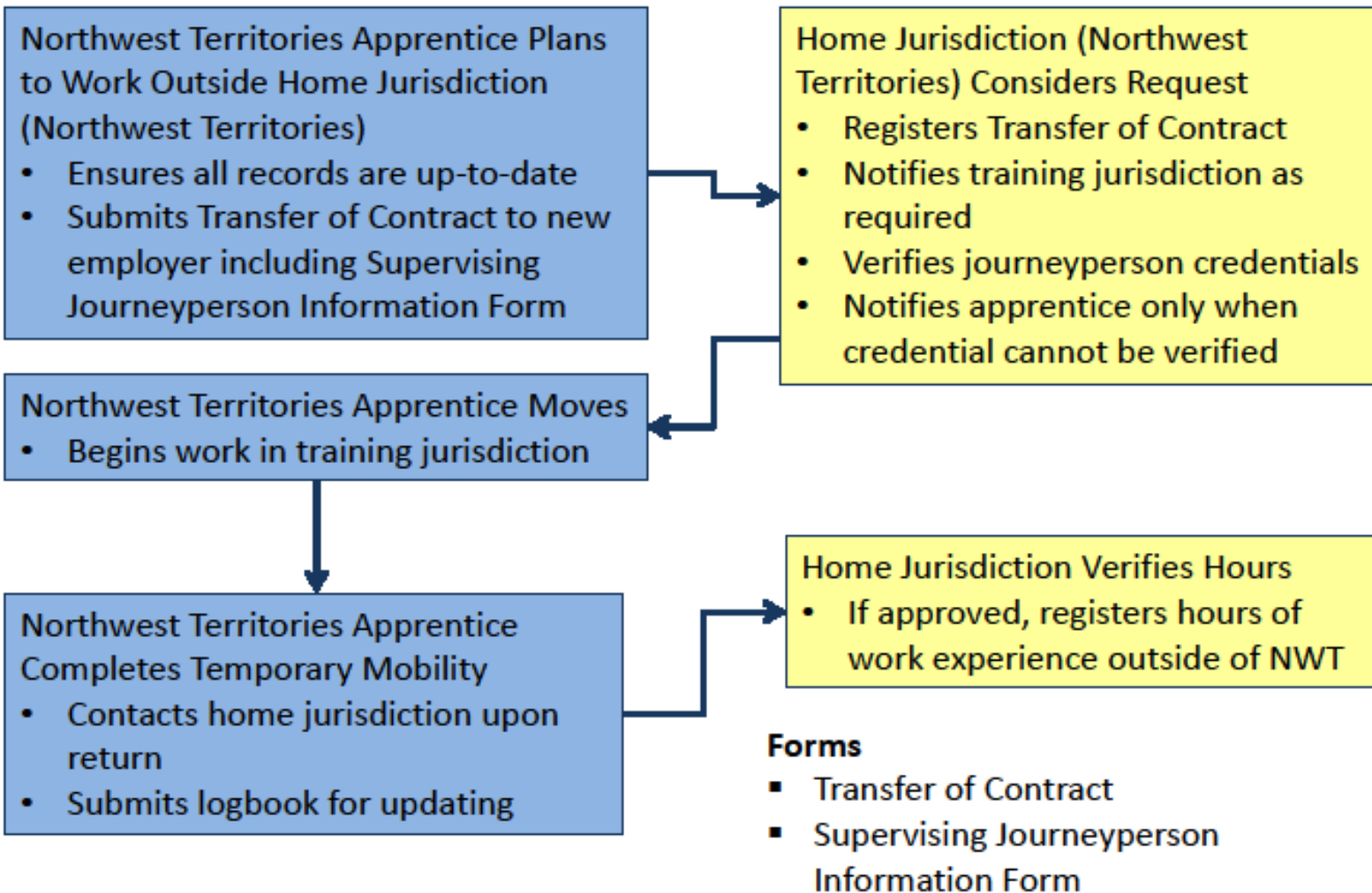
<i>Work Experience</i>	<p>The Apprentice:</p> <ul style="list-style-type: none"> • Contacts the Northwest Territories Apprenticeship and Occupational Certification Unit prior to leaving to the Northwest Territories to ensure they are following requirements to enable them to receive recognition for hours worked outside the territory. • Contacts the Northwest Territories Apprenticeship and Occupational Certification Unit once temporary work concludes and upon returning to the Northwest Territories for recognition for hours worked outside the territory.
<i>Off-the-Job or Technical Training</i>	<ul style="list-style-type: none"> • The apprentice submits a request to Northwest Territories Apprenticeship and Occupational Certification Unit to take technical training outside the territory. Request must be submitted in writing, by email. • Northwest Territories Apprenticeship and Occupational Certification Unit contacts the jurisdiction where the apprentice is proposing to take the technical training and works with the province or territory to determine if the request will be approved. If approved, Northwest Territories Apprenticeship and Occupational Certification Unit contacts the apprentice with confirmation of dates and location. <p>NOTE: Exams for technical training taken outside the Northwest Territories must be written in the jurisdiction where the technical training occurred.</p>
<i>Exams</i>	<ul style="list-style-type: none"> • The apprentice submits a request to Northwest Territories Apprenticeship and Occupational Certification Unit to write an exam outside the territory. Request must be submitted in writing, by email. • Northwest Territories Apprenticeship and Occupational Certification Unit contacts the jurisdiction where the apprentice is proposing to write the exam and works with the province or territory to determine if the request will be approved. If approved, Northwest Territories Apprenticeship and Occupational Certification Unit contacts the apprentice with dates and location. • Fees may apply

KEY REQUIREMENTS FOR NON-NORTHWEST TERRITORIES APPRENTICES TEMPORARILY WORKING IN THE NORTHWEST TERRITORIES

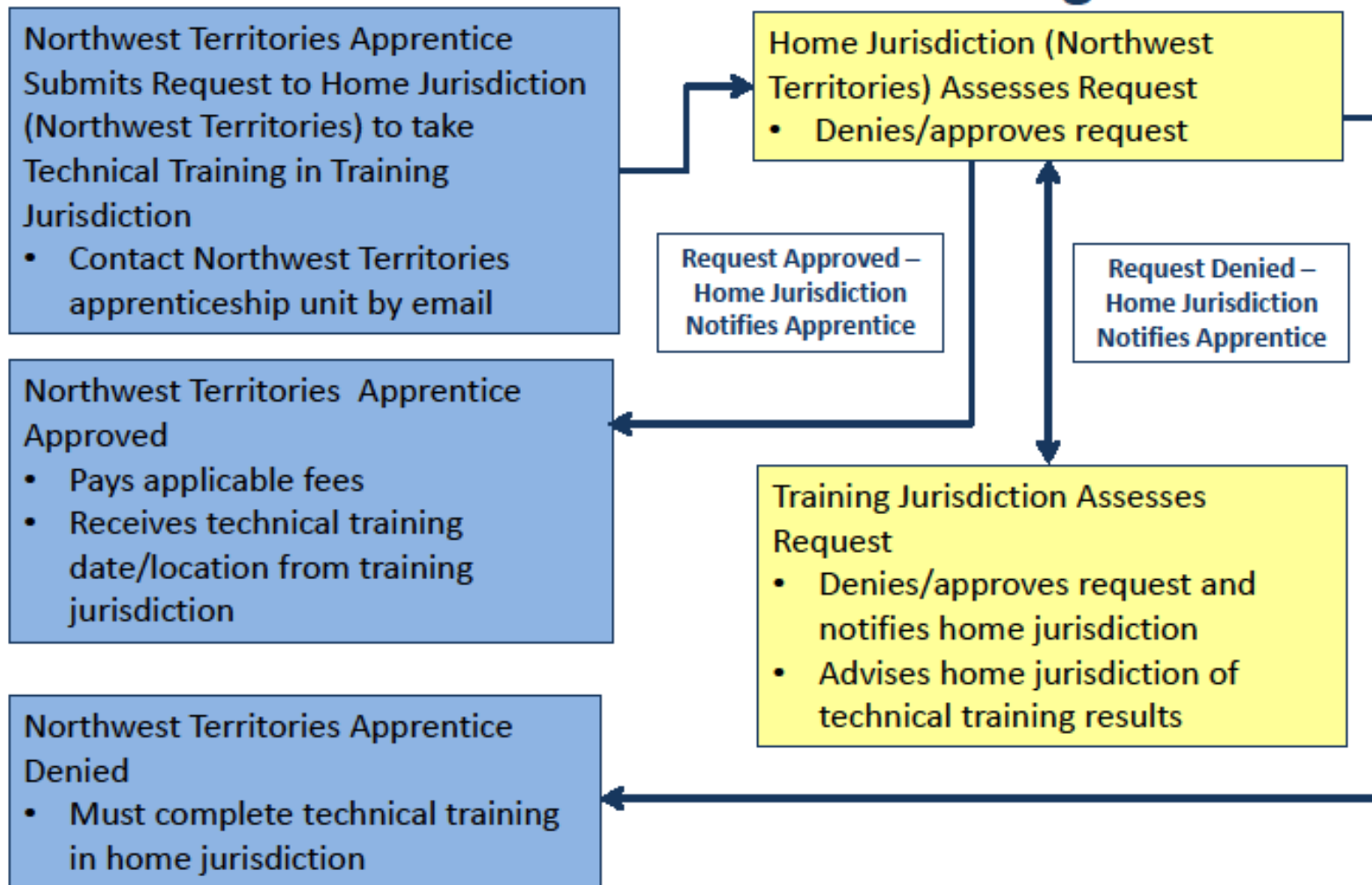
<i>Work Experience</i>	• None
<i>Off-the-Job or Technical Training</i>	• None
<i>Exams</i>	• None

For Jurisdictional Contact Information See Appendix B

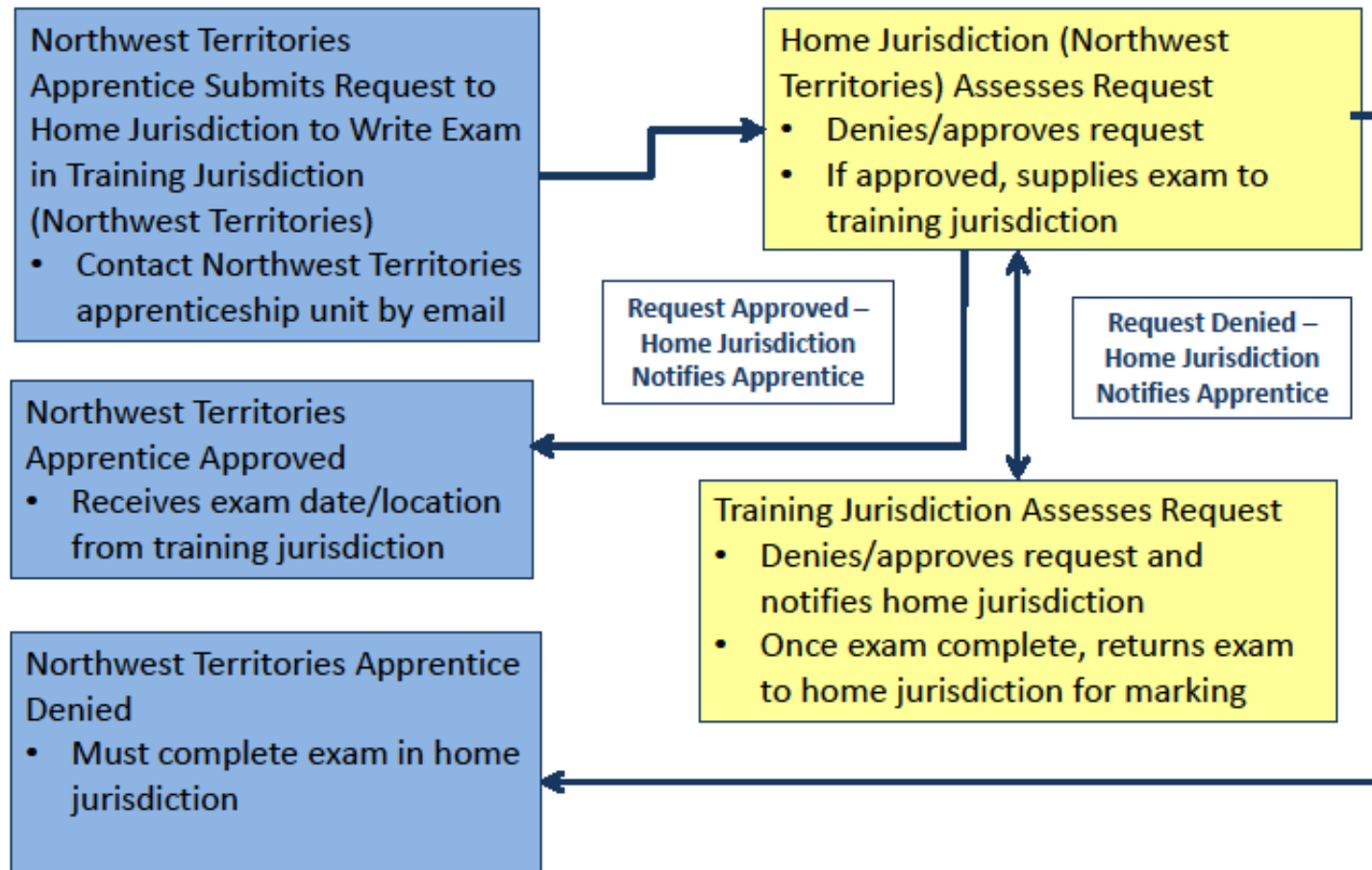
Northwest Territories Temporary Mobility Work Experience – All Trades



Northwest Territories Temporary Mobility Off-the-Job or Technical Training



Northwest Territories Temporary Mobility Exams



NUNAVUT - TEMPORARY MOBILITY

KEY REQUIREMENTS FOR NUNAVUT APPRENTICES TEMPORARILY WORKING OUTSIDE NUNAVUT

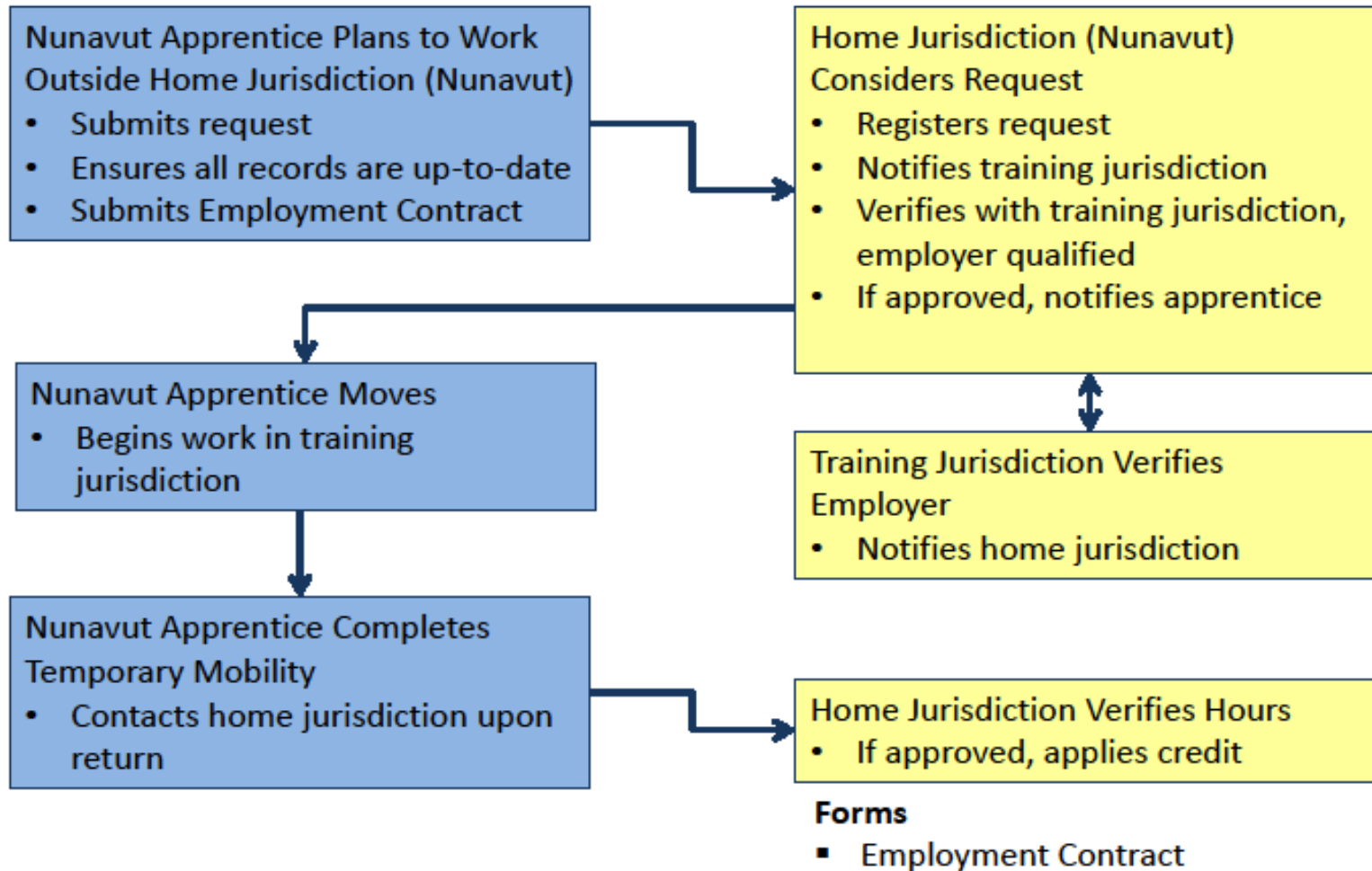
<i>Work Experience</i>	<p>The Apprentice:</p> <ul style="list-style-type: none"> • Contacts the Nunavut Apprenticeship Certification Unit (ACU) prior to leaving to Nunavut to ensure they are following requirements to enable them to receive recognition for hours worked outside the territory. • Contacts the ACU once temporary work concludes and upon returning to Nunavut for reinstatement and recognition for hours worked outside the territory. <p>NOTE: The apprentice's file is temporarily suspended, and upon twelve months of inactivity, is placed in a discontinued phase. The file is reinstated when the apprentice returns and enters into a contract with a Nunavut employer.</p>
<i>Off-the-Job or Technical Training</i>	<ul style="list-style-type: none"> • The apprentice submits a request to ACU in NU to take technical training outside the territory. Request must be submitted in writing. • ACU contacts the jurisdiction where the apprentice is proposing to take the technical training and works with the province or territory to determine if the request will be approved. If approved, ACU contacts the apprentices with dates and location.
<i>Exams</i>	<ul style="list-style-type: none"> • The apprentice submits a request to ACU to write an exam outside the territory. The request must be submitted in writing. • ACU contacts the jurisdiction where the apprentice is proposing to write the exam and works with the province or territory to determine if the request will be approved. If approved, ACU contacts the apprentice with dates and location.

KEY REQUIREMENTS FOR NON-NUNAVUT APPRENTICES TEMPORARILY WORKING IN NUNAVUT

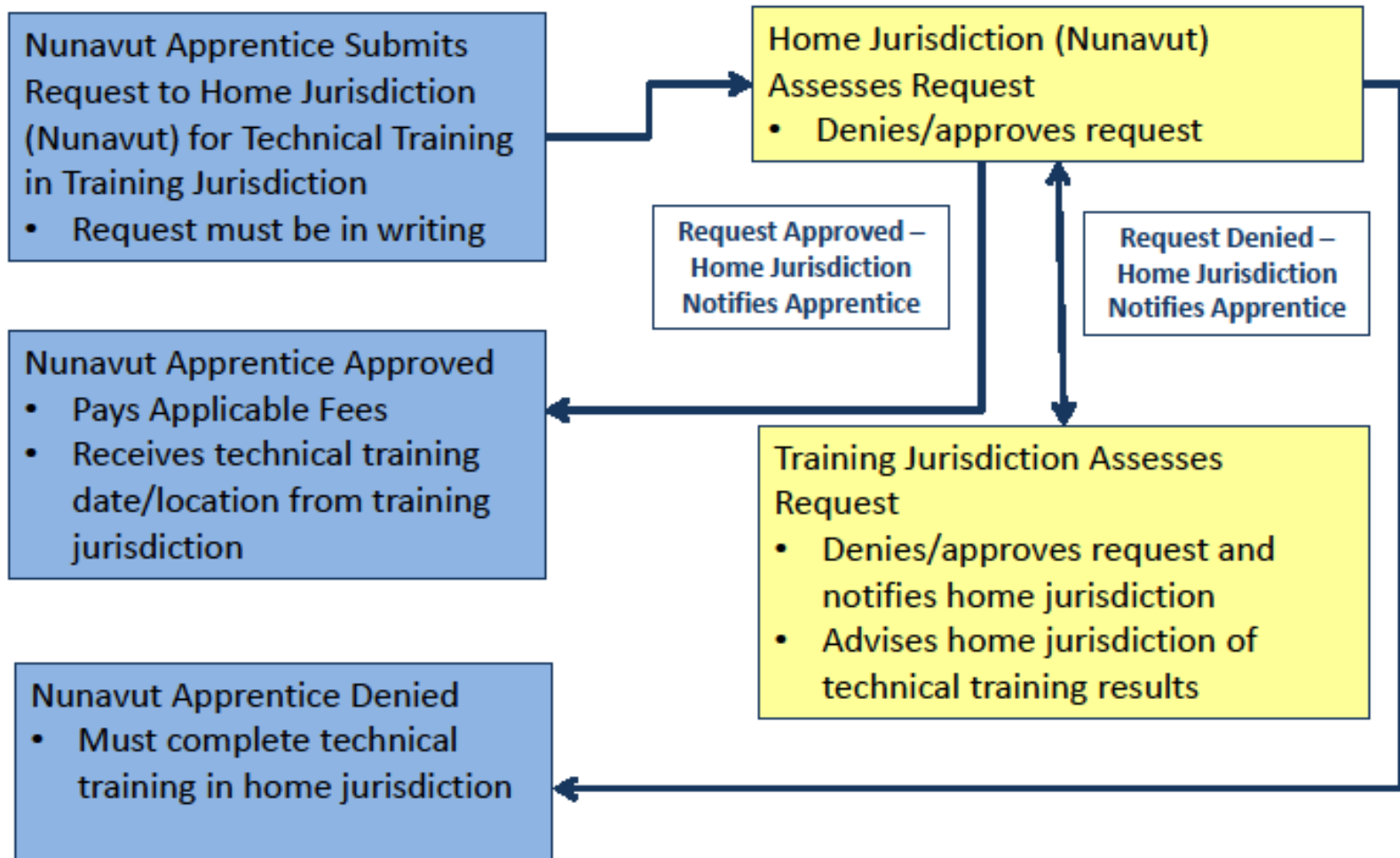
<i>Work Experience</i>	<ul style="list-style-type: none"> • None
<i>Off-the-Job or Technical Training</i>	<ul style="list-style-type: none"> • None
<i>Exams</i>	<ul style="list-style-type: none"> • None

For Jurisdictional Contact Information See Appendix B

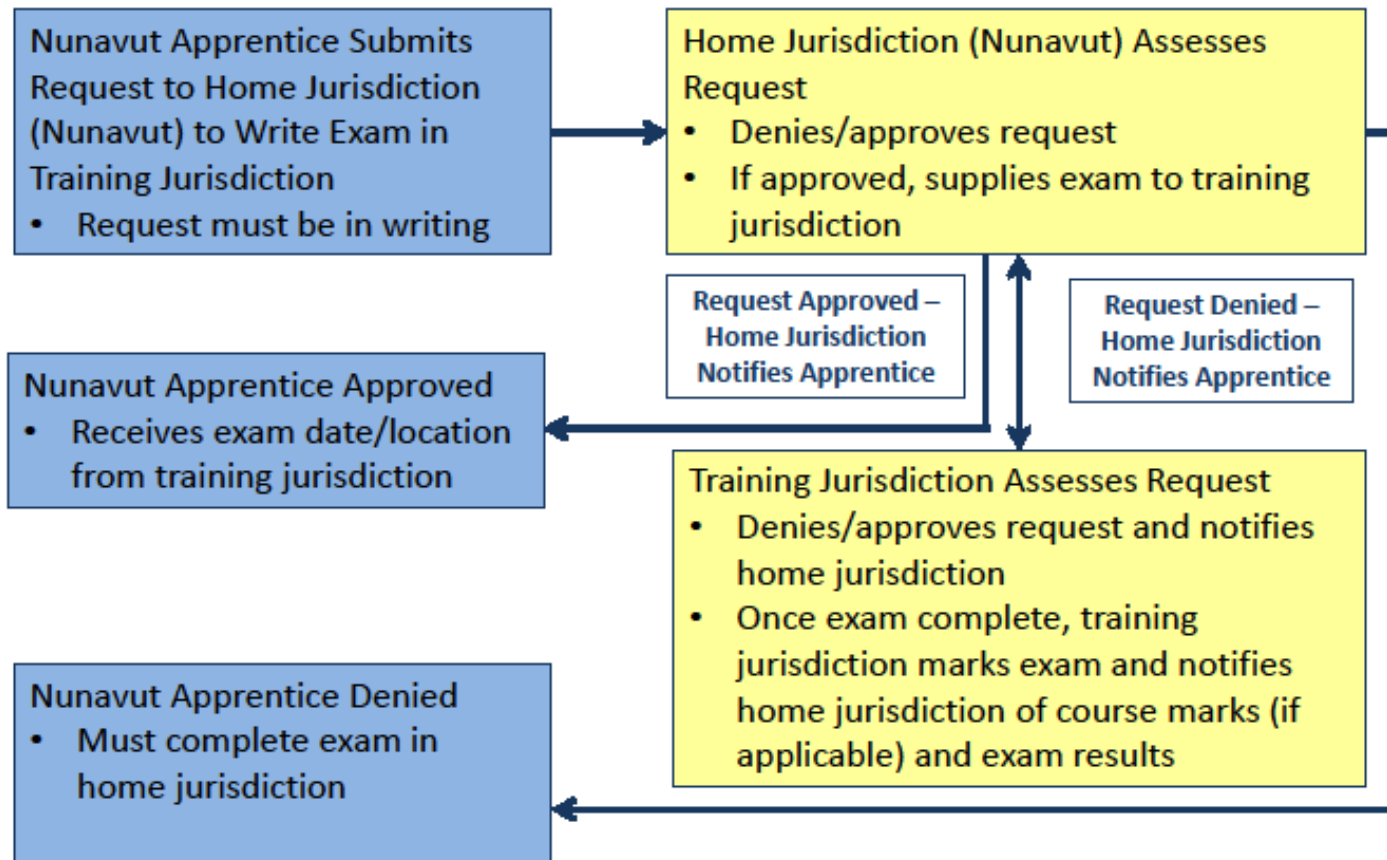
Nunavut Temporary Mobility Work Experience – All Trades



Nunavut Temporary Mobility Off-the-Job or Technical Training



Nunavut Temporary Mobility Exams



ONTARIO - TEMPORARY MOBILITY

KEY REQUIREMENTS FOR ONTARIO APPRENTICES TEMPORARILY WORKING OUTSIDE ONTARIO

<i>Work Experience</i>	The apprentice: <ul style="list-style-type: none">• Notifies local apprenticeship office of intention to leave Ontario temporarily, so that the apprentice's Registered Training Agreement can be suspended.• Notifies local apprenticeship office upon return to Ontario, so that out of province experience can be verified.
<i>Off-the-Job or Technical Training</i>	The apprentice: <ul style="list-style-type: none">• Upon return to Ontario, notifies the local apprenticeship office of technical training so that the office can assess the most appropriate level for further in-school training if required.
<i>Exams</i>	The apprentice: <ul style="list-style-type: none">• Submits a request to the apprenticeship office where the apprentice is registered in Ontario to write an exam out of province.• Contacts Ontario College of Trades and pays exam fee.• Pays applicable fees to training jurisdiction.

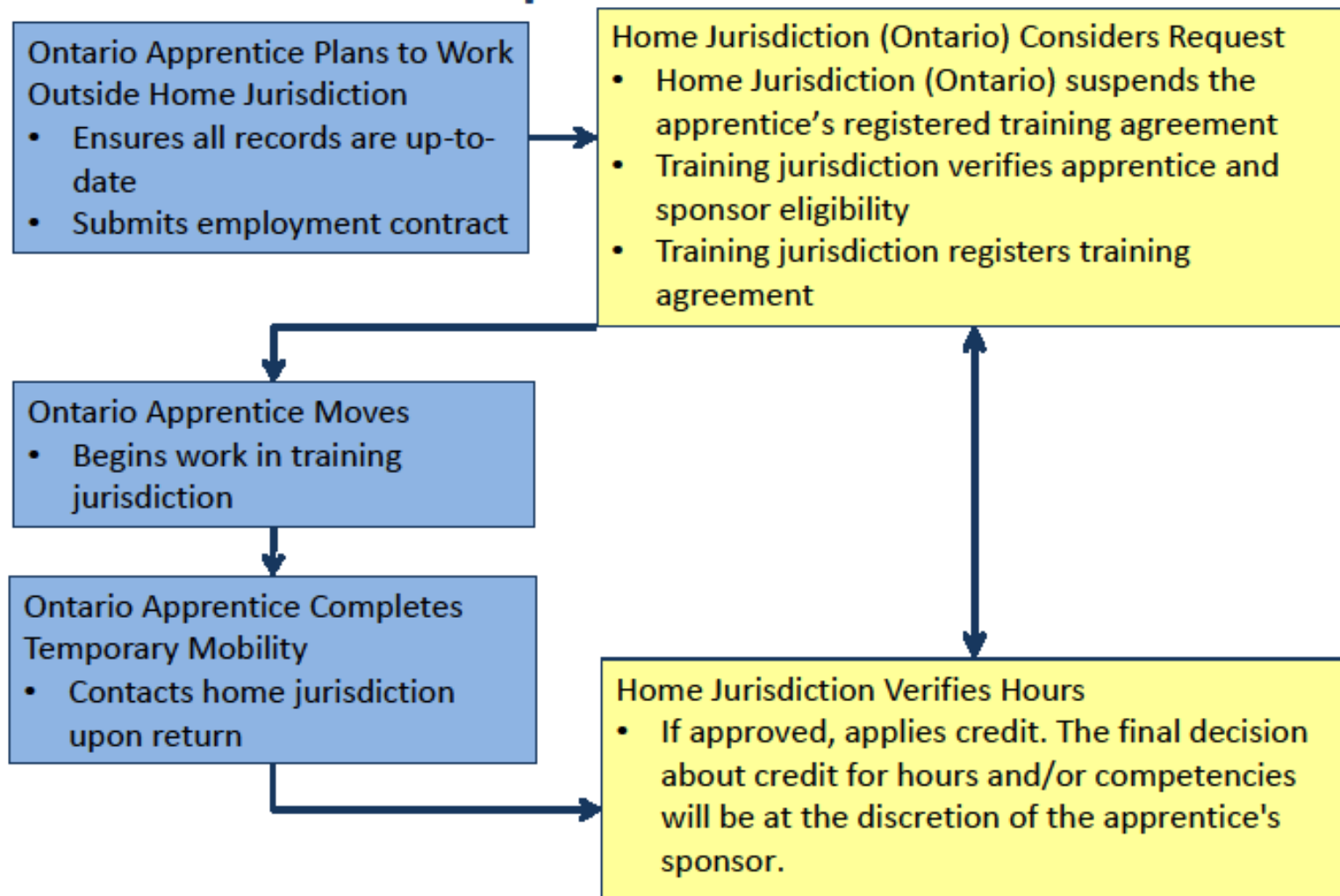
KEY REQUIREMENTS FOR NON-ONTARIO APPRENTICES* TEMPORARILY WORKING IN ONTARIO

<i>Work Experience</i>	The apprentice: <ul style="list-style-type: none">• Submits an Application for Apprenticeship Training and becomes a member of the Ontario College of Trades Apprentices Class.• Registers a training agreement with the Ontario Ministry of Training, Colleges and Universities.
<i>Off-the-Job or Technical Training</i>	The apprentice: <ul style="list-style-type: none">• When registering a training agreement, identifies schooling preferences.• When the apprentice receives an offer of schooling, confirms attendance with Ontario Ministry of Training, Colleges and Universities.
<i>Exams</i>	The apprentice: <ul style="list-style-type: none">• Makes a request to their home jurisdiction to write an exam in Ontario.• Once approved, contacts the Ontario College of Trades.• Pays any applicable fees to the training jurisdiction.

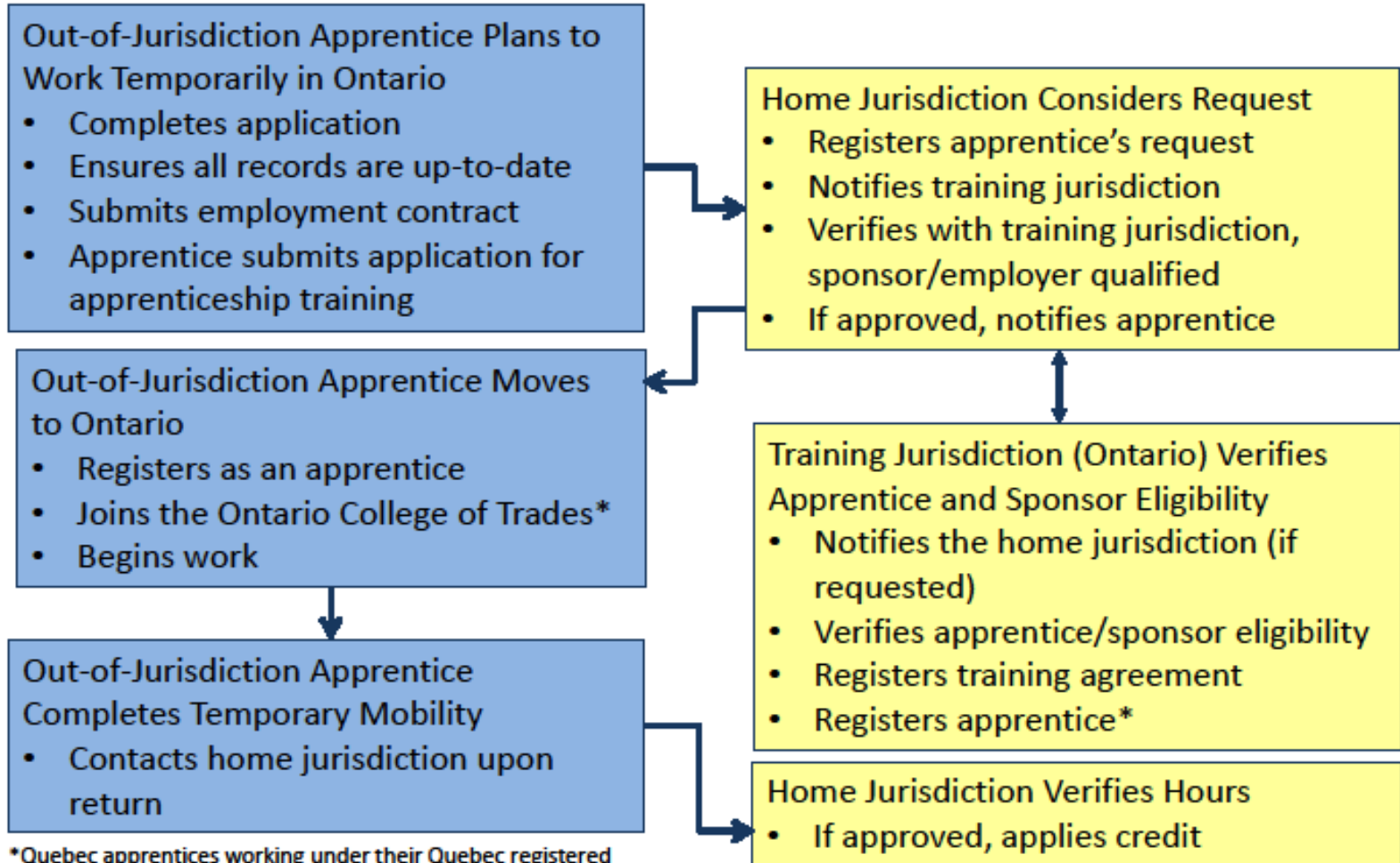
*Quebec apprentices working under their Quebec registered training agreement in Ontario are exempt from registering in Ontario. See Ontario Regulation [421/12 s.2\(1\)](#) paragraph 3.

For Jurisdictional Contact Information See Appendix B

Ontario Temporary Mobility Work Experience – All Trades

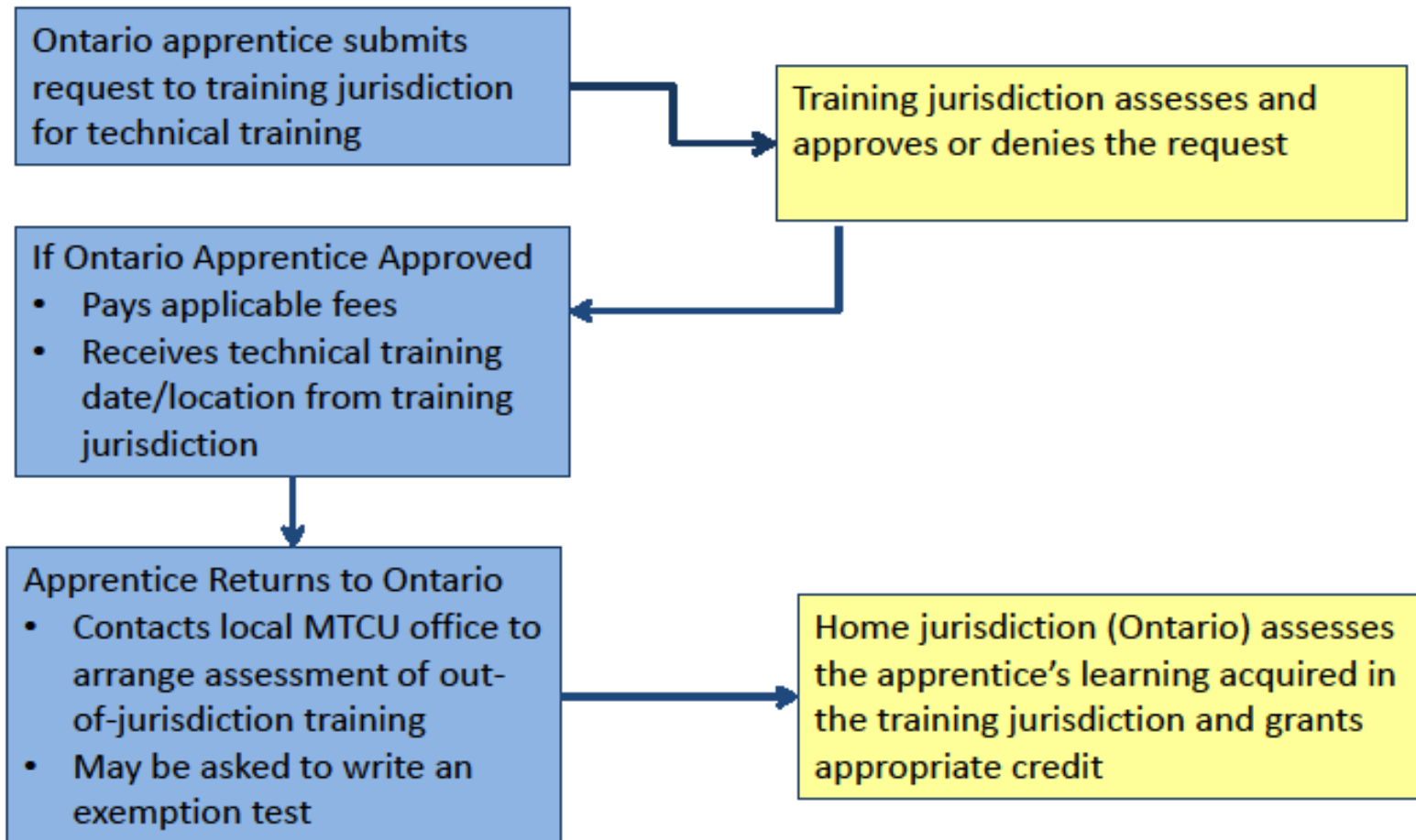


Temporary Mobility: Ontario as Training Jurisdiction – All Trades

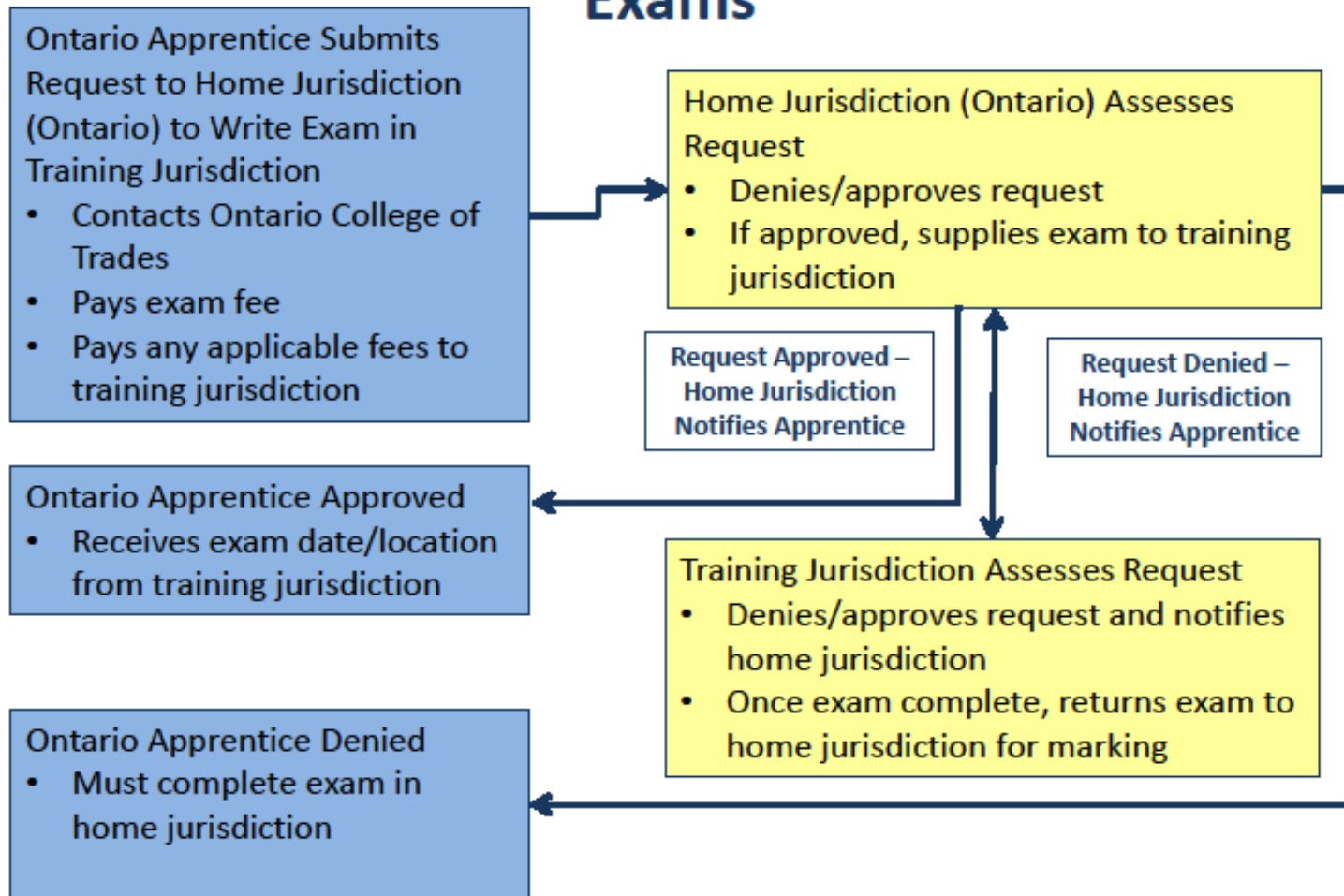


*Quebec apprentices working under their Quebec registered training agreement in Ontario are exempt from registering in Ontario. See Ontario Regulation [421/12 s.2\(1\)](#) paragraph 3.

Ontario Temporary Mobility Off-the-Job or Technical Training



Ontario Temporary Mobility Exams



PRINCE EDWARD ISLAND - TEMPORARY MOBILITY

KEY REQUIREMENTS FOR PRINCE EDWARD ISLAND APPRENTICES TEMPORARILY WORKING OUTSIDE PRINCE EDWARD ISLAND

<i>Work Experience</i>	<p>The apprentice:</p> <ul style="list-style-type: none"> • Submits Prince Edward Island Apprenticeship Application Form/Agreement or a Transfer of Apprenticeship Agreement. • Is required to complete the Transfer of Apprenticeship Agreement if they change employers and continue to work temporarily outside Prince Edward Island. • Contacts (in-person, by telephone or email) Prince Edward Island Apprenticeship: <ul style="list-style-type: none"> ▪ before leaving; ▪ once temporary work concludes, upon return to Prince Edward Island.
<i>Off-the-Job or Technical Training</i>	<p>The apprentice:</p> <ul style="list-style-type: none"> • Submits a request (in-person, by telephone or email) to Prince Edward Island Apprenticeship to take technical training in the training jurisdiction. • Prince Edward Island Apprenticeship contacts the jurisdictions where the technical training is requested to ensure the request can be accommodated. If so, obtains training dates and location. • Prince Edward Island Apprenticeship confirms out of province training substantively aligns with Prince Edward Island Apprenticeship level for recognition of training.
<i>Exams</i>	<p>The apprentice:</p> <ul style="list-style-type: none"> • Submits (in-person, by telephone or email) a request to Prince Edward Island Apprenticeship to write an exam out of province.

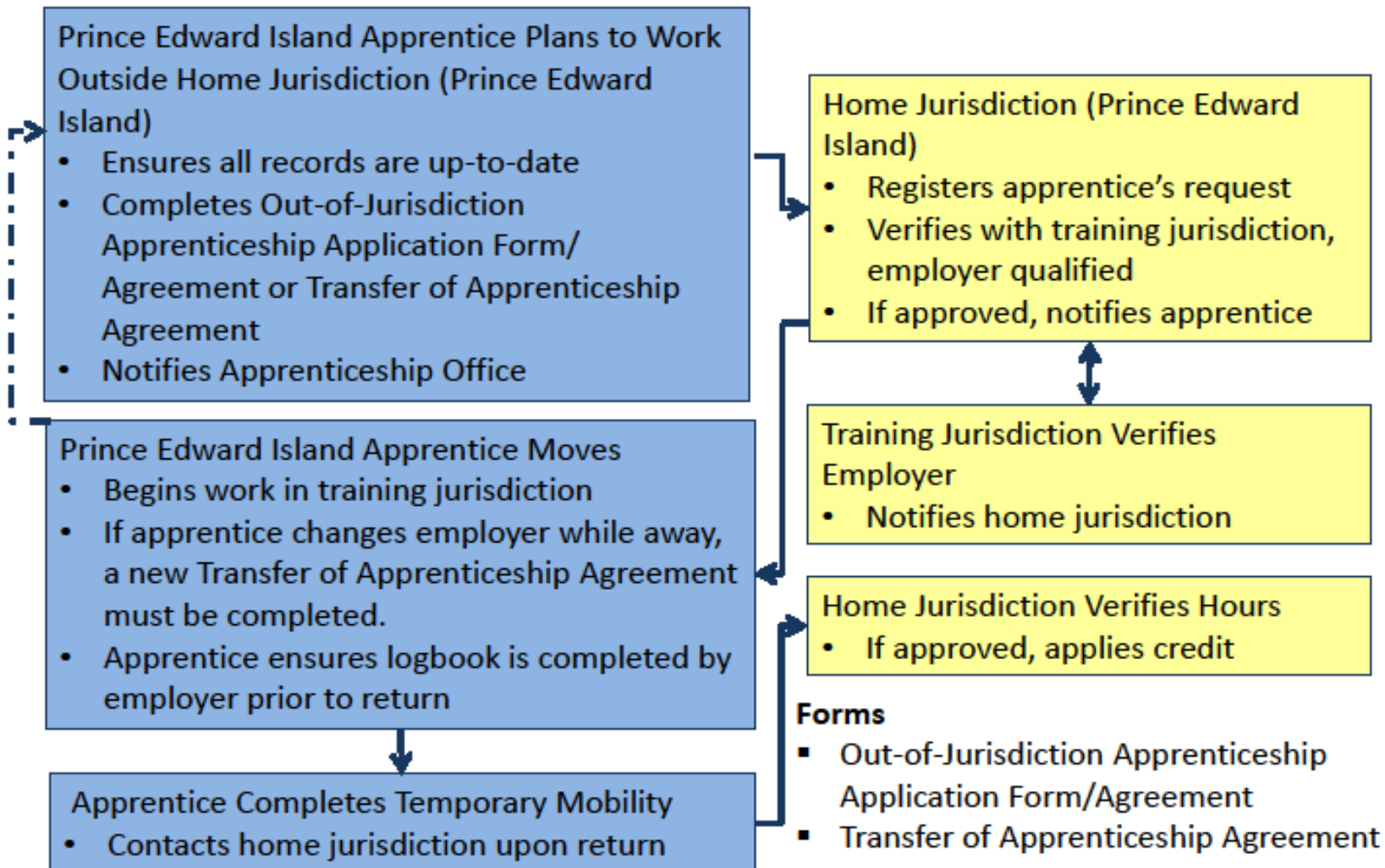
KEY REQUIREMENTS FOR NON- PRINCE EDWARD ISLAND APPRENTICES TEMPORARILY WORKING IN PRINCE EDWARD ISLAND

<i>Work Experience</i>	<p>The apprentice:</p> <ul style="list-style-type: none"> • If working in a compulsory trade, must register as an apprentice with Prince Edward Island Apprenticeship by completing the Apprenticeship Application Form/Agreement.
<i>Off-the-Job or Technical Training</i>	<p>The apprentice:</p> <ul style="list-style-type: none"> • Request must be made by the out-of-jurisdiction apprentice’s home jurisdiction.
<i>Exams</i>	<p>The apprentice:</p> <ul style="list-style-type: none"> • Request must be made by the out-of-jurisdiction apprentice’s home jurisdiction.

For Jurisdictional Contact Information See Appendix B

Prince Edward Island Temporary Mobility Work Experience – Voluntary Trades

{ 47 }



Prince Edward Island Temporary Mobility Work Experience – Compulsory Trades

Prince Edward Island Apprentice Plans to Work Outside Home Jurisdiction (Prince Edward Island)

- Ensures all records are up-to-date
- Completes Out-of-Jurisdiction Apprenticeship Application Form/ Agreement or Transfer of Apprenticeship Agreement
- Notifies Apprenticeship Office

Prince Edward Island Apprentice Moves

- Begins work in training jurisdiction
- If apprentice changes employer while away, a new Transfer of Apprenticeship Agreement must be completed.
- Apprentice ensures logbook is completed by employer prior to return

Apprentice Completes Temporary Mobility

- Contacts home jurisdiction upon return

Home Jurisdiction (Prince Edward Island)

- Registers apprentice's request
- Verifies with training jurisdiction, employer qualified
- If approved, notifies apprentice

Training Jurisdiction Verifies Employer

- Notifies home jurisdiction
- Registers apprentice

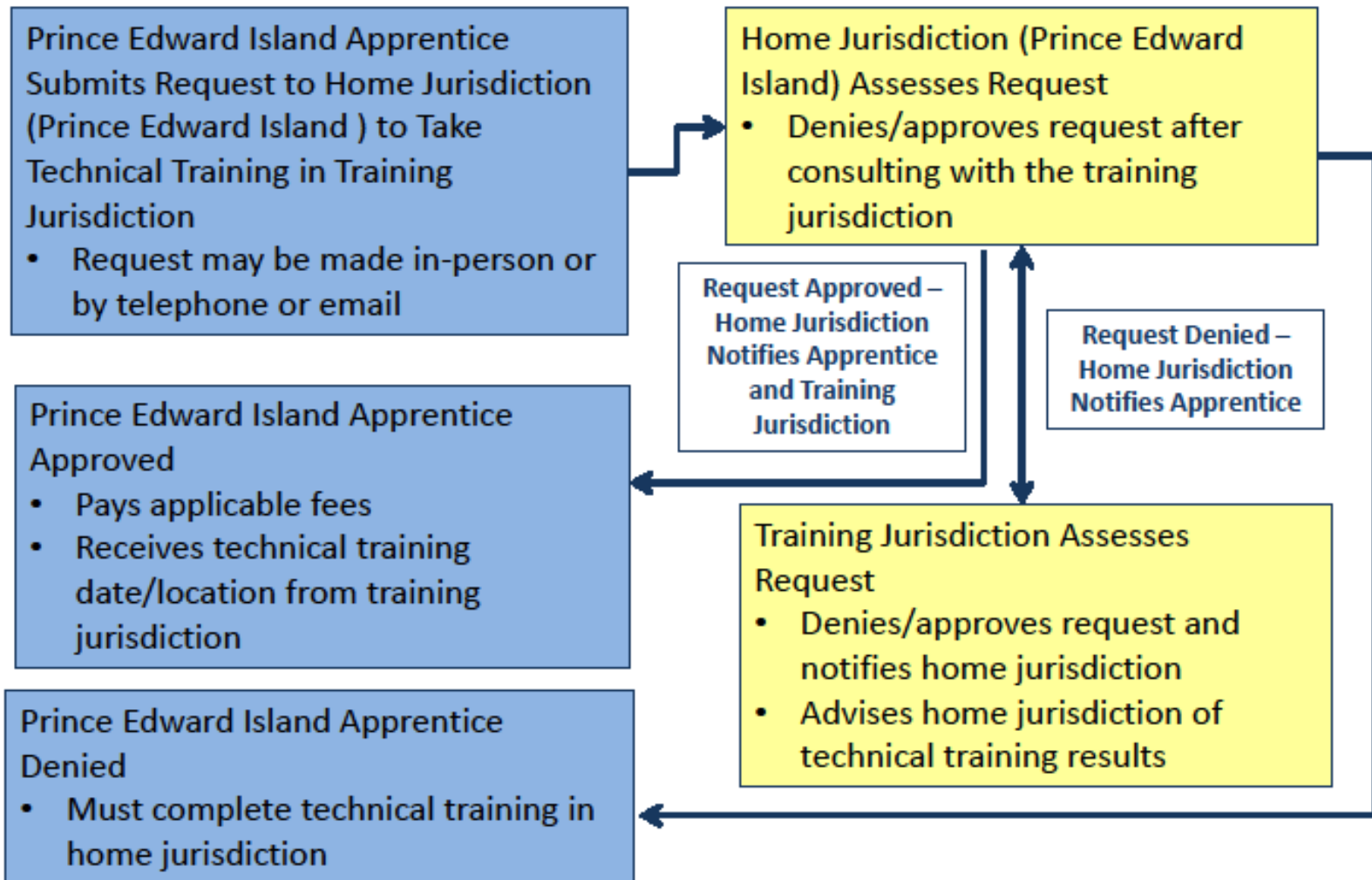
Home Jurisdiction Verifies Hours

- If approved, applies credit

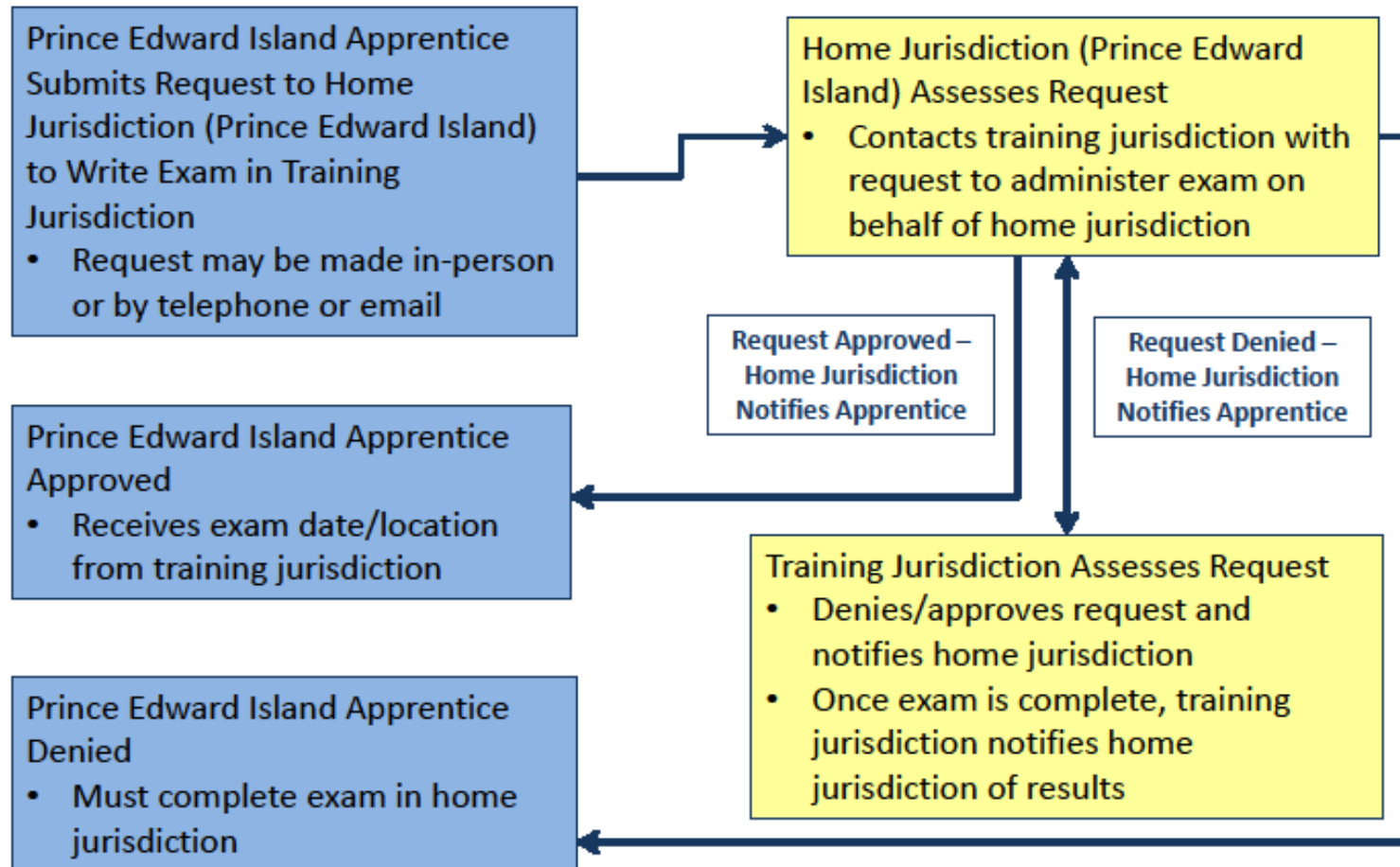
Forms

- Out-of-Jurisdiction Apprenticeship Application Form/Agreement
- Transfer of Apprenticeship Agreement

Prince Edward Island Temporary Mobility Off-the-Job or Technical Training



Prince Edward Island Temporary Mobility Exams



QUÉBEC - TEMPORARY MOBILITY

COMMISSION DE LA CONSTRUCTION DU QUÉBEC (CCQ)

KEY REQUIREMENTS FOR CCQ APPRENTICES TEMPORARILY WORKING OUTSIDE QUÉBEC IN THE CONSTRUCTION INDUSTRY

Work Experience

- The CCQ apprentice contacts CCQ's [Customer Services](#) once his/her out-of-jurisdiction temporary work concludes for compilation in his/her Apprenticeship Record Book.
- The CCQ has signed various reciprocity agreements with unions and organizations, allowing the CCQ apprentice to have his/her insurance and pension contributions transferred back when returning to Québec. If a reciprocity agreement is in place between the CCQ and the organization in charge where the CCQ apprentice is moving to, fill out the [Request for Transfer of Contributions \(Reciprocity Agreement\) Form](#) before leaving.

Off-the-Job or Technical Training

- Contact CCQ's [Customer Services](#) once the CCQ's apprentice out-of-jurisdiction training concludes so that the credit to which the CCQ apprentice has the right is written into his/her Apprenticeship Record Book.

KEY REQUIREMENTS FOR NON-CCQ APPRENTICES TEMPORARILY WORKING IN QUÉBEC IN THE CONSTRUCTION INDUSTRY

Work Experience

- To [work in a compulsory trade in the Québec construction industry](#), you must register as a CCQ apprentice.

Off-the-Job or Technical Training

- The measures giving access to the Québec construction industry favour [candidates with diplomas](#) and are defined by [regulations](#).

- To practice an occupation or a trade that is regulated by the Québec construction industry, three minimum conditions must be met:

- be aged 16 years or over;
- have passed the course [Santé et sécurité sur le chantier de construction](#);
- hold a [competency certificate](#) from the Commission de la construction du Québec (CCQ).

Exams

- Before arriving in Québec, the out-of-jurisdiction apprentice should contact the CCQ's [Customer Services](#) for further information or to begin the process of obtaining a competency certificate.
- The out-of-jurisdiction apprentice must ensure he/she has all his/her documents needed concerning their [work experience](#) and [training](#) so that his/her application for a competency certificate can be assessed.

Compulsory Trades managed by Emploi-Québec

KEY REQUIREMENTS FOR QUÉBEC APPRENTICES TEMPORARILY WORKING OUTSIDE QUÉBEC

<i>Work Experience</i>	<ul style="list-style-type: none"> To obtain recognition, the Québec apprentice must contact Emploi-Québec and present his/her on-the-job training hours completed to date in the other jurisdiction (letter directed to the <i>Centre administratif de la qualification professionnelle (CAQP)</i> giving a description of the work experience and the number of hours acquired). In order for a Québec apprentice's work hours acquired in another jurisdiction to be recognized when returning to Québec, the Québec apprentice must cover tasks coherent with the scope of practice of the trade in Québec, and the supervision of the work hours must have respected the local regulations. A Québec apprentice should keep in mind that Emploi-Québec has the possibility to challenge the work hours declared.
<i>Off-the-Job or Technical Training</i>	<ul style="list-style-type: none"> A Québec apprentice's off-the-job or technical training is not recognized as such when returning to Québec given the differences between Québec's systems and other provinces' and territories'. Some trades in Québec require compulsory courses; technical training acquired in another jurisdiction might compensate some of those courses.
<i>Exams</i>	<ul style="list-style-type: none"> A Québec apprentice will not be able to challenge a Québec exam outside of the province, since Québec will not be transferring its provincial exams to other jurisdictions.

KEY REQUIREMENTS FOR NON-QUÉBEC APPRENTICE TEMPORARILY WORKING IN QUÉBEC

<i>Work Experience</i>	<ul style="list-style-type: none"> To obtain recognition, the out-of-jurisdiction apprentice must contact Emploi-Québec and present his/her compulsory training courses and on-the-job training hours completed to date and complete the Enrolment application-Qualification program. In order for the out-of-jurisdiction apprentice's work hours to be recognized, they must cover tasks coherent with the scope of practice of the trade in Québec, and the supervision of the work hours must have respected the local regulations (letter directed to the <i>Centre administratif de la qualification professionnelle (CAQP)</i> giving a description of the work and the number of hours acquired). The out-of-jurisdiction apprentice should keep in mind that Emploi-Québec has the possibility to challenge the work hours declared.
<i>Off-the-Job or Technical Training</i>	<ul style="list-style-type: none"> The off-the-job or technical training is not recognized as such by Emploi-Québec given the differences between Québec's systems and other provinces and territories. Some trades in Québec require compulsory courses; technical training acquired in another jurisdiction might compensate those courses.
<i>Exams</i>	<ul style="list-style-type: none"> The out-of-jurisdiction apprentice should contact the <i>Centre administratif de la qualification professionnelle (CAQP)</i> to make arrangements and schedule a time and place.

VOLUNTARY TRADES MANAGED BY EMPLOI-QUÉBEC

KEY REQUIREMENTS FOR QUÉBEC APPRENTICES TEMPORARILY WORKING OUTSIDE QUÉBEC

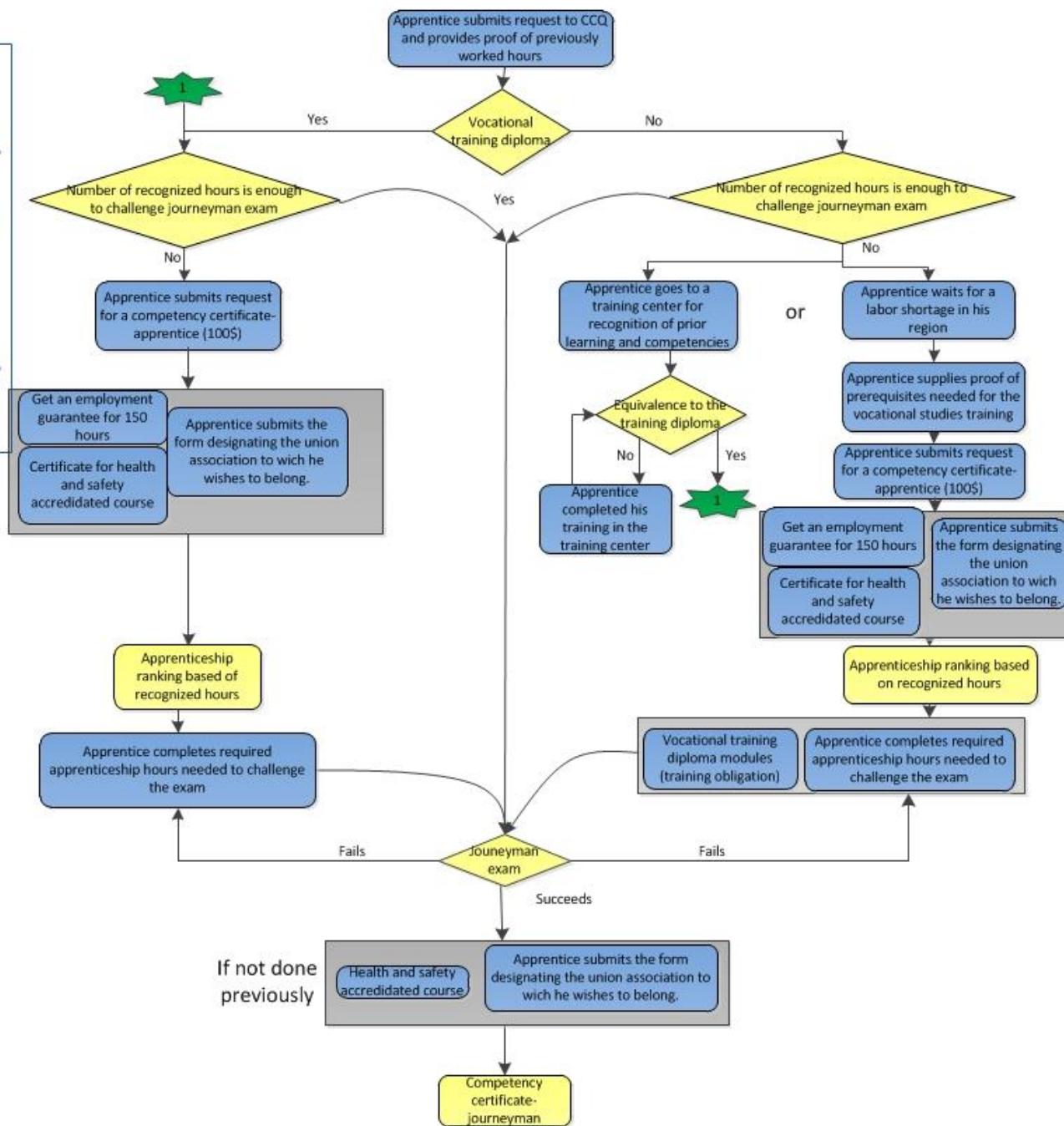
<i>Work Experience</i>	<ul style="list-style-type: none">• No key requirements
<i>Off-the-Job or Technical Training</i>	<ul style="list-style-type: none">• No key requirements
<i>Exams</i>	<ul style="list-style-type: none">• No key requirements

KEY REQUIREMENTS FOR NON-QUÉBEC APPRENTICES TEMPORARILY WORKING IN QUÉBEC

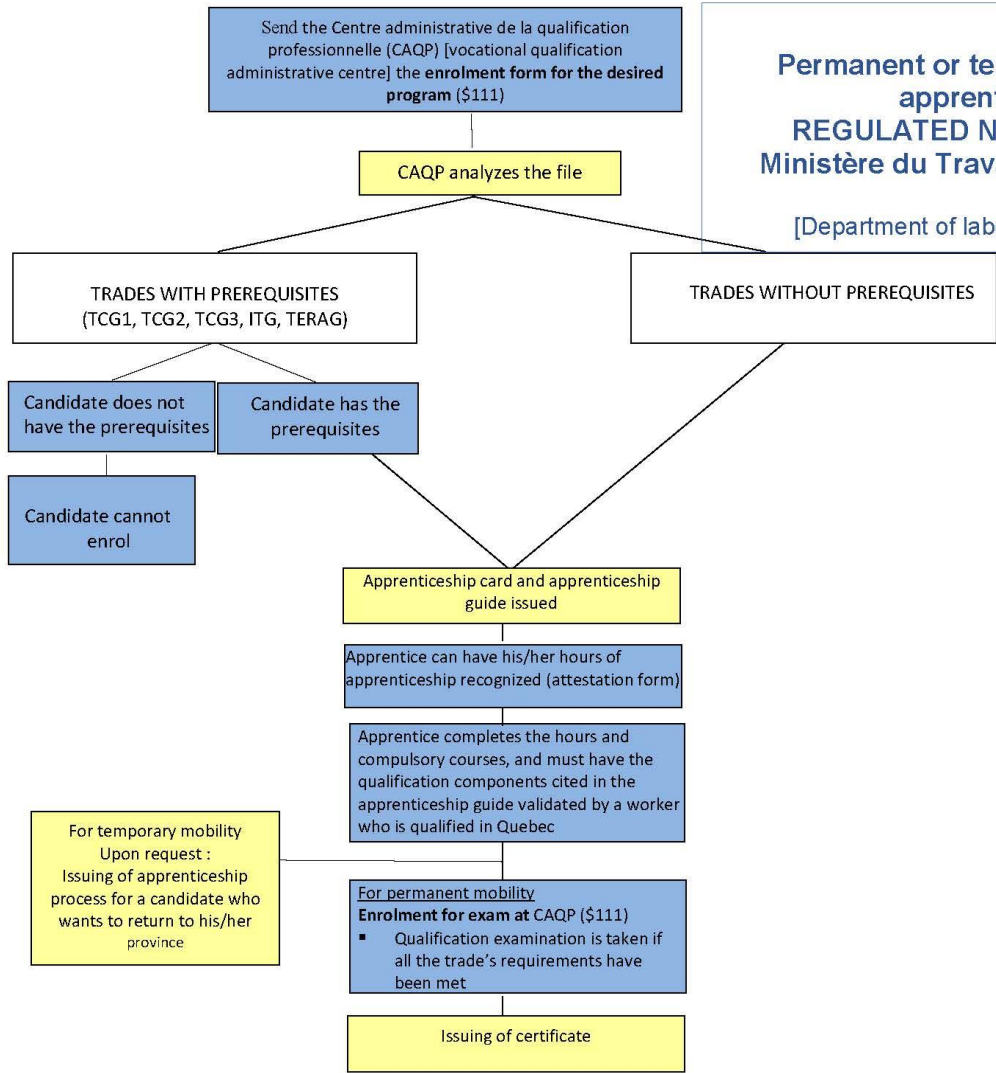
<i>Work Experience</i>	<ul style="list-style-type: none">• No key requirements, because the Workplace Apprenticeship Program provides recognition for competencies acquired; hours are not taken into account as such.
<i>Off-the-Job or Technical Training</i>	<ul style="list-style-type: none">• No key requirements, the recognition of the off-the-job training acquired outside of Québec is determined upon discussion with the journeyman that will be supervising the apprenticeship.
<i>Exams</i>	<ul style="list-style-type: none">• No exams exist in Québec in the voluntary trades.

For Jurisdictional Contact Information See Appendix B

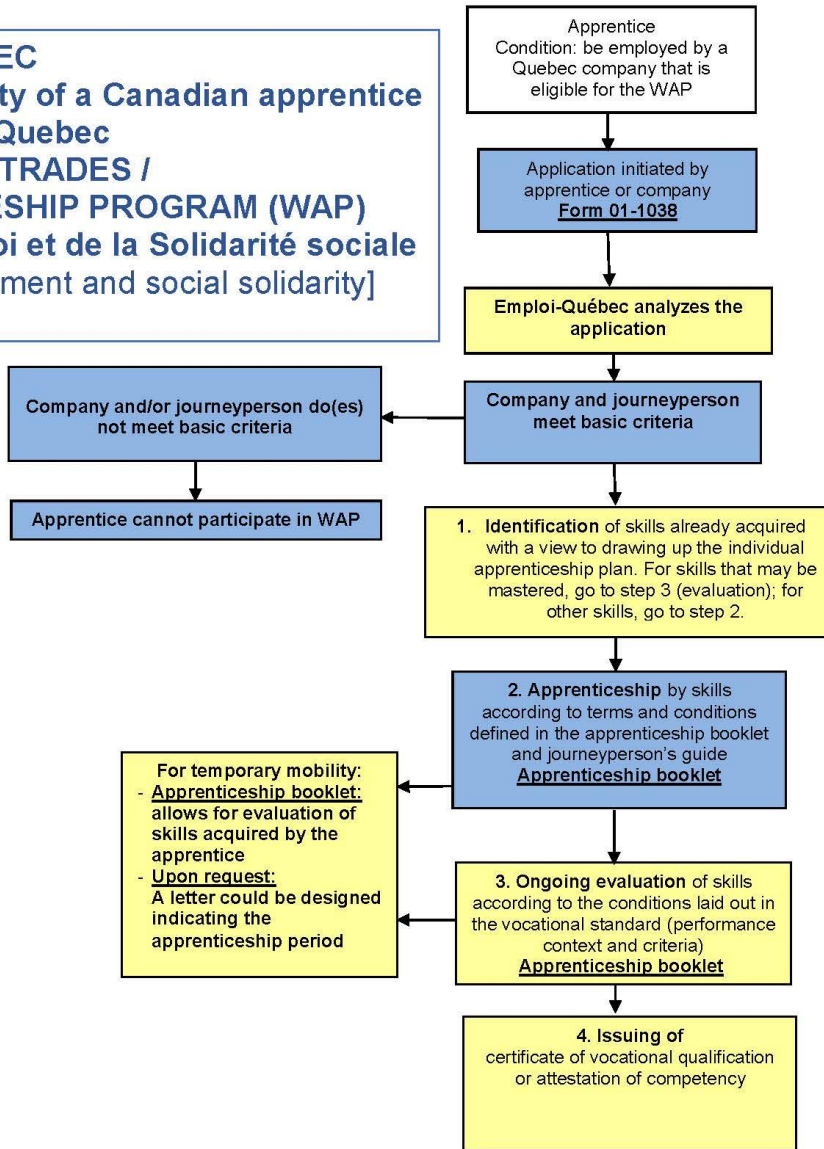
QUÉBEC
Permanent or temporary mobility of a Canadian apprentice moving to Québec
CONSTRUCTION TRADES
Commission De La Construction Du Québec (CCQ)



QUÉBEC
Permanent or temporary mobility of a Canadian
apprentice moving to Québec
REGULATED NON-CONSTRUCTION TRADES
Ministère du Travail, de l'Emploi et de la Solidarité
sociale
 [Department of labour, employment and social solidarity]



QUÉBEC
Permanent or temporary mobility of a Canadian apprentice
moving to Quebec
VOLUNTARY TRADES /
WORKPLACE APPRENTICESHIP PROGRAM (WAP)
Ministère du Travail, de l'Emploi et de la Solidarité sociale
 [Department of labour, employment and social solidarity]



SASKATCHEWAN - TEMPORARY MOBILITY

KEY REQUIREMENTS FOR SASKATCHEWAN APPRENTICES TEMPORARILY WORKING OUTSIDE SASKATCHEWAN

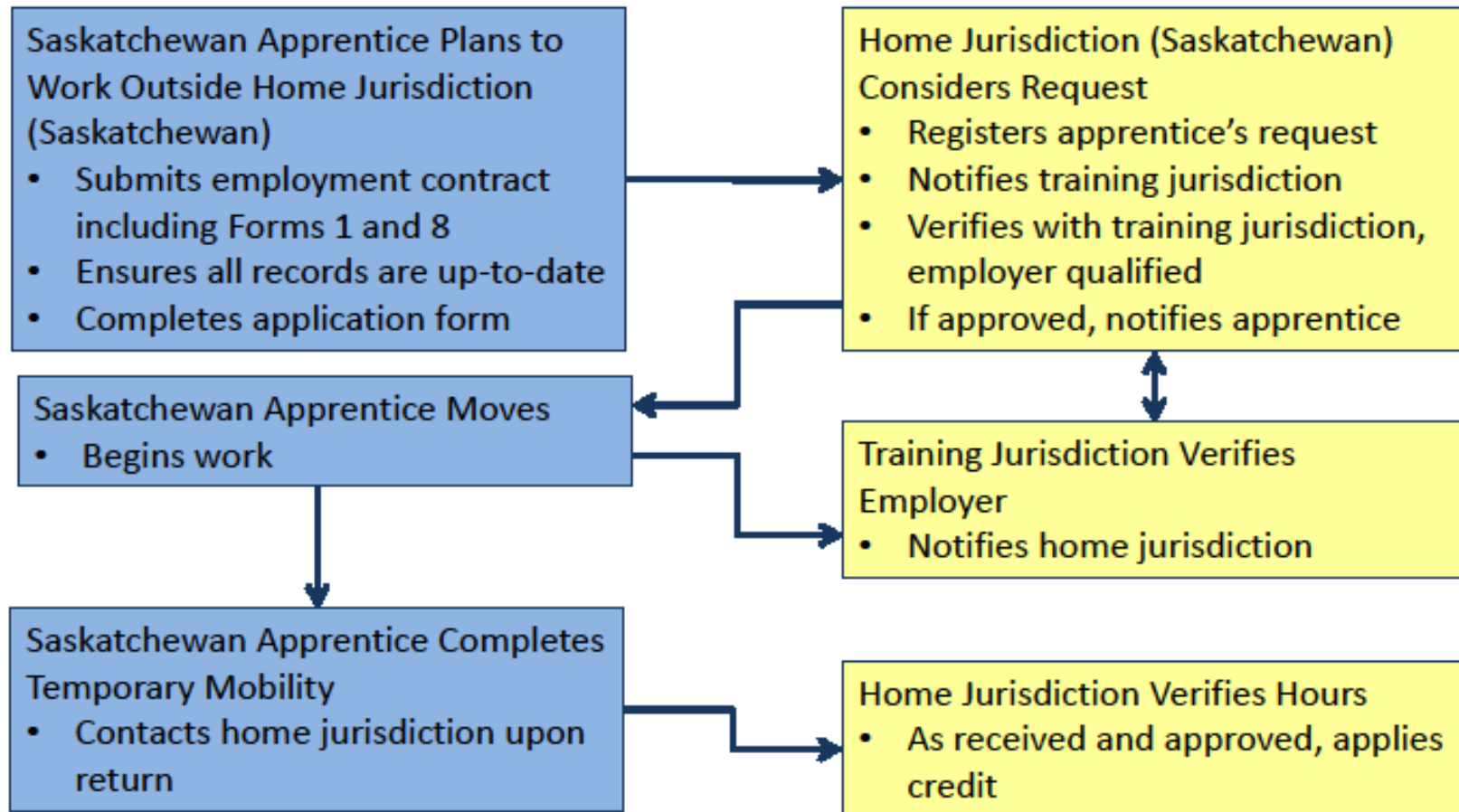
<i>Work Experience</i>	<p>The apprentice:</p> <ul style="list-style-type: none"> • Submits employment contract, Form A. • Submits a Form 8 when working for an employer outside of Saskatchewan. This form must also be signed by the jurisdiction the employer is located in. • Ensures all records are up-to-date. • Contacts Trades Assessment Department, Saskatchewan by email upon return.
<i>Off-the-Job or Technical Training</i>	<p>The apprentice:</p> <ul style="list-style-type: none"> • Submits an email request to the Director of Field Services, Saskatchewan to take technical training in another training jurisdiction. • Upon approval, contacts the jurisdiction where temporary technical training will occur to obtain training information (e.g. dates and locations).
<i>Exams</i>	<p>The apprentice:</p> <ul style="list-style-type: none"> • Submits an email request to the Director of Program Development, Saskatchewan to write exam in another training jurisdiction.

KEY REQUIREMENTS FOR NON-SASKATCHEWAN APPRENTICES TEMPORARILY WORKING IN SASKATCHEWAN

<i>Work Experience</i>	<ul style="list-style-type: none"> • For apprentices in compulsory trades, must keep documentation (apprentice card) from home jurisdiction on person for presentation for inspection at job site to validate they are current apprentice from another jurisdiction.
<i>Off-the-Job or Technical Training</i>	<ul style="list-style-type: none"> • None
<i>Exams</i>	<ul style="list-style-type: none"> • None

For Jurisdictional Contact Information See Appendix B

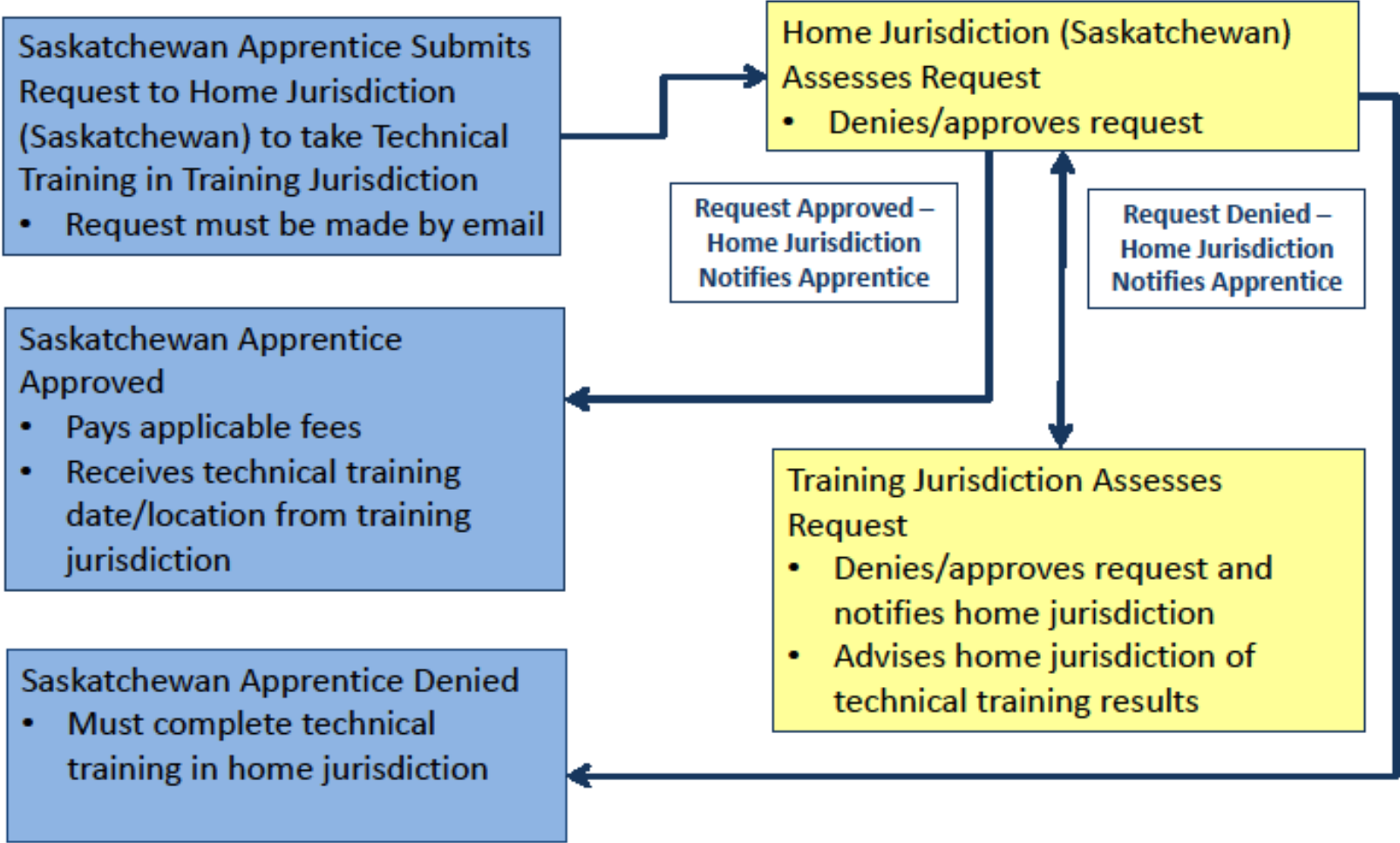
Saskatchewan Temporary Mobility Work Experience – All Trades



Forms

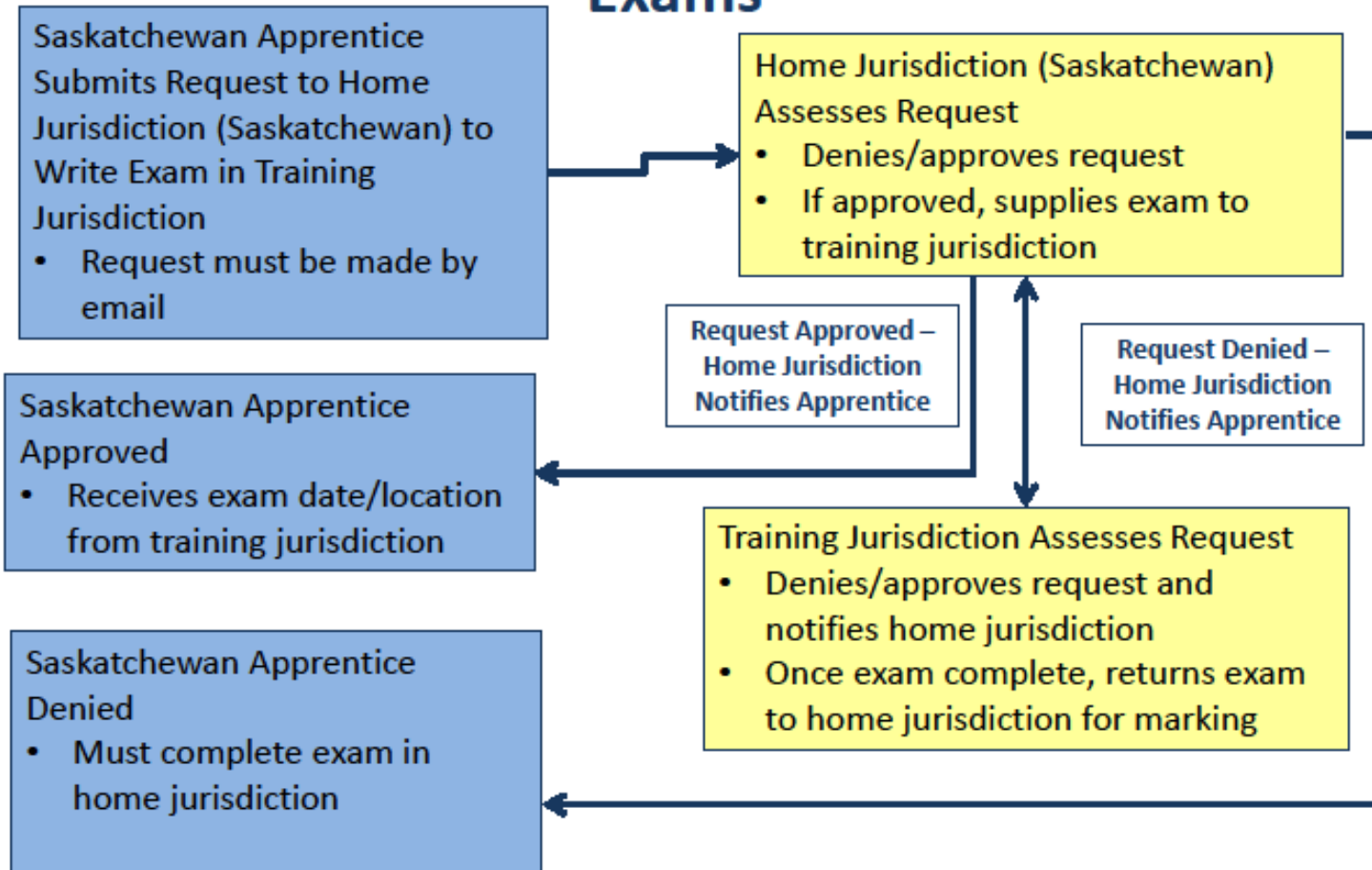
- Forms 1 and 8 (forms available on-line at www.saskapprenticeship.ca)

Saskatchewan Temporary Mobility Off-the-Job or Technical Training



Saskatchewan Temporary Mobility

Exams



YUKON - TEMPORARY MOBILITY

KEY REQUIREMENTS FOR YUKON APPRENTICES TEMPORARILY WORKING OUTSIDE OF YUKON

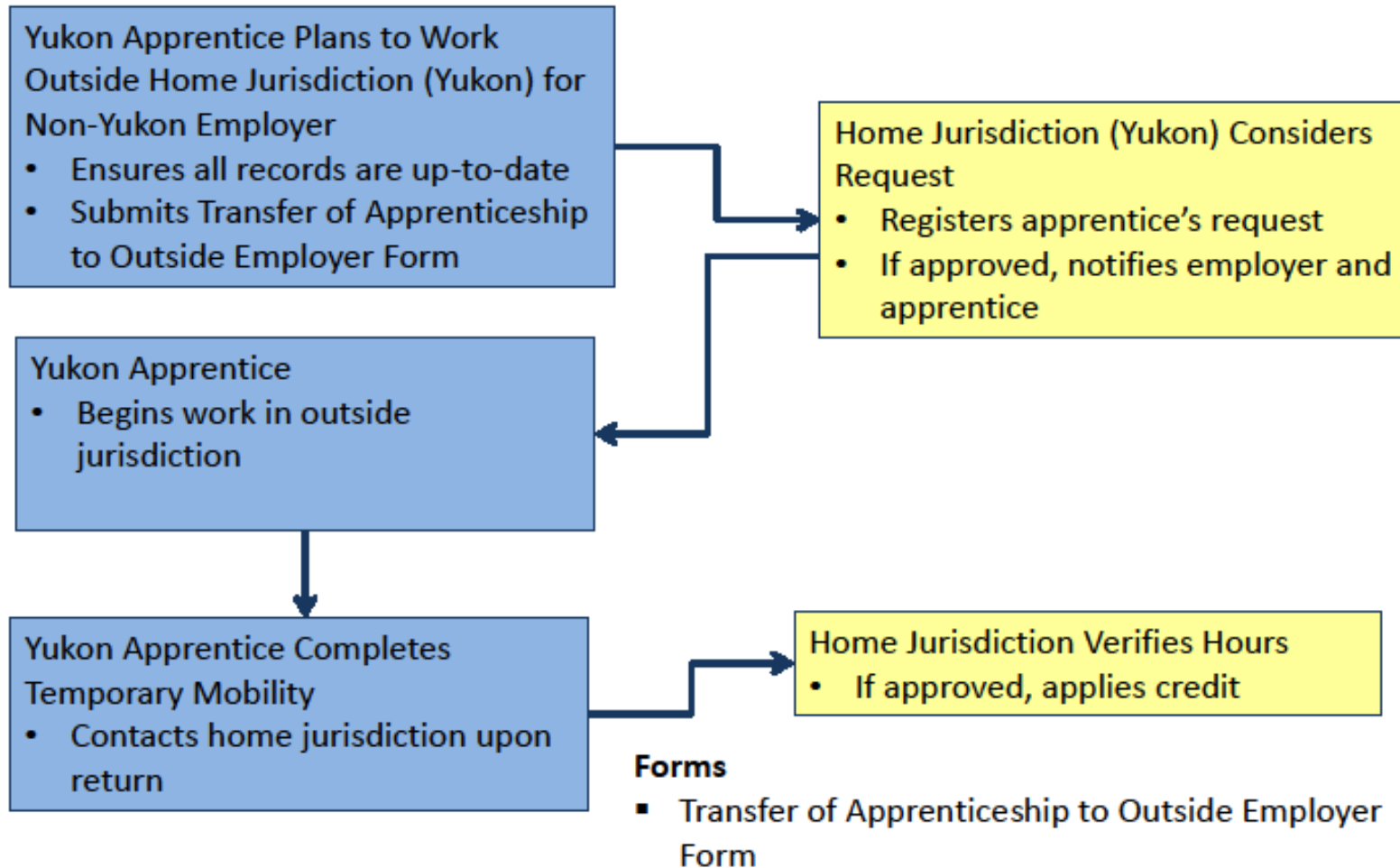
<i>Work Experience</i>	The apprentice: <ul style="list-style-type: none">• Completes Transfer of Apprenticeship to Outside Employer Form.• Submits copy of Canada Revenue Agency forms to confirm proof of Yukon residency.
<i>Off-the-Job or Technical Training</i>	The apprentice: <ul style="list-style-type: none">• Completes Apprenticeship Enrollment Form for In-School Training.
<i>Exams</i>	The apprentice: <ul style="list-style-type: none">• Submits a request to Yukon to take exam.

KEY REQUIREMENTS FOR NON-YUKON APPRENTICES TEMPORARILY WORKING IN YUKON

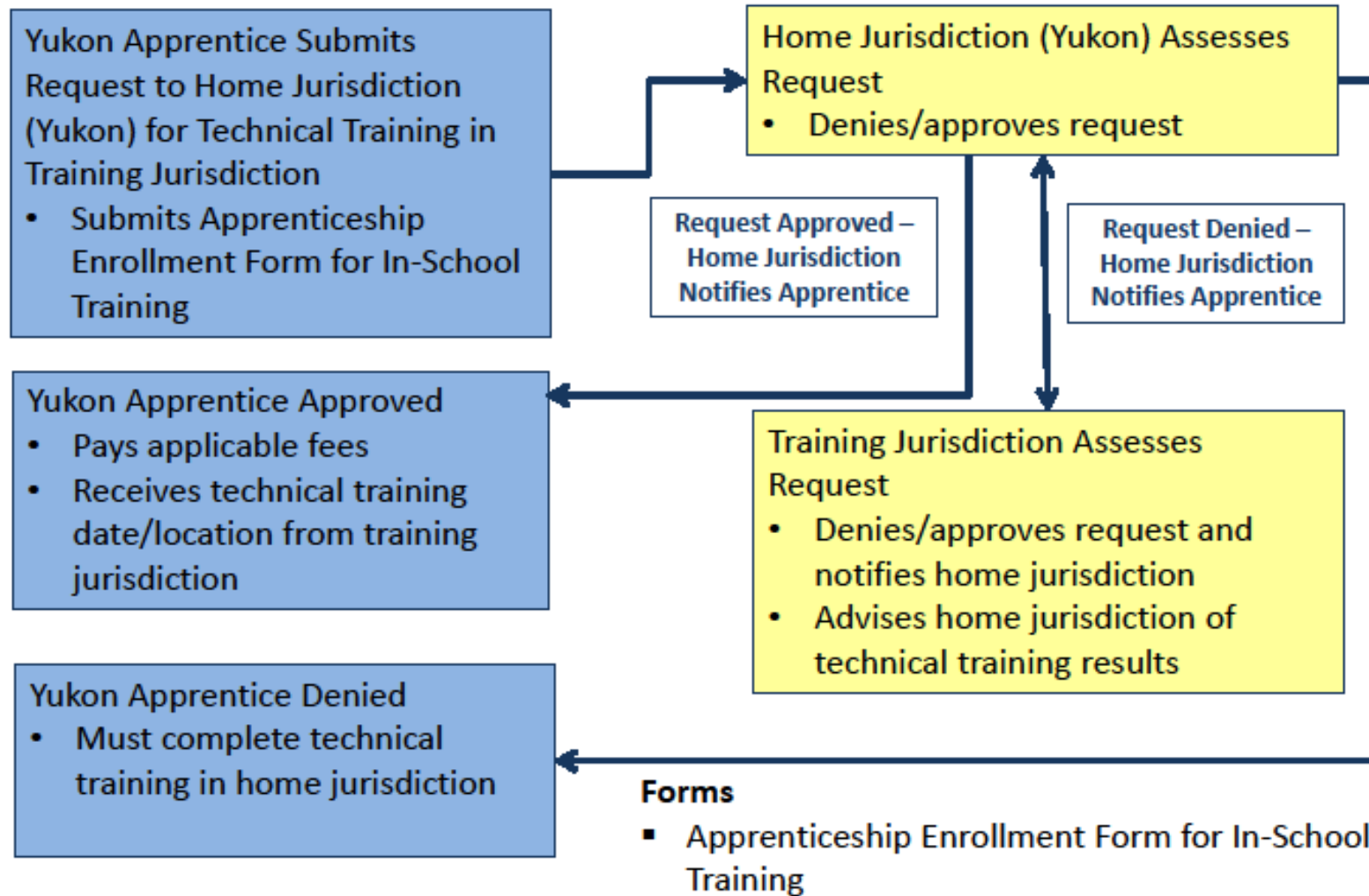
<i>Work Experience</i>	• None
<i>Off-the-Job or Technical Training</i>	• None
<i>Exams</i>	• None

For Jurisdictional Contact Information See Appendix B

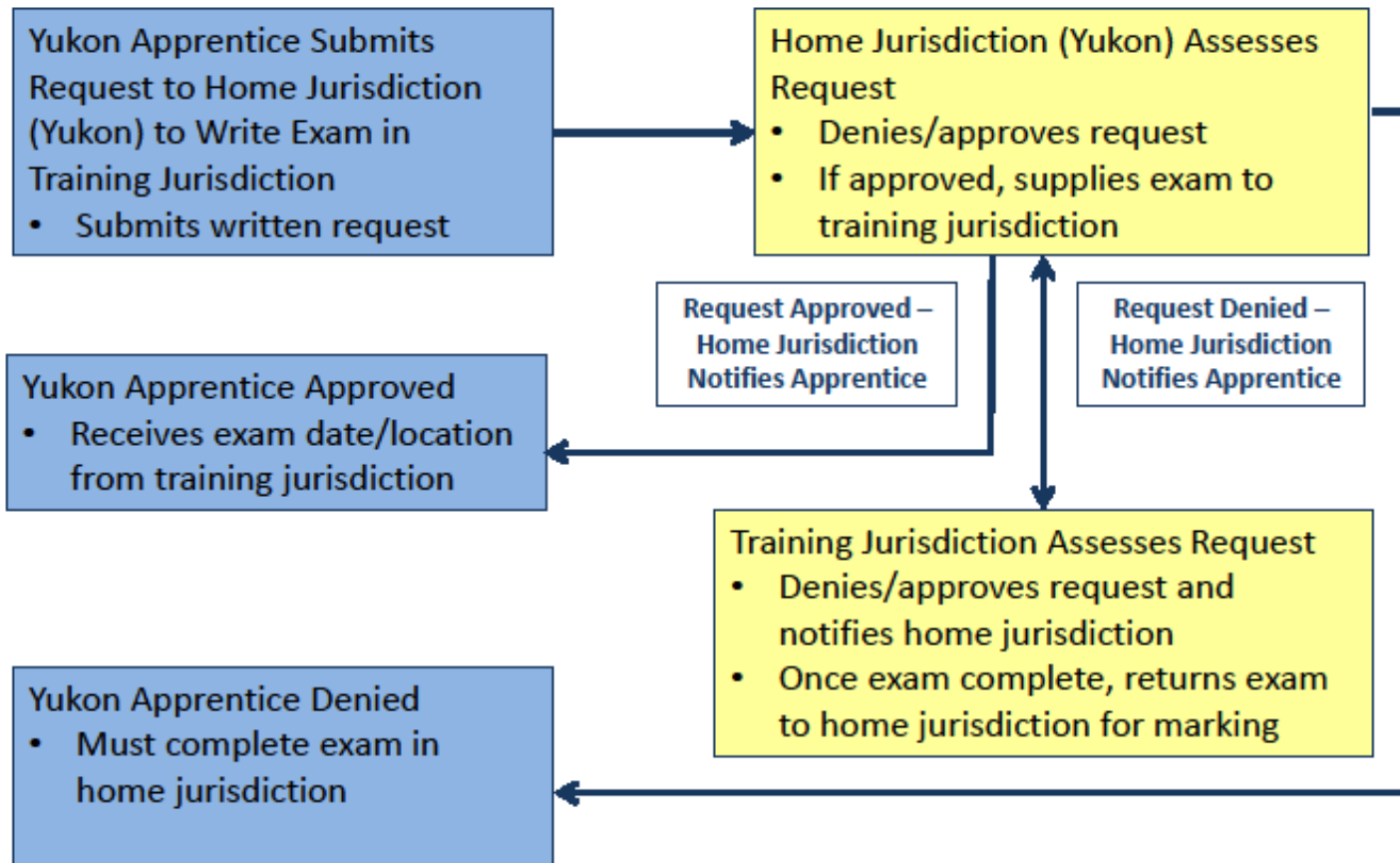
Yukon Temporary Mobility All Trades



Yukon Temporary Mobility Off-the-Job or Technical Training



Yukon Temporary Mobility Exams



PART 3: PERMANENT APPRENTICE MOBILITY

3.1 DEFINITION OF PERMANENT APPRENTICE MOBILITY

Permanent apprentice mobility means that an apprentice or pre-apprentice makes a permanent move and becomes a resident in another jurisdiction. If the apprentice is already a registered apprentice, they transfer their apprenticeship to the new jurisdiction in which they want to reside.

3.2 GENERAL JURISDICTIONAL REQUIREMENTS

The following are general requirements when an apprentice is permanently transferring to another province or territory. For specific requirements, refer to both the jurisdiction the apprentice is planning to transfer to and from.

In **all** jurisdictions:

- An apprentice is required to ensure all training records are up-to-date with the jurisdiction they are transferring from.

An apprentice is permanently moving with their family. They wish to finish the last level of their apprenticeship training and become certified in a jurisdiction different than the one where the majority of their training was completed. The jurisdiction that the apprentice is moving to will recognize all work experience and off-the-job or technical training the apprentice has already successfully completed, to the extent practicable.

In general terms, this means that the apprentice will continue their apprenticeship in their new home jurisdiction in the place they left off prior to moving.

- An apprentice that is training in a trade that is not offered in the jurisdiction the apprentice is planning to transfer to, is unable to transfer their training. However, the apprentice's training or a portion of it, may be transferred to another trade in the new jurisdiction, if the new jurisdiction considers the training to apply to a different trade.

3.3 STEPS TO TRANSFERRING AN APPRENTICESHIP TO ANOTHER JURISDICTION

Below are general steps that apply in most jurisdictions for apprentices wanting to permanently transfer to a different jurisdiction.

For specific requirements refer to both the jurisdiction where the apprentice is transferring to and from.

1. Once an apprentice has found an employer, they must ensure all their apprenticeship records are up-to-date.
2. The apprentice then makes a submission to the jurisdiction to which they want to transfer. Included in this submission are all the apprentice's records and any necessary forms.

3. The apprentice pays the necessary registration fees if applicable.
4. The jurisdiction to which the apprentice wants to transfer checks with the jurisdiction the apprentice is moving from, to verify the apprentice's records are accurate.
5. The apprentice may undergo a placement assessment to identify training gaps that may need to be addressed. Training gaps can result from, for example, differences in provincial or territorial laws or regulations, such as building codes.
6. The apprentice and the employer then enter into a new contract or agreement in the new jurisdiction.

DRAFT

PROVINCIAL-TERRITORIAL PERMANENT MOBILITY: REQUIREMENTS AND PROCESS MAPS

ALBERTA- PERMANENT MOBILITY

KEY REQUIREMENTS FOR APPRENTICES TRANSFERRING TO ALBERTA

Permanent Transfer

- Complete an Apprenticeship Application and Contract and submit to Alberta AIT
- Pay registration fee
- Submit records which must include:
 - technical training and on-the-job training hours completed to date;
 - official transcripts from the jurisdiction apprentice is transferring from.

For Jurisdictional Contact Information See Appendix B

Alberta Permanent Mobility All Trades

Apprentice Plans to Move to Alberta

- Ensures records are up-to-date
- Completes application to register
- Submits official transcripts
- Pays registration fee

Alberta Registers Apprentice

- Verifies records (only if unofficial transcripts provided)
- Identifies training gaps
- May contact apprentice/ employer to discuss gaps
- Advises leaving jurisdiction that apprentice has registered in new jurisdiction

Apprentice/Employer Receive from Alberta

- New log book
- New identification card
- Training schedule, including identified training gaps

Forms and Documentation

- Application = Apprenticeship Application and Contract
- Records must include:
 - technical training and on-the-job training hours completed to date
 - official transcripts from jurisdiction apprentice is transferring from

BRITISH COLUMBIA - PERMANENT MOBILITY

KEY REQUIREMENTS FOR APPRENTICES TRANSFERRING TO BRITISH COLUMBIA

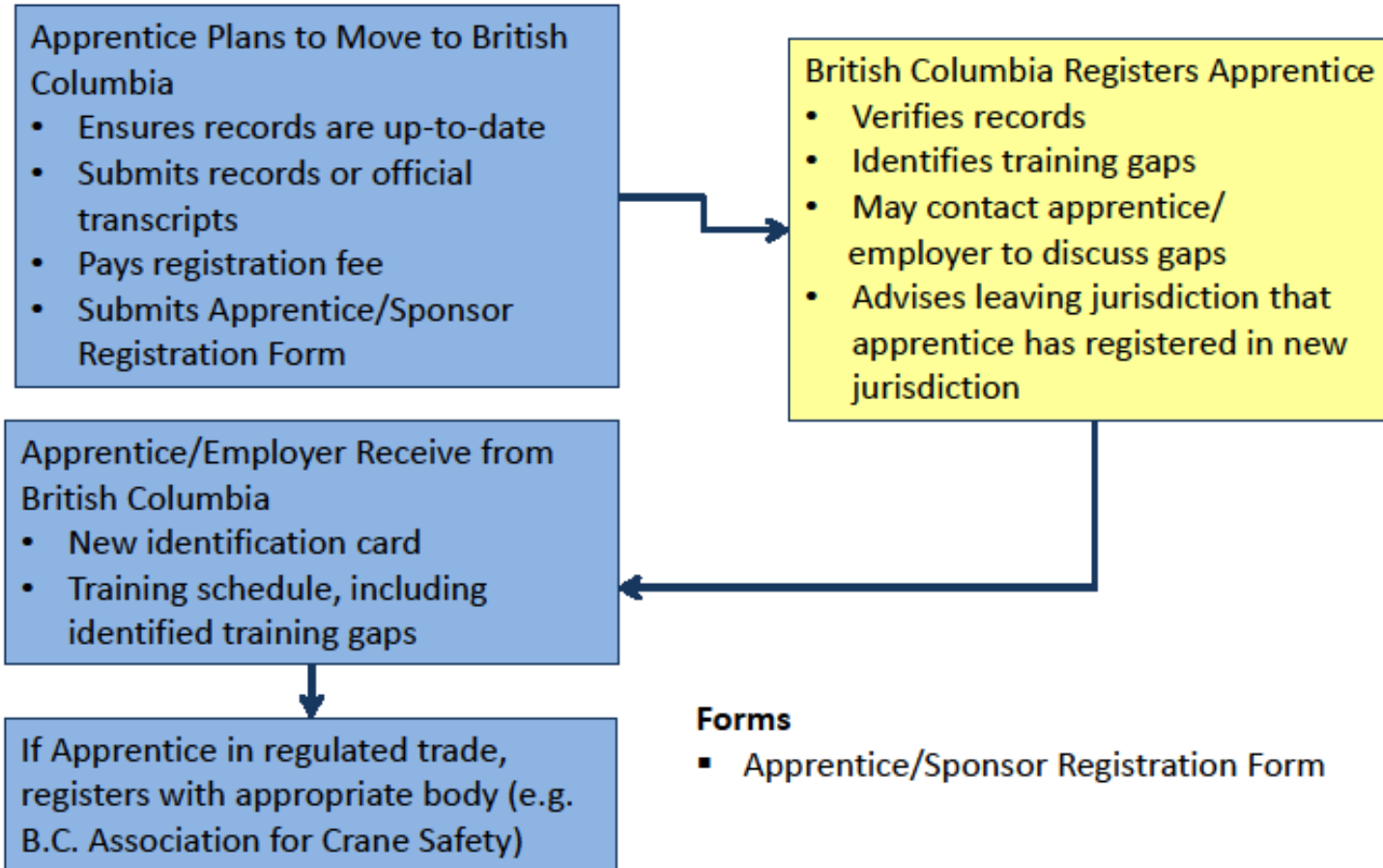
Permanent Transfer

The apprentice:

- Completes and submits an Apprentice and Sponsor Application form.
- Submits records which include:
 - technical training and on-the-job training hours completed to date;
 - official transcripts from the jurisdiction the apprentice is transferring from.

For Jurisdictional Contact Information See Appendix B

British Columbia Permanent Mobility All Trades



MANITOBA - PERMANENT MOBILITY

KEY REQUIREMENTS FOR APPRENTICES TRANSFERRING TO MANITOBA

Permanent Transfer

- Completes the Apprenticeship Manitoba Apprenticeship Application and Agreement.
- Pay registration fee.
- Submit records which must include:
 - technical training and on-the-job training hours completed to date;
 - official transcripts from the jurisdiction apprentice is transferring from.

For Jurisdictional Contact Information See Appendix B

Manitoba

Permanent Mobility - All Trades

Apprentice Plans to Move to Manitoba

- Ensures records are up-to-date
- Completes Apprenticeship Manitoba Apprenticeship Application and Agreement
- Pays registration fee

Manitoba Registers Agreement

- Verifies records and training hours
- Identifies training gaps
- May contact apprentice/ employer to discuss gaps
- Advises jurisdiction that apprentice has left of transfer

Apprentice/Employer Receives from Manitoba

- New log book
- New identification card
- Training schedule including identified training gaps

Forms

- Apprenticeship Manitoba Apprenticeship Application and Agreement

NEW BRUNSWICK - PERMANENT MOBILITY

KEY REQUIREMENTS FOR APPRENTICES TRANSFERRING TO NEW BRUNSWICK

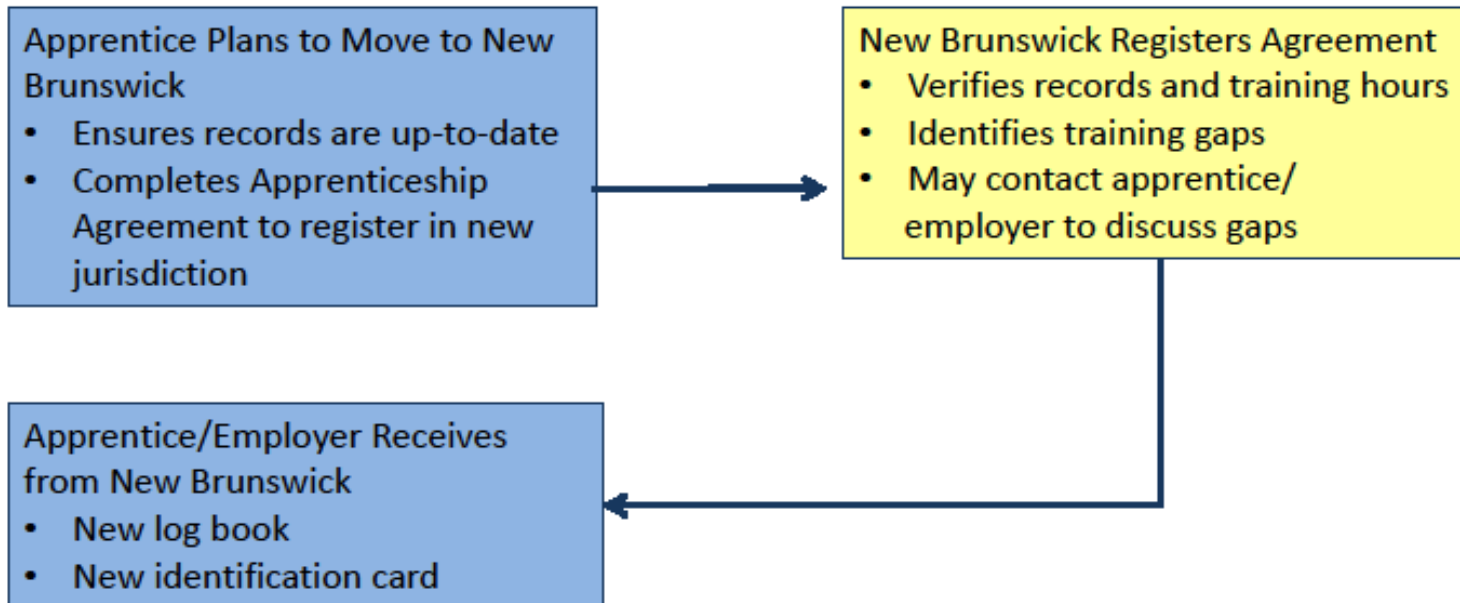
Permanent Transfer

The apprentice:

- Completes an Apprenticeship Agreement
- Submit records which must include:
 - technical training and on-the-job training hours completed to date;
 - official transcripts from the jurisdiction apprentice is transferring from.

For Jurisdictional Contact Information See Appendix B

New Brunswick Permanent Mobility All Trades



Forms

- Apprenticeship Agreement

NEWFOUNDLAND AND LABRADOR - PERMANENT MOBILITY

KEY REQUIREMENTS FOR APPRENTICES TRANSFERRING TO NL

Permanent Transfer

The apprentice:

- Completes an Application for Apprenticeship;
- Signs a Memorandum of Understanding (Apprenticeship Contract); and
- Submits records which must include:
 - Technical training and on-the-job training hours completed to date;
 - Official transcripts from the jurisdiction apprentice is transferring from.

The Apprenticeship and Trades Certification Division (ATCD):

- Contacts the originating jurisdiction to verify the documentation submitted; and
- Credits the apprentice with the same apprenticeship level once verified.

Note: An apprentice may have to undergo Recognition of Prior Learning (RPL) or challenge a block exam to receive credit for technical training

For Jurisdictional Contact Information See Appendix B

Newfoundland and Labrador Permanent Mobility - All Trades

Apprentice Plans to Move to Newfoundland and Labrador

- Ensures records are up-to-date
- Completes an Application for Apprenticeship
- Submits MOU

Newfoundland and Labrador Registers Agreement

- Verifies records and training hours
- Identifies training gaps
- Contacts apprentice to discuss training plan
- Advises originating jurisdiction to cancel apprenticeship registration

NL issues:

- New log book
- New identification card
- Training schedule including identified training plan

Forms

- Application For Apprenticeship
- Memorandum of Understanding (MOU)

NOVA SCOTIA - PERMANENT MOBILITY

KEY REQUIREMENTS FOR APPRENTICES TRANSFERRING TO NOVA SCOTIA

Permanent Transfer

- Apprentice ensures all records are up-to-date including log book and technical training verification.
- Apprentice completes the *Apprentice Registration Form* and pays applicable fees
- A training consultant reviews all records and confirms the apprentice's credits with home jurisdiction.

For Jurisdictional Contact Information See Appendix B

Nova Scotia Permanent Mobility All Trades

Apprentice Plans to Move to Nova Scotia

- Ensures records are up-to-date
- Pays registration fee
- Submits Form

Nova Scotia Registers Agreement

- Verifies records and training hours
- Identifies training gaps
- May contact apprentice/ employer to discuss gaps
- Advises jurisdiction that apprentice has left of transfer

Apprentice/Employer Receives from Nova Scotia

- New log book
- New identification card
- Training schedule including identified training gaps

Forms

- Apprenticeship Registration Form

NORTHWEST TERRITORIES - PERMANENT MOBILITY

KEY REQUIREMENTS FOR APPRENTICES TRANSFERRING TO THE NORTHWEST TERRITORIES

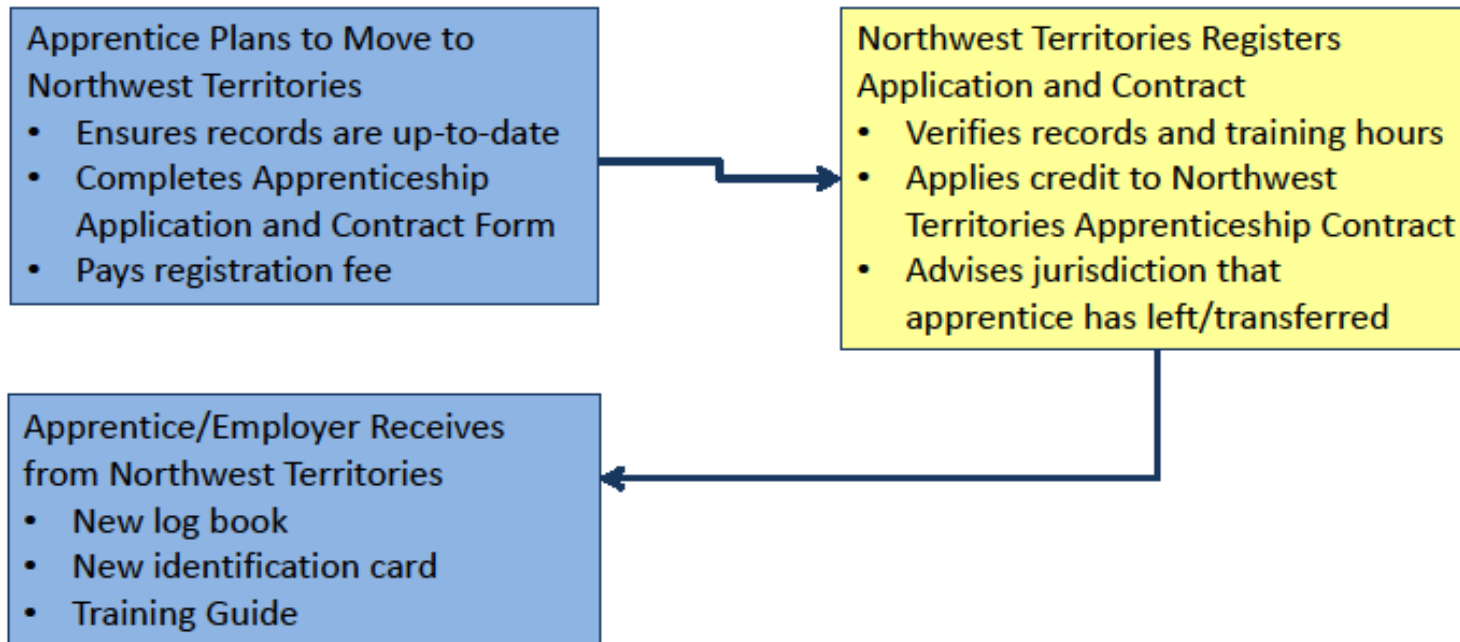
Permanent Transfer

The Apprentice:

- Finds employment in the Northwest Territories.
- Completes an Apprenticeship Application and Contract.
- Submits records which must include:
 - technical training and on-the-job training hours completed to date;
 - official record book and/or transcripts from the jurisdiction apprentice is transferring from.

For Jurisdictional Contact Information See Appendix B

Northwest Territories Permanent Mobility - All Trades



Forms

- Apprenticeship Application and Contract Form

NUNAVUT - PERMANENT MOBILITY

KEY REQUIREMENTS FOR APPRENTICES TRANSFERRING TO NUNAVUT

Permanent Transfer

The Apprentice:

- Finds employment in Nunavut.
- Completes an Apprenticeship Application and Contract.
- Submits records which must include:
 - technical training and on-the-job training hours completed to date;
 - official transcripts from the jurisdiction apprentice is transferring from.

NOTE: There are no registration fees in Nunavut.

For Jurisdictional Contact Information See Appendix B

Nunavut Permanent Mobility

All Trades

Apprentice Plans to Move to Nunavut

- Finds employment with an employer
- Ensures apprenticeship records are up-to-date in the transferring jurisdiction
- Submits Apprenticeship Application and Agreement

Nunavut Receives Apprenticeship Application

- Verifies records and training hours
- Identifies training gaps which may include a progressive assessment
- May contact apprentice/ employer to discuss gaps
- Advises jurisdiction that apprentice has left of transfer
- Registers apprentice in NU

Apprentice/Employer Receives from Nunavut

- New log book/record
- Nunavut Apprenticeship Status Card
- Training schedule including identified training gaps

Forms

- Apprenticeship Application and Agreement Form

ONTARIO - PERMANENT MOBILITY

KEY REQUIREMENTS FOR APPRENTICES TRANSFERRING TO ONTARIO*

Permanent Transfer

The apprentice:

- Submits an Application for Apprenticeship Training and becomes a member of the Ontario College of Trades Apprentices Class and pays membership fee.
- Registers a training agreement with the Ontario Ministry of Training, Colleges and Universities.

NOTE: At the time of registration, the Ontario Ministry of Training, Colleges and Universities will assess the apprentice's previous training and experience and identify training gaps.

*Quebec apprentices working under their Quebec registered training agreement in Ontario are exempt from registering in Ontario. See Ontario Regulation [421/12 s.2\(1\)](#) paragraph 3. However, if a Quebec apprentice wishes to complete their apprenticeship in Ontario and obtain an Ontario Certificate of Apprenticeship, they must register in Ontario and become a member of the Ontario College of Trades.

For Jurisdictional Contact Information See Appendix B

Ontario Permanent Mobility*

All Trades

Apprentice Plans to Move to Ontario

- Ensures records are up-to-date
- Completes form to register
- Submits records or official transcripts
- Submits Application for Apprenticeship Training
- Becomes a member of the Ontario College of Trades and pays membership fee

Ontario Registers Apprentice

- Verifies records (only if unofficial transcripts provided)
- Identifies training gaps
- May contact apprentice/sponsor to discuss gaps

Apprentice/Sponsor Receives from Ontario

- New log book/record
- New identification card
- Training schedule, including identified training gaps

Forms

- Application for Apprenticeship Training

*Quebec apprentices working under their Quebec registered training agreement in Ontario are exempt from registering in Ontario. See Ontario Regulation [421/12 s.2\(1\)](#) paragraph 3. However, if a Quebec apprentice wishes to complete their apprenticeship in Ontario and obtain an Ontario Certificate of Apprenticeship, they must register in Ontario and become a member of the Ontario College of Trades.

PRINCE EDWARD ISLAND - PERMANENT MOBILITY

KEY REQUIREMENTS FOR APPRENTICES TRANSFERRING TO PRINCE EDWARD ISLAND

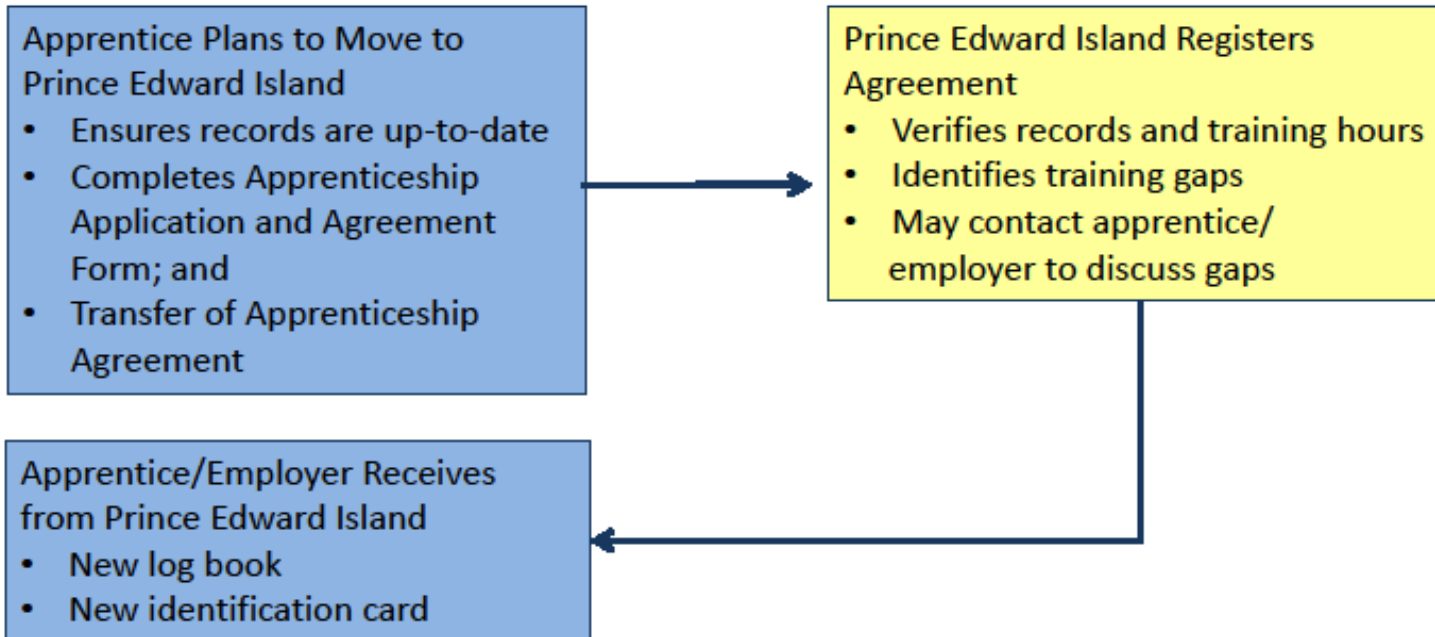
Permanent Transfer

The apprentice:

- Completes an Prince Edward Island Apprenticeship Application Form/Agreement
- Submits records which must include:
 - technical training and on-the-job training hours completed to date;
- official transcripts from the jurisdiction the apprentice is transferring from.

For Jurisdictional Contact Information See Appendix B

Prince Edward Island Permanent Mobility All Trades



Forms

- Apprenticeship Application and Agreement Form
- Transfer of Apprenticeship Agreement

QUÉBEC - PERMANENT MOBILITY

COMMISSION DE LA CONSTRUCTION DU QUÉBEC (CCQ) - PERMANENT MOBILITY

KEY REQUIREMENTS FOR APPRENTICES TRANSFERRING TO QUÉBEC CONSTRUCTION INDUSTRY

Permanent Transfer

- The measures giving access to the Québec construction industry favour [candidates with diplomas](#) and are defined by [regulations](#).
- To practice an occupation or a trade that is regulated by the Québec construction industry, three minimum conditions must be met :
 - be aged 16 years or over;
 - have passed the course [Santé et sécurité sur le chantier de construction](#);
 - hold a [competency certificate](#) from the Commission de la construction du Québec (CCQ).
- Before arriving in Québec, the apprentice must contact the CCQ's [Customer Services](#) for further information or to begin the process of obtaining a competency certificate.
- The apprentice must make sure he/she has all the documents needed concerning his/her [work experience](#) and [training](#) so that his/her application for a competency certificate can be assessed.

COMPULSORY TRADES MANAGED BY EMPLOI-QUÉBEC

KEY REQUIREMENTS FOR APPRENTICES TRANSFERRING TO QUÉBEC

Permanent Transfer

The apprentice must:

- Complete the [Enrolment application- Qualification program](#);
- Pay registration fee;
- Submit records, which must include:
 - if applicable, compulsory training courses and on-the-job training hours completed to date.

VOLUNTARY TRADES MANAGED BY EMPLOI-QUÉBEC

KEY REQUIREMENTS FOR APPRENTICES TRANSFERRING TO QUÉBEC

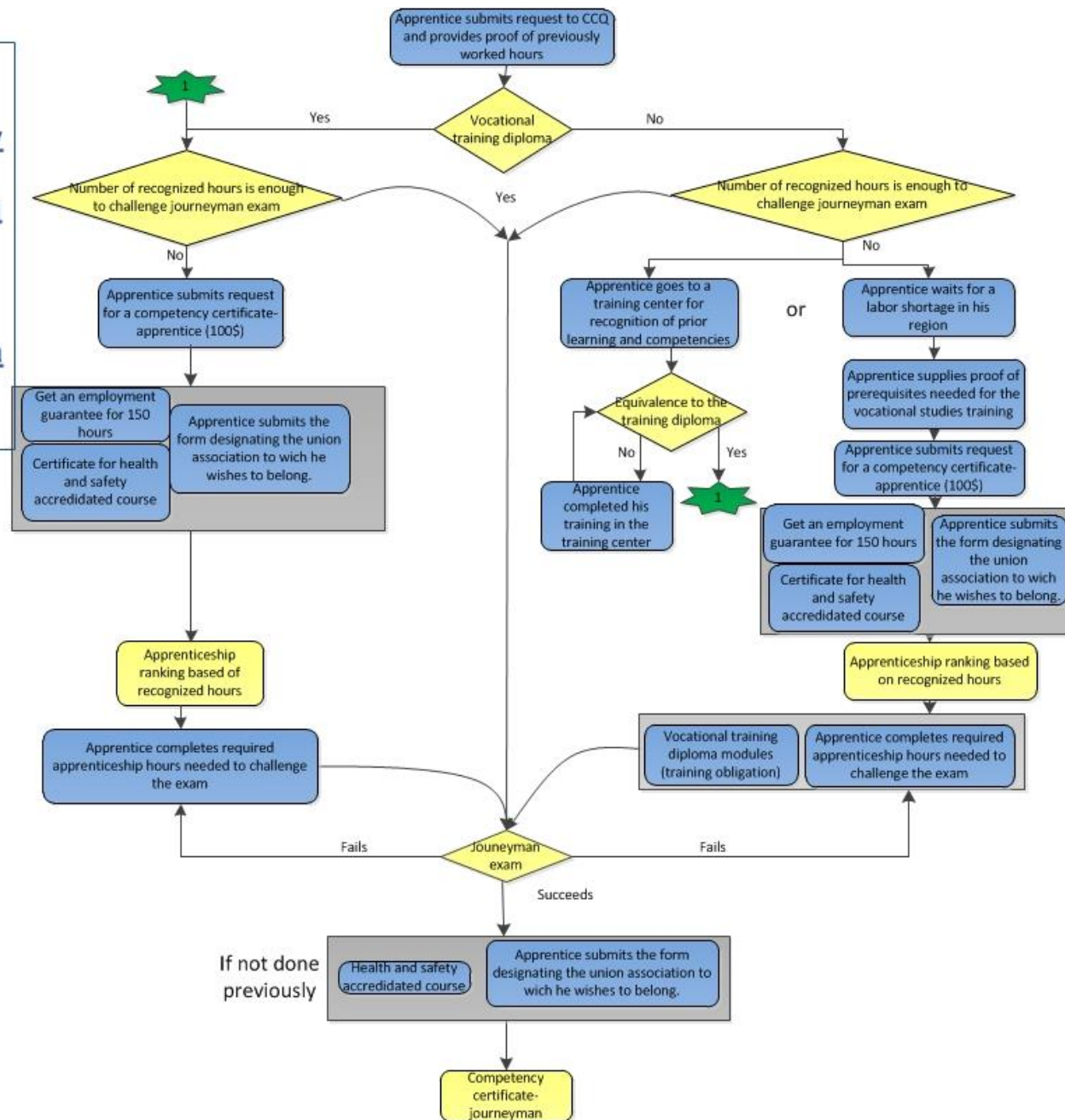
Permanent Transfer

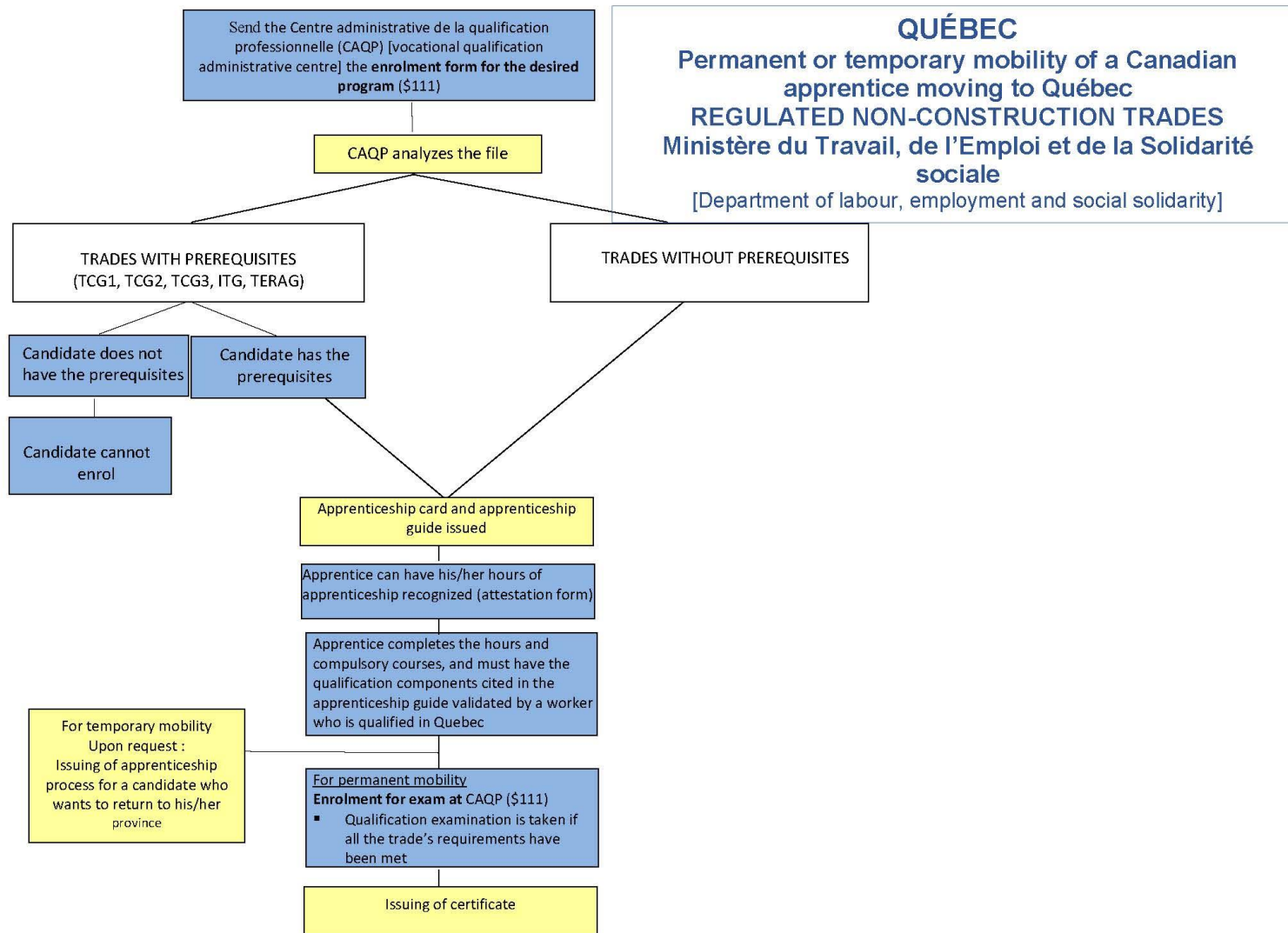
The apprentice must:

- complete an *Application initiated by the apprentice or the company*;
- upon acceptance by Emploi-Québec:
 - Submit records, if requested.

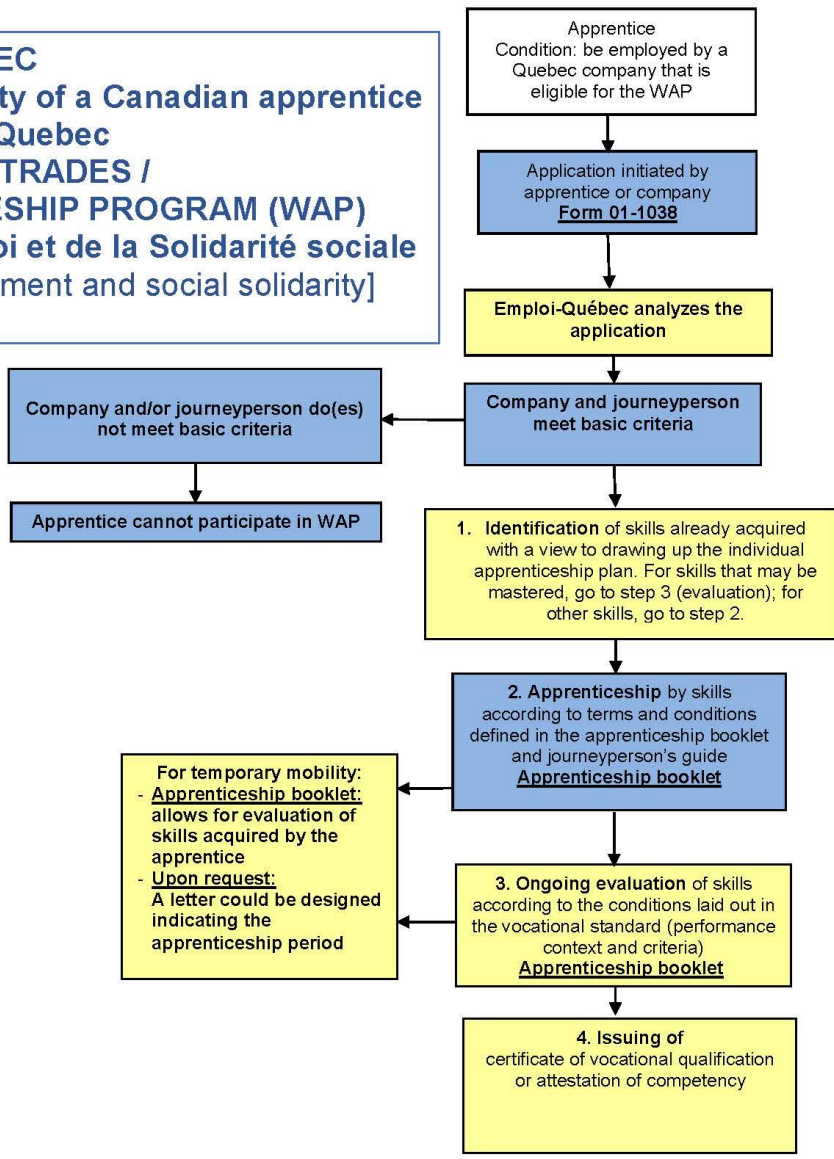
For Jurisdictional Contact Information See Appendix B

QUÉBEC
Permanent or temporary mobility of a Canadian apprentice moving to Québec
CONSTRUCTION TRADES
Commission De La Construction Du Québec (CCQ)





QUÉBEC
Permanent or temporary mobility of a Canadian apprentice
moving to Quebec
VOLUNTARY TRADES /
WORKPLACE APPRENTICESHIP PROGRAM (WAP)
Ministère du Travail, de l'Emploi et de la Solidarité sociale
 [Department of labour, employment and social solidarity]



SASKATCHEWAN - PERMANENT MOBILITY

KEY REQUIREMENTS FOR APPRENTICES TRANSFERRING TO SASKATCHEWAN

Permanent Transfer

The apprentice:

- Submits employment contract including Form 1 and Form A.
- Ensures all records are up-to-date.
- Pays the registration fee.
- Submits records which must include:
 - technical training and on-the-job training hours completed to date;
 - official transcripts from the jurisdiction apprentice is transferring from.

For Jurisdictional Contact Information See Appendix B

Saskatchewan Permanent Mobility All Trades

Apprentice Plans to Move to Saskatchewan

- Submits Employment Contract including Forms 1 and A
- Ensures records are up-to-date
- Submits records
- Pays registration fee



Saskatchewan Registers Contract

- Verifies records and training hours, notifying the jurisdiction that the apprentice has left
- Identifies training gaps
- May contact apprentice/ employer to discuss gaps



Apprentice/Employer Receive from Saskatchewan

- New log book (sheet)
- New identification card
- Training schedule including identified training gaps

Forms

- Forms 1 and 8 (forms available on-line at www.saskapprenticeship.ca)

YUKON - PERMANENT MOBILITY

KEY REQUIREMENTS FOR APPRENTICES TRANSFERRING TO YUKON

Permanent Transfer

The apprentice:

- Completes Yukon Application for Apprenticeship Form to register as a Yukon apprentice.
- Pays registration fee.

For Jurisdictional Contact Information See Appendix B

Yukon Permanent Mobility All Trades

Apprentice Plans to Move to Yukon

- Ensures records are up-to-date
- Completes Yukon Application for Apprenticeship Form
- Pays registration fee

Yukon Registers Agreement

- Verifies records and training hours
- Identifies training gaps
- May contact apprentice/ employer to discuss gaps
- May require apprentice to pass a level exam if training differs.

Apprentice/Employer Receives from Yukon

- New record book
- New identification card
- Training schedule including identified conditions

Forms

- Yukon Application for Apprenticeship Form

APPENDIX A: GLOSSARY OF TERMS

- (a) **Apprentice:** A person registered with an apprenticeship authority to learn a trade through an apprenticeship program.
- (b) **Apprenticeship authority:** The jurisdictional administrative body formally responsible for the terms set out in the Provincial-Territorial Apprentice Mobility Agreement.
- (c) **Apprenticeship program:** A program of apprenticeship training designated by an apprenticeship authority and undertaken by an apprentice in a trade.
- (d) **Apprenticeship training:** Means the off-the-job or technical training, work experience and examinations undertaken by an apprentice in a trade.
- (e) **Employer:** An individual, company or organization that sponsors an apprentice while undertaking their on-the-job training. An employer may also be referred to as a sponsor.
- (f) **Exam or Examination:** Any written or practical assessment that is required by an apprentice in an apprenticeship program, as part of off-the-job or technical training, work experience or otherwise, or that an individual undertakes in the course of pre-apprenticeship training.
- (g) **Home jurisdiction:** The jurisdiction in which an apprentice is registered. In some jurisdictions, it also means the jurisdiction in which an apprentice originally registered and intends to return to in the context of temporary mobility.
- (h) **Jurisdiction:** Means a Canadian province or territory.
- (i) **Mutual recognition:** Means the recognition of off-the-job or technical training, work experience, and successful completion of any associated exam, to the extent practicable by;
 1. the jurisdiction to which the apprentice transfers and registers;
 2. the home jurisdiction;
 3. jurisdictions receiving transferred individuals who have received pre-apprenticeship training for the purpose of registering as an apprentice.
- (j) **Off-the-job training** (also referred to as technical training or in-class training): Includes formal instruction, including theoretical and practical aspects of a trade, designed to supplement work experience within an apprenticeship or pre-apprenticeship training program.

- (k) **Pre-apprentice:** Means an individual who is engaged in, or has completed pre-apprenticeship training.
- (l) **Pre-apprenticeship training:** Work experience and technical training acquired and any associated examinations successfully completed by an individual in a jurisdiction prior to the individual entering into an apprenticeship program, or associated with a trade, which may be recognized, accredited or authorized in that jurisdiction for an apprenticeship program.
- (m) **Register:** Means to register in an apprenticeship program with an apprenticeship authority.
- (n) **Resident:** Means to live primarily in a jurisdiction, and may include filing taxes as a resident of that jurisdiction.
- (o) **Technical training** (also referred to as off-the-job training or in-class training): Includes formal instruction, including theoretical and practical aspects of a trade, designed to supplement work experience within an apprenticeship or pre-apprenticeship training program.
- (p) **To the extent practicable:** Means to use good faith efforts to do all that is practicable and reasonable to achieve the purpose, principles and commitments of the Provincial-Territorial Apprentice Mobility Protocol and Agreement.
- (q) **Trade:** Means that a specific trade has been designated or identified in a jurisdiction under the authority of its applicable legislation as a trade which may or may not require certification for which an apprenticeship program is available.
- (r) **Training jurisdiction:** A jurisdiction, other than a home jurisdiction, where an apprentice is obtaining some or all of the apprentice's apprenticeship training, despite being registered in another jurisdiction.
- (s) **Transfer Guide:** A detailed, step-by-step description of the processes established in each jurisdiction to support apprentice mobility.
- (t) **Work experience** (also referred to as on-the-job training): Practical experience acquired by an apprentice in an apprenticeship program, or that an individual acquires in the course of pre-apprentice training.

APPENDIX B: JURISDICTIONAL CONTACT INFORMATION

<i>Jurisdiction</i>	<i>Office and Address</i>
<i>Alberta</i>	<p>Apprenticeship and Student Aid – Policy Standards Innovation and Advanced Education 10th floor Commerce Place 10155-102 Street Edmonton, AB T5J 4L5 Fax: 780-422-7376 Website: http://tradesecrets.alberta.ca/learn-on-the-job/apprentice-mobility-provincial-and-territorial/</p>
<i>British Columbia</i>	<p>Industry Training Authority 800 – 8100 Granville Avenue, Richmond, BC V6Y 3T6 Fax: 778-785-2401 Website: http://www.itabc.ca/ Mobility Page: http://www.itabc.ca/apply-apprenticeship/apprentice-mobility Telephone: 1-866-660-6011 Email: customerservice@itabc.ca</p>
<i>Manitoba</i>	<p>Apprenticeship Manitoba 100-111 Lombard Avenue Winnipeg, Manitoba R3B 0T4 Fax: 204-948-2539 Website: http://www.gov.mb.ca/wdis/apprenticeship/ Toll-Free: 1-866-332-5077 E-mail: apprenticeship@gov.mb.ca</p>
<i>New Brunswick</i>	<p>Post Secondary Education, Training and Labour Chestnut Complex, Suite 110 P. O. Box 6000 Fredericton, NB E3B 5H1 Fax: 506-453-3618 Website: http://www2.gnb.ca/content/gnb/en/services/services_renderer.2195.Apprenticeship_and_Occupational_Certification.html Telephone: 1-855-453-2260 E-mail: aoc-acp@gnb.ca</p>

<i>Jurisdiction</i>	<i>Office and Address</i>
<i>Newfoundland and Labrador</i>	Department of Advanced Education and Skills 3rd Floor West Block Confederation Building P.O. Box 8700 St. John's, NL A1B 4J6 Fax: 709-729-5878 Website: http://www.aes.gov.nl.ca/departement/branches/postsecondary/apprenticeship.html Telephone: 1-709-729-2350
<i>Northwest Territories</i>	Department of Education, Culture and Employment Government of the Northwest Territories P.O. Box 1320 Yellowknife, NT X1A 2L9 Fax: 867-873-0200 Website: https://www.ece.gov.nt.ca/advanced-education/apprenticeship-trades-occupation-certification Telephone: 1-867-873-7552
<i>Nova Scotia</i>	Nova Scotia Apprenticeship Agency 2021 Brunswick Street PO Box 578 Halifax, NS B3J 2S9 Fax: 902-424-0717 Website: http://nsapprenticeship.ca Telephone: 1-800-494-5651 (Toll free within NS) Email: apprenticeship@novascotia.ca
<i>Nunavut</i>	Department of Family Services Nunavut Apprenticeship P.O. Box 1000, Stn 980 Iqaluit, NU X0A 0H0 Fax: 867-975-5635 Website: http://www.gov.nu.ca/family-services/information/apprenticeship-trade-and-occupations-certification Telephone: 867-975-5200

<i>Jurisdiction</i>	<i>Office and Address</i>
<i>Ontario</i>	<p>Employment Ontario Website: http://www.tcu.gov.on.ca/eng/employmentontario/training/mobility_protocol.html Telephone: Employment Ontario hotline toll-free: 1-800-387-5656 TTY: 1-866-533-6339 Email: Employmenthotlineinquiries@ontario.ca</p>
<i>Prince Edward Island</i>	<p>Post-Secondary and Continuing Education Department of Workforce and Advanced Learning Atlantic Technology Centre, Suite 212 P.O. Box 2000, 176 Great George Street Charlottetown, PEI C1A 7N8 Fax: 902-368-6144 Website: http://www.gov.pe.ca/ial/apprenticeship Telephone: (902) 368-4460</p>
<i>Québec</i>	<p>Direction de la qualification réglementée Emploi-Québec 800, rue du Square Victoria, 28e étage Montréal (Québec) H4Z 1B7 Telephone: 514-873-0800 E-mail: boite.DQR@mess.gouv.qc.ca</p>
<i>Saskatchewan</i>	<p>Saskatchewan Apprenticeship and Trade Certification Commission 2140 Hamilton Street Regina SK S4P 2E3 Fax: 306-787-5105 Website: http://www.saskapprenticeship.ca/ E-mail: apprenticeship@gov.sk.ca</p>
<i>Yukon</i>	<p>Advanced Education Branch Department of Education Government of Yukon Box 2703, Whitehorse, YT Y1A 2C6 Fax: 867-667-8555 Website: http://www.education.gov.yk.ca/trades_apprentice.html Telephone: 867-456-3867 or Toll-free 1-800-661-0408, ext. 3867 (within Yukon, N.W.T. and Nunavut)</p>