

INFORMATION AND INSTRUCTIONS

This Guide relates to the Qualification Certificate Program – Work Experience Application and is for experienced tradespeople seeking certification in an Alberta trade.

Questions? Need help? Contact your nearest Apprenticeship and Industry Training office – see page 9.

Additional information and the application are available on the Tradesecrets website at
www.tradesecrets.gov.ab.ca/working_in_alberta/mobility_qualification.asp.

Qualification Certificate Program – Work Experience

The Qualification Certificate Program – Work Experience provides experienced tradespeople with an opportunity to have their work experience, skills and knowledge assessed against the standards for certification in an Alberta designated trade.

Eligibility to Apply

You **are eligible** to apply under the Qualification Certificate Program – Work Experience if you have the required number of hours and months of hands-on work experience in the trade in which you are applying. See page 4 for a description of hands-on work experience and page 6 for the required hours and months in your trade;

You are **not** eligible to apply if:

- you hold a valid recognized credential in the trade in which you are applying;
- within the 12 months before the date of your application, Apprenticeship and Industry Training cancelled your Qualification Certificate Program application, or your trade certificate, in the same trade or branch of the trade because you failed an exam more than two times or you received an unsatisfactory assessment of competence;
- within the 24 months before the date of your application, Apprenticeship and Industry Training penalized you under the [Policy on Cheating*](#), or determined that you provided false information about your Canadian work experience, or your education, training or certification, on any application under the *Apprenticeship and Industry Training Act*; or
- at any time, you provided false information about your work experience, training or certification outside Canada on any application you made under the *Apprenticeship and Industry Training Act*, or were convicted of an offence related to training and certification under the *Apprenticeship and Industry Training Act*.

*http://www.tradesecrets.gov.ab.ca/trades/trade_info/Policies/Cheating.pdf

Recognized credential - Most credentials issued by a regulatory authority in Canada in a trade that is designated in Alberta are recognized in Alberta. As well, the Alberta Apprenticeship and Industry Training Board has recognized other credentials such as QL5/QL6 certificates issued to regular force members by the Department of National Defence (Canada) (DND) in some trades and the Canadian Elevator Industry Education Program (CEIEP).

In most cases, a **regulatory authority** for trades is the same authority that administers apprenticeship training. Other examples include licensing bodies such as the Ontario Technical Standards and Safety Authority (TSSA) and the British Columbia Safety Authority.

To find out if your credential is recognized, go to the Apprenticeship and Industry Training website, Tradesecrets, at www.tradesecrets.gov.ab.ca/working_in_alberta/recognized_certificates.asp.

If you hold a valid recognized credential, other than a certificate with an Interprovincial Standards Red Seal, but want an Alberta trade certificate, you may apply for one. Use the [Qualification Certificate Program – Recognized Credential Application](#).

If you hold a valid recognized credential other than a certificate with an Interprovincial Standards Red Seal, and want an Alberta document that says you do, you may apply for an Alberta document that indicates you hold a recognized credential and are allowed to work in a particular trade or branch of a trade. Use the [Equivalency Application](#).

Authority to Work in Your Trade in Alberta

You may work in your trade under the supervision of a qualified journeyman in that trade **after** you receive notice that your application has been accepted. The notice will advise you of the specific conditions.

Verification of Work Experience

Apprenticeship and Industry Training will contact the employers you identify in your application to discuss the work you did and confirm the amount of previous work experience you have in your trade.

If you do not have a current or previous employer, or we are not able to contact them, we will establish, for a fee, an industry panel to interview you about your previous work experience.

Demonstration of Competence

In addition to having the required amount of verified work experience in your trade, you must demonstrate that you have the practical and theoretical skills, knowledge and competence in your trade that are expected of an Alberta-certified journeyman in that trade.

Trades with a practical exam

If you are applying in a trade that has a practical exam (see page 7), you must demonstrate your competence by successfully completing that exam(s). The pass mark is 70%.

Trades without a practical exam

If you are applying in a trade that does not have a practical exam, you must demonstrate your competence by providing an Employer Declaration Letter (EDL). An EDL is a letter from your Alberta employer that confirms you are functioning at the level expected of an Alberta-certified journeyman in the trade. See page 8 for the required content of an EDL.

An EDL may be provided by:

- your current Alberta employer;
- a previous Alberta employer if you worked for that employer in the 12 months immediately before the date of your application; or
- if you are a self-employed contractor, a corporate Alberta client or customer to whom you provided hands-on work in the applicable trade.

Note: 'Alberta employer' or 'Alberta client or customer' refers to any employer or corporate client or customer who works in Alberta, or an Alberta-based employer or corporate client or customer who works anywhere in Canada or around the world.

Note: The EDL should be submitted with your completed application. It **must** be submitted and accepted as satisfactory before your theory exam is scheduled.

Trades without a practical exam where an EDL cannot be obtained

In some unique circumstances, you may not be able to obtain a satisfactory EDL from an employer or corporate client. In these circumstances, Apprenticeship and Industry Training will arrange, for a fee, for an industry-led competency assessment to be carried out. If you are in this situation, you will be contacted to arrange for an assessment.

Theory Exam

A theory exam is required in **all** trades. The pass mark is 70%.

Fees

All fees are specified in Canadian dollars. All fees are **non-refundable**.

Verification of competency fee (\$450)- This fee covers the cost of reviewing your application, assessing and confirming your work experience (and training, if applicable), administering your EDL, and one attempt of the theory exam.

Practical exam fee - If a practical exam is required in your trade, you must also pay the required practical exam fee(s). The amount of the fee varies by trade (see page 7).

Rewrite fee - If you fail the theory exam and want to reattempt it, you must pay a \$100 rewrite fee. If you fail the practical exam and want to reattempt it, you must pay the practical exam fee a second time.

You must pay all exam fees before your exam is scheduled.

Industry assessment fee (\$60) - This fee is required if you need an industry panel to assess your work experience. This fee is also required if you need an industry-led competency assessment of your current skills and competencies.

COMPLETING THE APPLICATION FORM

IMPORTANT: Please provide all information required on the application form. Do not leave any sections or lines blank if they apply to you, as this may affect our ability to process your application. If a section does not apply to you, write "Not Applicable" in that section.

Do you want to authorize someone to receive information about your application? When you sign the application, you authorize Apprenticeship and Industry Training to share information about the status of your application, the results of the review of your application and your marks with the Alberta employer named on the application, and in some instances, with your union. If you want such information discussed or shared with **anyone else** (a spouse, partner or parent, for example), you must provide a letter authorizing Apprenticeship and Industry Training to share this information. This letter should be submitted with your application.

1 Trade

See the list of Alberta trades on page 5. To decide which **one** Alberta trade best describes the trade in which you have experience, refer to the duties, working conditions, and skills and abilities required for the trade on *Tradesecrets* (http://www.tradesecrets.gov.ab.ca/trades_occupations.asp).

Do **not** include the name of more than one trade (e.g. boilermaker welder) as they are two different trades in Alberta.

2 Personal Information

Alberta Student Number (ASN) - An Alberta Student Number (ASN) can be found or is available through the Alberta Learner Registry at <https://extranetapp.learning.gov.ab.ca/learnerRegistry/forms/default.aspx>.

If you change your name, mailing address or email address in the future, contact the nearest Apprenticeship and Industry Training office (see page 9) immediately so your records can be updated.

Documented learning disability - If you have a documented learning disability, you may be eligible for additional services related to your exams. For more information, contact your nearest Apprenticeship and Industry Training office.

Best language - If the language you speak, read and write the best is not English, you may be eligible to have a translator for exams. If you wish to use a translator, check the appropriate box. **Note:** It is your responsibility to arrange and pay for a translator who meets the requirements and standards set by Apprenticeship and Industry Training. For more information, contact your nearest Apprenticeship and Industry Training office.

For Temporary Foreign Workers Only - A temporary foreign worker is a foreign national who is authorized to work in Canada on a temporary basis. There is a separate *Application Guide for Temporary Foreign Workers* to help temporary foreign workers complete the application. See www.tradesecrets.gov.ab.ca/working_in_alberta/mobility_qualification.asp

For Canadian Applicants Only - Your response to the question on Aboriginal ancestry is voluntary.

3 Education, Training and Certification

Information about your education, training and certification **may** be used to grant you credit towards some of the required hours and months of hands-on work experience, and for research and statistical purposes. Complete as much of this section as applies to you.

If you are attaching a credential(s) or training information to your application that is not in English, have it translated and attach a certified true copy of the original to the translation. If you are attaching information about formal training, attach the original or a certified true copy of the course outline or syllabus of the training you completed.

Translation into English

All supporting documentation must be in English or translated into English by a member of a recognized translation organization in Alberta or elsewhere. In Alberta, authorized translators must be members of the Association of Translators and Interpreters of Alberta (ATIA). To contact ATIA call 780 434-8384 in Edmonton or toll free at 1 888 434-2842.

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

Certified True Copy

A 'certified true copy' is a copy of an original document that someone who is authorized to do so has certified is an exact copy of the original document. In Alberta, this would be a notary public or a lawyer.

Each page of all photocopied documents submitted with your application must have the date and phrase "This document is a certified true copy" and must be signed by someone who is legally authorized to certify that it is a true copy and must include their business telephone number.

4 Work Experience in the Trade

In this section you must provide specific information about your hands-on work experience in the trade you identified in Section 1 and about past and current employer(s) with whom you gained that experience. **We will verify this information with your previous employers.**

Note: It is your responsibility to ensure the contact information for each employer listed is accurate.

Hands-on work experience is time you spent performing the tasks of the trade. The required experience is different for each trade (see page 6). Hands-on work experience:

- does **not** include time you spent on foreman, supervisory or management duties. It **does** include time you were performing the hands-on tasks of the trade while you were in a foreman or supervisory position (e.g. working foreman or working supervisor).
- does **not** include time you spent attending training. For example, time you spent attending safety training is not hands-on experience.

5 Payment

The verification of competency fee (\$450 CAD) **must be paid when you submit your application.**

To complete this section, check off the method of payment you are using to pay the fee and provide the additional information requested if it applies to you.

Additional fees may be required. See page 2.

6 Declaration, Acknowledgement, Authorization and Consent

Read this section carefully, then sign and date it. If you have any questions, contact the Director, Policy, Research and Board Support in Edmonton at 780 427-8765 or toll-free in Alberta by calling 310-0000 and asking for 780 427-8765.

By signing this section you are confirming that:

- you answered all the applicable questions to the best of your knowledge, and that you will notify us if this information changes;
- you are aware that there are consequences if you provide false, misleading or incomplete information; and
- you grant permission for Alberta Advanced Education and Technology to:
 - verify and/or disclose the personal information on your application form and the results of your application; and
 - advise your employer or union of the status of your application, and inform them if and why it is cancelled

Cancellation of an Application

We may cancel your application if:

- we are not able to verify your work experience or your work experience is not verifiable;
- you do not demonstrate that you have the skills, knowledge and competence in the trade expected of an Alberta-certified journey person;
- you fail an exam twice;
- you are working in the trade and you do not have appropriate supervision;
- you do not pay a required fee when it is due;
- you fail to show up twice for an exam without providing 24 hours notice, or ask a third time to have your exam rescheduled; or
- you fail to contact us within the time period provided for you to contact us.

If your application is cancelled and you are employed in a designated trade in Alberta, we will also notify your employer. Fees paid will **not** be refunded.

You may request a review of decisions made to cancel your application and of your exam results within 30 business days of receiving notice of the decision or the marks.

ALBERTA'S DESIGNATED TRADES

In Alberta there are two types of designated trades.

- **Optional Certification Trade:** You can work in the trade if you are a registered apprentice, a certified journeyman, or have an employer who is satisfied that you have the skills and knowledge expected of a certified journeyman in the trade. If you are learning the trade, you must become a registered apprentice.
- **Compulsory Certification Trade:** You can work in the trade only if you are a registered apprentice, a certified journeyman or are otherwise permitted to work in the trade.

Optional Certification Trades - and branches with certification available in Alberta	
Agricultural Equipment Technician * Baker * Bricklayer * Cabinetmaker * Carpenter * Communication Technician Concrete Finisher * Cook * Electric Motor Systems Technician * Floorcovering Installer * Glazier * Glazier – Auto Glass Technician Instrument Technician * Insulator * Landscape Gardener * Lather-Interior Systems Mechanic * Locksmith Machinist * Millwright *	Natural Gas Compression Technician Outdoor Power Equipment Technician – Power Equipment Outdoor Power Equipment Technician – Recreational Equipment Painter and Decorator * Parts Technician * Parts Technician – Materials Technician Powerline Technician* Power System Electrician Roofer * Sawfiler Sawfiler – Circular Sawfiler Sprinkler System Installer * Structural Steel and Plate Fitter * Tiler * Transport Refrigeration Technician Water Well Driller
Compulsory Certification Trades – and branches with certification available in Alberta	
Appliance Service Technician * Appliance Service Technician – Commercial Appliance Service Technician Auto Body Technician * Auto Body Technician – Auto Body Prepper Auto Body Technician – Auto Body Refinisher * Auto Body Technician – Auto Body Repairer Automotive Service Technician * Boilermaker * Crane and Hoisting Equipment Operator – Boom Truck Crane and Hoisting Equipment Operator – Conventional Mobile Crane Crane and Hoisting Equipment Operator – Hydraulic Mobile Crane Crane and Hoisting Equipment Operator – Mobile Crane * Crane and Hoisting Equipment Operator – Tower Crane Crane and Hoisting Equipment Operator – Wellhead Boom Truck Electrician * Elevator Constructor Gasfitter (A) Gasfitter (B) Hairstylist *	Heavy Equipment Technician Heavy Equipment Technician – Heavy Duty Equipment Mechanic (Off Road) * Heavy Equipment Technician – Transport Trailer Mechanic Heavy Equipment Technician – Truck and Transport Mechanic * Ironworker * Ironworker – Metal Building Systems Erector Ironworker – Reinforcing * Ironworker – Structural/Ornamental * Motorcycle Mechanic * Plumber * Recreation Vehicle Service Technician * Refrigeration and Air Conditioning Mechanic * Rig Technician – Level 1 Rig Technician – Level 2 Rig Technician – Level 3 * Sheet Metal Worker * Steamfitter-Pipefitter * Welder * Welder – Wire Process Operator

* Alberta-designated trade that participates in the Interprovincial Standards Red Seal Program

WORK EXPERIENCE REQUIREMENTS IN HOURS AND MONTHS

Optional Certification Trades	Hours	Months	Compulsory Certification Trades	Hours	Months
Agricultural Equipment Technician	9000	72	Appliance Service Technician	7200	54
Baker	7020	54	Appliance Service Technician – Commercial Appliance Service Technician	7200	54
Bricklayer	7200	54	Auto Body Technician	9300	72
Cabinetmaker	8160	72	Auto Body Technician – Auto Body Prepper	5100	36
Carpenter	8160	72	Auto Body Technician – Auto Body Refinisher	4800	36
Communication Technician	9000	72	Auto Body Technician – Auto Body Repairer	6900	54
Concrete Finisher	5400	54	Automotive Service Technician	9000	72
Cook	7020	54	Boilermaker	6750	54
Electric Motor Systems Technician	9000	72	Crane and Hoisting Equipment Operator – Boom Truck	1800	18
Floorcovering Installer	4500	36	Crane and Hoisting Equipment Operator – Conventional Mobile Crane	6750	54
Glazier	9720	72	Crane and Hoisting Equipment Operator – Hydraulic Mobile Crane	6750	54
Glazier – Auto Glass Technician	4860	36	Crane and Hoisting Equipment Operator – Mobile Crane	6750	54
Instrument Technician	8775	72	Crane and Hoisting Equipment Operator – Tower Crane	3000	36
Insulator	8475	72	Crane and Hoisting Equipment Operator – Wellhead Boom Truck	150	12
Landscape Gardener	7200	72	Electrician	8775	72
Lather-Interior Systems Mechanic	7020	54	Elevator Constructor	10800	72
Locksmith	9360	72	Gasfitter (A)	6750	54
Machinist	9360	72	Gasfitter (B)	4500	36
Millwright	9360	72	Hairstylist	4200	36
Natural Gas Compression Technician	9000	72	Heavy Equipment Technician	9000	72
Outdoor Power Equipment Technician – Power Equipment	4500	54	Heavy Equipment Technician – Heavy Duty Equipment Mechanic (Off Road)	6750	54
Outdoor Power Equipment Technician – Recreational Equipment	4500	54	Heavy Equipment Technician – Transport Trailer Mechanic	4950	36
Painter and Decorator	5850	54	Heavy Equipment Technician – Truck and Transport Mechanic	6750	54
Parts Technician	6750	54	Ironworker	9000	72
Parts Technician – Materials Technician	6750	54	Ironworker – Metal Building Systems Erector	4500	36
Powerline Technician	9563	72	Ironworker – Reinforcing	4500	36
Power System Electrician	8775	72	Ironworker – Structural/Ornamental	6750	54
Roofer	8790	72	Motorcycle Mechanic	8340	72
Sawfiler	10080	72	Plumber	9000	72
Sawfiler – Circular	7560	54	Recreation Vehicle Service Technician	7200	54
Sprinkler Systems Installer	9900	72	Refrigeration and Air Conditioning Mechanic	9000	72
Structural Steel and Plate Fitter	6750	54	Rig Technician – Level One * including 1000 hours in Level 1 (Motorhand)	2250	18
Tilesetter	7200	54	Rig Technician – Level Two ** including 1000 hours in Level 2 (Derrickhand)	4500	36
Transport Refrigeration Technician	8100	63	Rig Technician – Level Three *** including 1000 hours in Level 3 (Driller)	6750	54
Water Well Driller	5400	36	Sheet Metal Worker	8550	72
			Steamfitter-Pipefitter	6750	54
			Welder	6750	54
			Welder-Wire Process Operator	4950	36

+TRADES WITH PRACTICAL EXAMS AND FEES

Trade	Practical Exam Fees ¹
Auto Body Technician	Exam A - \$78.00 Exam B - \$108.00
Auto Body Technician – Auto Body Repairer	Exam A - \$78.00 Exam B - \$108.00
Boilermaker	\$300.00
Bricklayer	\$210.00
Cabinetmaker	\$160.00
Carpenter	\$205.00
Crane and Hoisting Equipment Operator – Boom Truck	\$310.00
Crane and Hoisting Equipment Operator – Conventional Mobile Crane	\$310.00
Crane and Hoisting Equipment Operator – Hydraulic Mobile Crane	\$310.00
Crane and Hoisting Equipment Operator – Mobile Crane	2 @ \$310.00 each
Crane and Hoisting Equipment Operator – Tower Crane	\$310.00
Crane and Hoisting Equipment Operator – Wellhead Boom Truck	\$310.00
Floorcovering Installer	\$130.00
Glazier	\$230.00
Hairstylist	\$75.00
Insulator	\$475.00
Locksmith	\$195.00
Machinist	\$115.00
Sheet Metal Worker	2 @ \$110.00 each
Structural Steel and Plate Fitter	\$350.00
Welder	\$160.00
Welder – Wire Process Operator	\$160.00

¹ Fees are subject to change. Check the Apprenticeship and Industry Training website (www.tradesecrets.gov.ab.ca).

Sample text

“EMPLOYER DECLARATION LETTER”

(To be prepared on company or business letterhead, completed and signed by the owner or a senior official of an Alberta employer (see page 2) and provided to the individual named in the letter or submitted directly to the nearest Apprenticeship and Industry Training office)

I, [name of person signing letter, and title/position of person signing the letter] hereby declare that [name of the person applying for certification], born [date year/month/day], referred to in this letter as “the Applicant”, has been employed by [name of company], or provided services to [name of business], in the trade of [name of trade] , hereafter referred to in this letter as “the Trade” from [year/month/day] to [year/month/day].

AND - Select ONE of the following statements to fit your situation

I have made inquiries of the Applicant’s journeyperson supervisor(s) [name(s) and certificate number(s) below] and I am satisfied that the Applicant is/was functioning at the journeyperson level in the Trade and carries/carried out the tasks of that trade at the skill level the supervisor expects/expected of an Alberta-certified journeyperson in that trade.

OR

I am the supervising journeyperson [certificate number and issuing jurisdiction] of the Applicant and I am satisfied that the Applicant is/was functioning at the journeyperson level in the Trade and carries/carried out the tasks of that trade at the skill level that I expect(ed) of an Alberta-certified journeyperson in that trade.

Signature and date

Include the contact information of the person signing the letter:

Address

Municipality

Postal Code

Phone number

Email address

Include information about the Applicant’s supervising journeyperson(s):

Name, certificate number and jurisdiction that issued the certificate

Summary of Application Process

You must:

- complete all sections of the application form;
- sign and date the application; and
- submit the completed and signed application to your nearest Apprenticeship and Industry Training office (see below).
 - Pay the \$450.00 CAD non-refundable fee. If the fee is not paid, we will not accept your application and will return it to you.

We will **not** accept or process applications that are incomplete, are not signed and dated, or are missing the required fee or supporting documents.

We will:

- verify your work experience, either by contacting your current and previous employers, or by establishing (for a fee) an industry panel;
- if applicable, verify your employer declaration letter (EDL) or establish (for a fee) an industry-led competency assessment process;
- administer your practical exam (if applicable) and theory exam; and
- when we are satisfied that you have met the requirements for certification, issue an Alberta Qualification Certificate.

Applications must be submitted to your nearest Apprenticeship and Industry Training office.

Alberta Advanced Education and Technology, Apprenticeship and Industry Training Offices			
City or Town	Location / Mailing Address	Postal Code	Phone Number
Bonnyville	2 nd fl Provincial Building 4902-50 Avenue / PO Box 8115	T9N 2J4	780 826-6142
Calgary	Suite 200 Willow Park Centre 10325 Bonaventure Drive SE	T2J 7E4	403 297-6457
Edmonton	7 th fl South Tower Seventh Street Plaza 10030-107 Street	T5J 4X7	780 427-8517
Fort McMurray	7 th fl 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	564A Carmichael Lane	T7V 1S8	780 865-8293
Lethbridge	2 nd fl Provincial Building 200 5 Avenue South	T1J 4L1	403 381-5380
Medicine Hat	3021 Dunmore Road SE	T1B 2H2	403 525-3100
Peace River	Midwest Building 9715 100 Street / PO Box 900	T8S 1T4	780 624-6529
Red Deer	3 rd fl First Red Deer Place 4911 51 Street	T4N 6V4	403 340-5151
Slave Lake	Northern Lakes College – AOC Training Centre 1008 7 th Street / PO Box 787	T0G 2A0	780 849-7228
Vermilion	1 st fl Provincial Building 4701 52 Street	T9X 1J9	780 853-8150

Questions? Need help? In Alberta call any of these offices directly or call 310-0000 and ask to be connected toll free to your nearest Apprenticeship and Industry Training office. Outside of Alberta, call any of these offices directly.