

# Apprentice Orientation

## How to progress in your program



### Five Steps to Complete a Period

Your apprenticeship education program is divided into periods, which are each expected to take 12 months to complete (unless you have received credit for prior work experience).

Information about the number of periods in your program and your requirements for completing each period is found in your MyTradesecrets account under the Record Book tab.

To complete a period, you are required to:

1. **Earn on-the-job hours**
2. **Attend and pass classroom instruction**
3. **Pass the period exam(s)**
4. **Pass the date of expected completion**
5. **Submit your record book**

#### 1. Earn on-the-job hours

Learn on the job, working with a journey person mentor to accumulate the required hours.

#### 2. Attend and pass classroom instruction

Classroom instruction (also known as technical training) occurs in classrooms or labs at post-secondary institution for 6-10 weeks per year.

Be sure to attend your classes. You could be REMOVED if you miss more than 18 hours. Let your instructor know if you will be absent.

You must achieve a 65% or higher total weighted average for both the theory and practical components and 50% for each section.

#### 3. Pass the period exam(s)

If you begin a period of classroom instruction on or after August 1, 2023, you will be required to write a period exam after you complete your classes. A passing mark is 70% or higher.

#### 4. Pass the date of expected completion

The expected completion date for each period of your program can be found in your MyTradesecrets account. This accounts for the number of months that are required to pass before you are eligible to complete your period.

#### 5. Submit your record book

Your record book is where you and your sponsor track the hours you've worked and the competences you've developed in your on-the-job instruction.

Update your record book and submit it to AIT to receive credit for your on-the-job hours. If you lose your record book before you submit, those hours might not count towards your apprenticeship.

Record books can be uploaded to your MyTradesecrets account, or they can be brought or mailed to an AIT office.

Clearly identify your sponsor's name, address and phone number in your record book.

### Acceptance and Release Forms

In order to transfer your apprenticeship contract from one sponsor to another, complete and submit a transfer form:

- **When hired by a new sponsor**  
Complete and submit Notice of Acceptance with your sponsor by uploading it to your MyTradesecrets account.
- **When you leave a sponsor**  
Complete and submit a Notice of Release by uploading it to your MyTradesecrets account.

Notice of Acceptance and Notice of Release forms are available at [Tradesecrets.alberta.ca/forms](https://tradesecrets.alberta.ca/forms) under For Registered Apprentices.

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### MyTradesecrets (MTS)

View and update AIT program information anytime and anywhere internet access is available.

Log in through



[tradesecrets.alberta.ca/mytradesecrets](http://tradesecrets.alberta.ca/mytradesecrets)

**With your MTS account, you can:**

- Register for classes
- Check marks
- See eligible classes
- Update personal information
- Upload documents
- Submit online applications
- View correspondence
- Make payments

### The Apprentice ID Card

Print your Apprentice ID card from home through your MTS account.

APPRENTICE IDENTIFICATION CARD	
Gasfitter - Class A	
AIT ID# 012345 SECOND PERIOD	<b>Anne Apprentice</b> DOB 1977/09/09 1234 Random Avenue AlbertaTown, AB P5T C0D
Effective Date 2014/03/10	
Registration Date 2013/02/28	
	

Print a new one every time you complete a period to prove your progression with your employer and sponsor.

### Financial Support

You trainees may be eligible for financial assistance when attending the classroom instruction portion of you program.

- [Alberta Student Aid](#) provides loans and grants to apprentices registered in the Alberta apprenticeship program with Apprenticeship and Industry Training who are attending an approved classroom instruction program as a full-time student.
- [Advancing Futures](#) is an Alberta funding and support program for current and former youth in government care, aged 18-24, who wish to pursue post-secondary studies, including apprenticeship education.
- [The federal government](#) provides apprentices registered in Red Seal trades with interest-free loans to assist with the cost of classroom instruction.
- During periods of classroom instruction, apprentices are able to [claim Employment Insurance \(EI\)](#).

Make sure your MTS profile is up-to-date to receive scholarships and awards. Go to your MyTradesecrets account and click the Applications tab to provide or update your consent and SIN to be eligible for AIT scholarships.

More information is available at [tradesecrets.alberta.ca/apprentice-services/get-financial-support/](http://tradesecrets.alberta.ca/apprentice-services/get-financial-support/)

**Make sure your MyTradesecrets profile is up-to-date**  
**[tradesecrets.alberta.ca/MyTradesecrets](http://tradesecrets.alberta.ca/MyTradesecrets)**

**For more information, please call the AIT Information Line**  
**1-800-248-4823**