

# Information Sheet

## Apprentice Training Award

Alberta  
Trades.  
World  
Ready.

The Apprentice Training Award is a \$1,500 financial award for registered apprentices who are “Unemployed in the Trade” and attending classroom instruction.

### Eligibility

To be eligible, an apprentice must:

- be registered in the Alberta apprenticeship program for at least 30 consecutive days immediately prior to the start of classroom instruction,
- be registered in a classroom instruction class at an approved post-secondary institution,
- be “Unemployed in the Trade” for at least 30 consecutive days immediately prior to the start of classroom instruction, and
- not be a previous Apprentice Training Award recipient for the same training period.

**Unemployed in the Trade** means the apprentice does not currently have an Apprenticeship Education Agreement with a [sponsor or employer](#) but has had a past sponsor or employer and earned on-the-job hours as an apprentice in their trade. An individual is not eligible for the Apprentice Training Award if they have never had an Apprenticeship Education Agreement with a sponsor or employer.

*For apprentices registered with the Boilermakers or Ironworkers Apprenticeship Administration Agency, “Unemployed in the Trade” is defined as being on the out-of-work list. Talk with an agency apprenticeship coordinator for more details.*

### General process

1. Apprenticeship and Industry Training (AIT) will notify you by email if you may be eligible on your first day of classroom instruction. A notice will also appear on the home page of your [MyTradesecrets](#) account.
2. To apply, you must provide your consent, Social Insurance Number, and declare that you were “Unemployed in the Trade” for at least 30

consecutive days immediately prior to attending classroom instruction. You have up to five (5) days after the end of your classroom instruction class to provide your consent, Social Insurance Number and make a legal declaration under the Awards and Scholarships tab in your MyTradesecrets account.

3. Once eligibility has been determined and verified, a cheque will be mailed to the address in your MyTradesecrets account.

### What you can do today

It's important that AIT has your up-to-date information.

1. Ensure your contact information is correct by logging into your [MyTradesecrets](#) account. You can check or edit your information on the Profile page.
2. Establish that you are “Unemployed in the Trade” by taking a clear photo of your [Notice of Release](#) and uploading it to your MyTradesecrets account.

You can verify if your Notice of Release has been processed by:

- logging onto your [MyTradesecrets](#) account, going to the Applications tab, and
- clicking 'Details' beside your apprenticeship application.

*\* If you are registered with the Boilermakers or Ironworkers Apprenticeship Administration Agencies, you are not required to submit a Notice of Release. If you may be eligible for the award, talk to your agency apprenticeship coordinator to ensure your employment records are up-to-date.*

3. Register and attend classroom instruction.

For more information:

Visit [Tradesecrets.alberta.ca/ATA](https://tradesecrets.alberta.ca/ATA)

Or Call the Apprenticeship and Industry Training Information Line at

1-800-248-4823