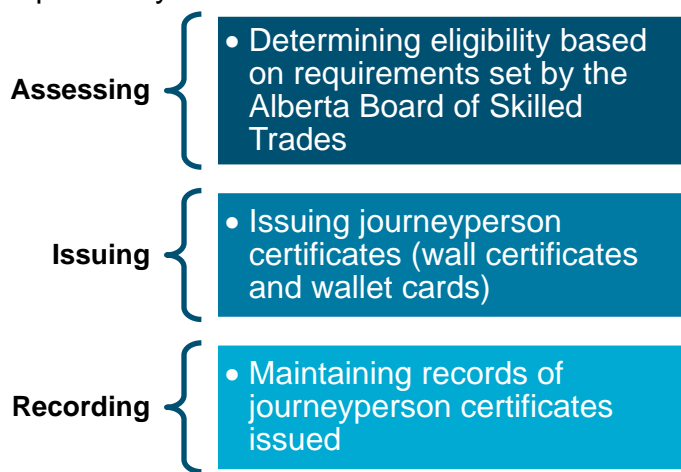# Information Sheet
## Administrator of Designated Trades

Apprenticeship and Industry Training (AIT) acts as the Administrator for designated trades under the *Skilled Trades and Apprenticeship Education (STAE) Act.*
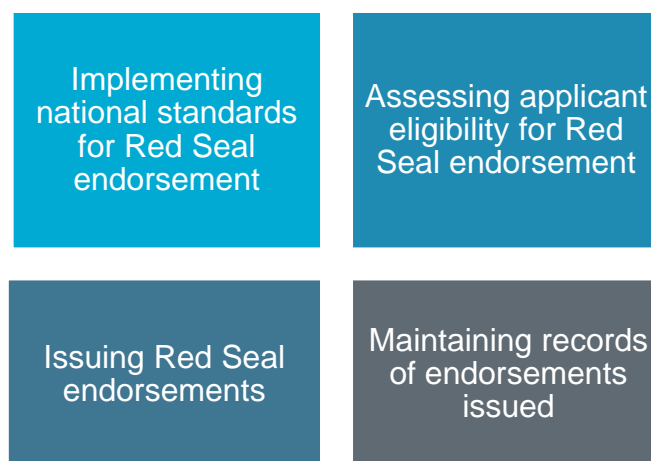
## Journeyperson Certification

Managing journeyperson certification for each of Alberta's 59 designated trades is a core responsibility of the Administrator.

**Assessing**
- Determining eligibility based on requirements set by the Alberta Board of Skilled Trades

**Issuing**
- Issuing journeyperson certificates (wall certificates and wallet cards)

**Recording**
- Maintaining records of journeyperson certificates issued

## Red Seal Program

The Administrator delivers the Red Seal program within Alberta, including:

- Implementing national standards for Red Seal endorsement
- Assessing applicant eligibility for Red Seal endorsement
- Issuing Red Seal endorsements
- Maintaining records of endorsements issued

## Trades Qualifier Program

If someone has significant trade-specific experience but hasn't completed an apprenticeship in Alberta, they can apply for journeyperson certification through the Trades Qualifier Program.

The Administrator determines eligibility for certification through this program by:
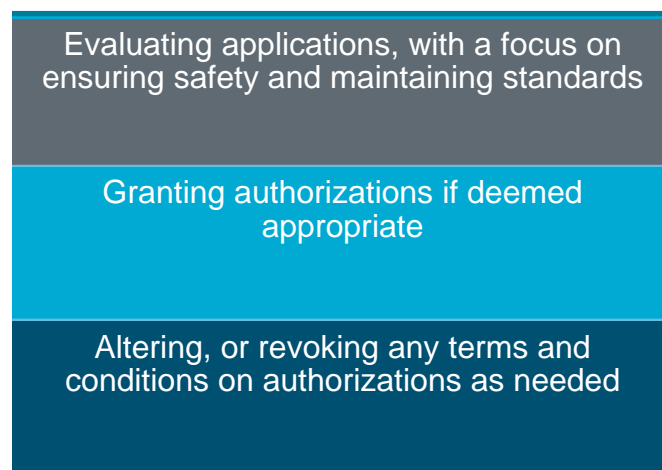
- **Verifying** applicants' prior work experience, training, or out-of-province certification, and
- **Administering** exams for applicants to demonstrate competence in the trade.

## Authorizations

The Administrator may, in specific circumstances, grant authorizations to work in designated trades without journeyperson certification.

This includes:

- Evaluating applications, with a focus on ensuring safety and maintaining standards
- Granting authorizations if deemed appropriate
- Altering, or revoking any terms and conditions on authorizations as needed

Alberta Government

Apprenticeship and Industry Training

## Alberta Board of Skilled Trades

The Alberta Board of Skilled Trades:

- advises the Minister on the direction of Alberta's designated trades certification system, and
- sets the standards and requirements for journeyperson certification in each of Alberta's 59 designated trades.

The Administrator's role in supporting the board includes:

| | |
|---|---|
| Implementing journeyperson certification standards set by the board, and | Providing secretariat support, including meeting logistics, documentation, and communications. |

## Compliance

Part of administering designated trades is ensuring businesses and workers comply with regulations relating to working in designated trades.

The Administrator performs two key compliance-related functions:

**Monitoring** worksite compliance related to restricted activities

**Suspending or revoking** journeyperson certificates or authorizations if the holder fails to comply with regulations

## Administrator vs Registrar Role

AIT has two roles under the STAE Act:

| Administrator | Registrar |
|---|---|
| • for **designated trades** | • for **apprenticeship education** |

The legal separation of these two creates the opportunity for industries to adopt apprenticeship programs without trade designation (or vice versa) if both aren't required.

In practice, however, the functions of these two roles are closely interconnected and are often even carried out by the same staff, for the same clients, under the same application.

## Other Roles under the STAE Act

The Act sets out clear roles for each of the following:

- Minister
- Registrar
- Administrator
- Alberta Board of Skilled Trades
- Sponsors
- Mentors
- Apprentices
- Post-secondary Institutions
- AIT officers

[Learn more](#) about each of these roles.