

Information Sheet



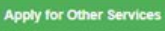
Applying for the Trades Qualifier Program - Based on Work Experience

Apprenticeship and Industry Training (AIT) only accepts Trades Qualifier applications online. For more information, visit tradesecrets.alberta.ca/contact to contact your local AIT office.



Note: If you do not have an **Alberta Student Number (ASN)** and need to request one, you can do so on the [Learner Registry](#) page on Alberta.ca.

Online Application Process: Trades Qualifier - Based on Work Experience

1. Go to tradesecrets.alberta.ca.
2. Click on the **Access MyTradesecrets** button on the top of the page. 
3. On the MyTradesecrets landing page, look under the **What can I apply for?** heading and click on **Learn More**.
4. Read the instructions and, when you are ready, click the blue **Apply Now** button. 
5. This will take you to the [Alberta.ca Account](#) login page. Login with your Alberta.ca Account or, if you do not have one, create an account for yourself. Need help? Email alberta-ca.account@gov.ab.ca, refer to the [Get Help](#) page, or call 1-844-643-2789.
6. Click on the green **Apply for Other Services** button. 
7. Type in the first few letters of your trade and select the appropriate trade. Click Next.



Note: Refer to the list of trades on tradesecrets.alberta.ca to help you choose the correct trade. For example, the Heavy Equipment Technician trade includes Truck and Transport Mechanic, and Off-Road. To apply for off road equipment, select Heavy Equipment Technician - Heavy Duty Equipment Mechanic (Off Road).

8. When asked which program or service you are applying for, select **Programs for Experienced Workers**.
9. Select **Trades Qualifier Program - Work Experience** from the list. Click Next. Ensure your information is correct and click Next.
10. **Are you a Foreign National?** If you are a Canadian Citizen or a Permanent Resident of Canada, click **No**. All other applicants click **Yes**.



Note to foreign national workers: Your arrival date is the date you arrived in Canada. If you have not yet arrived in Canada, type 2099/01/01 in the space for arrival date. Choose your country of citizenship from the drop-down list.

11. **Is a recruiter assisting you?** If you are using an immigration service provider to assist you with your application process, click **Yes**. Type in the first few letters of your recruiter's company name. If the name does not appear on the drop-down list, email AIT.Assessments@gov.ab.ca to have the company added.

12. When filling out the **Work History** section, make sure you have the correct employer contact names and telephone numbers as we will contact these people to verify your experience in the trade.



Note: You should contact these people to inform them about our call and provide them with the required authorization to disclose your employment information to us.

13. If you are or were self-employed, you will need to provide supplementary documentation such as information on companies you contracted with. These documents may be uploaded to the system in the **Education History** section of your application. (See step 17 below).
14. When you have completed the screen for one employer, click on **Add**. The system will check for missing information and guide you to complete it.
15. If you have another employer to add to your application, click on **Add Previous Employer**. If you do not have any more employers to add to your application, click on **Next**.
16. In the **Work History** section, make sure the number of months and hours you worked in the trade total to at least the minimum required months and hours for the trade or your application will be rejected.
17. If you have an **Employment Declaration Letter** from an Alberta employer, click **Yes** and you will be asked to upload the letter. Otherwise, click **No**.
18. In the **Personal Information** section, if you are a Temporary Foreign Worker, write your name as it is on your passport. The mailing address you include is the one we will use to correspond with you.
19. **Education History** allows you to upload documents for any relevant trade certificates, credentials, or courses you have completed. You may also upload other documents to verify your work history such as letters from employers and contract information.
20. Read the information on the **Declaration, Agreements and Consents** screens. If you agree with and understand the statements, click on the appropriate boxes.
21. You will be asked for your method of payment for the application. You may pay online by credit card or submit your application and go to an AIT office to pay.



Note: All applications have a lifespan of 75 days. If an application is not completed within this time frame, it will be cancelled and you must start again.

Have Questions? Contact the Apprenticeship and Industry Training Information Line at 1-800-248-4823.



Apprenticeship
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tradesecrets.alberta.ca

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