

Important  
information

Alberta  
Trades.  
World  
Ready.

2015-March-26

## Apprenticeship and Industry Training has gone paperless!

Apprenticeship and Industry Training only accepts online applications through our website:

[Tradesecrets.alberta.ca](http://Tradesecrets.alberta.ca)



**Please submit your application through the website.**


Click on  on the right-hand side to get started!

When you complete your application online, we can assess and process your application more quickly. You can also pay for your application online using your Visa, MasterCard or American Express.

Apprenticeship and Industry Training looks forward to receiving your online application. For more information, visit [tradesecrets.alberta.ca/contact](http://tradesecrets.alberta.ca/contact) to contact your local Apprenticeship and Industry Training office.

### Online Application Process

## Qualification Program Based on Work Experience

1. Go to [tradesecrets.alberta.ca](http://tradesecrets.alberta.ca)
2. Click on  **Access Online Services**
3. Click on **Start or Continue an Application** on the MyTradesecrets landing page.  
**NOTE TO FIRST-TIME APPLICANTS:** *This will take you to the Secure Identity & Access Management Systems (SIAMS) landing page to safeguard your identity by creating a personal secure access account. You will only have to do this the first time you go to your MyTradesecrets account. Once your SIAMS account is created, click the **Next** button to go to the MyTradesecrets landing page.*
4. Click on **Start Application**.
5. Type in the first few letters of your trade and select the appropriate trade. *Refer to the list of trades and occupations on [tradesecrets.alberta.ca](http://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).*
6. When asked which program or service you are applying for, select **Programs for Experienced Workers**.
7. Select **Qualification Program - Work Experience** from the drop-down list.
8. **Are you a Temporary Foreign Worker?** If you are a Canadian Citizen or a Permanent Resident of Canada, click **No**. All other applicants click **Yes**.  
**NOTE TO TEMPORARY FOREIGN 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.
9. **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 [TFWInfo@gov.ab.ca](mailto:TFWInfo@gov.ab.ca) to have the company added.
10. 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.
11. 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 #17 below).
12. 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.
13. 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**.
14. 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. You should review the Qualification Certificate – Work Experience Application Guide located on [tradesecrets.alberta.ca](http://tradesecrets.alberta.ca) for more information.
15. 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**.
16. 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.
17. **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.
18. Read the information on the **Declaration, Agreements and Consents** screens. If you agree with and understand the statements, click on the appropriate boxes.
19. 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.

**All applications have a lifespan of 75 days; if an application is not completed within this time frame, it will be cancelled and you will have to start again.**