

**Important
information**

Alberta
Trades.
World
Ready.

2019-January-22

Apprenticeship and Industry Training has gone paperless!

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

Tradesecrets.alberta.ca



Please submit your application through the website.

Click on

**Access Online
Services**

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 to contact your local Apprenticeship and Industry Training office.

For the Applicant:

Before you begin, you need:

- an Alberta Student Number (ASN). Visit <https://extranetapp.learning.gov.ab.ca/learnerRegistry/forms/> to look up your Alberta student number, or call an AIT office for your previously assigned ASN.
- an email address from your employer for the individual who's going to complete the employer portion of your application.
- **NOTE:** If this is your employer's first online application, they must validate their email **before you can submit your application**. An email is automatically sent to your employer asking for validation once you enter their email address in your application.

1. Go to tradesecrets.alberta.ca

2. Click on

An orange rectangular button with the text "Access Online Services" in white, bold, sans-serif font.

3. To start, continue or pay for your application click on the

“Apply for AIT Programs and Services” Link

4. Read the instructions on the “Applying” page and, when you are ready, click the orange button at the bottom.
5. This will take you to the [MyAlberta Digital ID](#) page. Login with your MyAlberta Digital ID or, if you do not already have an account, create your Basic Account. This is required to access Mytradesecrets in the future. Need Help? Email myalbertadigitalid@gov.ab.ca or call 1-844-643-2789.
6. Once you have logged in, click the green “Start Application” button.
7. Type in the first few letters of your trade and choose the appropriate trade.
8. When asked which program or service you are applying for, select [Learn on the Job](#).
9. Complete the required fields and submit.
10. When you submit your application, your employer is sent an email with instructions to access your application for confirmation.
11. Once your employer confirms your application, they either pay for it or send it back to you for payment. Either way, you receive an email notification providing instructions on how to proceed.
12. When the application is paid for, it is submitted to Apprenticeship for review.

For the Employer:

The applicant needs the email address of an individual in your company who has the authority to act on your company's behalf to recommend credit for any previous work experience and agree to enter into an apprenticeship contract. The following steps should be followed by this person.

1. After an applicant enters the employer-provided email address in the application, he/she receives an email. To validate that the email address is correct, click on **Confirm My Email**.
2. After the applicant completes the application, you are notified by email. The email includes a link to access the application. When you click the link you are directed to the [MyAlberta Digital ID](#) page.
 - You must create a basic MyAlberta Digital ID account.
 - This requires you to accept the Terms and Conditions, create a user profile and account. It is free to create and grants access to participating online government services.
3. When you have logged in, you are directed to the employer landing page that includes instructions and access to the application.
4. You must agree to be a party to the contract of apprenticeship to continue.
5. You must verify the application and agree to the Terms and Conditions.
6. The applicant may have past work experience he/she wants to claim. It is at your discretion to recommend how much relative work experience should be granted. You must click the **Yes** button on the top left, then the **Edit** button beside the time credit, then recommend the granting of the appropriate hours from the drop down menu when it appears.

NOTE: All apprentices must complete a minimum contract (one year of months and hours) regardless of how much work experience they have.
7. Confirm and submit as required.
8. You are asked if you will pay for the application. If you choose **Yes**, it will refer you to Payment Options and the application is submitted. If you choose **No**, the applicant receives an email instructing him/her to choose a payment option and the application is submitted.

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

For MyTradesecrets login help call toll-free within Alberta to 310-0000 followed by 780-427-5318, Option 2