

**Important
information**

Alberta
Trades.
World
Ready.

2015-August-26

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  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 to contact your local Apprenticeship and Industry Training office.

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 your application:

⇒ **New Applicants**

If you have NEVER been a Registered Alberta Apprentice, click on [Start or Continue an Application](#).

⇒ **Previous Applicants**

If you have previously been a Registered Alberta Apprentice, click on [Proceed to MyTradesecrets](#).

NOTE TO FIRST-TIME MyTradesecrets USERS: *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 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. Type in the first few letters of your trade and select the appropriate trade.
5. When asked which program or service you are applying for, select [Learn on the Job](#).
6. Complete the required fields and submit.
7. When you submit your application, your employer is sent an email with instructions to access your application for confirmation and payment. Your

employer also has the option to send this application back to you for the payment portion.

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, he/she is notified by email. The email includes a link to a login page.
 - If this is the first time you receive this email notification, you must create a Secure Identity & Access Management Systems (SIAMS) account (one time only).
 - If you have already created a SIAMS account you are required to login.
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 then 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.