



INSTRUCTIONS FOR APPLYING ONLINE FOR APPRENTICES

NOTE: Apprenticeship and Industry Training only accepts ONLINE applications.

Before you begin, you need:

- **an Alberta Student Number (ASN)**
Visit <https://learnerregistry.ae.alberta.ca/Home/StartLookup> to look up your Alberta student number, or call an AIT office for your previously assigned ASN.
- **an email address from your employer**
Email from the individual who will complete the employer portion of your application.

NOTE: If this is your employer's first online application, your employer must validate their email before you can submit your application.

After you enter your employer's email in your application, an email goes automatically to your employer asking for validation.



Government of Alberta Home Ministries **Access MyTradesecrets**

Apply for AIT Programs and Services

New applicants and existing clients who:

- are applying for an AIT program or service,
- are continuing an application in progress, or
- need to pay for a completed application.

Applying for the first time? Find out what you'll need to apply.




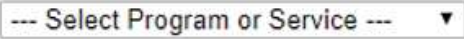
Apply Now

GET STARTED

1. Go to [Tradesecrets.alberta.ca](https://tradesecrets.alberta.ca)
2. Click on **Access MyTradesecrets**
The button is located on the top bar throughout the website.
3. **Get more information**
Click on the "Applying for the first time?" link.
4. Click on **Apply Now**

(See more details and following steps on reverse side)


For Applicants

1. After clicking the orange “**Apply Now**” button you are taken to the **MyAlberta Digital ID** page. 
2. Login with your **MyAlberta Digital ID** or, if you do not have one, create your **Basic Account**. This is required to access **MyTradesecrets** in the future. Note: You only need to create a Basic Account. For help contact myalbertaid@gov.ab.ca or call **1-844-643-2789**. 
3. Once you are logged in, click the green “**Start Application**” button. 
4. Type in the first few letters of your trade and choose 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.
8. Once your employer confirms your application, they can pay for it or send it back to you for payment. Either way, you receive an email notification providing instructions on proceeding.
9. After the application is paid for, it is submitted to Apprenticeship for review. You can sign into your newly created **MyTradesecrets account** to check the status of your application.

For Employers

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 email address provided by their employer in the application, the employer receives an email to validate that the email address is correct by clicking on **Confirm My Email**.
 2. After the applicant completes the application, the employer is notified by email, that includes a link to access the application. When the employer clicks the link, they are directed to the **MyAlberta Digital ID** page. 
 - Employers should create a **Basic MyAlberta Digital ID Account**.
 - The employer must accept the **Terms and Conditions**, create a user profile and account. The account is free to create and grants access to other participating online government services.
 3. When the employer is logged in, they are directed to the employer landing page that offers instructions and access to the application.
 4. The employer must agree to be a party to the contract of apprenticeship to continue.
 5. The employer must verify the application and agree to the Terms and Conditions.
 6. The applicant may have past work experience they want to claim. It is at the employer’s discretion to recommend how much relative work experience should be granted. They 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. The employer is asked if they will pay for the application. If they choose **Yes**, it will refer them to **Payment Options** and the application is submitted. If they choose **No**, the applicant receives an email instructing him/her to choose a payment option and the application is then submitted.