



# 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 sponsor**  
Email from the individual who will complete the sponsor portion of your application.

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

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

### GET STARTED

1. **Go to Tradesecrets.alberta.ca**
2. **Click on Access MyTradesecrets**  
The button is located at the top of each page.
3. **Get more information**  
Click on the link, “Find out what you’ll need to apply.”
4. **Click on Apply Now**

(See more details and next steps on reverse side.)

## For Applicants

1. After clicking the orange “**Apply Now**” button you are taken to the **Alberta.ca Account** page. 
2. Log in with your **Alberta.ca Account** 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 [alberta-ca.account@gov.ab.ca](mailto:alberta-ca.account@gov.ab.ca) or call **1-844-643-2789**.
3. Type in the first few letters of your trade and choose the appropriate trade.
4. Click the “**Apply**” button.
5. Complete the required fields, agree to the Terms and Conditions, and submit.
6. When you submit your application, your sponsor is sent an email with instructions to access your application for confirmation.
7. Once your sponsor 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.
8. When the application is paid for, it is submitted to Apprenticeship for review. You can sign into your MyTradesecrets account to check the status of your application.

## For Sponsors

The applicant needs the email address of an individual who has the authority to act on your organization’s behalf to recommend credit for any previous work experience and agree to enter into an apprenticeship education agreement.

The following steps should be followed by the sponsor’s representative:

1. After an applicant enters the email address provided by their sponsor in the application, the sponsor 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 sponsor is notified by an email that includes a link to access the application. When the sponsor clicks the link, they are directed to the **Alberta.ca Account** page.
  - Sponsors should create a **Basic Alberta.ca Account**.
  - The sponsor must accept the Terms and Conditions and create a user profile and account. The account is free to create and grants access to other participating online government services.
3. When the sponsor is logged in, they are directed to the sponsor landing page that offers instructions and access to the application.
4. The sponsor must agree to be a party to the apprenticeship education agreement to continue.
5. The sponsor must verify the application and agree to the Terms and Conditions.
  - The applicant may have past work experience they want to claim. It is at the sponsor’s discretion to recommend how much relative work experience should be granted. When the sponsor reaches the question *Do you want to recommend credit for this work experience?*, they may click the “**Yes**” button or the “**Yes, but I want to make changes**” button, then recommend the granting of the appropriate hours from menu when it appears.

**NOTE:** All apprentices must complete a minimum of one year of months and hours regardless of how much work experience they have.

6. Confirm and submit as required.
7. The sponsor is asked if they will pay for the application. If they choose to pay, it will refer them to Make a Payment, the application is submitted. If they choose not to pay, the applicant receives an email instructing him/her to choose a payment option and the application is then submitted.

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