

**EFFECTIVE DATE: February 3, 2012**

**PRINCIPLES:** The Alberta Apprenticeship and Industry Training Board recognizes that:

- members of industry network committees (local and provincial apprenticeship, occupational and provisional) may either be certified in the trade or occupation of the committee of which they are a member, or they may be uncertified in that trade or occupation;
- it is the responsibility of industry committees (except provisional committees) to make recommendations with respect to exams for the trade or occupation of their committee or related trades or occupations;
- industry committee meetings may include discussion related to the development or review of exams for the trade or occupation;
- the uncertified committee members have valuable expertise and experience to contribute to discussions regarding exams;
- uncertified committee members may have an unfair advantage to writing a trade or occupation exam if they are participating in their development or review without restriction; and
- policy safeguards must be in place to mitigate the potential unfair advantage to uncertified committee members writing the trade or occupation exam in those circumstances.

**PURPOSE:** To enable uncertified individuals serving on industry network committees to participate in the development and review of exams related to the trade or occupation of the committee of which they are a member, and to allow these individuals to write an exam related to that trade or occupation after a waiting period.

**POLICY:** Committee members who are uncertified and/or do not hold a red seal endorsement can participate in the development, review or approval processes for exams related to the trade or occupation of their committee. These committee members are required to allow a three-month period from the date of last contact with the exam content to pass before challenging that exam.

**GUIDELINES:**

- Exceptions to this policy are final period apprentices serving on industry committees. They must abide by the *Final Period Apprentice Membership on Trade Committees Policy* which stipulates that only a final period apprentice who has completed technical training and all required exams may participate in discussion regarding examination.
- It is the responsibility of the committee secretaries to ensure that the three-month waiting period is adhered to and enforced.