

Employer Recommendation for Time Credit

The following requirements must be forwarded to Alberta Apprenticeship and Industry Training for consideration of additional time credit e.g. work experience that occurred prior to the apprenticeship contract registration date.

The letter must be printed on company letterhead of the apprentice's current employer and include the following:

- current date,
- apprentice's legal name,
- apprentice's date of birth,
- apprentice's identification number,
- apprentice's trade name,
- name and mailing address of the company where the work experience was accumulated (current or previous employer),
- employer contact name and position,
- exact dates and total of months and hours worked in the trade,
- type of work performed (e.g. full time/part time/other) and
- details of the tasks performed in the trade.

Upon approval, the apprenticeship contract will be amended to reflect the applicable time credit. Duplication or overlaps of work experience are not considered.

A sample letter is attached for your convenience.

Sample Text

TIME CREDIT RECOMMENDATION

(To be prepared on ***company or business letterhead***, completed and signed by a person with signing authority from the apprentice's current employer.)

[Date]

To Whom It May Concern,

[Name of your company] would like to recommend previous work experience that has not been credited to the apprenticeship contract for **[legal name of apprentice, date of birth, and apprenticeship ID#]** in the trade of **[name of trade]** below.

Previous work experience specific to the trade:

Employer (company) name:

Address:

Employer contact name and position:

Dates of employment: **[yyyy/mm/dd to yyyy/mm/dd]**

Total months worked:

Total hours worked:

Type of work (**i.e. full-time/part-time/other**):

Details of the tasks performed in the trade:

I hereby declare that I have the authority to sign this letter on behalf of **[company name]**, and wish to recommend this time credit to the above named individual.

[Signature]

[Name]

[Title]

[Contact information]