

After unsuccessfully writing an examination two or more times, a client must submit a Training Plan and receive approval for any subsequent examination attempt. Once this Training Plan is submitted, Apprenticeship and Industry Training (AIT) will review the information to decide if you may receive an additional examination attempt in the AIT program. The decision will be based on the quality of the Training Plan. *The approval of an additional examination attempt is **not guaranteed**.* When filling out the training plan, provide as much detail as possible.

The Training Plan must be completed and submitted to AIT for review, if you have:

- attempted the theory or practical examination(s) two or more times in the same trade, or
- attempted the Red Seal examination two or more times in Alberta or another jurisdiction, and
- scored 60% or more in either the first or second examination attempt in the same application.

Training Plan for Apprenticeship Programs:

- If you have had two unsuccessful examination challenge attempts in the same period, it is advised that you attend technical training; however, if you wish to request a third examination challenge:
  - You will need to contact AIT to submit a request. You will have 30 days to submit a completed Training Plan after initial contact with AIT.
  - AIT will review the information to decide if you may receive an additional examination attempt.
  - *An additional examination attempt is **not guaranteed**.*
- The maximum number of examination challenge attempts may differ in the apprenticeship program. Please contact your local [AIT office](#) for more information.

Training Plan for Trades Qualifier/Occupation Programs:

- If your Trades Qualifier/Occupation program application becomes cancelled, you will have 30 days to contact AIT from the cancellation date of your application.
- Your file will be reactivated and you will have 30 days from the day you contacted AIT to provide a completed Training Plan.
- Completion of the Training Plan and the third examination attempt must be completed prior to the 18-month application approval deadline.
- A maximum of three examination attempts is allowed per Trades Qualifier/Occupation program application.

The Training Plan should include:

|   |  |
|---|--|
| <b>Rationale</b>  | Provide reasoning for your examination re-attempt request.   |
| <b>Type of Upgrading Used</b>   | Self-study, working directly with and/or tutoring by a certified journey person or an employer, formal training, etc.  |
| <b>Subject Areas Reviewed</b>   | Use the exam counselling sheet or your exam result letter to identify any subjects, course sections, topics, etc. that need to be reviewed.                                      |
| <b>Study Materials/Resources Used</b>   | Individual Learning Modules (ILMs), textbooks, online resources, assisting tradespersons (list the Tradesperson(s) Name/Certificate Number/Red Seal Number (if Applicable), etc. |
| <b>Hours</b>  | A minimum of 40 hours of study is required.  |
| Upload the completed Training Plan into the Documents section of your MyTradesecrets (MTS) account. |  |

For more information, visit the [Training Plan](#) section on our website or contact an [AIT office](#).

**Part 1 – PERSONAL INFORMATION**

|               |                  |            |                            |             |
|---------------|------------------|------------|----------------------------|-------------|
| Last name     |                  | First name |                            | Middle name |
| AIT ID Number | Trade/Occupation |            | Date of birth (YYYY/MM/DD) |             |

**Part 2 – EXAM INFORMATION**

|                                |                                 |                          |                                  |                                |
|--------------------------------|---------------------------------|--------------------------|----------------------------------|--------------------------------|
| Exam/Program Type (Select One) | Apprenticeship Program – Period |                          | Interprovincial Red Seal program |                                |
|                                | Entrance Exam                   | Trades Qualifier Program |                                  | Occupation Certificate Program |

**Part 3 – RATIONALE & COMMENTS**

Please identify the steps you have taken since your last exam attempt to ensure your success upon the approval of another exam attempt (explain)

**Part 4 – TYPE OF UPGRADING**

|   |  |
|---|--|
| <b>Type of Upgrading</b><br>(select all that apply) | Self-Study<br>Working with an employer<br>Tutoring with a Journeyperson<br>Formal Upgrading or Training (Name/dates of course, and additional document)<br>Online<br>Other |
|---|--|

| Subject Areas Reviewed | Study Materials / Resource(s) Used | Hours of Review |
|------------------------|------------------------------------|-----------------|
|                        |                                    |                 |

**Part 5 – CONFIRMATION**

|                   |                   |
|-------------------|-------------------|
| Client Print Name | Date (YYYY/MM/DD) |
|-------------------|-------------------|

Please upload this Training Plan form into the 'Document' section of your online [MyTradesecrets \(MTS\)](#) account.