

This initiates a request for approval of an Apprenticeship Education Agreement between an **apprentice** and a **new sponsor**. Complete this form only with your current sponsor.

PLEASE PRINT

Apprentice	APPRENTICE NAME	
	AIT IDENTIFICATION NUMBER <i>Find this number on your apprenticeship ID card or in the top right corner of your MyTradesecrets account.</i>	
	APPRENTICESHIP EDUCATION PROGRAM <i>(Name of Designated Trade)</i>	
Sponsor	SPONSOR LEGAL BUSINESS NAME <i>See Sponsor Eligibility Policy.</i>	
	SPONSOR ADDRESS	
	PHYSICAL WORK LOCATION ADDRESS <i>This is where the apprentice will perform on-the-job training at or from for a period of more than 12 months.</i>	
	CONTACT PERSON NAME	
	CONTACT PERSON EMAIL ADDRESS	
	CONTACT PERSON TELEPHONE NUMBER	

Upon signature below, both parties agree that if this Request for Approval of Apprenticeship Education Agreement is approved by the Registrar, the parties will :

- become party to an Apprenticeship Education Agreement as Sponsor and Apprentice;
- comply with the *Skilled Trades and Apprenticeship Education Act* and regulations (STAEA), and
- fulfill their obligations as outlined on the following page.

SPONSOR SIGNATURE <i>(authorized signing officer)</i>		DATE (YYYY/MM/DD)	
APPRENTICE SIGNATURE		DATE (YYYY/MM/DD)	

Handwritten signatures, digitized images of handwritten signatures, or electronic signatures created by a secure digital signature application (such as Adobe Acrobat Sign or DocuSign) are accepted.

Your personal information is being collected by Advanced Education under the authority of s.33(c) of the Freedom of Information and Protection of Privacy Act ("FOIP") for the purpose of managing the apprenticeship sponsorship. Your personal information is managed in accordance with FOIP. If you have any questions about the collection of your personal information, contact the Apprenticeship Administrator, Apprentice Delivery Services, by mail to Apprenticeship and Industry Training, Suite 430, Feltham Centre, 11763 - 106 Street NW, Edmonton, AB T5G 2R1 or by calling the Apprenticeship and Industry Training Information Line at 1-800-248-4823

Obligations

The apprentice agrees to:

- meet all the requirements for their apprenticeship education program (AEP) (agreed to upon registration as an apprentice and found in the Documents tab of the apprentice's MyTradesecrets account);
- complete their AEP without large gaps or delays;
- review their progress with their sponsor when they complete each period of their AEP;
- regularly update records through their MyTradesecrets account (at least at the end of each period);
- produce their apprenticeship identification card if anyone requests proof that they are registered in their program; and
- immediately notify the Registrar of any change in their contact information.

The sponsor agrees to:

- ensure the apprentice receives the required on-the-job instruction;
- ensure the apprentice is placed (has an appropriate job) and is paid the correct wage;
- keep a record of the employment of the apprentice, including employer information;
- encourage and enable the apprentice to attend their required classroom instruction;
- ensure that the appropriate competency assessments are completed;
- ensure records of the apprentice's successful completion of the requirements are submitted at the end of each period; and
- ensure that a mentor:
 - is available and able to mentor the apprentice;
 - provides the apprentice with the information, knowledge, guidance, and opportunities necessary for the apprentice to develop their skill sets and competencies;
 - provides the apprentice an appropriate learning environment; and
 - provides the apprentice feedback and assesses competency.

Submission Instructions

Upload this form to the apprentice's MyTradesecrets account through the Documents tab (select New Sponsor from the Document Type drop-down menu) for approval.

Upon Registrar approval of this submission:

- an Apprenticeship Education Agreement is created between the sponsor and apprentice under the *Skilled Trades and Apprenticeship Education Act*, and
- the sponsor will display on the apprentice's MyTradesecrets account in the Applications field.