

The following requirements must be forwarded to Apprenticeship and Industry Training (AIT) for the consideration of on-the-job work experience to count towards an Alberta apprenticeship program.

For example, an Alberta or Canadian employer may submit a request to AIT so the apprentice's work experience may be recognized as on-the-job work experience by AIT.

The letter should be printed on company letterhead from 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,
- employer contact name and position,
- dates of employment and total of months and hours worked in the trade, [e.g. if the apprentice has worked with your company on multiple occasions, please list all dates of employment, total months/hours worked per project, and location of where work was performed]
- location where work is/was performed (site location, work location) [e.g. Industrial site in Vernon, B.C.]
- type of work performed [e.g. full-time/part-time/other],
- details of the tasks performed in the trade.

Upon approval, the applicable work experience will be added to the apprentice's file/contract. Duplication or overlaps of work experience will not be considered.

A sample letter has been attached for your convenience.

## Sample Text

### WORK EXPERIENCE RECOMMENDATION

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

**[Date]**

To Whom It May Concern,

**On behalf of [Name of your company]**, I would like to recommend the following work experience to be included as on-the-job training, for **[legal name of apprentice, date of birth, and apprenticeship ID#]**'s apprenticeship contract in the trade of **[name of trade]**.

Work experience specific to the trade:

Employer (company) name

Mailing address

Employer contact name and position

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

Total months worked in the trade

Total hours worked in the trade

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

Location where work is/was performed **(e.g. Vernon B.C. industrial site)**

Details of the tasks of the trade performed during this time

I hereby declare that I have the authority to make this recommendation and sign this letter on behalf of **[company name]**.

**[Signature]**

**[Name]**

**[Position]**

**[Contact information]**