Important information

Apprenticeship and Industry Training has gone paperless!

Apprenticeship and Industry Training only accepts online applications through our website:

**Tradesecrets.alberta.ca**

Please submit your application through the website.

Click on **Access Online Services** to get started!

When you complete your application online, we can assess and process your application more quickly. You can also pay for your application online using your Visa, MasterCard or American Express.

Apprenticeship and Industry Training looks forward to receiving your online application. For more information, visit **tradesecrets.alberta.ca/contact** to contact your local Apprenticeship and Industry Training office.
Online Application Process
Qualification Certificate - Based on Work Experience

1. Go to tradesecrets.alberta.ca
2. Click on Access Online Services
3. Click on Apply for AIT Programs and Services on the MyTradesecrets landing page.
4. Read the instructions and, when you are ready, click the orange button at the bottom.
5. This will take you to the MyAlberta Digital ID login page. Login with your MyAlberta Digital ID or, if you do not have one, create an account for yourself. Need help? Email myalbertaid@gov.ab.ca or call 1-844-643-2789.
6. Click on Start Application.
7. Type in the first few letters of your trade and select the appropriate trade. Refer to the list of trades and occupations on tradesecrets.alberta.ca to help you choose the correct trade. For example, the Heavy Equipment Technician trade includes Truck and Transport Mechanic, and Off-Road. To apply for off road equipment, select Heavy Equipment Technician - Heavy Duty Equipment Mechanic (Off Road).
8. When asked which program or service you are applying for, select Programs for Experienced Workers.
9. Select Trades Qualifier Program - Work Experience from the drop-down list.
10. Are you a National Foreign Worker? If you are a Canadian Citizen or a Permanent Resident of Canada, click No. All other applicants click Yes. NOTE TO NATIONAL FOREIGN WORKERS: Your arrival date is the date you arrived in Canada. If you have not yet arrived in Canada, type 2099/01/01 in the space for arrival date. Choose your country of citizenship from the drop-down list.
11. Is a recruiter assisting you? If you are using an immigration service provider to assist you with your application process, click Yes. Type in the first few letters of your recruiter’s company name. If the name does not appear on the drop-down list, email TFWInfo@gov.ab.ca to have the company added.
12. When filling out the Work History section make sure you have the correct employer contact names and telephone numbers as we will contact these people to verify your experience in the trade. NOTE: You should contact these people to inform them about our call and provide them with the required authorization to disclose your employment information to us.
13. If you are or were self-employed, you will need to provide supplementary documentation such as information on companies you contracted with. These documents may be uploaded to the system in the Education History section of your application (see #17 below).
14. When you have completed the screen for one employer, click on Add. The system will check for missing information and guide you to complete it.
15. If you have another employer to add to your application click on Add Previous Employer. If you do not have any more employers to add to your application, click on Next.
16. In the Work History section, make sure the number of months and hours you worked in the trade total to at least the minimum required months and hours for the trade or your application will be rejected. You should review the Qualification Certificate – Work Experience Application Guide located on tradesecrets.alberta.ca for more information.
17. If you have an Employment Declaration Letter from an Alberta employer click Yes and you will be asked to upload the letter. Otherwise, click No.
18. In the Personal Information section, if you are a Temporary Foreign Worker, write your name as it is on your passport. The mailing address you include is the one we will use to correspond with you.
19. Education History allows you to upload documents for any relevant trade certificates, credentials or courses you have completed. You may also upload other documents to verify your work history such as letters from employers and contract information.
20. Read the information on the Declaration, Agreements and Consents screens. If you agree with and understand the statements, click on the appropriate boxes.
21. You will be asked for your method of payment for the application. You may pay online by credit card or submit your application and go to an AIT office to pay.

All applications have a lifespan of 75 days. If an application is not completed within this time frame, it will be cancelled and you must start again.