

## MyTradesecrets Class Registrations

Apprenticeship and Industry Training (AIT) has introduced the **Class Registrations** tab in MyTradesecrets. Through your MyTradesecrets account, you can see and sort your eligible classes.

### How does the new Class Registrations tab in MyTradesecrets help me?

You are able to see classes that you are eligible to attend, and sort by:

- Date of class
- Seat availability
- Class location
- Training provider
- Classes open for registration

You are able to filter by:

- Class location
- Training provider
- Class start date
- Classes open for registration
- Class period

Only classes you are eligible for will show up in the list.

### What appears on the Class Registrations tab in MyTradesecrets?

Under the Class Registrations tab in your MyTradesecrets account, you will see:

- a list of all the classes you are registered in,
- the classes you are waitlisted for by the training provider (NOTE: only if the training provider is using the waitlist function), and
- a list of all of your eligible classes.

### How do I register for a class?

If there is a seat available, the **Register** button will appear. Click the button to register for the class.

If there are no seats available in that class, you will see the **Add to Waitlist** button. Click the button to be added to the waitlist for the class.

If the training provider does not provide MTS online class registrations, the **Manual Registration Only** link will be displayed above the **Register** button. Both the button and the link will send you to the same information page with details on how to register with the training provider.

### Can I register online with a training provider through your MyTradesecrets account?

Through the Class Registrations tab in your MyTradesecrets account, you can access a training provider's online class registration system if it's available. Currently, NAIT, Medicine Hat College, SAIT and Red Deer College provide online class registration. AIT is working with other training providers to implement their online services over the next year.

## Can I be added to a waitlist if the class I want to register for is full?

If there are no seats available in that class, you will see the **Add to Waitlist** button. Click the **Add to Waitlist** button to be added to the waitlist for the class.

## Why is the class that I am waitlisted for not showing up on my Class Registrations tab?

Not all training providers are using the waitlist in My Tradesecrets; they may only be using the waitlist process within their own system and then it would not show on your My Tradesecrets account. If you want to confirm your waitlist, you can contact the training provider directly.

## How will I know if room has opened up in one of the classes that I'm on the waitlist for?

The button on MyTradesecrets changes to **Register** and no longer shows the **Add to Waitlist** button. Click the **Register** button to register for the class.

## Can I register for two classes at once? For example, I'd like to register for second period technical training and then complete third period right afterward.

Yes. You can register for a second class starting on the 5<sup>th</sup> day of your current class. At that time, the next technical training period classes you are eligible for will be listed.

## If I can find out about my eligible classes through MyTradesecrets account, can I also find out about my marks?

Yes. MyTradesecrets has a **Marks** tab where you can get your marks. Your marks are displayed as soon as they are available.

## Do I pay for registration through MyTradesecrets?

No. Registration fees are collected by the training provider. The training provider's information page on MyTradesecrets contains registration information.

## If I'm not eligible, how will I know that I can't register for any classes?

If you aren't eligible to register for any classes, you will see a message that there are no eligible classes to display. There may also be an **Alert** posted on the MyTradesecrets Landing Page under **Important Information** on your MyTradesecrets account telling you to contact AIT.

## Can I see how many seats are left in a particular class?

No. If there is a seat available, the **Register** button will appear. If the training provider does not offer MTS online class registrations, the **Manual Registration Only** link will be displayed above the **Register** button. Both the button and the link will send you to the same information page with details on how to register with a training provider.

## **Cancelling a class, transferring a class or transferring institutions**

### **I'm registered for a class but need to cancel. What should I do?**

You can cancel your class until its start date in the Class Registrations tab in your MyTradesecrets account. If you would like to cancel on the first day of class or after the class has started, contact your training provider directly about available options.

### **I'm registered for a class but need to change to a different start date at the same training institution. What should I do?**

Contact your training provider directly about changing your class to a different start date. You cannot change a class from the Class Registrations tab in your MyTradesecrets account.

You may be unable to change classes if the new class you wish to take is full. You should ensure space is available in the class you want BEFORE cancelling your original seat. If you cancel the seat first, there may not be a seat available to transfer into and you may lose your original seat. (When a course cancellation is complete, that seat immediately becomes available to another apprentice.) Your training provider should be able to hold a seat for you (if available) and help you through the process.

Once you have a seat on hold for the class you want, you can cancel your class through your training provider or through the Class Registrations tab in your MyTradesecrets account.

If you cannot attend the class you originally registered for and have to cancel, you can cancel it until the start date through the Class Registrations tab in your MyTradesecrets account. If you would like to cancel on the first day of class or after the class has started, contact your training provider directly about available options.

### **I'm registered for a class but need to transfer to a class at a different training provider. Is that possible?**

Yes, however, you cannot transfer classes from one training provider to another from the Class Registrations tab in your MyTradesecrets account.

You need to contact the training provider where you wish to attend a class and request a seat be held in the class you want BEFORE cancelling your original seat. You may not be able to register if classes are full.

If you cancel the class you are registered in first, there may not be a seat to transfer into and you may lose your original seat. (When a cancellation is complete the seat immediately becomes available to another apprentice.)

Once you have a seat on hold where you want to attend, you can cancel your class you are registered in through the Class Registrations tab in your MyTradesecrets account or contact your current training provider to cancel your class. Then, contact your new training provider to proceed with registering you in the new class.