



When you sign the Qualification Certificate Program Application you authorize Apprenticeship and Industry Training to share information about the status of your application, the results of the review of your application and your exam results with the Alberta employer named on the application, and in some instances, with your union. **If you want to authorize someone else to receive information about your application, you may use this Consent to Disclose Personal Information Form to give Apprenticeship and Industry Training permission to share your personal information with an authorized individual (your representative) in accordance with the *Freedom of Information and Protection of Privacy Act* (Alberta).** The consent form may be submitted with your original application or at any time during the processing of your application.

How to complete the form:

1. Obtain a hardcopy from an Apprenticeship and Industry Training Office or print off the form at www.tradesecrets.alberta.ca (If you are applying from outside Canada, we encourage you to submit the form together with your Qualification Certificate Program Application **before** your arrival in Alberta.)

2. Complete the form in ink, clearly with the following information:
 - your full legal name (last name, middle name, first name)
 - your date of birth (year, month, date)
 - your current address (if in Alberta, provide your Alberta address; if you are applying from outside Canada or Alberta, provide your current mailing address)
 - your Alberta Apprenticeship and Industry Training identification number (if available)
 - your current telephone number
 - the name of the trade and the date of the application for which information can be shared
 - check off the type of information you authorize to be disclosed (if you check off “other”, outline the information you want disclosed in writing)
 - the full legal name of your representative (the person you are authorizing to have access to your information) and their address
 - your relationship to the representative (for example, spouse, partner, parent, immigration lawyer, consultant, recruiter, counselor, translator etc.).

3. Ensure you have provided all the information required on the form. If the form is not completed fully, Apprenticeship and Industry Training may not disclose the information requested.

4. Sign and date the form.

Who do I contact for help with completing this form?

You may contact an Apprenticeship and Industry Training Client Service office by dialing toll-free 1-800-248-4823.

