

SAMPLE TEXT

“EMPLOYER DECLARATION LETTER”

To be prepared on company or business letterhead, completed and signed by the owner or a senior official of an Alberta employer and provided to the individual named in the letter or submitted directly to the nearest Apprenticeship and Industry Training office

I, [name of person signing letter, and title/position of person signing the letter] hereby declare that [name of the person applying for certification], born [date year/month/day], referred to in this letter as “the Applicant”, has been employed by [name of company], or provided services to [name of business], in the trade of [name of trade] , hereafter referred to in this letter as “the Trade” from [year/month/day] to [year/month/day].

AND - Select ONE of the following statements to fit your situation

I have made inquiries of the applicant’s journeyperson supervisor(s) [name(s) and certificate number(s) below] and I am satisfied the applicant is/was functioning at the journeyperson level in the Trade and carries/carried out the tasks of that trade at the skill level the supervisor expects/expected of an Alberta-certified journeyperson in that trade.

OR

I am the supervising journeyperson [certificate number and issuing jurisdiction] of the applicant and I am satisfied that the applicant is/was functioning at the journeyperson level in the trade and carries/carried out the tasks of that trade at the skill level that I expect(ed) of an Alberta-certified journeyperson in that trade.

Signature and date

Include the contact information of the person signing the letter:

Address

Municipality

Postal Code

Phone number

Email address

Include information about the applicant’s supervising journeyperson(s):

Name, certificate number and jurisdiction that issued the certificate