

SAMPLE TEXT

“EMPLOYER DECLARATION LETTER - OCCUPATIONAL CERTIFICATE PROGRAM”

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 occupation of [name of occupation] , hereafter referred to in this letter as “the Occupation” 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 supervisor(s) [name(s) and certificate number(s) below] and I am satisfied the applicant is/was functioning at an Alberta-certified level in the occupation and carries/carried-out the tasks of that occupation at the skill level the supervisor expects/expected of an Alberta-certified person in that occupation.

OR

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

Signature and date

Include contact information of the person signing the letter:

Address

Municipality

Postal code

Phone number

Email address

Include information about the applicant’s supervisor(s) including name(s), certificate number(s) and jurisdiction(s) that issued the supervisor’s certificate.