

# Information Sheet

## Applying for the Trades Qualifier Program – Based on Work Experience

The Trades Qualifier Work Experience (TQWE) Program allows experienced workers to pursue Alberta Journeyman certification without completing a formal apprenticeship. All applications must be submitted online through MyTradesecrets.

### Before You Begin

- You must apply **online** through MyTradesecrets.
- Ensure you are [eligible](#) to participate in the TQWE program including having enough work experience (tasks, months and hours) in the [trade](#) you are applying for.
- Incomplete applications are **automatically cancelled after 30 days**.

### Application Process

#### Step One: Access MyTradesecrets

1. Go to [tradesecrets.alberta.ca](https://tradesecrets.alberta.ca).
2. Select the **Access MyTradesecrets** button at the top right of the page.

#### Step Two: Start Your Application

1. Under “What can I apply for?”, select **Learn More**.
2. On the next page, select **Apply Now**.

#### Step Three: Sign in or Create an Alberta.ca Account

1. Sign in using your **Alberta.ca Account** or create one, if required.
2. Enter your name exactly as it appears on your passport.

If you do not have an **Alberta Student Number (ASN)**, you must request one through the [Learner Registry](#).

For technical help, visit the [Get Help page](#), email [alberta-ca.account@gov.ab.ca](mailto:alberta-ca.account@gov.ab.ca), or call 1-844-643-2789.

#### Step Four: Select Your Trade

1. Select **Apply for Other Services**.
2. Search for and select your **trade and applicable branch**, then select **Next**.

Refer to the [list of trades](#) to confirm the correct trade and branch before continuing.

#### Step Five: Select the Appropriate Trades Qualifier Program

1. When prompted, select:
  - Programs for Experienced Workers, and
  - Trades Qualifier Program – Work Experience.
2. Review your information and select **Next**.

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### Step Six: Citizenship and Residency Information

1. Indicate whether you are a **Foreign National**.
  - Select **No** if you are a Canadian citizen or permanent resident.
  - Select **Yes** if you are not a Canadian citizen or permanent resident.
2. Select **Next**.

#### Foreign National Applicants:

- Enter your **arrival date in Canada**.
- If you have not yet arrived, enter **2099/01/01** as the arrival date.

### Step Seven: Recruiter Information (if applicable)

1. Indicate whether a **recruiter or immigration service provider** is assisting you.
2. If **Yes**, select the recruiter's company name from the list.
3. Select **Next**.
4. Ensure your information is correct, review "Why are we collecting your information," then select **Next**.



If the recruiter does not appear in the list, email [AIT.Assessments@gov.ab.ca](mailto:AIT.Assessments@gov.ab.ca). Your application will be placed on hold until the company is added, and you are notified by AIT.

### Step Eight: Work History

1. Enter **all relevant employers** where you gained experience in the trade.
2. Ensure employer contact names and phone numbers are current and accurate.
3. Confirm your **total months and hours worked** meet the [trade's minimum requirements](#).
4. Select **Add** after completing each employer entry.
5. Select **Add Previous Employer** to enter additional employers, or **Next** when finished.



You should inform your employers in advance and authorize them to share your employment information with AIT.

#### Self-Employed Applicants:

- Upload [supporting documents](#) (for example, contracts or business records) in the **Education History** section.

### Step Nine: Employer Declaration Letter (if applicable)

1. Indicate whether you are submitting an **Employer Declaration Letter (EDL)**.
2. If **Yes**, upload the letter.
3. Select **Next**.



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### Step Ten: Personal Information

1. Enter your personal details.
  - Foreign Nationals must ensure names match their passport.
2. Provide a **physical mailing address** where your trade certificate can be sent.
3. Ensure your contact information is accurate and up to date.

### Step Eleven: Education History and Supporting Documents

1. Upload any relevant:
  - Trade certificates or credentials,
  - Training records or courses, and/or
  - Letters or documents supporting your work history.

### Step Twelve: Declarations and Consents

1. Review the **Declaration, Agreements, and Consents** screens.
2. Confirm your agreement by selecting the required checkboxes.

### Step Thirteen: Payment

1. Select your payment method:
  - Pay online by credit card, **or**
  - Submit your application and pay at an [AIT office](#) within **45 days**.

### Need Help?

If you have questions about the TQWE program or the application process, contact **AIT Assessments** at [AIT.Assessments@gov.ab.ca](mailto:AIT.Assessments@gov.ab.ca).