

If you are interested in:

- representing industry in your designated trade;
- being part of the Alberta apprenticeship and industry training decision-making process;
- helping Alberta workers gain certification, mobility and flexibility through apprenticeship training, and
- lending your expertise and enthusiasm to your trade;

you may apply to become a member of a Local Apprenticeship Committee or a Provincial Apprenticeship Committee.

**Questions? Need help?** Call the Apprenticeship Information Toll-free Line at **1-800-248-4823**.

### What is a Local Apprenticeship Committee?

Most of the designated trades in Alberta have a network of local apprenticeship committees (LAC). The Alberta Apprenticeship and Industry Training Board establishes LACs in areas of the province where there is sufficient activity in the trade to warrant their existence. An LAC has a minimum of five industry members including a presiding officer (chair). Membership is comprised equally of employer and employee representatives.

As a local apprenticeship committee member, you will participate in:

- making recommendations to the Provincial Apprenticeship Committee (PAC) regarding apprenticeship training and certification;
- monitoring apprenticeship programs and the progress of apprentices locally;
- making recommendations to the Alberta Apprenticeship and Industry Training Board regarding the appointment of PAC members;
- helping to settle disputes between apprentices and their employers in matters pertaining to the *Apprenticeship and Industry Training Act*; and
- promoting apprenticeship programs and training and the pursuit of careers in the trade.

### What is a Provincial Apprenticeship Committee?

Each designated trade in Alberta has a provincial apprenticeship committee (PAC). A PAC has a minimum of nine industry members including a presiding officer (chair). Membership is comprised equally of employer and employee representatives.

As a provincial apprenticeship committee member, you will participate in:

- making recommendations to the Alberta Apprenticeship and Industry Training Board regarding apprenticeship training and certification;
- monitoring the LACs in your trade and playing a role in settling disputes between apprentices and their employers in matters relating to the *Apprenticeship and Industry Training Act*; and
- determining if programs and courses provided outside apprenticeship are equivalent to an Alberta apprenticeship program.
- promoting apprenticeship programs and training and the pursuit of careers in the trades.

### Committee Membership Appointment

All appointments to local or provincial apprenticeship committees are made by the Alberta Apprenticeship and Industry Training Board (Board), under the authority of the *Apprenticeship and Industry Training Act*. The Board encourages all qualified individuals to apply.

The Board has set out specific criteria for determining appointments of committee members. Some of the key criteria are listed below. For the complete list of criteria, go to the apprenticeship and industry training website @ [www.tradesecrets.alberta.ca](http://www.tradesecrets.alberta.ca) Click on the 'Forms & References' tab and scroll down to 'Trade and Occupation Committees'.

## Criteria for 'Employer' and 'Employee' Representatives

Local and provincial apprenticeship committee members represent either the interests of employers of persons employed in the trade or the interests of persons who are employees employed in the trade. The following criteria are used by the Board in appointing 'employer' and 'employee' members to local and provincial apprenticeship committees.

An **'Employer'** representative:

- is associated with, and knowledgeable in, the trade;
- owns, operates or is in a management position in a business that employs journeypersons, hires and trains apprentices or has the capacity to train apprentices working in the trade;
- has significant influence/final authority concerning hiring and long-term employment of journeypersons and apprentices engaged by the business; and
- may not serve on another trade or occupational committee, however may serve on a provisional committee.

An **'Employee'** representative:

- is associated with, and knowledgeable in, the trade;
- holds a recognized trade certificate in the trade of their committee, except in the case of newly designated trades or final-period apprentices;
- is employed in the trade;
- works in a non-management position;
- works with tools of the trade at least part-time; and
- may not serve on another trade or occupational committee, however may serve on a provisional committee.

## Other Criteria Considered

- Support of a broad constituency in industry.
- Geographic representation of industry (local area for LACs and province-wide for PACs).
- Specialized knowledge and expertise in the occupation or industry.
- Engagement by an organization that represents employers or employees in the trade.
- Recommendation of the LAC (for PAC appointments).
- Skills and participation as a committee member.

For the complete list of criteria, go to the apprenticeship and industry training website [www.tradesecrets.alberta.ca](http://www.tradesecrets.alberta.ca).

## Summary of Application Process

You must:

- complete all sections of the application form;
- sign and date the application; and
- submit the completed and signed application to your nearest Apprenticeship and Industry Training office (see below).

We will **not** accept or process applications that are incomplete, are not signed and dated.

**Applications must be submitted to your nearest Apprenticeship and Industry Training office.**

### Alberta Apprenticeship and Industry Training Offices

City or Town	Address	Postal Code
Bonnyville	Mailing address: PO Box 8115 2 <sup>nd</sup> Fl. Provincial Building, 4902 - 50 Avenue	T9N 2J4
Calgary	Suite 200, Willow Park Centre, 10325 Bonaventure Drive, SE	T2J 7E4
Edmonton	Room 430, 4 <sup>th</sup> Fl. Centre for Applied Technology Building (CAT) NAIT Campus, 11763 - 106 Street	T5G 2R1
Fort McMurray	Box 19, 7th Fl. Provincial Building, 9915 Franklin Avenue	T9H 2K4
Grande Prairie	Suite 100, Towne Centre Mall, 9845 - 99 Avenue	T8V 0R3
Hinton	564A Carmichael Lane	T7V 1S8
Lethbridge	Room 280, 2 <sup>nd</sup> Fl. Provincial Building, 200 - 5 Avenue, South	T1J 4C7
Medicine Hat	3021 Dunmore Road, SE	T1B 2H2
Peace River	3 <sup>rd</sup> Fl. Provincial Building, 9621 – 96 Avenue Bag 900-28	T8S 1T4
Red Deer	3 <sup>rd</sup> Fl. First Red Deer Place, 4911 - 51 Street	T4N 6V4
Slave Lake	Mailing address: PO Box 787 #109 Slave Lake Government Centre 101 3 Street SW	T0G 2A0
Vermilion	Box 26, 1st Fl. Provincial Building, 4701 - 52 Street	T9X 1J9

**Questions? Need help?** In North America please call the Apprenticeship Information Toll-free Line at **1-800-248-4823**.

**Freedom of Information and Protection of Privacy Notification:** Alberta Advanced Education and the Alberta Apprenticeship and Industry Training Board (“Board”) are collecting the personal information you provide in this application pursuant to section 33(c) of the *Freedom of Information and Protection of Privacy Act* (“FOIP”) to help determine and verify whether you meet the standards and requirements established by the Board under the *Apprenticeship and Industry Training Act* (“Act”) for membership on a Local Apprenticeship Committee, Provincial Apprenticeship Committee, Occupational Committee or Provisional Committee. The collection, use and disclosure of your personal information is done under the authority of FOIP and is managed in accordance with the Act.

If you have any questions about the collection of this information, contact the Director, Board and Intergovernmental Connections, Apprenticeship and Industry Training, Advanced Education at 780-427-5811 or by mail to Alberta Apprenticeship and Industry Training Secretariat, 10<sup>th</sup> Floor, Commerce Place, 10155 – 102 Street NW, Edmonton, Alberta T5J 4L5.

**IMPORTANT:** Please provide all information required on the application form. Do not leave any sections or lines blank if they apply to you, as this may affect our ability to process your application. If a section does not apply to you, write "Not Applicable" in that section.

**Read the questions and instructions carefully.** If you need help to complete the application, please contact your nearest Apprenticeship and Industry Training office (see page 3). Submit the completed and signed application to the nearest Alberta Apprenticeship and Industry Training office.

**1 Personal Information**

**Note:** Your last, first and middle names **must be the same** as they appear on your driver's license, passport or other government-issued identification.

Last name: (Surname)		Former last name: (if applicable)	
First name:		Middle name: (no initials)	
Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>		Birth Date (yyyy/mm/dd):	
Mailing address (PO box, street, city, province)			
			Postal code:
Primary phone number:		Alternate phone number:	
Fax number:		Email address:	
<i>If you change your name or address in the future, contact the closest Apprenticeship and Industry Training office immediately so your records can be updated.</i>			

**2 Committee Type, Position, Trade and Location**

<b>In which <u>committee type</u> are you applying for membership? Check one</b> <input type="checkbox"/> Provincial apprenticeship committee <input type="checkbox"/> Local apprenticeship committee <input type="checkbox"/> Both of the above	<b>In which <u>position</u> are you interested? Check one</b> <input type="checkbox"/> Employer representative <input type="checkbox"/> Employee representative <input type="checkbox"/> Presiding officer (PAC only)	<b>Which trade are you applying to represent?</b>
		<i>For LACs only: Which location are you applying to represent? Name city or town</i>

### 3 Nominator Information

An applicant for membership in a local or provincial apprenticeship committee may be self-nominated, nominated by an existing local apprenticeship committee (LAC) or provincial apprenticeship committee (PAC), an employer or other parties. 'Other' may be an individual, company, labour union, association, etc. involved in the trade. If you check the 'Employer' or 'Other' box below, please provide the name of the individual, company or organization that is nominating you in the box that follows.

<b>Who nominated you?</b> (Check one)				
<input type="checkbox"/> Self-nominated	<input type="checkbox"/> LAC	<input type="checkbox"/> PAC	<input type="checkbox"/> Employer*	<input type="checkbox"/> Other*

\* Please provide additional information below for Employer and 'Other' nominators.

Name of company/organization:	
Contact person last name:	Contact person first name:
Contact person title:	
Mailing address (PO box, street, city, province)	
	Postal code:
Primary phone number:	Alternate phone number:
Fax number:	Email address:

### 4 Certification Information

Describe any recognized credentials (certificates) you hold in the trade which you are applying to represent. If you need more space, put the additional information on a separate page. Please provide a copy of any credentials (certificates) issued outside of Alberta.

What is the name of the trade on the credential?	
What is the name of the province/state/country/ company/organization that issued the credential?	What, if any, is the expiry date of your credential?
What is the number on the credential?	If you have a completion of apprenticeship certificate, what is the number on it?
What is the date of issue on the credential?	If there is an Interprovincial Standards Red Seal on the credential, what is the number on it?
If you are a final period apprentice in the trade of the committee for which you are applying, please check the box below and indicate the trade in which you are currently apprenticing.	
<input type="checkbox"/> Final-period apprentice	Name of trade _____

Information about your trade certification may be used to assist us in assessing your application, and for research and statistical purposes.

## 5 Employment Information

Current Employment Status:  Employed  Self-employed  Not employed

If you are employed or self-employed, please provide the information below.

Legal name of business:	
Operating name of business: <i>(if different from legal name)</i>	
Mailing address (PO box, street, city, province)	
	Postal code:
Primary phone number:	Alternate phone number:
Fax number:	Email address:
Site address (if different from mailing address):	
	Postal code:
Name of contact person:	Email address:
Phone number:	Fax number:
What is the primary trade the business is involved with?	What date did you begin to work with this employer/become self-employed? (yyyy/mm/dd)
What type of work does the business do?	
What is your job title?	
What are your primary job duties?	

## 6 Employer and Employee Representation

Each member of a local or provincial apprenticeship committee represents either employers or employees in the trade of the committee. A brief description of an employer and employee representative is found on Page 2. To assist us in determining who you best represent, please read the following and check the descriptions that apply to your current situation.

**Check only the box(es) that apply.** For each activity that applies, please indicate the number of years you have been involved in this activity. Do not alter the statements presented. Please use the space provided below to add any additional comments or explanation.

**Number of years:**

- |  |       |
|--|-------|
| <input type="checkbox"/> I am currently working in the trade I am applying to represent.   | _____ |
| <input type="checkbox"/> I am currently involved in training apprentices.  | _____ |
| <input type="checkbox"/> I own, operate or am in a management position in a shop that employs journeypersons, hires and trains apprentices or has the capacity to train apprentices working in the trade I am applying to represent. | _____ |
| <input type="checkbox"/> I have significant influence/final authority concerning hiring and long-term employment of journeypersons and apprentices engaged by the shop.  | _____ |
| <input type="checkbox"/> I am currently working in a non-management position.  | _____ |
| <input type="checkbox"/> I work with tools of the trade at least part-time.  | _____ |

**Please note any additional comments, further explanation, or other relevant experience relative to your representation on a local or provincial apprenticeship committee.**

## 7 Other Contact Information

If you would like your mail relating to committee membership to be sent to a different mailing or email address than the one you filled in on page 4, please complete this section. This section should be completed ONLY if a different address is required for committee membership matters. Otherwise, the section should be left blank.

Mailing address (PO box, street, city, province)	
	Postal code:
Primary phone number:	Alternate phone number:
Fax number:	Email address

## 8 Declaration, Acknowledgement, Authorization and Consent

**If you do not sign and date this section, your application will not be accepted or processed.**

**I have read the Information and Instructions, and hereby make application for membership in an Alberta industry committee, and**

**I declare that:**

- the information I have provided on this application and in any documents attached is true and complete in all respects.

**I agree to:**

- immediately notify Advanced Education of any changes to information contained in this application that happen after I submit this application.

**I acknowledge that:**

- if I make a false or misleading statement in this application, or provide false documentation, or fail to disclose information as requested by Advanced Education, I may be denied membership on an industry committee, or have the industry committee appointment cancelled and/or be subject to criminal prosecution or prosecution under the *Apprenticeship and Industry Training Act*; and
- if I fail to disclose or update information or fail to provide information as requested by Advanced Education, this may constitute the making of a false or misleading statement.

**I authorize:**

- Advanced Education and/or the Alberta Apprenticeship and Industry Training Board to contact governments, departments, boards, agencies, or any other body that issues trade or occupation documents to request the production and disclosure of any information, documents and/or records held by that entity respecting my education, training, work experience or certification (including any information the entity has respecting its confirmation or verification of my education, training, work experience or certification) as these relate to the trade identified in Section 4, and I consent to the disclosure of this information to Alberta Advanced Education and/or the Alberta Apprenticeship and Industry Training Board; and
- Advanced Education, should I be selected to be appointed to an industry committee, to publish my committee member information (name, committee position, city/town of residence and term) for the duration of my term.

Signature of Applicant:

Date (yyyy/mm/dd):

Name of Applicant (print):