

Employer to Sponsor Transition

Information for Apprentices and Employers



What is happening?

If you haven't updated your employer information for your apprenticeship since July 20, 2022:

- Submit a [Request for Approval of Apprenticeship Education Agreement \(RA-AEA\) \(PDF\)](#) form to confirm your current sponsor (*even if you have not changed employers or sponsors*).
- This is required **as soon as possible** to bring your registration in line with Alberta legislation that was not in place when you first registered with your employer.

This form confirms that your employer agrees to become your sponsor under Alberta's *Skilled Trades and Apprenticeship Act*.

We cannot accept record book hours until we receive and approve your form.

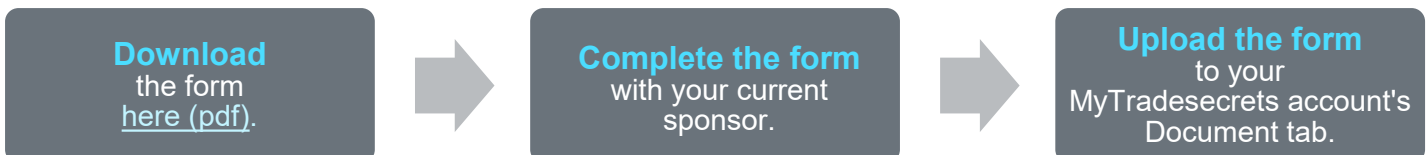
Once we've approved your form, your sponsor can approve your hours and you can submit your record book as usual.

This applies to you if:

- you registered as an apprentice before July 20, 2022,
- you have not submitted a Notice of Acceptance form to change employers/sponsors since then (*even if you **haven't** changed employers/sponsors*), and
- you received an email from Apprenticeship and Industry Training advising you of this requirement.

What do I need to do?

As soon as possible:



- Avoid delays by making sure your form is complete and correctly filled out.

Why is this required?

The *Skilled Trades and Apprenticeship Act*, (enacted on July 20, 2022), changed the requirements for organizations supporting an apprentice's on-the-job learning.

- **Previously**, apprentices needed to have a contract with their direct employer.
- **Now**, apprentices need an agreement with a sponsor (*which can be their employer or any other organization that agrees to support their training*).
- Employers who were registered with an apprentice **prior** to the act coming into force were allowed to act as that apprentice's sponsor for a **two-year transition period ending July 20, 2024**.
- Now that the transition period has ended, these employers **no longer have legal authority** to act as a sponsor without signing the RA-EA form to formally accept the role.



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Frequently Asked Questions

When do I need to submit my form?

Please submit as soon as possible to bring your apprenticeship registration in line with updated legislation.

Who can sign my form to become my sponsor?

For most apprentices, this will be the same organization that was previously registered as your employer. Your sponsor is the company or organization that supports your on-the-job learning. Learn more [here](#).

How long will it take for AIT to approve my form?

Approval times may vary, but we aim to process all documentation sent to AIT within 6-8 weeks. Please ensure your form is complete and correctly filled out to avoid delays.

Will I lose the hours I've already worked?

No, you will receive full credit for all valid hours that your current employer approved in your record book. Submit this form as soon as possible, as well as your record book at regular intervals to process your hours.

What if my employer is not aware of this?

Please share this information sheet with your employer to inform them of the upcoming changes and the steps required. They can also contact AIT for more information and guidance.

How do I know if AIT has approved my form?

Visit the Documents tab of your MyTradesecrets account. Once your form has been approved, it will say Complete.

Your sponsor will also display in the Applications tab under the Program Summary after your form is approved.

What if I don't have a sponsor currently?

You will remain an Un-sponsored Apprentice until you find a new sponsor and complete the form.

You may attend classroom instruction and write exams to progress in your program, but you cannot earn new on-the-job hours until you have found a sponsor.

If you are no longer pursuing your apprenticeship, please call us at 1-800-248-4823 to cancel your registration.

What if I've already completed all my required hours?

If you completed all on-the-job hours required for a period **prior to July 20, 2024**, you can submit your record book for that period as usual without first submitting the RA-AEA form.



Apprenticeship
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tradesecrets.alberta.ca
1-800-248-4823

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Alberta