

Employers with questions about a trade or occupational certificate presented to them (including an Alberta certificate) should check with the issuing province or territory.

Recommended steps for verifying a certificate follow.

1. Get the certificate holder's written permission to allow the issuing province or territory to provide you with verification of the certificate's authenticity.
2. Confirm the certificate holder's legal name (correct spelling required) and date of birth.
3. Photocopy both sides of the certificate.
4. Fax the above information to the jurisdiction that issued the certificate and request verification of its authenticity.

Links to provincial and territorial apprenticeship training authorities are available at [www.tradesecrets.alberta.ca](http://www.tradesecrets.alberta.ca) under the heading "About Us" and then "Related Links".

If the issuing province or territory informs you the certificate does not appear to be authentic, please contact Apprenticeship and Industry Training.

**Call the toll-free**

**Apprenticeship and Industry Training Information Line**

**1-800-248-4823**