

# Alberta's Trade Certification Process



Tradespeople in Alberta are trained and certified through the province's apprenticeship and industry training system, which is administered by Alberta Apprenticeship and Industry Training (AIT).

If you are a tradesperson from outside of Canada and wish to work in a compulsory trade in Alberta, you need to meet Alberta industry trade standards for that specific trade. Foreign workers may apply for certification under the Alberta Qualification Certificate Program.

## Through this program:

- Your work experience and/or formal training in the trade will be verified.
- If approved, you will be required to write and pass a theory exam for the trade (pass mark is 70 per cent).
- For some trades, you will also be required to pass a practical assessment (pass mark is 70 per cent). If there is no practical assessment for your trade, your Alberta employer is required to provide a letter of declaration verifying you are performing work in the trade at the level of a certified journeyman.

If the above requirements are met, you will be issued a Qualification Certificate which will allow you to work as a certified journeyman in the designated trade in Alberta.

## In Alberta, there are two classifications of designated trades:

### 1. Compulsory Trades

To work in a compulsory trade, a foreign worker must have a letter from Apprenticeship and Industry Training indicating their application is approved, be certified under the Qualification Certificate Program, or have a recognized trade certificate.

### 2. Optional Trades

In optional trades, a person is not required to hold a trade certificate to work in the trade if an employer is satisfied that the uncertified person has the knowledge and skills expected of a journeyman.

You are not required to be certified if you would like to work in an optional trade in Alberta under the Qualification Certificate Program; however, certification would provide you with an official document that will be recognized throughout Alberta and may be recognized throughout Canada. Certification through the Qualification Certificate Program also allows carpenters or millwrights to participate in the Alberta Occupational-Specific Pilot (below).

An Alberta Qualification Certificate is essential if you want to apply for permanent residence under the Alberta Immigrant Nominee Program Compulsory and Optional Trades Category. For more information, visit [www.AlbertaCanada.com/ainp](http://www.AlbertaCanada.com/ainp). The Federal Skilled Trades Program is for people who want to become permanent residents based on being qualified in a skilled trade. See [www.cic.gc.ca/english/immigrate/trades](http://www.cic.gc.ca/english/immigrate/trades).

## Alberta Occupational-Specific Pilot

The Alberta Occupation-Specific Pilot allows Citizenship and Immigration Canada (CIC) to issue an occupation-specific work permit to TFWs working in the following trades: steamfitter-pipefitter, carpenter, heavy-duty equipment mechanic, ironworker, millwright/industrial mechanic, and welder. To participate in the pilot, you are required to have a job offer from an Alberta employer or recognized Group of Employers and must apply to the pilot by July 31, 2013. Learn more at [eae.alberta.ca/documents/tfw-annexb-occ-sp-steam-pipe.pdf](http://eae.alberta.ca/documents/tfw-annexb-occ-sp-steam-pipe.pdf).

## Useful Websites:

Alberta Apprenticeship and Industry Training: [www.tradesecrets.alberta.ca](http://www.tradesecrets.alberta.ca)

Alis - Career section: [www.alis.gov.ab.ca/js/job-seeker.html](http://www.alis.gov.ab.ca/js/job-seeker.html)

Interprovincial Standards Red Seal Program: [www.red-seal.ca](http://www.red-seal.ca)

Immigrate to Alberta: [www.AlbertaCanada.com/immigration](http://www.AlbertaCanada.com/immigration)

## How to become a certified tradesperson

The step-by-step description below outlines how a foreign worker can become a certified tradesperson through the Qualification Certificate Program:

1. Find an employer in Alberta to hire you as a temporary foreign worker.
2. Complete the Qualification Certificate - Work Experience application. Applications are available from the AIT website [www.tradesecrets.alberta.ca](http://www.tradesecrets.alberta.ca). Each application form for the Alberta Qualification Certificate Program must:
  - Include a completed Qualification Certificate - Work Experience application form.
  - Provide the required documentation for verification of work experience and/or training in the trade.
  - Include payment of the required non-refundable fee(s), and
  - Include a photocopy of your passport showing a picture and a signature.

With your application, you are required to:

- a. Ensure that any attached documents written in a language other than English are translated into English by an approved translator. Names of translators may be available from a translator's association in your home country or from the International Association of Translators Federation (FIT) at [www.fit-ift.org](http://www.fit-ift.org).
  - b. Pay the Verification of Competency fee, which includes one attempt at the theory examination. All fees must be paid in Canadian funds with a certified cheque, money order or credit card. Certified cheques and money orders are to be made payable to the Government of Alberta.
3. AIT will verify your work experience in the trade, and notify you in writing as to whether your application has been approved.
  4. Once your application is approved, you will need to include your AIT Approval letter with your work permit application. Eligible TFWs from abroad may apply for a work permit either overseas or, if applicable, at a port of entry into Canada. An application fee will apply. If applying for a work permit from outside Canada, visit [www.cic.gc.ca/english/information/applications/work.asp](http://www.cic.gc.ca/english/information/applications/work.asp). If applying for a work permit from within Canada, apply online at [www.cic.gc.ca/english/information/applications/extend-worker.asp](http://www.cic.gc.ca/english/information/applications/extend-worker.asp).

CIC approves entry into Canada. You will be required to meet all applicable federal temporary resident and admissibility criteria in order to obtain status as a temporary resident in Canada. Persons convicted of a criminal offence including driving while under the influence of drugs or alcohol may not be allowed to enter or work in Canada:

[www.cic.gc.ca/english/helpcentre/answer.asp?q=142&t=8](http://www.cic.gc.ca/english/helpcentre/answer.asp?q=142&t=8).

5. Within seven days of your arrival in Alberta, you must provide your Alberta mailing address, the name of your employer, phone number(s), and the date of your arrival in Alberta to the International and Provincial Assessment Services office of AIT. A form will be sent in your Qualification Assessment letter; however, you can also send this information to [tfwinfo@gov.ab.ca](mailto:tfwinfo@gov.ab.ca) or visit [tradesecrets.alberta.ca/experiencedworkers/qualification-certificate](http://tradesecrets.alberta.ca/experiencedworkers/qualification-certificate).
6. You are required to contact AIT to schedule your required examination(s) when you arrive in Alberta. The certification process should be underway within 180 days of your arrival in order to maintain your foreign worker status in Canada. You and your employer will have taken steps towards achieving the requirements for certification including:
  - a. Scheduling your examinations.
  - b. Challenging theory and/or practical examinations, successfully or unsuccessfully.
  - c. Attending an employer or union sponsored training program, including trades refresher programs, technical English and trade terminology training.

Please remember to keep your work permit valid throughout your entire stay in Alberta.

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