

An Employer's Guide to Apprenticeship

Five steps to employing an apprentice

Step 1 Hire an employee. [Learn more about Alberta's 50+ trades and occupations](#) and which trade makes sense for your business.

Step 2 Ask your new employee to complete the online [apprenticeship application and contract](#).

Employers can register apprentices online, and pay for your employee's apprenticeship application fee online as well, if you so choose. The steps to completing an [online employer consent for an apprentice application](#) are available here.

Click here for [Frequently Asked Questions](#) about the MTS process for employer access.

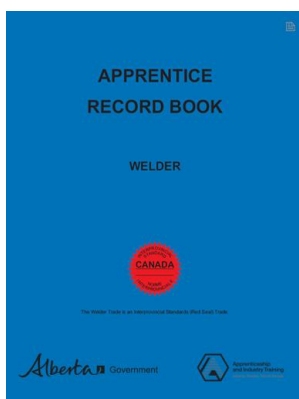
Step 3 Help your apprentice achieve their on-the-job training hours by teaching them skills in the trade under the supervision of a certified journeyperson and in accordance with the *Apprenticeship and Industry Training Act*.

Step 4 Give apprentices time-off and support to attend technical training so they can successfully pass their courses and exams.

Step 5 Encourage apprentices to apply and share up-to-date industry standards and practices that they learned from technical training with your team.

Keeping track and evaluating your apprentices' on-the-job training

Every apprentice is issued a record book that outlines the various skills/tasks they are required to learn as part of their on-the-job training. The apprentice must keep track of on-the-job training and work experience. All hours and work must be verified and signed-off on by the apprentice, direct journeyperson supervisor, and employer. The record book is then submitted once a year to your local [Apprenticeship and Industry Training office](#) to track the satisfactory completion and number of on-the-job training hours.



How much will apprenticeship cost me?

Consider employing and training an apprentice an investment in your company's future. According to a Canadian Apprenticeship Forum's return on training investment study, employers receive a net benefit of \$1.47 for every \$1 spent on apprenticeship training.

Financial support opportunities for your business

The [Apprenticeship Job Creation Tax Credit \(AJCTC\)](#) is a non-refundable tax credit for an employer that is equal to 10 per cent of the eligible salaries and wages payable to eligible apprentices in respect of employment after May 1, 2006.

The maximum credit an employer can claim is \$2,000 per year for each eligible apprentice, and the apprentice must be enrolled in a Red Seal trade.

Financial support opportunities for your apprentices

When an apprentice attends technical training, they are able to claim Employment Insurance. There are also several publicly funded grants, scholarships and awards available for apprentices. [The complete list of financial assistance options is available here.](#)

For example, the Alberta Apprenticeship and Industry Board provides more than 900 scholarships to apprentices and occupational trainees every year. Alberta student loans are also available, and there is the Canada Tradesperson's Tool Deduction where apprentices can claim up to \$500 per year.

For Red Seal trades, there are federally funded grants and student loans available. For example, the \$2,000 Apprenticeship Completion Grant is awarded to any apprentice who receives their Red Seal after successfully completing their apprenticeship training.

Compliance and employer responsibilities

Apprenticeship and Industry Training Officers are always available to help you understand how the legislation under the [Apprenticeship and Industry Training Act](#) impacts your business. [Talk with an AIT Officer](#) to learn more about your responsibilities of working in a certified trade.

[Learn more about the compliance process here.](#)

For your Information

Alberta
Trades.
World
Ready.

What if an employee has been an apprentice before and is already enrolled in an apprenticeship program?

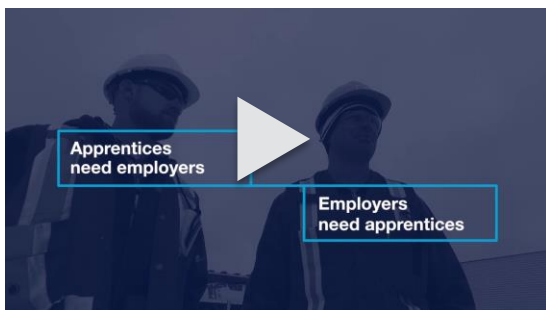
It's easy to transfer over an employee's apprenticeship contract from their previous employer so they are registered under your business. Fill-out the **Notice of Acceptance of Contract Apprenticeship** card with the apprentice's exact start date at your company, have you and your apprentice sign the card, and submit it to your local [Apprenticeship and Industry Training office](#).

[Acceptance cards](#) are available on [Tradesecrets.alberta.ca](#). The card looks like this:

NOTICE OF ACCEPTANCE OF CONTRACT OF APPRENTICESHIP	
Alberta Apprenticeship and Industry Training This is Notice of Acceptance under the Apprenticeship and Industry Training Administration Regulation (Alta. Reg. 257/2000) for the contract of apprenticeship for	DATE EMPLOYMENT COMMENCED
NAME OF COMPANY (PRINT)	TRADE NAME
ADDRESS	TELEPHONE NO.
hereby agrees to become party to this Contract of Apprenticeship and to comply with the Apprenticeship and Industry Training Act and Regulations and terms and conditions of this Contract of Apprenticeship.	
SIGNATURE OF EMPLOYER OR AUTHORIZED SIGNING OFFICER	DATE YYYY/MM/DD
APPRENTICE NAME (PRINT)	I.D. NO.
APPRENTICE SIGNATURE	DATE YYYY/MM/DD
ADDRESS	TELEPHONE NO.

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Apprenticeship benefits employers video



AIT Employer Benefits video (1:41s)

What if an employee leaves my company during their apprenticeship?

Just like the **Notice of Acceptance**, there is a **Notice of Release** card that the apprentice needs to fill out when they are no longer employed with you. The apprentice needs to sign the card before submitting it to their local [Apprenticeship and Industry Training office](#).

[Release cards](#) are available on [Tradesecrets.alberta.ca](#). The card looks like this:

NOTICE OF RELEASE OF CONTRACT OF APPRENTICESHIP	
Alberta Apprenticeship and Industry Training This is Notice of Release under the Apprenticeship and Industry Training Administration Regulation (Alta. Reg. 257/2000) for the contract of apprenticeship for	DATE EMPLOYMENT TERMINATED
APPRENTICE NAME (PRINT)	I.D. NO.
NAME OF COMPANY (PRINT)	
ADDRESS	TELEPHONE NO.
On signature of this Notice of Release, the Executive Director, Apprenticeship and Industry Training becomes a party to this Contract of Apprenticeship until a Notice of Acceptance is signed or the period of time prescribed in the Apprenticeship and Industry Training Administration Regulation expires.	
SIGNATURE OF EMPLOYER OR AUTHORIZED SIGNING OFFICER	DATE YYYY/MM/DD
APPRENTICE SIGNATURE	DATE YYYY/MM/DD
ADDRESS	TELEPHONE NO.

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Want to make a difference in your trade? Join the Industry Network!

Groups of industry professionals, just like you, determine the course content for each period of technical training for Alberta's 50+ trades and occupations.

Each trade has its own Industry Network that determines everything from course content, credit for training, determining on-the-job training skills, and more!

Learn about how you can [join the Industry Network](#) and start making a difference in the future of your trade.

For more information, call the
Apprenticeship and Industry Training Information Line
1-800-248-4823

Important Links for Employers

The following list of links were referenced in *An Employer's Guide to Apprenticeship*. Click the highlighted text for the direct link or navigate to the section by following the instructions. Go to tradesecrets.alberta.ca to get started!

What is an apprenticeship?

<https://tradesecrets.alberta.ca/learn-on-the-job/what-is-apprenticeship/>

Navigation: Select menu bar "Learn On The Job", click headline "What is Apprenticeship?"

Learn more about Alberta's 50+ trades and occupations.

<https://tradesecrets.alberta.ca/trades-occupations/trades-occupations-list/>

Navigation: Select menu bar "Trades & Occupations", click headline "Trades & Occupations List"

As an employer, how do I comply with the legislation?

<https://tradesecrets.alberta.ca/compliance>

Navigation: Click headline "Compliance and Legislation" on the right-hand side of the homepage.

What is MyTradesecrets and where can I find more information?

<https://tradesecrets.alberta.ca/MyTradesecrets/>

Navigation: Click headline "MyTradesecrets" on the right-hand side of the homepage.

Frequently Asked Questions about the MTS process for employer access:

<https://tradesecrets.alberta.ca/mytradesecrets/access-employer-services/employer-access-faq/>

Navigation: Click headline "MyTradesecrets" on the right-hand side of the homepage, click header "Access Employer Services", click link "Employer Access Frequently Asked Questions".

How do I register an apprentice?

<https://tradesecrets.alberta.ca/mytradesecrets/access-employer-services/>

Navigation: Click headline "MyTradesecrets" on the right-hand side of the homepage, select headline "Access Employer Services".

I have more questions! How do I contact an Apprenticeship and Industry Training Office?

<https://tradesecrets.alberta.ca/contact-us/?QUERY=1>

Navigation: Select menu bar "Contact Us", select link "AIT Offices" at the bottom of the window.

Where can I find the Release Cards and Acceptance Cards?

https://tradesecrets.alberta.ca/sources/pdfs/forms/ACCEPTANCE_RELEASE_CARDS.PDF

Navigation: Scroll to bottom of page to "Links" and click "Forms and References", click "Acceptance and Release Cards" under "For Registered Apprentices" section.

Financial supports for your business

<https://tradesecrets.alberta.ca/financial-assistance/>

Navigation: Select menu bar "Financial Assistance".

Financial supports for apprentices

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Join the Industry Network

Learn more about the [Industry Network](#) and start making a difference in the future of your trade.

<https://tradesecrets.alberta.ca/about-us/apprenticeship-and-industry-training-system/how-to-get-involved/>

Navigation: Select menu bar "About Us", select headline "How to Get Involved" and select "How to Get Involved" on the left menu.

Canadian Apprenticeship Forum Handbook for Employers

Learn more about the value of apprenticeship for employers.

<http://caf-fca.org/wp-content/uploads/2017/07/CAF-Employer-Handbook72.pdf>

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