

Apprentice Mobility

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Definitions

“**Act**” means the *Apprenticeship and Industry Training Act*, and regulations made under that Act;

“**Alberta apprentice**” means an apprentice who currently holds an Alberta contract of apprenticeship;

“**Alberta employer**” means an employer that is eligible to provide apprenticeship training in Alberta;

“**Apprenticeship entrance examination**” means the examination used to assess an individual who is interested in becoming an apprentice but who is lacking documentation showing he or she has met the educational requirements to begin learning the trade;

“**Apprenticeship period examination**” means the examination that follows each period of technical training in an apprenticeship program or the examination used in a prior learning assessment;

“**Alberta journeyman**” means an individual who holds a trade certificate issued under the Act;

“**Blue Seal**” means an achievement that recognizes business training obtained by a certified Alberta journeyman in a designated trade or occupation;

“**Contract of Apprenticeship**” means a legally-binding document between two parties, usually an apprentice and the apprentice's employer, formalizing the relationship between the apprentice and the employer as well as the requirements to complete the program;

“**Credit**” means advanced standing in an apprenticeship program granted when an apprentice has taken training or acquired experience, that is recognized by the PAC as

being equivalent to part or all of the technical training or on-the-job education that is required for that program;

“Designated trade” means a trade that is regulated by the *Apprenticeship and Industry Training Act*;

“Examination” means the theory and practical examinations set or recognized by the Alberta Apprenticeship and Industry Training Board in a designated trade or occupation under the Act;

“Executive Director” means the Executive Director of Policy and Standards;

“Extra-provincial Employer” means an employer or worksite in a Canadian jurisdiction other than Alberta;

“Jurisdiction” means a Canadian province or territory offering apprenticeship training;

“Occupation certification examination” means the examination that must be successfully completed to earn an Occupational Certificate;

“On-the-job apprenticeship education” means work experience (months and hours) gained while working with an employer.

“Out-of-province employer” means an employer or worksite in a Canadian jurisdiction other than Alberta;

“Prior learning assessment” means the process used to determine whether an individual will be granted advanced standing in an apprenticeship program;

“Qualification Recognized Credential (QRC)” means a certificate issued through the Trades Qualifier program to an individual based on a credential without a Red Seal endorsement from another jurisdiction;

“Red Seal endorsement” means an achievement obtained by a tradesperson holding a Canadian provincial/territorial trade certificate who has demonstrated the knowledge required for the national standard in that trade;

“Red Seal examination” means the examination used to determine whether apprentices and experienced tradespersons meet the national standard in a particular Red Seal trade;

“Technical Training” means the formal courses at a post-secondary institution that are part of an apprenticeship program;

“Trades Qualifier applicant” means an individual who applies to obtain an Alberta Qualification Certificate in a designated trade based on work experience;

“Trades qualifier certification examination” means the examination used to evaluate a trades qualifier applicant.

[Provincial-Territorial Apprenticeship Mobility Protocol](#)
[Provincial-Territorial Apprenticeship Mobility Agreement](#)

The *Provincial-Territorial Apprenticeship Mobility Protocol* enables mutual recognition of technical training, on-the-job education and examination results for apprentices who move between jurisdictions.

The *Provincial-Territorial Apprenticeship Mobility Agreement* identifies the purpose and principles to be applied toward improved mutual recognition of on-the-job and classroom education, and the commitments to be achieved.

Alberta Apprentices Working in Another Jurisdiction

Policy Statement

On-the-job apprenticeship education gained while an Alberta apprentice is working in another jurisdiction will be recognized toward their Alberta apprenticeship program under the following conditions:

- If the apprenticeship program is designated in both Alberta and the other jurisdiction, on-the-job apprenticeship education gained outside Alberta must be submitted in the apprentice's Alberta Record Book or through a letter from the out-of-province employer, and is subject to verification by Alberta Apprenticeship and Industry Training (AIT).
- If the apprenticeship program is not designated in the other jurisdiction, on-the-job apprenticeship education gained outside Alberta must be recommended by the apprentice's current Alberta employer.

An Alberta apprentice who is engaging in on-the-job apprenticeship education with an employer in another jurisdiction is subject to that jurisdiction's regulatory requirements. This may include, but is not limited to ratio, supervision, wages, and dispute resolution between the apprentice and employer.

An Alberta apprentice is responsible for notifying AIT when they engage in on-the-job apprenticeship education outside of Alberta.

After 12 months, Alberta apprentices wishing to continue on-the-job apprenticeship education in another jurisdiction must contact AIT to maintain their Alberta contract of apprenticeship. Alberta apprentices engaging in on-the-job apprenticeship education outside Alberta for longer than 12 months without contacting AIT may have their Alberta contract of apprenticeship cancelled.

Apprentices who have not contacted AIT to be reinstated within 30 days of cancellation must submit a new application for apprenticeship when they return to Alberta, and any on-the-job apprenticeship education completed in another jurisdiction is subject to review and recommendation by the current Alberta employer.

Policy Context

- The policy applies to both compulsory and optional certification programs.

- While working in another jurisdiction, the Alberta contract of apprenticeship will be held by the Executive Director, and the apprentice's Contract Holder will show as "working for an extra-provincial employer" on their MyTradesecrets account.
- Apprentices working outside Alberta for longer than 12 months are encouraged to transfer their apprenticeship to the jurisdiction in which they are working.
 - Alberta relies on the apprenticeship authority in the other jurisdiction to monitor on-the-job training and is therefore unable to provide support to apprentices who encounter problems while working in another jurisdiction.
- To gain Alberta certification, apprentices must meet the minimum requirements for completing an apprenticeship program established in the Apprenticeship Program Order, including at least one Alberta examination.

Apprentices from Other Jurisdictions Working in Alberta

Policy Statement

An apprentice from another jurisdiction is permitted to gain on-the-job apprenticeship education with an Alberta employer while remaining registered as an apprentice in their home jurisdiction.

If an apprentice from another jurisdiction is registered in an apprenticeship program designated in Alberta and their registration in their home jurisdiction expires while working in Alberta, the apprentice may not continue working as an apprentice in Alberta until they either reactivate registration in their home jurisdiction or register as an Alberta apprentice.

Education and supervision of an apprentice from another jurisdiction by an Alberta employer is subject to the same legislative requirements as Alberta apprentices under the Act. This includes, but is not limited to ratio, supervision, wages, and dispute resolution between the apprentice and employer.

Policy Context

- Apprentices from other jurisdictions should notify their home jurisdiction of their intent to engage in on-the-job apprenticeship education in Alberta.
- Apprentices from other jurisdictions must meet the requirements of their home jurisdiction in order to receive credit for the on-the-job apprenticeship education gained in Alberta.
- Apprentices from other jurisdictions working in Alberta for longer than 12 months are encouraged to transfer their contract of apprenticeship to Alberta.
- Any information provided to AIT by an apprentice from another jurisdiction becomes subject to the *Alberta Freedom of Information and Protection of Privacy Act*.

Examination Administration in Other Jurisdictions

Requests by individuals for administration of an examination in a jurisdiction other than Alberta may occur for many reasons. Some examples are:

- an Alberta apprentice has relocated to another jurisdiction after an unsuccessful examination attempt;
- an Alberta journey person who has relocated wants to take a Red Seal examination; or
- an Alberta trades qualifier applicant who is not currently in Alberta.

This policy does not apply to administration of Alberta examinations to non-Alberta apprentices.

Policy Statement

In accordance with Red Seal Program policies, jurisdictions may administer Red Seal examinations on behalf of Alberta by following Red Seal Program procedures when the Red Seal applies to a trade certificate or occupational certificate.

No other examinations are eligible for administration outside of Alberta. This includes:

- apprenticeship entrance examinations
- apprenticeship period examinations
- occupation certification examinations
- all trades qualifier certification examinations (including trades that use the Red Seal examination)

Policy Context

- Red Seal examinations are available to Canadian jurisdictions through a nationally-administered system, which minimizes security compromises.
 - Alberta-specific examinations experience a higher risk of compromise and are therefore not permitted to be administered in other jurisdictions.
- Requests for Red Seal examination administration in another jurisdiction will be considered for registered Alberta apprentices and certified Alberta journeypersons.
 - Trades Qualifier applicants are not eligible to write a Red Seal examination in another jurisdiction because the competency verification portion of the assessment must be completed in Alberta.
 - Additional eligibility requirements and application information is available by contacting Alberta Apprenticeship and Industry Training (AIT).
- Red Seal examination administration in another jurisdiction must follow Red Seal program procedures.
- Clients of Alberta's apprenticeship and industry training system who require an examination that is unavailable for administration outside Alberta may schedule an examination sitting at any AIT location in Alberta.

Access to Alberta Technical Training for Apprentices from Other Jurisdictions

Policy Statement

Apprentices from other jurisdictions are eligible to attend technical training in Alberta if they have approval from their home jurisdiction. The apprentice, or their home jurisdiction, is responsible for paying tuition fees, materials fees, and mandatory non-instructional fees to the post-secondary institution.

Policy Context

- Apprentices must contact their home jurisdiction to request approval to attend classroom education in Alberta.
- The apprentice's home jurisdiction will coordinate with Alberta Apprenticeship and Industry Training to facilitate access to Alberta classroom education.

Working in Alberta with an Expired Out-of-Province Trade Credential

[Certification and Certificate Recognition Order \(Board Order 2/2009\)](#)

The Alberta Apprenticeship and Industry Training Board recognizes trade credentials from other provinces and territories for eligibility to work in a designated trade in Alberta.

Policy Statement

An individual holding an expired, out-of-province trade credential with a Red Seal endorsement for a trade that is designated in Alberta may work in the province.

An individual holding an expired, out-of-province trade credential without a Red Seal endorsement for a trade that is designated in Alberta may not work in the province in a compulsory certification trade.

Policy Context

- Although some jurisdictions have expiry dates on their trade credential, the Red Seal endorsement does not expire.
- The Red Seal Program was originally established to support the mobility of apprentices and skilled tradespeople across Canada.
- Tradespeople who hold an expired, out-of-province trade credential with a Red Seal endorsement can work in Alberta without further training or examination.

Receiving Recognition for an Expired Out-of-Province Trade Credential

[Certification and Certificate Recognition Order \(Board Order 2/2009\)](#)

Trade credentials issued by other provinces and territories must be recognized by The Alberta Apprenticeship and Industry Training Board in order to obtain credit for AIT programs in Alberta.

Policy Statement

An expired, out-of-province trade credential is eligible for recognition towards:

- an apprenticeship program designated under the AIT Act,
- the Trades Qualifier Program, or
- the Achievement in Business Competencies (Blue Seal) Program.

An expired, out-of-province trade credential is not eligible for recognition for a Qualification Recognized Credential (QRC) or an Equivalency card.

Policy Context

- Trade credentials from other jurisdictions are verified by AIT in order to reduce or prevent the use of counterfeit credentials when applying for AIT programs, and to ensure that anyone practicing a trade designated in Alberta meets the provincial standards for the trade.
- The Equivalency card is not a trade certificate but rather a document that allows the individual to work in Alberta based on their out-of-province trade credential.