

First Year Apprentice Orientation

Alberta
Trades.
World
Ready.

Five Requirements to Complete a Period

1. Earn on-the-job training hours
2. Attend and pass technical training
3. Pass the AIT industry exam(s)
4. Pass the date of expected completion
5. Submit your record book

Attendance

This is **MANDATORY!** You could be REMOVED from class if you miss more than 18 hours. Let your instructor know if you will be absent. Learn more here: tradesecrets.alberta.ca/technical-training-centre/policies-procedures/.

Passing Technical Training

- Must achieve a 65% or higher total weighted average for both the theory and practical components and
- a minimum of 50% for each section.

Industry Exams

- Pass is 70% or higher
- Calculators will be provided
- Exams are only offered in English
- Must bring valid government issued photo ID
- There are penalties for cheating

Visit the Exam Preparation Centre to review the exam counselling sheet for your program.

tradesecrets.alberta.ca/examcentre/

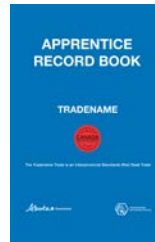
DO NOT BRING:

phones, hoodies, backpacks, purses, helmets, textbooks, etc. (The complete list is on the [Exam Preparation Centre](#).)

YOU CAN BRING:

Government photo identification and your Apprentice ID Card, standard HB pencils (not mechanical), a good eraser, and a closable, clear drinking container.

Record Book



It is your responsibility to update your record book at least once a year. If you lose your record book and it has not been updated by an Apprenticeship and Industry Training (AIT) office, those on-the-job training hours might not count towards your apprenticeship. Record books can be uploaded to your MyTradesecrets account, or brought or mailed to an AIT office.

Clearly identify your employer's name, address and phone number in your record book.

Release Cards & Acceptance Cards

In order to transfer your apprenticeship contract from one employer to another, you need to complete and submit transfer cards:

- **When hired by a new employer**
Complete an Acceptance Card with your employer and submit it to AIT by uploading it to your MyTradesecrets account.
- **When you leave an employer**
Complete and submit a Release Card by uploading it to your MyTradesecrets account.

It is important to keep your employment records up-to-date. A 12-month period of unemployment on an apprenticeship contract will result in your cancelled apprenticeship. Contact or visit an AIT office for assistance within 30 days of your cancellation, or you will have to submit a new apprenticeship application and the required fees.

NOTICE OF RELEASE OF CONTRACT OF APPRENTICESHIP Alberta Apprenticeship and Industry Training	NOTICE OF ACCEPTANCE OF CONTRACT OF APPRENTICESHIP Alberta Apprenticeship and Industry Training
DATE EMPLOYMENT TERMINATED	DATE EMPLOYMENT COMMENCED
TRADE NAME	TRADE NAME
APPRENTICE NAME (PRINT)	APPRENTICE NAME (PRINT)
AIT ID	AIT ID
NAME OF COMPANY (PRINT)	NAME OF COMPANY (PRINT)
ADDRESS	ADDRESS
TELEPHONE NO.	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.	
On signature of this Notice of Acceptance, the Apprentice and the Employer/Authorized Signing Officer agree to become a 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	SIGNATURE OF EMPLOYER OR AUTHORIZED SIGNING OFFICER
DATE YYYYMMDD	DATE YYYYMMDD
APPRENTICE SIGNATURE	APPRENTICE SIGNATURE
DATE YYYYMMDD	DATE YYYYMMDD
Ensure your personal information is up-to-date in MyTradesecrets	Ensure your personal information is up-to-date in MyTradesecrets

2019-September

tradesecrets.alberta.ca

Alberta Government



Apprenticeship
and Industry
Training

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MyTradesecrets (MTS)

A secure online service that allows apprentices access to view and update AIT program information anytime - and anywhere - internet access is available.

Log in through

tradesecrets.alberta.ca/mytradesecrets

With your MTS account, you can:

- Register for classes
- Check marks
- See eligible classes
- Update personal information
- Upload documents
- Submit online applications
- View correspondence
- Make payments

The Apprentice ID Card

Print your Apprentice ID card from home through your MTS account.

APPRENTICE IDENTIFICATION CARD	
Heavy Equipment Technician - Heavy Duty Equipment Mechanic (Off Road)	
AIT ID# 123456	David Aames
FIRST PERIOD	DOB YYYY/MM/DD
Expected Period Completion YYYY/MM/DD	APT#
Contract Registration Date YYYY/MM/DD	1234 Riverside Avenue NW Edmonton, AB P5T 1D3
	

Print a new one every time you complete a period to prove your progression with your employer.

Financial Support

- Unemployment Insurance (EI)
- Apprentice Training Award (\$1,000)
- Grants, loans, scholarships and tax benefits
- Canada Tradesperson's Tool Deduction

Red Seal trades have additional financial support such as the Canada Apprenticeship Incentive and Completion Grants.

Make sure your MTS profile is up-to-date to receive scholarships and awards. Go to your MyTradesecrets account and click on the Applications tab to provide or update your consent and SIN to be eligible for AIT scholarships.

More information is available here

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

Contact Details

Fill-in the contact information of the AIT Officer here.

Make sure your MyTradesecrets profile is up-to-date
tradesecrets.alberta.ca/MyTradesecrets

For more information, please call the AIT Information Line
1-800-248-4823