

Information Sheet

Pathway to Apprenticeship Pilot Project

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North East Alberta Apprenticeship Initiative (NEAAI) - Tiny Homes Program

How will the Pathway to Apprenticeship Pilot Project help graduates of the NEAAI - Tiny Homes Program?

The purpose of the pilot project is to help NEAAI – Tiny Homes Program graduates find employment in the carpenter, electrician, or plumber trade by registering them as an apprentice and allowing them to attend technical training for a carpenter, electrician, or plumber apprenticeship program.

The Pathway to Apprenticeship Pilot Project allows graduates of the NEAAI – Tiny Homes Program to register as an apprentice without an employer in the Alberta carpenter, electrician, or plumber apprenticeship programs for a maximum of 12 months.

Graduates of the NEAAI – Tiny Homes Program who register in the:

- Carpenter apprenticeship program will receive a credit of 210 on-the-job hours towards their apprenticeship application.
- Electrician apprenticeship program will receive a credit of 50 on-the-job hours towards their apprenticeship application.
- Plumber apprenticeship program will receive a credit of 50 on-the-job hours towards their apprenticeship application.

Pilot Project Requirements

To participate in this pilot project, applicants must:

- Have graduated from the NEAAI – Tiny Homes Program on or after April 1, 2017.
- Have been unable to find employment 30 consecutive days after their graduation date
- Meet the trade [Entrance Requirements](#).
 - OR complete a Prior Learning Assessment Entrance Examination.
- Pay the \$35 application fee to register with the AIT Executive Director as an apprentice.
- Apply for the carpenter, electrician, or plumber apprenticeship program.

Steps to registering with the AIT Executive Director

- 1) [Log into MyTradesecrets \(MTS\)](#).
- If you do not have a MTS account, sign-up [here](#).
- 2) Select the “Start Application” button.
- 3) Enter trade “Carpenter”, “Electrician”, or “Plumber”
- 4) On the drop down menu, select “Learn on the Job.”
- 5) Despite being unemployed, select “Yes” that the company you are working for has an Alberta address.
- 6) Confirm that you are no longer attending high school in Alberta.
- 7) When entering “Work History” you MUST select “Yes” you are still working in the trade you are applying for.
- 8) Under the “Employer Email” enter: AIT.NoReply@gov.ab.ca.
*This email address is CASE sensitive. Make sure it is entered correctly.
- 9) Your AIT Contact is: Eric Esen
*See contact details below.
- 10) “Employer Name” will be listed as “CURRENT: Unemployed”. Select “Add Previous Employer” and click “Next”.
- 11) Ensure your personal information is correct and update as needed.
- 12) Under “Education History”, select “Yes” you did attend high school in Alberta.
- 13) Select, “Some Technical School”.
- 14) Keep clicking “Next” until “Completed Programs and Courses” appears. Select, “Add Program or Course”, enter the NEAAI Tiny Homes Program information and attach a digital copy of your certificate of completion.
- 15) Any errors in the application process are identified here. You will be able to go back to fix them.
- 16) If no errors are found, then complete the application by accepting the declaration statements.
- 17) Confirm method of payment and write down your reference number.
- 18) E-mail reference number to Eric.Esen@gov.ab.ca
 - CC: Bruce.Comfort@gov.ab.ca
 - CC: Susanne.Highberg@gov.ab.ca

For further information, please contact Eric Esen by phone 403-297-6644
or Eric.Esen@gov.ab.ca

To be connected toll-free in Alberta dial 310-0000. Once connected enter 403-297-6644

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Frequently Asked Questions

I completed the NEAAI - Tiny Homes Program in the past. Am I still eligible for the Pathway to Apprenticeship Pilot Project?

Yes. You are eligible to be part of the pilot project if you have graduated from the NEAAI – Tiny Homes Program on or after April 1, 2017, and have been unable to find employment for 30 days from your graduation date.

Will I need to complete an entrance examination before entering an apprenticeship program?

Every trade has specific educational requirements that apprentices must meet, including Alberta [high school entrance requirements](#).

If you cannot provide satisfactory documentation of having met these requirements, you may be accepted as an apprentice but must successfully complete the applicable entrance exam before being scheduled for technical training.

It has not been 30 consecutive days since I graduated from the program. Am I eligible for the pilot project?

No. You will only be eligible to participate in the pilot project if you have been unable to find employment 30 consecutive days after you graduated from the NEAAI – Tiny Homes Program.

Consecutive days are counted as calendar days. This includes weekends and holidays.

Why do I have to wait 30 days before applying?

Graduates are expected to look for employment within this timeframe. If you do not obtain employment within at least 30 days of completing the NEAAI – Tiny Homes Program, then you can participate in this pilot project and be a registered Alberta apprentice without an employer.

What does registration to the AIT Executive Director mean?

Registration to the AIT Executive Director allows you to become a registered Alberta apprentice without having an employer as your contract holder. This means that you can register for technical training.

After I register with the AIT Executive Director, how long will I have to find an employer?

From the date that your application is approved, you will have up to 12 months to find an employer. After the 12-month period, your apprenticeship may be cancelled.

Will I receive credit for completing the NEAAI - Tiny Homes Program?

If you completed the NEAAI – Tiny Homes Program, you will obtain recognition for on-the-job work experience hours towards your carpenter, electrician, or plumber apprenticeship program:

- Carpenter: 210 on-the-job hours
- Electrician: 50 on-the-job hours
- Plumber: 50 on-the-job hours

I am not participating in the pilot. Am I still eligible to receive credit for completing the NEAAI Tiny Homes Program?

Yes. If you have completed the NEAAI – Tiny Homes Program, you will still receive credit for completion of the program upon registering for the carpenter, electrician, or plumber apprenticeship program.

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2018-June-21

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