

Frequently Asked Questions

Apprentice Training Award

Alberta
Trades.
World
Ready.

The Apprentice Training Award is a \$1,500 financial award for registered Alberta apprentices who are “Unemployed in the Trade” and attending technical training at an approved Alberta technical training provider.

Eligibility

What does Unemployed in the Trade mean?

“Unemployed in the Trade” means that you are not progressing in your apprenticeship program because you do not have an employer holding your contract of apprenticeship.

It does not necessarily mean that you, as an apprentice, are collecting Employment Insurance (EI).

Example: A welder apprentice is no longer working as an apprentice at a welding shop but has secured a job working at a warehouse. In this situation, the apprentice is considered “Unemployed in the Trade” because the warehouse (his employer) does not hold his Contract of Apprenticeship.

If you are an apprentice registered with the Boilermakers or Ironworkers Apprenticeship Administration Agencies, “Unemployed in the Trade” is defined as being on the out-of-work list.

Do I have to be collecting Employment Insurance (EI) to be eligible for the Apprentice Training Award?

No. Eligibility is based on being “Unemployed in the Trade”, which means you do not have an employer holding your contract of apprenticeship and are not earning hours towards your apprenticeship program. You can be employed in another line of work and therefore not collecting EI.

Do I have to submit a “Release Card” to receive the Apprentice Training Award?

Yes. Apprentices are required to submit a [Notice of Release of Contract of Apprenticeship card](#) (Release Card) in order to be eligible for the Apprentice Training Award. This indicates that you do not have an employer holding your contract of apprenticeship.

NOTE: This requirement does not apply to apprentices registered to the Boilermakers or Ironworkers Apprenticeship Administration Agencies. Unemployment will be confirmed by the apprentice’s agency.

When I press the Check Eligibility button, MyTradesecrets won’t let me continue. Why?

To establish that you are “Unemployed in the Trade”, you will need to bring or mail in your [Notice of Release of Contract of Apprenticeship \(Release Card\)](#) to any AIT office or take a clear photo of it and email it to AIT.Cards@gov.ab.ca. This will prove that you were unemployed for more than 30 days before the start of technical training.

Your Release Card will be processed within five (5) business days. Once processed, you need to provide your consent and declaration for the Apprentice Training Award on your [MyTradesecrets](#) account under the **Awards and Scholarships** tab.

I have been unemployed in my trade for less than 30 days, am I still eligible?

No. You must be unemployed in your trade for at least 30 consecutive days immediately prior to the first day of technical training; there are no exceptions.

How do I calculate 30 consecutive days of unemployment?

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

I want to take back-to-back technical training. How is “Unemployed in the Trade” for 30 consecutive days determined?

You must be “Unemployed in the Trade” for at least 30 consecutive days immediately prior to the first day of any technical training class, regardless if it is taken back-to-back or not.

“Unemployed in the Trade” means the apprentice does not have an employer holding their Contract of Apprenticeship. For apprentices registered with the Boilermakers or Ironworkers Apprenticeship Administration Agencies, “Unemployed in the Trade” is defined as being on the out-of-work list.

Frequently Asked Questions

Apprentice Training Award

Alberta
Trades.
World
Ready.

If I attend technical training provided at a union facility, am I eligible for the Apprentice Training Award?

Yes. Training facilities approved to provide apprenticeship technical training meet the requirement.

My apprenticeship has been cancelled but I want to attend technical training. What do I do?

[Contact AIT](#) to discuss your options.

Are all hairstyling apprentice programs eligible for the Apprentice Training Award?

No. Only hairstyling apprentices taking apprenticeship technical training at the Delmar College of Hair & Esthetics or M.C. College are eligible for the award.

Process

How do I apply for the award?

- AIT will notify you by email if you are eligible on your first day of technical training. A notice will also appear on the home page of your [MyTradesecrets](#) account.
- To establish that you are “Unemployed in the Trade” if you have not already done so, bring or mail in your [Notice of Release of Contract of Apprenticeship \(Release Card\)*](#) to any AIT office or take a clear photo of it and email it to AIT.Cards@gov.ab.ca.
- Your Release Card will be processed within five (5) business days. Once processed, you can proceed to provide your consent and declaration for the award under the **Awards and Scholarships** tab in your [MyTradesecrets](#) account.
- Once your eligibility has been verified, Student Aid Alberta will mail a cheque to the address listed in your MyTradesecrets account.

I attended a period of technical training and am currently attending the next period. Can I apply for two awards?

Yes. The ability to apply will appear twice in your MyTradesecrets account - once for each period of technical training. For details on how to apply see, “How do I apply for the award?”

Can I receive the award more than once?

Eligible apprentices can receive the Apprentice Training Award once per training period, to a maximum of four times during your lifetime.

How do I access my secure MyTradesecrets account?

You will need to go tradesecrets.alberta.ca and follow the instructions to set up an account.

What if I made an error when submitting my Social Insurance Number (SIN) in MyTradesecrets?

Log into your MyTradesecrets account and look under the **Applications** tab. If you only have one application, you will see a blue **Update My Consent / SIN button** under your **Applications** tab. Click the button and a window will pop up with an option to **View / Change SIN**. Upon selecting this option, you will be able to correct your SIN number. Once your new SIN number has been entered, click the **Submit** button to save all changes.

If you have more than one application, click the **Details** button beside your apprenticeship application to show the blue **Update My Consent / SIN button**.

How do I change my consent for being considered for awards and scholarships?

Apprentices have the ability to update their consent preferences in their MyTradesecrets account under the **Applications** tab.

Is the award given automatically if my personal information is already on file?

No. To receive the award, you must provide the specific information required when you are prompted to do so in your [MyTradesecrets account](#).

Can I request a review of the decision if my application has been refused?

If you feel that you have extenuating circumstances that may impact the decision, send a detailed e-mail summarizing the situation to the AT Award email for review to: AT.Award@gov.ab.ca

Frequently Asked Questions Apprentice Training Award

Alberta
Trades.
World
Ready.

Timing

How long do I have to apply?

You have up to five (5) days after the end of your technical training class to provide your consent, SIN, and make a legal declaration.

When will eligible apprentices get paid after they submit their information?

After the apprentice submits all of the required information, a cheque should arrive in the mail within 30 days.

Receiving the Award

Can the Apprentice Training Award be direct deposited?

No. Student Aid Alberta will mail the cheque to the address you provided in MyTradesecrets.

What if I have provided all of the requested information in MyTradesecrets and then decide that I no longer want to apply for the Apprentice Training Award?

- If you want to cancel your application, contact AIT at 1-800-248-4823 or send an email to AT.Award@gov.ab.ca.
- If you have already received the award cheque and do not want to accept the award, you may mail the cheque back to [Student Aid Alberta](#). (click the link for the mailing address).

What if I do not want to supply the requested information?

Applying for the Apprentice Training Award is optional. If you do not provide the requested information, you will not receive the award. The award does not affect your status as an apprentice if you choose to not apply.

What if I choose not to supply the requested information and then change my mind and want to apply?

If you have not yet applied, the ability to apply will exist in your MyTradesecrets account until five (5) days after the end of your technical training class.

What should I do if there is nothing showing in my MyTradesecrets account to permit me to apply and I think that I may be eligible?

A detailed e-mail summarizing the situation can be sent to AT.Award@gov.ab.ca for review.

Lost Cheques

I have not received my cheque in the mail. What should I do?

Call the [Student Aid Alberta Service Centre](#) at 1-855-606-2096 (toll free). Be sure to have your SIN ready.

Other Questions

Will this money impact my Employment Insurance (EI) benefits?

Funds received from the Apprentice Training Award are not considered earnings for EI purposes so will not impact an apprentice's EI claim. Apprentices can contact Service Canada to obtain further details and discuss an individual circumstance or claim.

Is the Apprentice Training Award taxable?

The Apprentice Training Award is provided as an incentive for apprentices who are "Unemployed in the Trade" to attend technical training and to continue to progress in their apprenticeship. The award is tax exempt. A tax slip will be issued to you by Alberta Advanced Education.

What if I need this money up front in order to register for school?

You are required to pay for the cost of technical training when you register. The Apprentice Training Award is paid to eligible apprentices after the technical training class has begun. The money you receive should be used to reimburse yourself for tuition, books and living expenses that you had while you were attending technical training.

Frequently Asked Questions Apprentice Training Award

Alberta
Trades.
World
Ready.

What happens if I submit a false claim?

This award is designated to help apprentices who have been “Unemployed in the Trade” for at least 30 consecutive days immediately prior to the start of technical training.

Providing false, misleading or inaccurate information could require you to repay the award. You will not be eligible for all future awards or scholarships administered by Apprenticeship and Industry Training until such amount is repaid.

I want to consent for future awards and scholarships. How do I do this?

You can give your consent for future awards and scholarships in the **Applications** tab in your MyTradesecrets account. If you only have one application, you will see a **Consent Statement** box on your **Applications** tab. Click the blue **Update My Consent / SIN** button. If you consent, you will be asked to provide your SIN.

If you have more than one application, click the **Details** button beside your apprenticeship application. You will then see a **Consent Statement** box. Click the **Update My Consent / SIN** button. If you consent, you will be asked to provide your SIN.

For more information:

- Visit tradesecrets.alberta.ca under Financial Assistance → Awards
 - Visit studentaid.alberta.ca under Scholarships
 - Call the AIT Information Line at 1-800-248-4823
 - Email AT.Award@gov.ab.ca
 - Visit an [AIT Office](#) near you