

Information Sheet

Apprentice Training Award

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The Apprentice Training Award is a \$1,000 financial award for registered apprentices who are “Unemployed in the Trade” and attending technical training.

Eligibility

To be eligible, an apprentice must:

- be registered in the Alberta apprenticeship program for at least 30 consecutive days immediately prior to the start of technical training,
- be registered in a technical training class at an approved training provider,
- be "Unemployed in the Trade" for at least 30 consecutive days immediately prior to the start of technical training, and
- not be a previous Apprentice Training Award recipient for the same training period.

“Unemployed in the Trade” means you do not have an employer holding your Contract of Apprenticeship.

If you are registered with the Boilermakers or Ironworkers Apprenticeship Administration Agencies, “Unemployed in the Trade” is defined as being on the out-of-work list. Talk with an agency apprenticeship coordinator for more details.

General process

1. Apprenticeship and Industry Training (AIT) will notify you by email if you may be eligible on your first day of technical training. A notice will also appear on the home page of your [MyTradesecrets](#) account.
2. To apply, you must provide your consent, Social Insurance Number, and declare that you were “Unemployed in the Trade” for at least 30 consecutive days immediately prior to attending technical training. You have up to five (5) days after the end of your technical training class to provide your consent, Social Insurance Number

and make a legal declaration under the Awards and Scholarships tab in your MyTradesecrets account.

3. Once eligibility has been determined and verified, a cheque will be mailed to the address in your MyTradesecrets account.

What you can do today

It's important that AIT has your up-to-date information.

1. Ensure your contact information is correct by logging into your [MyTradesecrets](#) account. You can check or edit your information on the Profile page.
2. To establish that you are “Unemployed in the Trade”, 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. You can find [office locations](#) under Contact Us on Tradesecrets.alberta.ca.

You can verify if your Release Card has been processed by:

- logging onto your [MyTradesecrets](#) account, going to the Applications tab, and
- clicking 'Details' beside your apprenticeship application.

** If you are registered with the Boilermakers or Ironworkers Apprenticeship Administration Agencies, you are not required to submit a Release Card. If you may be eligible for the award, talk to your agency apprenticeship coordinator to ensure your employment records are up-to-date.*

3. Bring or mail in your record book so your hours are up-to-date.
4. Register and attend technical training.

For more information:

Visit Tradesecrets.alberta.ca → Financial Assistance → Awards
Or Call the Apprenticeship and Industry Training Information Line at
1-800-248-4823