

# Information Sheet

## Registrar of Apprenticeship Education



Apprenticeship and Industry Training (AIT) acts as the Registrar under the *Skilled Trades and Apprenticeship Education (STAE) Act*.

### Program Requirements

The Registrar sets, evaluates, and updates the requirements for apprenticeship program completion. These include:

Term	Number of periods	On-the-job hours
Classroom instruction hours	Core competences	Assessments

The Registrar works closely with the Alberta Board of Skilled Trades to ensure requirements result in graduates who meet the board's requirements for journey person certification.

### Apprentice Registration

As Registrar, AIT administers the apprentice registration process. This includes:

**Maintaining** an online application service

**Assessing** applications and registering apprentices

**Approving** Apprenticeship Education Agreements between apprentices and sponsors

**Communicating** with the apprentice about the status of their registration

### Classroom Instruction

The Registrar engages eleven publicly funded colleges and polytechnic institutes in Alberta to deliver the classroom instruction portion of apprenticeship education programs.

To support apprenticeship delivery, the Registrar provides these institutions with:

Curriculum guides

Seat funding

Demand forecasting

Each institution has the authority to set its own apprentice tuition and materials fees rate, within the guidelines set by the Tuition and Fees Regulation under the *Post-secondary Learning Act*.

### On-the-Job Instruction

The Registrar supports sponsors and mentors in providing quality on-the-job instruction by:

Providing each apprentice with a Competence Portfolio to guide on-the-job skill and knowledge development, and

Offering counselling and advice to apprentices, sponsors, and mentors during jobsite visits.

Research is underway to find ways to strengthen on-the-job mentorship and identify further supports that AIT can provide.

### Education Credentials

The Registrar issues education credentials to program graduates. These credentials acknowledge that the apprentice has completed a post-secondary program of study.

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### Period Exams



Apprentices must pass the period exam for each period of their program before they can progress.

With 47 apprenticeship programs, each containing up to four periods, this means that the Registrar maintains a library of approximately 300 exams that are constantly monitored and updated to align with:

Legislation
Program standards
Current best practices

## Apprentice Progress

As they progress through their program, the Registrar tracks each apprentice's:

Classroom instruction attendance and grades
On-the-job hours
Period exam results
Sponsorship information

## Compliance

To ensure the quality of programs and safety of workers and consumers, the Registrar monitors compliance with regulations related to apprenticeship education. This includes:

**Monitoring** worksite compliance related to apprentice-to-journeyperson ratios, apprentice wages, and apprentice mentorship, and

**Cancelling** Apprenticeship Education Agreements or apprentice registrations if the sponsor and/or apprentice fails to comply with regulations.

## Registrar vs. Administrator Role

AIT has two roles under the STAE Act:

### Registrar

- for apprenticeship education

### Administrator

- for designated trades

The legal separation of these two creates the opportunity for industries to adopt apprenticeship programs without trade designation (or vice versa) if both aren't required.

In practice, however, the functions of these two roles are closely interconnected and are often even carried out by the same staff, for the same clients, under the same application.

## Other Roles under the STAE Act

The Act sets out clear roles for each of the following:

- Minister
- Registrar
- Administrator
- Alberta Board of Skilled Trades
- Sponsors
- Mentors
- Apprentices
- Post-secondary Institutions
- AIT officers

[Learn more](#) about each of these roles.