

Information Sheet

Applying for an Apprenticeship Education Program Steps for Applicants and Sponsors

Alberta
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Apply online to start working, learning on the job, and/or attending classes as a registered apprentice. Apprenticeship and Industry Training (AIT) only accepts online applications.

Step One: Gather your Information

Gather the following information before you begin if it is applicable to you. You will need to provide it during the application process.

1. The **name** and **email address** of a **contact person for your sponsor**.

- Required only if you have a sponsor. You can register and attend classes without a sponsor, but you may not begin working in the trade until you have a sponsor.
- The email address **must** be connected to the sponsor contact person's Alberta.ca Account (formerly MyAlberta Digital ID) for them to approve the application.
- To double check which email address is connected to their account, they can sign in at account.alberta.ca/login and scroll to the Contact Information box.
- If the email addresses do not match, the sponsor will get an error stating "*Unable to retrieve application*".

2. Your **Alberta Student Number**.

- Required only if this is your first time applying for an AIT program or service.
- Look up or request your Alberta Student Number at learnerregistry.ae.alberta.ca.

3. Your **Social Insurance Number**.

- Required *only if you want to be automatically considered for scholarships and awards*.

4. **Details** of any **prior work experience** related to your trade, if applicable.

- Employment dates
- Business name

5. **Details** of any **out-of-province trade certifications or apprenticeship training**, if applicable.

- Province
- Trade name
- Level achieved
- Apprentice ID/certificate information

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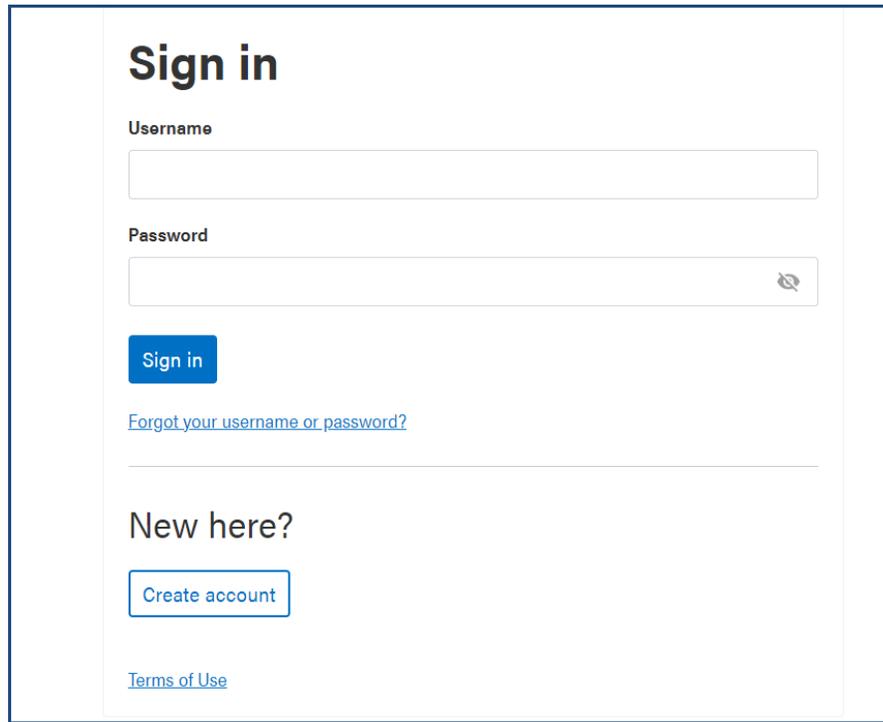
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Step Two: Sign in

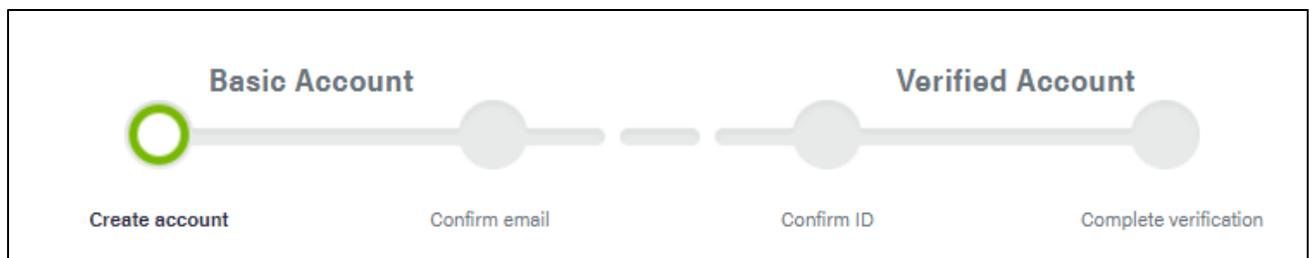
Start your application by visiting [Tradesecrets.alberta.ca/applynow](https://tradesecrets.alberta.ca/applynow).

- Click  .
- If you **already have** an Alberta.ca Account (formerly MyAlberta Digital ID), enter your username and password, then click **Sign in**.



If you do not have an Alberta.ca Account, click **Create Account** to create a new basic account first.

- This free account allows you to prove who you are online without paper documents or face-to-face visits.
- An Alberta.ca Account gives you seamless access to a range of government sites and services, while keeping your information and privacy secure.



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Step Three: Confirm Your Identity

If this is your **first** application for an apprenticeship or other AIT program of service, we'll ask you to:

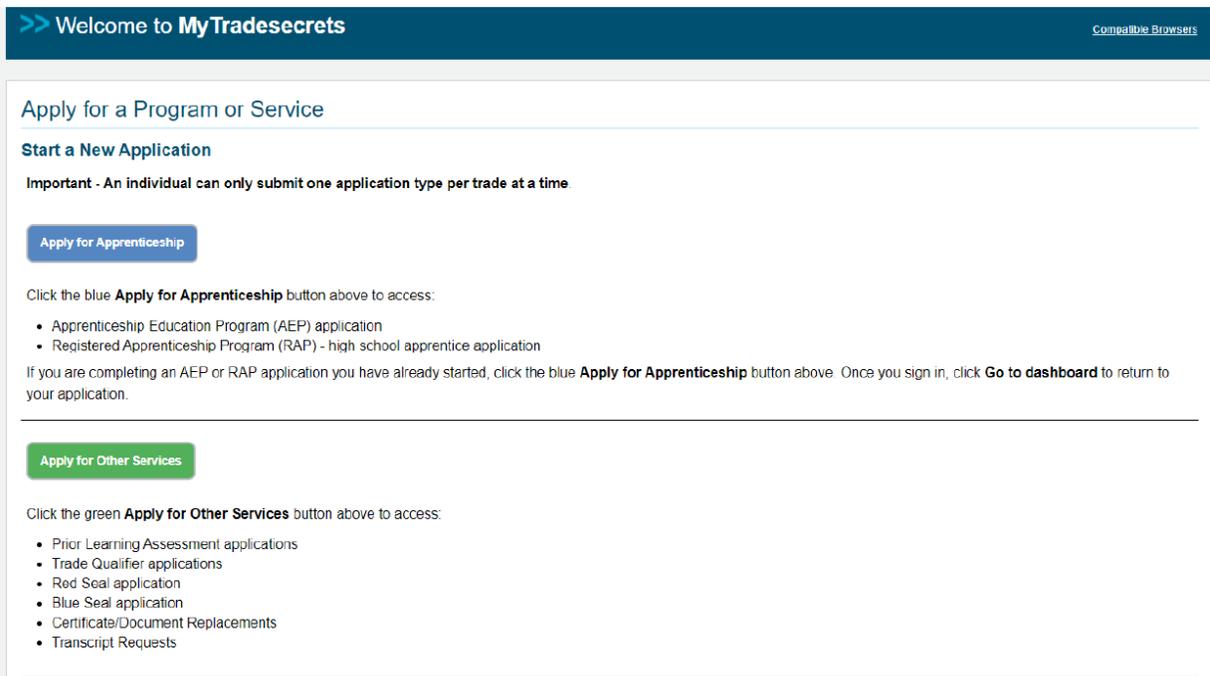
- Confirm your **Legal Name, Date of Birth and Gender information**.
- Provide your **Alberta Student Number**.

If you have applied for programs or services before, you will move straight to Step Four.

Step Four: Fill out the Application Form

Once you have signed in and confirmed your identity, you will see the MyTradesecrets Apply for a Program or Service page.

- Click the blue **Apply for Apprenticeship** button to **start or continue an application** for a standard Apprenticeship Education Programs or the high school Registered Apprenticeship Program.



To apply for any other AIT program or service, click the green Apply for Services button.

If you have any in-progress applications for other AIT programs or services (not including apprenticeship), you can view or continue them under Manage your Existing Applications.

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- b) Click **Sign in or create account**.

Which program do you want to apprentice in?

See the list of all programs on tradesecrets.alberta.ca

Programs

Sign in or create an account

You need to sign into your Alberta.ca Account or create an account to register for an apprenticeship education program or to access your application dashboard to view and action any in-progress applications.

Sign in or create account

Note: You already signed in to your Alberta.ca Account during Step One to connect to MyTradesecrets, but the apprenticeship application needs to connect to your Alberta.ca Account separately.

Since you've already signed in, the system will automatically connect to your account. You will not need to enter your username and password again.

- c) To start a new application, choose your program and click **Apply**. Or, to view or continue an application in progress, click **Go to dashboard** (see page 7).

Which program do you want to apprentice in?

See the list of all programs on tradesecrets.alberta.ca

Programs

Go to dashboard

Apply

- d) **Follow the guided application process** to complete all mandatory fields to tell us about your education history, sponsor/employer, and work history.

- At the end of this process, you will be asked to agree to the Apprenticeship Education Agreement, which outlines your responsibilities as an apprentice.

After you complete and submit your application:

- **If you are registering with a sponsor:** An email will be sent to your sponsor to sign in to their Alberta.ca Account and confirm your application (Step Five). You will not be able to pay your application fee (Step Six) until your sponsor has confirmed.
- **If you do not have a sponsor:** You can continue straight to Step Six.

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Step Five: Sponsor's Approval

If you are a sponsor that has applications to confirm, you will receive an email to confirm the apprentice's application. You will see a dashboard similar to the following after clicking the link in the email and logging in to your Alberta.ca Account.

- You have the option to pay the \$35 application fee during the confirmation process. If you do not wish to pay this, the apprentice will receive a notification to return to the application and submit payment.
- You have 30 days to approve applications before they are deleted.

Sponsorship requests

Review the apprenticeship education program applications below, listing you as the sponsor. Confirm the application if you will sponsor the applicant in their apprenticeship education program. Decline the sponsorship if you will not sponsor the applicant.

You have 30 days from the date of submission to confirm or decline the sponsorship request.

Needs your response (1)

Anita Mendez

Program	Email	Date of birth
Cook	anita.mendez@gmail.com	Dec 15, 2008
Submission date	Sponsor name	Application status
Oct 5, 2022	Carl Sanchez	Pending sponsor confirmation

[Decline application](#) [Review and confirm](#)

Applications in progress (1)

Lucinda Tauchert

Program	Email	Date of birth
Cook	luccinda.tauchert@gmail.com	Jan 23, 1999
Submission date	Sponsor name	Application status
Oct 5, 2022	Carl Sanchez	In progress with sponsor

[Decline application](#) [Resume application](#)

Needs your response: These are new applications that require your review and confirmation.

Applications in progress: These are applications you have already opened but have not yet completed and submitted your confirmation.

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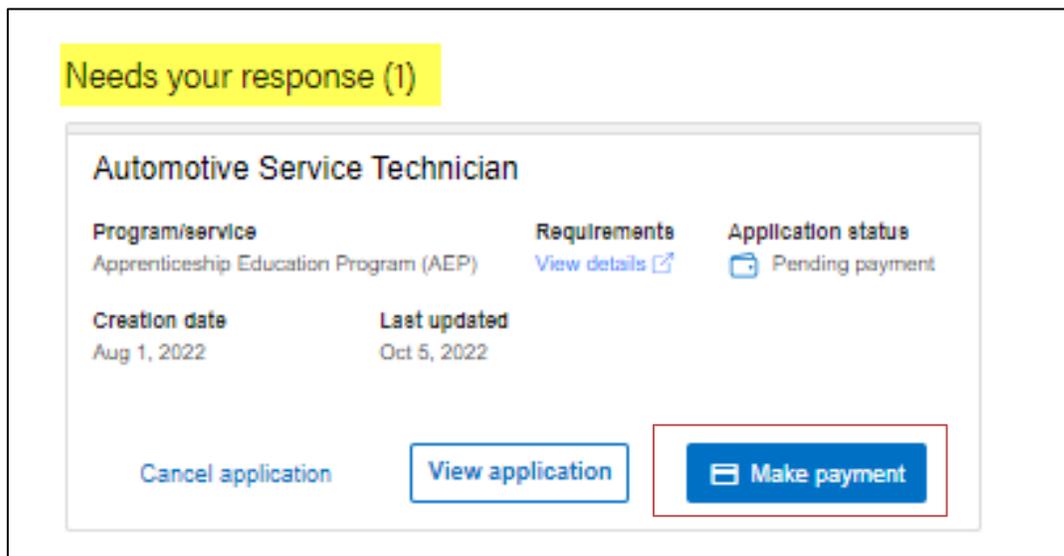
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Step Six: Pay the Application Fee

If your sponsor does not pay your application fee when they confirm their sponsorship, you'll get an email letting you know that your application is ready for payment.

- If you don't have a sponsor, you'll receive this as soon as you complete your portion of the application.
- Click the link in the email to pay the \$35 non-refundable application fee online using VISA, Mastercard, AMEX, Visa Debit, or Debit Mastercard via a convenient, safe, secure, password-protected source.
- If you prefer, you can visit an AIT Office to pay in person via credit or debit card.
- You will receive a confirmation receipt by email.
- You have 10 days to make your payment, or your application will be deleted.



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Application Dashboard

To view your application dashboard, first visit [Tradesecrets.alberta.ca/applynow](https://tradesecrets.alberta.ca/applynow).

- Click **Apply Now**.
- Sign in to your Alberta.ca Account to connect to MyTradesecrets.
- Click the blue **Apply for Apprenticeship** button from the MyTradesecrets Apply for a Program or Service page.
- Click **Sign in or create account** to connect your Alberta.ca Account to the apprenticeship application.
- Click **Go to dashboard**.

You will see a screen that may include applications in the following 3 categories:

The screenshot displays three application cards on a dashboard. Each card has a title, program/service details, requirements, application status, creation and last updated dates, and action buttons.

- Needs your response (1)**: Card for "Automotive Service Technician". Status: "Pending payment". Buttons: "Cancel application", "View application", "Make payment".
- Applications in progress (1)**: Card for "Baker". Status: "In progress". Button: "Resume application".
- Pending sponsor action (1)**: Card for "Cook". Status: "Pending sponsor confirmation". Button: "Update sponsor".

Needs your response: These applications require further action, such as a payment.

Applications in progress: These applications have not been completed by an applicant.

Pending sponsor action: These applications have been submitted to a sponsor for confirmation.