

## **Trades Preparedness Checklist**

Name: \_\_\_\_\_

Trade: \_\_\_\_\_

### **Trades Basics:**

#### **List of Trades and Occupations**

My trade requires \_\_\_\_\_ years to complete.

My trade requires \_\_\_\_\_ hours of work and \_\_\_\_\_ weeks of technical training each year.

#### **Minimum Requirements vs Recommended Requirements**

Requirements that I have met or will meet:	Requirements that I am or will be missing:
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If you do not meet all of the minimum requirements, you will have to write the [Entrance Exam](#) to be able to become an apprentice. You can also upgrade the requirements you are missing.

### Compulsory vs Optional

In order to work in a compulsory trade, you must be either a registered apprentice or a certified journeyperson.

My trade of choice is:

- ☐ Compulsory ☐ Optional

### Red Seal Trades

The Red Seal allows you to work anywhere in Canada.

My trade of choice has:

- ☐ Red Seal ☐ No Red Seal

### Finding an Employer:

#### Cover Letter and Resume

You should ensure that your Resume is updated regularly and that you have a generic Cover Letter that you can adjust based on the job you are applying for.

- ☐ I have an up-to-date Resume
- ☐ I have a generic Cover Letter

*\*If you've taken Dual Credit Trades (TEC 1000 or WLD 1167) or Dual Credit Pre-Employment, make sure you put that on your resume!\**

#### CAREERS Internship and RAP

You can start to earn your apprenticeship work hours while in high school through RAP. This program allows you to work as an apprentice while in high school, earn money, and earn up to 40 credits towards your high school diploma.

- ☐ I have talked to my school's Off-Campus Coordinator about RAP
- ☐ I have submitted my [Trades Internship Application](#) to [CAREERS](#).

## **Setting Up Your Accounts:**

### **My Alberta Digital ID (MADI) Account**

You need to set-up a MADI Basic Account in order to create a MyTradeSecrets account. ***\*Do not use your CESD email to set-up this account!*** The Government of Alberta will send you information in the mail to set-up your MADI Account, so you need to do this in advance, as it can take a while to arrive.

- ☐ I know my [Alberta Student Number \(ASN\)](#)
- ☐ I have created a MADI Basic Account

### **MyTradeSecrets (MTS) Account**

You need to set-up a MTS Account in order to apply to be an apprentice, access your virtual record book (Blue Book), register for technical training and see your grades. ***\*Do not use your CESD email to set-up this account!\****

- ☐ I have created a MyTradeSecrets Account

## **Indenturing/Registration Process:**

### **Employer Agreement**

If your employer is willing to take you on as an apprentice, then you can begin the indenturing process. You will need the email address of your employer (or someone at the company), who has the authority to enter into an Apprenticeship Contract, as they will be sent the contract via email once you have submitted it to AIT.

- ☐ I have the verbal agreement of my Employer
- ☐ I have my Employer's email address and other contact details

### **AIT Apprenticeship Application & Contract**

You must apply to Alberta Apprenticeship and Industry Training (AIT) to become a registered apprentice and enter into an Apprenticeship Contract, which is between you, AIT and your employer.

- ☐ I meet the Minimum Requirements for my trade or have passed the Entrance Exam\*
- ☐ I have submitted my AIT Apprenticeship Application & Contract
- ☐ I have paid the \$35 non-refundable Application Fee\*
- ☐ My Employer has approved the Apprenticeship Application & Contract

***\*Not Applicable for students going into RAP\****

## Digital Records and Blue Book

Once you have submitted your AIT Apprenticeship Application & Contract, you will be able to access your digital records through your MTS Account. You will also receive your “Blue Book” in the mail, which is an actual physical book that you track your hours and training in.

- ☐ I have accessed my MTS Account and have found my digital records
- ☐ I have received my Blue Book
- ☐ My Employer is entering my work experience hours in my Blue Book

## Technical Training:

### Eligibility

Once you have completed enough work experience hours in the year, you will be eligible to attend Technical Training. You can check your eligibility in your MTS Account.

- ☐ I have accumulated enough work hours and am eligible for Technical Training

### Course Availability

Check out the Technical Training Catalogue to see which institutions are offering the Period of Technical Training that you need, at a time that works best for you and your Employer.

- ☐ I have spoken to my Employer about going for Technical Training
- ☐ I have found an institution that offers the Technical Training that I need

### Training Institutions

Once you have selected an institution for your Technical Training, you should research that institution further to ensure it meets your needs.

- ☐ I have reviewed the Enrolment Instructions for that institution
- ☐ I know how much the Technical Training is going to cost me (tuition, books, rent, parking, etc)
- ☐ I know where I am going to live while attending Technical Training (at home, residence, etc)
- ☐ I know the institutions' Cancellation and Refund Policies

## Registration Process

You can register for your Technical Training online through your MTS Account. Registration typically opens in May/June. You will be required to pay for your Technical Training at the time of registration. Registration is done on a “first come, first served” basis.

- ☐ I know when Registration starts for my trade
- ☐ I am prepared to pay for the total cost of my Technical Training when I register (credit card)
- ☐ I have logged into my MTS Account and found the Class Registrations tab

*\*Registering as close to the “Opening Date” for your trade as possible will ensure you get a seat before they all fill up. Many classes are quite small (10-12 students), so you want to register early.\**

## Financial Information

There is a lot of financial aid available for apprentices, including loans, grants and scholarships. Apprentices are also eligible for Employment Insurance (EI) while they are not working and participating in Technical Training.

- ☐ I have applied for an [Canadian Apprenticeship Student Loan](#), if necessary
- ☐ I have updated my Consent and provided my SIN through the **Applications** tab in my MTS Account, so that I am eligible for [Apprenticeship Scholarships](#) through AIT
- ☐ I have applied for applicable scholarships, bursaries and awards at my Training Institution
- ☐ I have reviewed and will apply for any relevant [Apprenticeship Grants](#)
- ☐ I understand that I may be eligible for [Employment Insurance \(EI\)](#) once I stop working to attend Technical Training and will submit my application.

## Preparing for Technical Training

Make sure you are ready for your Technical Training and have done these things prior to the first day of classes.

- ☐ I have reviewed the [Course Outline](#) for my trade
- ☐ If I have a student portal or email through my Training Institution, I am checking that regularly to ensure I don't miss any important information
- ☐ I have submitted a photo for my Student ID Card
- ☐ I have requested a Parking Pass or Public Transportation Pass, if necessary
- ☐ I have applied for Campus Housing, if necessary
- ☐ I have registered for Accessibility Services at my institution if I require any accommodations
- ☐ I have completed or participated in any relevant Orientation activities at my institution
- ☐ I have the necessary PPE and supplies for my training
- ☐ I have purchased my required books and materials (typically done on the first day)

## **The AIT Exam:**

### **Eligibility**

Once you have completed Technical Training, and if your overall grade is 65% or higher and you passed each individual module, you will be eligible to write the AIT exam.

- ☐ I have successfully completed Technical Training and am eligible to write the AIT Exam

### **Registration Process**

You can register for your AIT Exam online through your MTS Account. You will be required to pay a fee at the time that you register.

- ☐ I have registered online for my AIT Exam
- ☐ I have paid the exam registration fee

### **Preparing for the AIT Exam**

Make sure you prepare for the AIT Exam, as you need to achieve at least a 70% in order to pass and move onto the next level of your apprenticeship training.

- ☐ Pay attention in class during technical training and complete all homework assignments...this will help you with the theory portion of your exam.
- ☐ Work hard and ask questions during the lab portion of technical training...this will help you with the practical portion of your exam.
- ☐ Review your ILM's from technical training.
- ☐ Study the AIT [Exam Counselling Sheets](#) for your specific trade.
- ☐ Follow the AIT [Study Tips for Success](#).
- ☐ Register with AIT for any Exam Accommodations that you may need
- ☐ Review the AIT information on [What to Bring to Your Exam](#)