

Apprenticeship Handbook

A Resource Guide for
Apprentices and Employers



Government of
Northwest Territories

Apprenticeship and Skilled Trades Certification Contacts

For additional information or assistance, please contact a Career Development Officer (CDO) at your regional ECE Service Centre.

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CHECKLIST- IS A CAREER IN THE TRADES A GOOD FIT FOR YOU?

Working in the trades isn't for everyone and assessing whether you would be a good fit is an important step in deciding if you want to pursue an apprenticeship.

Your CDO can conduct a more accurate assessment of your interests and aptitudes, the checklist is meant to get you thinking about what a career in the trades requires.

- Can you show up every day, on time for work and school with no excuses?
- Do you always have a back-up day care and transportation plan?
- Can you work hard at a steady pace without complaining?
- Can you maintain a good sense of humor when dealing with people or practical jokers?
- Can you work with others as a team to build a project, whether you like someone or not?
- Can you follow directions of crew leaders regardless of manner in which they are given?
- On a work site, directions are often given quickly and may sound angry because the immediacy of the job situation demands it. Would this upset you?
- Are you able to work in physically demanding environments for extended periods of time in all weather conditions?
- Can you work at heights or in a small confined space?
- Can you work in an environment that may be extremely noisy, dirty, hot, cold, wet, smelly, or potentially dangerous?
Do you have reliable transportation?

- Are you willing to drive to where the work is which may be some distance from your home and may not be on a bus line?
- Can you follow written and verbal instructions accurately?
- Are you able to read and understand safety instructions and procedures?
- Do you have basic knowledge of how to operate hand and power tools safely?
- Are you able to manage personal issues such as relationship or credit problems so they do not interfere with work or school performance?
- Are you able to resolve unexpected transportation or family problems so they do not interfere with work or school attendance?

Do you like to...

- Work with your hands?
- Be physical?
- Make repairs around the house?
- Work outside?
- Drive?
- See a concrete result of your work?
- Solve technical problems/puzzles?
- Work from a pattern or blueprint?
- Construct things?
- Work independently?
- Take on challenges?

Table of Contents

APPRENTICESHIP 101	6
What is apprenticeship?	6
Common Terminology	6
GETTING STARTED	9
Role of the Career Development Officer (CDO)	9
CDO Responsibilities	9
Student	10
Youth in Schools North Apprenticeship Program (SNAP)	10
Employer	12
Requirements	12
Full-time Requirement	12
Supervising Journeyperson	12
Ratios	12
Scope of the Trade	12
Employer Financial Supports	12
EMPLOYER CHECKLIST	13
Applicant	14
ELIGIBILITY FOR APPRENTICESHIP	14
Academic Requirements	14
Trades Entrance Exams (TEE)	14
Trades Available in the NWT	16
Employment Requirements	16
Full-time Requirement	16
Supervising Journeyperson	16
Scope of the Trade	16
APPRENTICESHIP APPLICATION	21
CONTRACT OF APPRENTICESHIP	23

YOU ARE AN APPRENTICE NOW	25
Apprentice Responsibilities	25
Employer Responsibilities	25
BLUE BOOK	25
PROGRESSING IN THE TRADE: THE BIG THREE	27
Technical Education- Your Questions Answered	27
Who?	28
How?	28
Where?	29
When?	30
What?	31
Course Results	32
Supports for Academic Success	27
Learning/Academic Assessment	27
Cognitive assessment	27
Requesting an assessment	27
Let's Talk Finances	33
Financial Assistance	33
Employment Insurance	33
Skills Development Program	33
Canada Apprentice Loan	34
Costs Associated with Apprenticeship	35
Income Tax	36
AFTER TECHNICAL TRAINING	36
Apprenticeship Awards	36
Progression and Certification	37
Certificate of Status – Level Certificate	37
Completion of Apprenticeship Certificate (COA)	37
Requirements for Final Certification	37
Interprovincial Red Seal Endorsement	37
NWT Apprenticeship Online	38
ALBERTA STUDENT HOUSING CONTACT INFORMATION	39
FINANCIAL SHARED SERVICES CONTACT INFORMATION	40
APPRENTICESHIP TECHNICAL TRAINING ENROLLMENT FORM	40
APPRENTICESHIP, TRADE AND OCCUPATION CERTIFICATION BOARD	41

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Hay River	ECE Service Centre, Hay River Education, Culture and Employment Government of the NWT Courthouse Building, 8 Capital Drive HAY RIVER, NT X0E 1G2	Phone: (867) 874-5050 Fax: (867) 874-5062
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Yellowknife (Headquarters)	Apprenticeship and Occupational Certification Advanced Education Education, Culture and Employment Government of the NWT Box 1320 Lahm Ridge Tower – 1 st Floor, 4501-50 th Avenue, YELLOWKNIFE NT X1A 2L9	Phone: (867) 767-9351 ext 71152 Fax: (867) 873-0200

APPRENTICESHIP 101

WHAT IS APPRENTICESHIP?

Apprenticeship is a post-secondary pathway consisting of on-the-job training provided by an employer and technical training delivered at a college, vocational school or union training centre.

COMMON TERMINOLOGY

Accreditation- Recognition of an educational institution, attesting to the quality of its programs, facilities and administrative policies.

Applicant- The term for someone who wants to, or has applied to, become an apprentice but does not yet have an apprenticeship contract. Once the apprenticeship contract is certified the applicant becomes an apprentice.

Apprentice- An apprentice is a paid employee who works under the supervision of a certified journeyman to learn the skills of their trade. Approximately 80% of their time is spent on the job and 20% in technical training. An apprentice must be registered with the regional apprenticeship authority and fulfill all requirements established by their province or territory. Apprentices often qualify for financial supports, including Employment Insurance, and Canada Apprentice Loans while in school.

Apprenticeship Board- a term used by many to refer to the apprenticeship program or regulating authority. There is an Apprenticeship Board (Apprenticeship, Trade and Occupation Certification Board) who make recommendations to the Minister of Education, Culture and Employment, however they are not involved in the day-to-day operations of the apprenticeship program.

ATOC- The Apprenticeship, Trade and Occupation Certification program ensures that the Act, Regulations, policies and procedures related to skilled trades and occupations are reflective of industry and labour market requirements. This is also a unit within the Labour Market Standards Directorate with staff devoted to running the apprenticeship program.

Blue Book- A log book is provided by the CDO when an apprentice is registered, this log book is referred to as the blue book. The blue book outlines the skills associated with the skilled trade. As an apprentice develops new skills, their journeyman mentor signs to indicate that the competency has been achieved, providing a record of the apprentice's progress. Hours worked are also recorded. While the log book (AKA Record Book) is traditionally paper-based, electronic versions are being piloted in some trades.

Certification- A type of credential granted to an individual, which attests that he/she has a specified set of competencies; obtained by completing a process that includes training and/or assessment; the purpose of certification is to distinguish competent from incompetent job performers; it is not a required credential, as a licensure is, but rather it is a voluntary process in the NWT.

Certification Process- How an individual achieves certification; composed of a knowledge evaluation, competency sign-off, performance evaluation and a required number of work experience hours.

CDO- Career Development Officers are the link between the Apprenticeship authority and the apprentice and employer.

Competency Sign-Off- a document that lists all the performance skills that exist in the competency analysis; the candidate (and often a supervisor) must attest that he/she is able to

successfully perform these skills in order to proceed in the certification process.

Credit- The amount by which the on-the-job training or technical training may be reduced for a specific contract of apprenticeship.

Credit Pass- Credit Pass is granted when the candidate scores 69% when the passing mark is 70%. This applies to Apprenticeship Level examinations written by apprentices and students in pre-employment courses. The Credit Pass is automatically applied to Level Exams only.

Designated Occupations- Occupations approved by the Minister of Education, Culture and Employment as recommended by the ATOCB for recognition by a Certificate of Competence under the Apprenticeship, Trade and Occupations Certification Act [subsection 10(5)].

Designated Trades- There are literally hundreds of trades across Canada, however the NWT does not designate all of these trades for certification. Currently in the NWT there are 54 designated trades. Designated trades are ones you can receive a Certificate of Qualification (COQ) or journeyman status. If the trade you are interested in is not designated in the NWT, you may still pursue training, but would need to contact your CDO.

Designated Trainer- is a tradesperson, who is not a journeyman, but deemed to possess sufficient knowledge and experience in a designated trade to train an apprentice

Journeyman- A journeyman has completed all training requirements to be certified and has passed a qualification exam. They may act as a mentor to a registered apprentice in addition to working in their trade. As mentors, they provide opportunities for their apprentice to complete the tasks required at each level of the apprenticeship program and will sign-off when these competencies are achieved. They play an

important role in developing apprentice skill sets.

IP- Interprovincial exam, more appropriately referred to as the Red Seal exam.

Red Seal- The Interprovincial Red Seal Program is a national standard of excellence. Established to ensure certified tradespeople were mobile across Canada, the Red Seal is now recognized by employers as an indication that a journeyman has met a common standard of knowledge and experience in their trade. The Red Seal is an endorsement to the provincial/territorial certificate of qualification provided upon passing the Red Seal exam with a score of at least 70%.

Red Seal Exam- means the examination used to determine whether apprentices and experienced tradespersons meet the national standard in a particular Red Seal trade

RSE- Red Seal Endorsement. An acronym that can be placed behind your last name when you have obtained your Red Seal endorsement as an example: John Smith, RSE.

On-the-Job Training- Means the training provided to an apprentice by their employer or supervisor and includes those circumstances under which an apprentice acquires skill and knowledge by means of work experience gained during the apprentice's contract of apprenticeship.

School Mark: The mark is given by the school or course instructor. The assessment can include tests, assignments. Practical, shop, or lab marks are noted separately.

Skilled Trades- The skilled trades encompass a broad range of hands-on occupations in four main sectors: construction, manufacturing, motive power and service. There are more than 300 skilled trades occupations recognized across Canada, though not all trades are designated in every province or territory.

SNAP- Schools North Apprenticeship Program

Status Card- A card issued to an apprentice from ATOC HQ indicating which level they are at in their apprenticeship.

Supplemental examinations- are administered when the first attempt at an examination was unsuccessful. They are used to determine if an apprentice has acquired adequate technical trade knowledge.

TEE- Trades Entrance Exam

Technical Training- A post-secondary schooling period attended by apprentices to enhance the skills they are learning on the job. Also referred to as block or level training.

Ticket- Often trades people will say they have a ticket. This is really a Certificate of Qualification.

THEORY MARK: The mark obtained on the Apprentice Level exam or government exam by the apprentice while at technical training.

Trade Advisory Committee (TAC) - A committee made up of Subject Matter Experts, journeypersons in a specific trade who advise the department and ATOCB on trade specific issues.

Trade Description and Guidelines- A short description of a trade in the NWT designated for apprenticeship training and Journey certification.

Trade Qualifiers- An applicant who has many years of experience and wants to challenge the Qualification examination. Designated Trainers must meet the same criteria as a Designated Trainer in order to challenge the qualification examination.



GETTING STARTED

ROLE OF THE CAREER DEVELOPMENT OFFICER (CDO)

The Career Development Officer (CDO) is a key resource for both the employer and the apprentice, both of whom are the CDO's client. The CDO acts as the delivery agent for the apprenticeship program. In that role they assist the client in navigating the Apprenticeship Trades and Occupational Certification Act, Regulations and policies. However they play many roles within the apprenticeship program.

Counsellor- The apprentice may have barriers to being successful in their apprenticeship. These barriers could be related to finance, learning styles, learning disabilities, communication styles, family issues or substance abuse. The CDO will listen to the apprentice and seek to assist the apprentice in finding solutions or resources to support them.

Education Advisor- The CDO will help the apprentice schedule technical training, understand their marks in technical training and work with other education professionals and the journeyperson to create a training plan if an apprentice had difficulty at technical training or is having trouble performing on the job.

Evaluator- A CDO is responsible for determining whether an employer has a viable training environment within their business. In order to submit an application to the ATOC headquarters they must be satisfied that the workplace will offer the apprentice the opportunity to learn the full scope of the trade and have a Journeyperson trainer or mentor. If they have concerns they will raise them with the employer and if technical expertise is required a Trades Advisory Council can be struck to assist in evaluating the worksite.

Invigilator- Apprenticeship involves taking multiple choice tests. For some it may start with a Trades Entrance Exam, for others it may be a

level exam. If an exam needs to be taken outside of technical training a CDO will most likely be the one administering it. Administering exams takes special training and requires special attention to be paid to exam security. None of the apprenticeship exams belong to the Northwest Territories, they are property of the Government of Alberta and CDOs take special care to ensure that the exam process follows all rules and regulations.

Partner- The most important role a CDO plays is that of partner in the apprenticeship process. The CDO is invested in seeing an apprentice be successful. This is why they conduct site visits, to ensure that the apprenticeship is progressing and to address any concerns of the apprentice, employer or journeyperson mentor.

Referral Agent- Not all problems are within the scope of a CDOs practice, just like not all tasks are within the scope of a journeyperson. The CDO has a network of helping professionals to whom they can refer clients who need specialized assistance.

CDO RESPONSIBILITIES

- Assessing the employers workplace to determine if it is a viable training environment
- Assist the client in completing an apprenticeship application
- Provide the client with the Contract of Apprenticeship
- Where appropriate make referrals for learning/academic/cognitive needs assessment
- Counsel apprentice on study skills or make connections between the apprentice and the student services offices at the campus they will be attending
- Receive, review and record information in the record book and return the book to the apprentice

- Forward documents to ECE Apprenticeship Headquarters (HQ) to issue the certificate of status when the requirements for each level of apprenticeship are fulfilled;
- Conduct site visits with the apprentice, journeyman and employer
- Advising the client of technical training dates
- Completing the required documentation to provide financial support to an apprentice when they attend technical training

STUDENT

YOUTH IN SCHOOLS NORTH APPRENTICESHIP PROGRAM (SNAP)

The Schools North Apprenticeship Program (SNAP) is a secondary school program in which students can become registered apprentices in one of the designated trades.

SNAP is made up of three parts:

Work Experience – work experience allows you to try-out a trade or occupation to see if you like it enough to go into an Apprenticeship. It also lets employers decide if you are a good fit for their organization before committing to an Apprenticeship contract. Students can earn up to 15 credits through Work Experience by earning 5 Work Experience credits for each 125 hours of work experience completed. If you are already working in a skilled trade you can apply directly to the SNAP program.

Apprenticeship Contract – after completing the Work Experience, students will sign an Apprenticeship Contract and work as an apprentice under the supervision and mentorship of a qualified Journeyman or Designated Trainer. Students can earn up to 40 work experience credits, 34 of those can count toward high school completion. The same work

hours can count toward your Apprenticeship program.

High School Courses – students in SNAP must be enrolled in high school, maintain good standing in their high school courses, as well as complete the credits required to complete high school.

After you and your employer have completed an Apprenticeship Application and Contract and you have received your Apprenticeship Blue Book (aka record book), you are a **SNAP Apprentice** until you finish high school or terminate your employment.

While you are doing your work experience and before you complete your Apprenticeship Application and Contract, you are considered a **SNAP Student**.

Eligibility- Students wishing to participate in SNAP must:

- be at least 16 years old
- be currently enrolled and attending high school
- maintain good attendance in all classes,
- keep up with school class work,
- be interested in hands on learning,
- be interested in trying out work in a skilled trade,
- be prepared to learn and take direction from a mentor/supervisor, and
- complete the SNAP and Apprenticeship Applications.

Student Work/School Scheduling- The schedule is determined by agreement between the school, the employer and the student. For example:

- ½ day at school, ½ day on the job
- Working some full days, attend school others

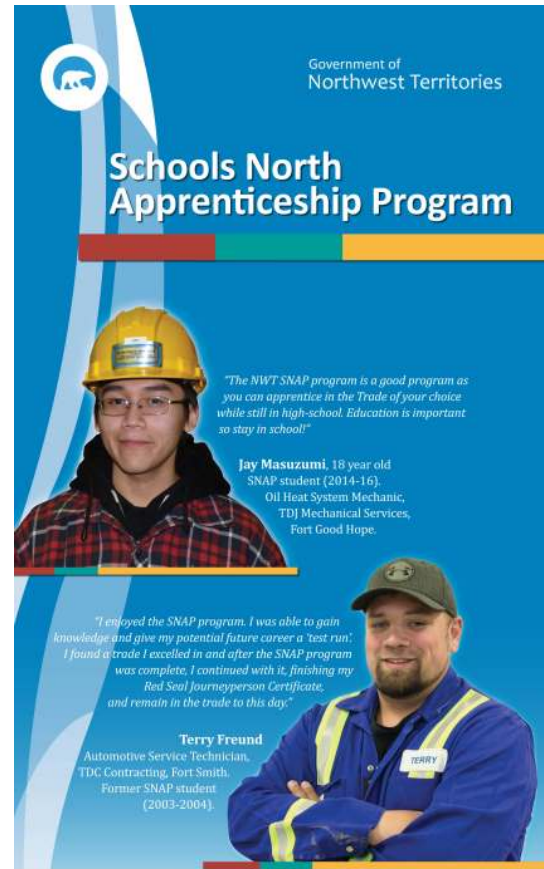
- Work one semester, go to school the other

Benefits of SNAP are that youth:

- can complete high school while earning accredited work hours toward an Apprenticeship,
- earn wages while getting high school credits,
- learn valuable work skills and explore career alternatives,
- are exempt from taking Technical Training until after completing high school, and
- youth will work in a safe environment while working toward achieving a nationally recognized credential.

Getting started- The first step is to talk to the School SNAP Administrator which could be the principal, vice-principal, counsellor or teacher responsible for SNAP in your school. If no one is responsible for SNAP in your school please contact the Career Development Officer (CDO) for your community.

You will also need your parents’/guardians’ permission to enter the program and find an employer who wants to work with you to complete the Work Experience and Apprenticeship parts of the program. The SNAP teacher for your school will arrange a meeting with you, the employer and your parents/ guardians’ to help you register for the SNAP Program.



EMPLOYER

REQUIREMENTS

Employers interested in having an apprentice will need to consider the following factors:

FULL-TIME REQUIREMENT

The employment of an apprentice must be full-time so that the apprentice would reasonably be able to work the 1800 hours in one year. The exception is the SNAP student who cannot work full time while they are in high school.

SUPERVISING JOURNEYPERSON

The employer must have a journeyperson in the same trade, or request that the supervisor be made a designated trainer in order to train an apprentice. There are a few exceptions to this rule including Housing Maintainer and Hairstylist.

RATIOS

The employer may have two apprentices for each journeyperson (within the same trade). On a case-by-case basis the employer can ask for an exception to hire a SNAP apprentice and who will not be included in the ratio count requirement.

SCOPE OF THE TRADE

The employer must be able to offer the apprentice experience in the full scope of the trade.

EMPLOYER FINANCIAL SUPPORTS

The **Trades and Occupation Wage Subsidy Program** is available to employers to offset the cost of hiring an inexperienced new apprentice. Funding is for the first two (2) levels or 3200 hours of funding. The subsidy rate is \$8.00/hour up to a maximum of 1600 hours in a year.

To be eligible, employers must:

- a. be a registered business, or be an industry association, local housing authority, non-government organization, Indigenous organization, or local, municipal, or Indigenous government.
- b. have been in operation for a minimum of six months and be licensed to operate in the Northwest Territories, and registered with the Worker's Safety and Compensation Commission of the Northwest Territories (WSSCC).
- c. employ a journey certified trainer (in the same trade) identified for the applicant.
- d. be in good standing with GNWT's Department of Finance and Employment Standards Division (not be on hold for payments owing to the GNWT).
- e. have an apprentice in a trade designated in the Northwest Territories who is a resident of the NWT.

Employee Training Program

The Employee Training Program (ETP) helps employers, who have proactively hired employees in anticipation of their workforce needs, to offset the cost of training for new employees. The ETP can assist employers who require employee up-skilling due to economic, technological and/or organizational change, and

may be used to support individuals who are under-employed or employed and in need of training to maintain their current job and/or advance, progress or move to a different and/or better job.

The assistance under this program cannot exceed \$8,000 per individual per 52 weeks. Employee Training Program may cover tuition (course costs), books, course materials, tools, travel to training course, equipment directly related to the training program.

Relevant eligible training includes:

- Essential skills training;
- Technical training courses (excluding apprenticeship technical training);
- Short-term certificate training

This type of training assistance could assist a general labourer or other unskilled worker who shows potential to become a skilled tradesperson but needs additional training in order to be successful.

For information on these programs contact your regional ECE Service Centre.

EMPLOYER CHECKLIST

Be ready for the application for apprenticeship.

- Have the legal business name handy (important if it is a numbered company).
- Have discussed the previous work history with the employee/applicant so that you have an idea of whether you will be crediting the time worked towards this apprenticeship contract
- Have selected a journeyman to mentor the apprentice.
- Journeyman is
 - Willing
 - Good communicator
 - Patient
 - Has a broad scope of experience
 - Demonstrates professionalism
- Have discussed performance expectation with the employee/apprentice
- Have a general plan for technical training for the employee



APPLICANT

ELIGIBILITY FOR APPRENTICESHIP

Applicants for the NWT Apprenticeship Program must be

- 16 years old, there is no upper age limit;
- Have the academic prerequisites; and
- Be employed and have a journey person in the same trade to train and mentor

ACADEMIC REQUIREMENTS

Academic requirements are in place to ensure that an apprentice will have sufficient technical knowledge to complete the technical component of their trade.

An applicant can satisfy the academic requirements in one of two ways:

Meet the minimum trades entrance requirements as defined in the **Trades Entrance Requirements by Category** seen on the following page; or take the appropriate Trades Entrance Exam.

Exceptions can be made where a client has completed a post-secondary program where the missing or lacking high school credits have been attained.



ESSENTIAL SKILLS AND ESSENTIAL SKILLS ASSESSMENTS

Skills such as reading, numeracy, document use and working with others are essential for you to succeed in apprenticeship training and in the workplace.

Essential skills are the skills that people need for work, learning and life. They are used in the community and the workplace, in different forms and at different levels of complexity.

There are nine essential skills:

Reading
Document Use
Numeracy
Writing
Oral Communication
Digital Technology
Thinking
Working with Others
Continuous Learning

TRADES ENTRANCE EXAMS (TEE)

*To write the Trades Entrance Exam the apprentice must have an employer who wishes to sponsor the apprentice. The request to write the exam is made using the *Trade Entrance Exam Request Form* found at the back of this guidebook.

A TEE is only required if applicant does not meet academic requirements . The high school credit requirements are found on the following page.

PASS MARK ON THE TEE

There are three sections to the trades entrance exam: Math, English and Science. The pass mark for a trades entrance exam is a total mark of 70% or better, with no less than 50% on any section.



RECOMMENDED PATH

Minimum grade of 65% on each course required



MINIMUM REQUIREMENTS

Minimum grade of 70% on each course required

CATEGORY 1

- English 30-2
- Math 30-3
- Physics 20 or Chemistry 20 or Science 20

- English 10-2
 - Math 10-3
- or*
- A pass mark in all five Canadian General Educational Development (GED) tests
- or*
- Trade Entrance Exam #2

CATEGORY 2

- English 30-2
- Math 30-3
- Physics 20 or Chemistry 20 or Science 20

- English 10-2
 - Math 10-3
 - Science 10
- or*
- A pass mark in all five Canadian General Educational Development (GED) tests
- or*
- Trade Entrance Exam #3

CATEGORY 3

- English 30-2
- Math 30-3
- Physics 30 or Chemistry 30 or Science 30

- English 20-2
 - Math 20-3
 - Science 10
- or*
- Trade Entrance Exam #5

• Exceptions will be made for apprentices who are active or are certified in a related trade and for those who have passed a trade specific pre-employment program or technical training in another jurisdiction.

SCHOOLS NORTH APPRENTICESHIP PROGRAM (SNAP) – SNAP students are not required to satisfy the entrance requirements prior to signing an apprenticeship contract. However, the SNAP student must satisfy the entrance requirements or write the TEE before attending technical training.

CATEGORY 1

- Baker
- Cabinetmaker
- Carpenter
- Cook
- Crane and Hoisting Equipment Operator
- Floor Covering Installer
- Glazier
- Hairstylist
- Housing Maintainer
- Insulator – Heat and Frost
- Locksmith
- Painter and Decorator
- Parts Technician – Material and Parts
- Roofer
- Sheet Metal Worker
- Sprinkler Systems Installer
- Steamfitter – Pipefitter
- Welder

CATEGORY 2

- Automotive Service Technician
- Auto Body Technician
- Heavy Equipment Technician
- Machinist
- Outdoor Power Equipment Technician
- Oil Heat Systems Technician
- Refrigeration and Air Conditioning
- Mechanic

CATEGORY 3

- Appliance Service Technician
- Communication Technician
- Electrician (Construction)
- Industrial Electrician
- Gasfitter A
- Gasfitter B
- Industrial Instrument Technician
- Industrial Mechanic – Millwright
- Plumber
- PowerSystemsElectrician
- Powerline Electrician

TRADES AVAILABLE IN THE NWT

Aircraft Maintenance Journeyperson

Appliance Service Technician

Auto Body

- Technician
- Auto Body Prepper
- Auto Body Refinisher
- Auto Body Repairer

Automotive Service Technician

Baker

Cabinetmaker

Carpenter

Communication Technician

Cook

Crane and Hoisting Equipment Operator –

- Boom Truck
- Mobile Crane

Construction Electrician

Floorcovering Installer

Gasfitter (A)

Gasfitter (B)

Glazier

Hairstylist

Heavy Equipment Technician

Heavy Equipment Mechanic –

- Off-road
- Transport Trailer
- Truck and Transport

Housing Maintainer

Industrial Electrician

Instrument Technician

Insulator - Heat and Frost

Locksmith

Machinist

Millwright - Industrial Mechanic

Oil Heat Systems Technician

Outdoor Power Equipment Technician

- Power Equipment
- Recreational Equipment

Painter and Decorator

Parts Technician - Materials

Parts Technician - Parts

Plumber

Power System Electrician

Powerline Technician

Refrigeration and Air Conditioning Mechanic

Roofer

Sheet Metal Worker

Sprinkler System Installer

Steamfitter and Pipefitter

Welder

EMPLOYMENT REQUIREMENTS

You must have an employer in order to be an apprentice.

FULL-TIME REQUIREMENT

The employment must be full-time so that you would reasonably be able to work 1800 hours in one year. The exception is the SNAP student who obviously cannot work full time while they are in high school.

SUPERVISING JOURNEYPERSON

The employer must have a journeyperson in the same trade, or request that the supervisor be made a designated trainer in order to have an apprentice. There are a few exceptions to this rule including Housing Maintainer and Hairstylist.

SCOPE OF THE TRADE

The employer must be able offer the apprentice experience in the full scope of the trade

Guide to NWT Designated Trades Apprenticeship

Trade	Length of Apprenticeship (Periods)	Technical Training (weeks)	Entrance Exam #
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CATEGORY 1

Baker (IP)	3	8,8,8	2
Cabinetmaker (IP)	4	8,8,8,8	2
Carpenter (IP)	4	8,8,8,8	2
Cook (IP)	3	8,8,8	2
Crane and Hoisting Equipment Operator (IP) - Mobile Crane Operator	3	6,0,6	2
Crane and Hoisting Equipment Operator - Wellhead Boom Truck Operator	1	5 days	2
Crane and Hoisting Equipment Operator - Medium Boom Truck Operator	1	4	2
Crane and Hoisting Equipment Operator - Heavy Boom Truck Operator	2	4,4	2
Floor Covering Installer (IP)	3	7,7	2
Glazier (IP)	4	6,6,6,6	2
Hairstylist (IP)	2	10,10	2
Housing Maintainer	3	8,8,8	2
Insulator (Heat and Frost) (IP)	4	7,7,7	2
Locksmith	4	8,8,8	2
Painter and Decorator (IP)	3	8,8,8	2
Partsperson - Parts (IP)	3	6,8,6	2
Partsperson – Materials (No IP)	3	6,6,6	2

Trade	Length of Apprenticeship (Periods)	Technical Training (weeks)	Entrance Exam #
Roofer (IP)	4	6,6,6	2
Sheet Metal Worker (IP)	4	10,10,10,10	2
Sprinkler Systems Installer (IP)	4	8,8,8,0	2
Steamfitter/Pipefitter (IP)	4	8,8,8,8	2
Welder (IP)	3	8,8,8	2

CATEGORY 2

Auto Body Technician - Auto Body Prepper	2	6,0	3
Auto Body Technician - Auto Body Refinisher (IP) - Automotive Painter)	2	6,6	3
Auto Body Technician - Auto Body Repairer	4	6, 7, 7	3
Automotive Service Technician (IP)	4	8,8,8,8	3
Heavy Duty Equipment Technician - Heavy Duty Equipment Technician	4	8,8,8,8	3
Heavy Duty Equipment Technician - Truck and Trailer Mechanic	1	8	3
Heavy Duty Equipment Technician (IP) - Heavy Duty Equipment Mechanic (Off-Road)	3	8,8,8	3
Heavy Duty Equipment Technician (IP) - Truck and Transport Mechanic	3	8,8,8	3
Outdoor Power Equipment Technician - Power Equipment	4	6,8,8	3
Outdoor Power Equipment Technician - Recreational Equipment	4	6,8,8	3

Trade	Length of Apprenticeship (Periods)	Technical Training (weeks)	Entrance Exam #
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CATEGORY 3

Appliance Service Technician (IP)	3	8,8,8	5
Communication Electrician	4	6,6,6,8	5
Construction Electrician (IP)	4	8,8,8,12	5
Gasfitter A	3	8,8,8	5
Gasfitter B	3	8,8	5
Industrial Electrician (IP)	4	8,8,8,12	5
Industrial Instrument Technician (IP) (Instrumentation and Control Technician)	4	8,8,10,10	5
Industrial Mechanic (Millwright) (IP)	4	8,8,8,8	5
Machinist (IP)	4	8,8,8,8	5
Oil Heat Systems Technician (IP)	3	6,6/6,6	5
Plumber (IP)	4	8,8,8,8	5
Power Line Electrician (IP)	4	7,7,7,0	5
Power System Electrician	4	7,7,8,8	5
Refrigeration and Air conditioning Mechanic (IP)	4	8,8,8,8	5

APPRENTICESHIP APPLICATION

If you have an employer who is willing to take you on as an apprentice the next step is filling out an apprenticeship application.

Section 1 is your personal information. The information is similar to what was collected by your CDO as part of the application for service. The apprenticeship regulations require us to collect certain information on the application so there is some duplication.

Disability information. Most people think about disabilities as visible, however there are many hidden disabilities. Learning disabilities can impact your progress within the trade and we have numerous supports to assist in overcoming the challenges that a disability poses. It may feel uncomfortable to disclose this information but we can only assist you if we know.

Section 2 is filled out if you have ever been registered as an apprentice before. We need this information as you cannot be registered in the same trade in two jurisdictions. We may also be able to use hours from a previous trade towards your current trade.

Section 3 is about your past education in the trades. Career and Technology Studies (CTS) courses may count as hours towards your trade. Relevant courses or certificates in post-secondary programs can also count. The education has to have been within the last ten years.

Prior Learning and Recognition (PLAR) – Section 3 of the application alerts you that the applicant/employee has previous related training. If the two of you agree they can submit a request to complete a PLAR.

The process of having your education recognized is called Prior Learning and Recognition (PLAR).

The PLAR can give you both hours and potentially exempt you from a technical training level. It would accelerate your progress in the trade but can come with some risks. By not attending technical training you may miss out on some concepts or techniques that were not taught or available where you studied.

You should talk to your CDO and employer about whether this is a good option for you.

Section 4 is about your past relevant work experience. You can ask that your employer credit you with hours towards your apprenticeship that were gained with a different employer. To do this, you had to have been working under a journey person in the trade you are entering.

Previous Work Experience- the applicant/employee will fill in Section 4 of the application which indicates how much previous experience they have in the trade. You decide how much of this time you are willing to credit. You make this decision based on their current level of performance, past recommendations from employers and in consultation with the journey person who will be supervising the apprentice.

The employer always decides whether the hours you are requesting will be accepted. The employer can accept all, none or as many as they deem appropriate. For this reason it is important that you discuss your previous work history with your employer to help them make an informed decision.

You also sign in this section indicating that everything you have stated in your application is true and accurate.

Section 5 is completed by the employer and your journeyperson. It will let you know what a new journeyperson with your employer will make. Your rate of pay is based off of this rate. It is important to understand that your rate is based on a new journeyperson not a journeyperson with ten or twenty years of experience.

If the applicant/employee has previous work experience or training that you want to have credited towards their apprenticeship this needs to be done *prior* to submitting the application.

Section 6: The privacy and consent to release information section allows us to share information with other government departments, technical training institutions and other jurisdictions. In practical terms it means that we can do things like register you in technical training and assist you with easily filing an employment insurance claim.

HIGH SCHOOL STUDENT

A high school student who wishes to enter into an apprenticeship contract will become a SNAP apprentice when the application and contract are complete.

The application used is the same as a regular apprentice, and a \$50 application fee is required.



NORTHWEST TERRITORIES APPRENTICESHIP APPLICATION

Application Package Checklist

	<p>SIGNATURES:</p> <ul style="list-style-type: none"> • Section 5 signed and completed: there should be three signatures on this page (all within four weeks of the first signature) • Last page, consent to release information
	<p>FEES:</p> <ul style="list-style-type: none"> • \$50.00 Apprenticeship Application and Contract fee made payable to the Government of the Northwest Territories
	<p>PROOF OF ACADEMIC APTITUDE: Copies of certificates, credentials and or transcripts from previous technical training institutions or high school OR Results letter from Trades Entrance Exam– ask your CDO for a copy</p>
	<p>REQUEST FOR PLAR: Attached signed PLAR Application results letter (if applicable)</p>
	<p>PROOF OF PAYMENT: Receipt from Government of the Northwest Territories</p>

The personal information collected in this application will be used to determine your eligibility to participate in the NWT Apprenticeship Program. This information and the personal information we obtain throughout your program will be used to:

- Administer your apprenticeship program,
- Register you in technical training in NWT or Alberta
- Govern the *Apprenticeship, Trade and Occupation Certification Act* and the *Apprenticeship and Trade Certification Regulations*,
- Help you gain financial support under the *Employment Insurance Act* (Canada) or other financial assistance programs to which you apply, and
- It may also be used to facilitate your involvement in the Interprovincial Red Seal Program, for research and statistical purposes, and may be provided to Statistics Canada.
- The purpose of the Statistics Canada RAIS survey is to gather information on registered apprentices who receive training, and trade qualifiers (challengers) who obtain certification. The information is collected under the authority of the *Statistics Act*, R.S.C., 1985, c. S-19 and is made available to federal and provincial agencies and departments, associations, non-government agencies and researchers.

Submit all completed forms, documents and fee(s) to your local ECE Service Centre.

If you need help in completing this form, a Career Development Officer (CDO) can provide assistance and information.



This is not an apprenticeship contract. A contract will be issued only after this application has been reviewed and accepted by the Director of Apprenticeship.



1. Personal Information	
Trade Requested	SNAP Information
Today's Date: yyyy/mm/dd	
Social Insurance Number:	<input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/>
Legal Last Name:	Former Last Name: <i>(if applicable)</i>
Legal First Name:	Middle Name: <i>(full name, no initials)</i>
Preferred First Name:	
Mailing Address: P.O. Box:	Street:
Community:	Province/Territory: Postal Code: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Cell Phone No:	Home Phone No: Work Phone No:
E-mail Address:	
Gender: Male Female X	Birth date: yyyy/mm/dd
If you wish to declare your aboriginal status, please specify: Dene Metis Inuit Inuvialuit Non-Aboriginal Other (please specify)	
Have you completed a Trade Access Program?	Yes No
Have you been involved in Skills Canada NWT programs?	Yes No
May we share your contact information with Skills Canada NWT?	Yes No
Did you participate in the South Slave Trades Awareness Program?	Yes No
Do you have a disability? Yes No	
If yes , please ask your CDO what types of accommodation can be offered to assist you in your work and studies	



2. Education and Trades Education		
What is the highest level of education you completed?		
Program of study: (attending or most recently attended)		
Name of Post-Secondary Institution (university/college): (most recently attended)		
Community of institution:	Province/Territory:	Last year attended:
Credential obtained:		
Previous Trades Training Having previous trades related training recognized may mean that you may qualify for exemption from a technical training level.		
Do you have previous technical training that you would like applied to your apprenticeship application and contract? Yes No		
If yes, STOP request a Prior Learning And Recognition (PLAR) application from your CDO. Please note there is a \$100 fee for assessing a PLAR.		

3. Previous Apprenticeship Registration	
Are you currently or have you ever been registered in an apprenticeship program before? Y/N	In which trade?
If so, what is the jurisdiction of your apprenticeship? (Where was your apprenticeship? Province/Territory)	
If you were a registered apprentice in another jurisdiction you must include a copy of your apprenticeship record to receive credit	



4. Previous Work Experience in the Trade						
Hours worked in the trade you are applying for can be credited toward your apprenticeship contract with your employer's permission. By filling in this section you are authoring ATOC to contact your current employer and previous employers to validate your previous work experience.						
Name of Business:						
Mailing Address:		P.O. Box:		Street:		
Community:		Province/Territory:		Postal Code:		
Phone No:		Alternative Phone No:		Fax No:		
Name of contact person: (Name, Position and Phone Number, with Area Code)						
Tasks Performed: (What is your hands-on-experience in the trade?)						
Date Started: yyyy/mm/dd		Date Finished: yyyy/mm/dd		Work Experience Credit:		
Supervising Journeyperson: Name						
Name of Business:						
Mailing Address:		P.O. Box:		Street:		
Community:		Province/Territory:		Postal Code:		
Phone No:		Alternative Phone No:		Fax No:		
Name of contact person: (Name, Position and Phone Number, with Area Code)						
Tasks Performed: (What is your hands-on-experience in the trade?)						
Date Started: yyyy/mm/dd		Date Finished: yyyy/mm/dd		Work Experience Credit:		
Supervising Journeyperson: Name						



If Work Experience Credit is requested, you also need to fill in an **Apprenticeship Time Credit Worksheet** with the employer.



5. Current Employer Information									
Legal Name of Business:					New Journeyperson Hourly Rate of Pay:				
Operating Name of Business:									
Mailing Address:		P.O. Box:			Street:				
Community:			Province/Territory:		Postal Code:				
Phone No:			Alternative Phone No:			Fax No:			
Site Address: (If different from mailing)		Street:			Community:		Province/Territory:		Postal Code:
Employer Contact Person:									
Email Address:									
When did the applicant begin to work in this trade for your business prior to the contract start date? <u>yyyy/mm/dd</u>									
How many hours has the applicant worked in this trade for your business up to today's date? _____									
Signature of Employer _____					Date <u>yyyy/mm/dd</u> _____				
TO BE COMPLETED BY THE APPLICANT'S SUPERVISING JOURNEYPERSON:									
Name: (Please Print) _____					Date of Birth <u>yyyy/mm/dd</u>		Gender <u>m/f/x</u>		
Certificate of Qualification Number: _____			Issuing Province/Territory: _____		Date of Certification: <u>yyy/mm/dd</u>				
Red Seal Number: _____			Issuing Province/Territory: _____		Date of Certification: <u>yyy/mm/dd</u>				
**Note: if the applicant's supervising journeyperson was certified <u>outside</u> of the Northwest Territories a copy of their Journeyperson Certification must be attached to this application. **									
Address: _____			Community: _____			Postal Code: _____			
Email address: (mandatory) _____									
Phone Number: (mandatory) _____									
Signature: _____					Signature Date: <u>yyyy/mm/dd</u> _____				

I certify that all of the information provided in section 1-4 is a true and accurate reflection of my work and education which is relevant to the trade I have applied for. I understand withholding information on previous trades certification or experience may impact my application or apprenticeship contract.

Signature of Applicant: _____ Date: yyyy/mm/dd _____

Please print name: _____



6. Privacy Statement & Consent to Release Information

The personal information on this form is collected under the authority of the *Access to Information and Protection of Privacy Act* section 40(a)(c) and the *Apprenticeship Trade and Occupations Certification Act* section 4(6), and will be used for the purposes of administering and enforcing the *Apprenticeship Trade and Occupations Certification Act* and the NWT Apprenticeship program, including arrangement of technical training, the issuance of NWT trade certificates for monitoring and evaluating the NWT Apprenticeship program, and for labour market research and statistical purposes.

Note that “Personal Information” is information about an identifiable individual including such things as your name, address, telephone number, date of birth, gender, social insurance number, identification number, examination marks, trade certificates(s) held, course work, training and work experience completed.

Please note that ECE may contact previous employers and other governments to verify the work experience and credentials you have reported, and will disclose your progress as an apprentice to current employers for the purpose of advancement in the program.

We also share your information with Statistics Canada as part of the Statistics Canada RAIS survey is to gather information on registered apprentices who receive training, and trade qualifiers (challengers) who obtain certification. The information is collected under the authority of the *Statistics Act*, R.S.C., 1985, c. S-19 and is made available to federal and provincial agencies and departments, associations, non-government agencies and researchers.

Your personal information is protected by the privacy provisions of the *Access to Information and Protection of Privacy Act* from unauthorized access, use, disclosure or disposal. You have a right to request access to your own personal information and to request correction if it is not accurate. If you have any questions about the collection of this information, you may contact the Manager, Apprenticeship, Trades and Occupation Certification, Department of Education, Culture and Employment, 1st Floor, Lahm Ridge Tower, 4501 50 Avenue, Yellowknife, NT, X1A 2P9 Telephone (867)767-9351 Fax (867) 873-0200.

Consent to release Information

I give the GNWT, Department of Education, Culture and Employment, consent to disclose my name, level, technical training results as it relates to my participation in an apprenticeship or occupational certification program and subsequent certification:

To any Member of the Northwest Territories Legislative Assembly, for the purposes of being congratulated for an award, scholarship or trade completion. The information regarding award recipients (i.e. name, award received and photo) may also be published in local or national media.

The signing of this form is strictly voluntary. I understand that I may withdraw my consent at any time, but that I must do so in writing.

Signature of Applicant: _____

Date: yyyy/mm/dd

- **Incomplete applications and applications missing the required transcripts or documents will be returned to you for corrections and will delay the signing of an apprenticeship contract.**
- **All signatures to this application must be within a four week period.**
- **An application is valid for six (6) months after the date of the applicants signature, after which time a NEW application must be made, as employment (hours that could be credited towards an apprenticeship) and education may have changed.**

CONTRACT OF APPRENTICESHIP

The contract of apprenticeship is between the employer, apprentice, and the GNWT. It is certified by the Director of apprenticeship. It sets out the responsibilities of both the apprentice and employer.

RESPONSIBILITIES OF THE APPRENTICE AND THE EMPLOYER

The Apprentice is responsible for:

- Completing the required on-the-job training and work experience.
- Consulting your employer and together plan to make any necessary arrangements to attend technical training.
- Planning ahead and being prepared to meet the costs of attending technical training.
- Attending and successfully completing the required technical training.
- Acquiring the textbooks and other supplies required to participate in technical training.
- Successfully completing the required examinations.
- Successfully completing the levels of apprenticeship identified in the Apprenticeship Program Information (course outline or Trade Description and Guideline).
- Notifying your Career Development Officer and Service Canada if leaving early and receiving Employment Insurance while attending technical training
- Reviewing, with your journey person supervisor, the hours worked and the on-the-job training and work experience completed during that period.
- Keeping your record book and /or skills checklist up-to-date.
- Sending the record book and /or skills checklist to the Career Development Officer (CDO) at least once per year.
- Keeping all your apprenticeship and contact information up to date including your current employer, journey person supervisor and your mailing address and phone number. Immediately notifying the CDO of any change in address or employment.
- Carrying the status card at all times while at work and producing it on request.
- Maintaining an acceptable standard of quality or skill in the practice of the trade.
- Discussing or disclose with your Career Development Officer (CDO), potential obstacles to technical training such as learning disabilities or test anxiety so that assistance or assessment can be arranged for you. See Supports for Academic Success for more information.
- Being honest and professional.

The Employer is responsible for:

- Keeping the apprentice employed for the period stated in the contract, unless sufficient work is not available;
- providing adequate training and work experience for an apprentice in all aspects of the designated trade, as the facilities and the scope of business permit;
- ensuring the apprentice is adequately supervised by (i) a journey person in the designated trade, or (ii) a tradesperson in the designated trade;
- allowing the apprentice to attend technical training courses required in his or her apprenticeship program;

YOU ARE AN APPRENTICE NOW

Once your contact has been registered you become an apprentice.

APPRENTICE RESPONSIBILITIES

The apprentice is responsible for:

- The safekeeping of the Blue Book
- Ensuring their hours are accurately updated every three months on the Time Credit Sheets
- Filling out a Transfer of Contract (upon formal acceptance of the contract by another employer)
- Ensuring the Record Book is promptly forwarded to the CDO when the Transfer of Contract forms have been completed
- Reviewing the Skills Profile and the Time Credit Sheet sections with your employer on a regular basis

EMPLOYER RESPONSIBILITIES

- Submit Time Credit Sheets
- Evaluate the apprentices performance

BLUE BOOK

A “Blue Book” is given to apprentices after they have been registered as an apprentice. The Blue Book belongs to the apprentice it is also called the record book.

Blue Book Sections

The plastic cover of the blue book keeps it safe from water damage and makes it easy to keep track of the two pieces.

Record Book (Green Colored)

- Basic “Personal Profile” data so that the book can be returned
- Technical credits- informs the apprentice of their marks in technical training
- Transfer of Contract Sheets- to be filled out if transferring employers
- The tasks, activities, and functions that come with the scope of the trade.
- Verification of the hours of on-the job training and work experience obtained by the apprentice.
- Verification of the total number of hours in the trade worked by the apprentice.
- The supervising journeyperson’s evaluation of the apprentice’s on-the-job training and work experience.

Trade Booklet (Yellow Colored)

- Time Credit Sheets- required to be submitted every three months
- Skills Profile- lists the skills required for the trade, should be reviewed at least every six months to ensure the apprentice is progressing.

When you receive your Record Book:

- Read it thoroughly.
- Have it available for your direct journeyman supervisor, as required.
- Return the Record Book to your nearest ECE Service Centre or CDO on a regular basis, or when you complete a level of apprenticeship (minimum once per academic year).
- In the event you find a new employer, follow the Transfer of Contract directions.

PILOT PROJECT FOR CARPENTRY AND PLUMBING JULY 2019

New and existing level 1 and 2 apprentices in these trades will have a slightly different blue book. The cover and green book will remain the same.

Apprentice Time Credit Sheets

This has now been taken out of the “Blue Book” and is a PDF fillable form that employers are required to submit every three months.

Skills Checklist

The Skills Checklist is a tool for apprentices and journeypersons to keep track of the skills that the apprentice is mastering. The apprentice and their journeyperson should review the book regularly to ensure it is being kept up to date and that the apprentice is learning the full scope of the trade.

There is no requirement to submit the book to ECE, except when the apprentice is ready to advance in status and to become certified.

Certificate Application Form

Form TS1
Verification of on
the Job Experience

PLEASE PRINT CLEARLY

Apprentice/Tradesperson: _____ Apprenticeship Contract #: _____
 Current Address: _____ Community: _____ Postal Code: _____ Phone Number: _____
 Employer (Firm Name): _____ Name of Supervising Journeyperson: _____
 Email Address of Journeyperson: _____ Community: _____ Phone Number: _____

Period of Reporting (YYYY-MM-DD) to (YYYY-MM-DD)	Trade Time Exposure In Hours
Quarterly Reporting (please print)	
Month: _____	
Month: _____	
Month: _____	
Total Hours	0

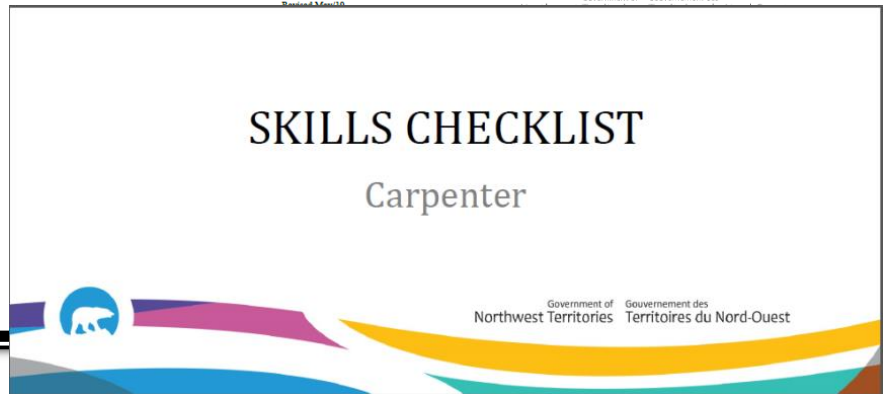
I certify the above hours are accurate. Date (YYYY-MM-DD): _____ Apprentice/Tradesperson (signature): _____
 I certify the above hours are accurate. Date (YYYY-MM-DD): _____ Employer Representative (signature): _____
 I authorize the apprentice to attend the next level of technical training. Employer Representative (print name clearly): _____

Wage Subsidy Information
 Is this Apprentice in their first or second year of apprenticeship? Yes No
 Do you require a wage subsidy for this apprentice? Yes No

Client Service
 Would you like a Career Development Officer to conduct a site visit in the next quarter? Yes No

For Internal Use Only
 Time Assessed: _____ Approved By: _____ Date: (DD-MMM-YY)

Revised May 2019 Government of Northwest Territories / Gouvernement des Territoires du Nord-Ouest



SECTION III: MAJOR WORK ACTIVITY A
PERFORMS COMMON OCCUPATIONAL SKILLS

Apprentice Name: _____

Task A-1	Initial of JP if complete	Uses and maintains tools and equipment.
1.01	_____	Maintains hand, power and pneumatic tools.
1.02	_____	Maintains stationary tools.
1.03	_____	Uses powder-actuated tools.
1.04	_____	Uses lifting, rigging and hoisting equipment.
1.05	_____	Uses layout equipment.
1.06	_____	Uses tack welding equipment.
1.07	_____	Uses torch cutting equipment.

A: Common Occupational Skills

Apprentice Signature: _____ Date: _____
 Journeyperson Signature: _____ Journeyperson Number: _____ Date: _____

Skills Checklist– Carpenter 20 | Page

PROGRESSING IN THE TRADE: THE BIG THREE

Apprenticeships are broken into levels. Most apprentices start at level one, unless they had previous work experience or training that allowed them to challenge the first level. In order to progress from level to level, three factors need to be satisfied:

Hours- Regardless of how many levels a trade has the hours to progress remain the same, 1800. Until an apprentice has reached 1800 in a level they will not be able to progress to the next level.

Competence- It is not enough to just put in time. The apprentice has to demonstrate that they are competent at their current level in order to progress to the next level. Competence is assessed by the journey person.

Technical Education- Apprentices attend technical training to enhance their knowledge of the trade and to be assessed for readiness to progress. The assessment is done through theory, shop and in some cases practical assessments. All levels of technical training see an apprentice taking a multiple choice test at the end of the level.



SUPPORTS FOR ACADEMIC SUCCESS

The following services are available upon referral from the Career Development Officer.

LEARNING/ACADEMIC ASSESSMENT

For anyone who has difficulty concentrating in a learning facility or in a work area. Anyone diagnosed with a learning disability such as: Attention Deficit Disorder (ADD), dyslexia, etc. This assessment is used to help the individual attain the proper supports required to pursue training and expand employment opportunities.

COGNITIVE ASSESSMENT

Anyone who has a negative mental outlook which is affecting their ability to get training or a job. Anyone who is experiencing difficulties in their personal life such as: divorce, death of a loved one, financial difficulties, substance abuse, physical abuse, etc. Those living with a mental health condition such as: depression, anxiety, eating disorders, etc. The cognitive assessment is used to measure intelligence, achievements, attention, memory, learning, language and functioning.

The assessments are done in person in Yellowknife through a third party medical contractor and results are delivered solely to you. If you reside outside of Yellowknife the assessments can be done remotely through HealthNet.

REQUESTING AN ASSESSMENT

These assessments should be requested ahead of technical training so that there is enough time to assess and create plans to support you. With your permission, results can be shared with the technical training institution you are attending to allow for assistive supports which could include scribes for note taking, allowing verbal responses on exams, frequent breaks,

seating closer to the front or back of a classroom. There are many ways that a person can be accommodated, but those recommendations must come from a proper assessment.

TECHNICAL EDUCATION- YOUR QUESTIONS ANSWERED

WHO?

Who can attend? Only apprentices attend technical training. They have to have a minimum of 600-800 hours of work experience to attend.

Who decides if I go? Your employer will ultimately have the final say on when you go. They make this decision based on the availability of the course, your readiness (competence and hours), their work plan, and other apprentices training schedules. You should talk to your employer and journey person at least once in the spring and once in the fall to determine the best time to attend technical training.

ATOC HQ may have input as well. If you attempt to register less than three weeks prior to a course offering, ATOC will not accept this request.

HOW?

How will I be supported? There are many supports available including financial, learning and social supports.

Financial supports include employment insurance (if eligible), travel, child-care, books, and a living allowance while attending technical training. See *Let's Talk Finances* for more information

Learning supports can include tutoring, assessments for learning disabilities, extra time on exams, and having exams read to you to name a few. Many of the learning supports

need to be recommended by a professional. Discussing exam anxiety or other learning issues prior to attending technical training will allow the CDO to refer you to specialists who can make recommendations. Once there is a recommendation it needs to be sent to your technical training institution and they will set up supports prior to your arrival.

Social supports include wellness activities like fitness, spiritual support and counselling services. Aurora College Student Services even has massage chairs!

How do I apply? There is an application for technical training at the back of this handbook or available online in a pdf fillable format.

Once you have discussed your attendance with your employer the two of you will fill it in and submit it to your CDO. You must also demonstrate that you have paid the required fees.

How do I know if I am going to school?

Once your registration in your courses has been confirmed, you will receive a School Notice Letter from your CDO.

- CHECK** the course dates, training, location, time and date of registration. If the information is different than what you expect, contact your CDO right away.
- CHECK** to make sure that you can be at technical training on the date specified. If you are unable to be at the school on the start date of your course, contact your CDO as soon as possible. Your CDO will contact the Certification Officer of Apprenticeship to ensure that your training space is held for you or cancelled if you are unable to attend
- KEEP YOUR OFFICIAL SCHOOL NOTICE LETTER**- You will need it later to register at the training institution

How much does technical training cost?

The weekly fee for Technical Training Tuition is: \$98.00. Your total fees will vary based on the duration of your technical training. As an example total tuition cost of an 8 week program is \$784.00 but a 10 week program would be \$980.00.

APPRENTICESHIP, TRADES AND OCCUPATION CERTIFICATION FEE FORM			
	Apprenticeship Tuition Fee	Amount	(v)
1.	\$98.00 x 12 weeks	\$1176.00	
2.	\$98.00 x 10 weeks	\$ 980.00	
3.	\$98.00 x 8 weeks	\$ 784.00	
4.	\$98.00 x 7 weeks	\$ 686.00	
5.	\$98.00 x 6 weeks	\$ 588.00	
6.	\$98.00 x 4 weeks	\$ 392.00	

GNWT/ECE Finance: The account code (71014-53510-01-11-settlement-65009) is to be used when entering in SAM. The community code is to be entered in the "settlement" field under Accounting Entries-Distribution Lines-ChartFields-Sett. Issue a Cash Drawer Receipt from Accounts Receivable.

	Other Fees	Amount	(v)
1.	Prior Learning Assessment (PLAR)	100.00	
2.	Application for Apprenticeship	50.00	
3.	Progressive Examination	100.00	
4.	Replacement Record Book	50.00	
5.	Replacement Certificate (CDA, COQ)	50.00	
6.	Trade Qualification Examination	200.00	
7.	Supplemental Trade Qualification Examination	50.00	
8.	Certificate of Qualification (Transfer)	100.00	

GNWT/ECE Finance: The account code (71014-44020-01-11-settlement-65009) is to be used when entering in SAM. The community code is to be entered in the "settlement" field under Accounting Entries-Distribution Lines-ChartFields-Sett. Issue a Cash Drawer Receipt from Accounts Receivable.

	Occupation Fees	Amount	(v)
1.	Application for Occupation Certification	50.00	
2.	Occupation Examination Fee	50.00	
3.	Certificate of Competence Fee	100.00	
4.	Replacement Occupation Certificate	50.00	

GNWT/ECE Finance: The account code (71014-44020-01-11-settlement-65009) is to be used when entering in SAM. The community code is to be entered in the "settlement" field under Accounting Entries-Distribution Lines-ChartFields-Sett. Issue a Cash Drawer Receipt from Accounts Receivable.

Client Name _____ Date _____

Client email _____ Amount _____

<input type="radio"/> Cash <input type="radio"/> Cheque # <input type="radio"/> Money Order #	Cash Drawer/ Receipt Number _____
-----------------------------------------------------------------------------------------------------	-----------------------------------

You are responsible for paying this portion of the course tuition to the Government of the Northwest Territories.

Attending technical training is highly subsidized by the Government of the Northwest Territories. In addition to the tuition paid by the apprentice, the GNWT pays a daily fee of \$145.00 or approximately \$5,800.00 for an 8-week technical training program.

A fee form is available at the back of this handbook.

How do I pay?

Tuition must be paid when you submit your request for technical training.

Tuition can be paid by cheque, money order, credit, or debit card.

Cheque or money order must be made out to: The Government of the Northwest Territories

Please make your tuition payment at the Regional Service Centre or Finance Office in your region, see the back of this handbook for their locations. Contact your CDO for more information.

WHERE?

Where will I go? Apprentices in the following trades and levels will attend Aurora College's Thebacha Campus (Fort Smith):

- Carpenter Level 1-4
- Electrician Level 1-3
- Plumber Level 1 or 2
- Heavy Duty Equipment Technician Level 1-2
- Housing Maintainer Level 1-3
- Oil Heat System Technician (TQ)

Apprentices in these trades who are registered with the GNWT must attend technical training at Aurora College when it is available.

Apprentices in trades not listed above normally attend technical training in Alberta.

Exceptions

When relevant technical training is offered, all apprentices will attend Aurora College, Thebacha Campus. Exceptions may be made when:

- a. The technical training course at Thebacha Campus is cancelled.
- b. The apprentice is a candidate for distance training.
- c. When a new apprentice has registered with 1800 hours (credit hours) or more of experience and will have to wait more than three months to attend technical training.

- d. When Aurora College offers a level of technical training once per academic year and an employer has two or more apprentices to attend the same level of technical training, the employer will schedule an apprentice at Aurora College and may request an alternate time and location for other apprentices.
- e. An apprentice will pay the full technical training cost in order to undertake training in another jurisdiction, this cost includes the GNWT's contribution to the Government of Alberta (\$145/day over 8 weeks = \$5800). This amount approximately represents how much ECE contributes to apprenticeship technical training per student each year.

When an apprentice and their employer want to attend technical training in Alberta and not Aurora College, the employer must complete the *Request to Attending Technical Training in Alberta* and one of the above conditions must be met.

If there is another reason for the request, the request must be approved by the Director of Apprenticeship, include supporting documentation, as well as the request form completed by the CDO and manager of the regional ECE Service Centre.

WHEN?

When technical training is available? Every May Alberta releases the dates for their technical training. Your CDO will send you the information related to your trade. Since they will email you this information it is critical you have the correct contact information on file.

When do I register?

Seats are often limited so you should register as early as possible.

It is important to note that only the ATOC Certification Officer has the authority to make and confirm school bookings. For this reason any tuition paid by the apprentice directly to a college for unauthorized school bookings will be the responsibility of the apprentice.

When are Aurora College Courses?

Aurora College is going to offer the same programs in the same semesters every year. This will allow apprentices and employers to plan ahead. The schedule is as follows:

CARPENTRY

- Level 1 Spring
- Level 2 Fall
- Level 3 Spring
- Level 4 Winter

ELECTRICIAN

- Level 1 Spring
- Level 2 Fall & Spring
- Level 3 Winter

PLUMBER

- Level 1 Winter
- Level 2 Fall

HOUSING MAINTAINER

Currently under review

HEAVY DUTY EQUIPMENT TECHNICIAN LEVEL

- Level 1 Fall
- Level 2 Spring



Sectional/frame Scaffolding

WHAT?

What should I expect at technical training?

You will be attending a post-secondary institution and your experience will be similar to anyone attending college.

- You will live in a dormitory or student housing.
- You will need to plan for cooking meals or eating on campus (check ahead to know what your options are).
- You will have classroom courses as well as time in shop.
- There will be assignments, quizzes and a culminating exam.
- Your instructors will be experts in their field and will be available to assist you.
- You will have access to recreation facilities and activities either free or at a minimal cost.
- You may need to hook up internet and cable.
- You will be able to access tutors, guidance counsellors and student wellness staff.
- There will be activities planned to get you involved in student life.
- You will be required to pay student fees at the college you attend.

What happens if the course I want is full?

If we are unable to confirm a course for you, for example if the course is full, you will receive a full refund or you can choose another course.

What happens if I want to change my course?

When you change your technical training course, time or location, and do so a minimum 15 business days before the original course start date, you must pay the \$200.00 change fee. If you change within 15 days of the course start, it is deemed to be a cancellation rather than a change.

What happens if I have to cancel?

If you or your employer decides that you will not be attending the technical training course you have been confirmed to attend, please notify your CDO.

If you do not notify ECE of your cancellation 3 weeks (15 business days) prior to the start date, you will forfeit your tuition.

When you cancel your technical training more than three weeks (15 business days) before the course start date, you will receive a refund less the \$200.00 booking fee.

When you cancel 14 calendar days or less before the start date, you will not receive any tuition refund.

What happens if the college cancels my course?

A full refund or credit will be given when a training institution cancels a course.

What happens if I miss a class?

Apprentices are only allowed to miss five percent (approximately two days) of classes. Missing school is like missing work; it is not acceptable. Contact your Instructor and CDO immediately if you need to miss more than two days of classes so that appropriate arrangements can be made to prevent being expelled from your training course. Training is very intense and frequent absences will prevent your successful completion of your apprenticeship course work.

What happens if I am falling behind in the course?

Counselling and tutoring services are available to all apprentices while attending a technical training program. If you experience any difficulty while at a technical training

institution, please talk to your instructor or student counsellor, or go to the student success centre. You can also contact your CDO. Collect calls are accepted.

What should I bring?

For Class

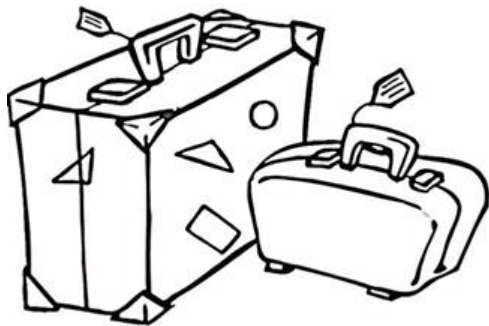
- Approved calculator
- Pencils, pens, rulers, erasers
- Notebook
- Text books
- Laptop (optional)

For Shop

- coveralls,
- safety boots,
- gloves, and
- safety glasses
- Trade specific PPE

For Residence

- Bedding & towels
- Pots and pans (if cooking)
- Toiletries
- Moccasins
- Flip flops



COURSE RESULTS

Technical training results - also known as the “Marks Letter”. If you attend technical training at Aurora College, your results may be available within two weeks of completing the course.

If you attend technical training at an institution outside of the NWT, it may take up to four weeks from the course end date to receive your results.

Technical training results are also available through your MyECE ATOC profile

If you write the Red Seal examination before you are qualified to receive a Red Seal Endorsement your examination mark will be withheld until you have qualified, i.e. received your Completion of Apprenticeship Certificate (COA).

When will I know if I passed my course?

It can take 3 to 6 weeks for marks to be received, processed and then sent to the CDO and apprentice.

What happens if I fail technical training?

Passing technical training requires a pass mark on school (65%) and shop/lab (65%) and theory (or block) exam (70%).

If you get 69% on the theory there is an automatic credit pass. If you get 68% on your theory your employer will be consulted to determine if they are willing to grant you a credit pass for the technical training level.

If you fail the shop portion of technical training you always have to repeat the level.

What happens if I fail the supplemental exam?

If you fail the supplemental you will be required to re-attend technical training.

LET'S TALK FINANCES

FINANCIAL ASSISTANCE

There are several ways to access financial assistance while attending technical training; you may be eligible for Employment Insurance (EI) benefits, *living-away-from-home* benefits and the Canada Apprentice Loan.

If you are receiving wages while you are attending Technical Training, you are not eligible for EI Benefits, *living-away-from-home* benefit but you can apply for the Canada Apprentice Loan.

If you are not receiving wages while attending technical training, then you may be eligible for Employment Insurance (EI) benefits, *living-away-from-home* benefit and Canada Apprentice Loan.

EMPLOYMENT INSURANCE

If you are eligible, your CDO will provide you with a Reference Code which you will need when you apply for Employment Insurance. Be sure to keep this reference code in a safe place for you records.

When you apply for EI, you will want to be prepared with your latest (past 52 weeks) Record of Employment (ROE). If you have not received one from all employers that you have worked for in the past 52 weeks, and if you know that your employer(s) has not issued a ROE electronically to Service Canada, you will need to complete a Request for Record of Employment Form (#INS3166). If you are having difficulty getting your ROE from your employer, visit your nearest Service Canada Centre or call 1-800-206-7218.

Apply anywhere you can access the internet, including your local ECE Service Centre.
Apprentices have the option to apply on-line up to seven days prior to the scheduled last day of work.

Follow these steps to find the on-line employment insurance benefits application form.

1. Go to: servicecanada.gc.ca
2. Select: English or French
3. Select: On-line Services and Forms
4. Select: Apply for: Employment Insurance Benefits

During the application process, you will be asked for the Apprenticeship Reference Code and the Course Code on your Official School Notice Letter.

If you don't already have it, contact the ECE Service Centre in your community for the Apprenticeship Reference Code.

This reference code must only be used for approved, full-time apprenticeship training. DO NOT USE THIS CODE if you are attending distance delivery training, and/or pre-apprenticeship or enhancements to apprenticeship training.

Be sure to keep the confirmation number at the end of the application process for your records.

Apprentices will have a one-week waiting period before they receive benefits for the first year. After the first year of technical training, there will be no waiting period. Make sure you have saved enough money to last until you receive your benefits.

SKILLS DEVELOPMENT PROGRAM

You will need to set up an appointment with your CDO to apply for Skills Development Benefits. These include:

Travel Assistance

This is to assist with transportation from your home to the training institution.

If you have to spend a night in a town or city other than your home town or training location

you can request assistance with hotel and meal expenses.

Living-Away Expenses

\$850.00 per month (or \$212.50/week) to assist with living costs at your training location, including:

- Rent
- Utilities
- Food
- Ground transportation

Book Allowance

You are eligible to claim up to a maximum of \$550.00 per course to help cover the cost of books while at training.

Child Care Subsidies

Available to assist with any additional costs of daycare for children under 12 years old because of your absence at technical training.

Disability Allowance

Support is available to you if you have a disability and need special arrangements or require a device to participate in the course. These requests require a health care professional's recommendation.

Prevent delays- Failure to submit your application forms in time can result in additional expenses or delays in receiving your allowances.

Keep Your Receipts- You will need to submit receipts to your CDO to get allowances for books and child care.

CANADA APPRENTICE LOAN

What is the Canada Apprentice Loan?

Canada Apprentice Loan (CAL) funding is available to help apprentices registered in a Red Seal Trade apprenticeship program cover the cost of their training. Apprentices can apply for

up to \$4,000 for each period of technical training, up to a maximum of five periods.

If you apply for and receive CAL funding, you do not have to make any loan payments and your loan will be interest-free for up to six years, as long as you are confirmed as being a registered apprentice. CAL funding is administered by the Canada Apprentice Loans Service Centre (CALSC).

Am I eligible for CAL?

You are eligible for CAL funding if you:

- Are a Canadian Citizen, Permanent Resident, or Protected Person;
- Are registered in a Red Seal Trade apprenticeship program that is designated by the province or territory where you are registered as an apprentice;
- Are enrolled in block release technical training or the equivalent full-time technical training with an approved technical training provider;
- Pass a credit check (required if you are applying for the first time).

You are NOT eligible for CAL funding if you:

- Are a high school student (unless you are enrolled for adult learning or professional upgrading classes);
- Are an apprentice registered in the province of Quebec;
- Are receiving Canada Student Loan (CSL) funding for the same technical training;
- Have been told that you are restricted from receiving further CSL or CAL funding;
- Have already received CAL funding for five periods of technical training;
- Have already received six years of interest-free status.

How do I apply?

On-line – Apply on-line by visiting www.canada.ca/apprentice. After registering for an on-line account, the on-line application is easy to complete and is assessed by the CALSC when you click submit.

Paper – Apply on paper by downloading and printing a copy at www.canada.ca/apprentice. Be sure to follow all the instructions included in the application package.

What are the application deadlines?

- The earliest date that you can apply is 90 days before you start your technical training period.
- The latest date that you can apply is the last day of your technical training period.

Who do I contact for more information?

Visit www.canada.ca/apprentice for more information. You can also read more about what you need to do to maintain your loan while you are a registered apprentice, and your responsibilities and options when entering repayment.

You can contact the CALSC Monday to Friday between 8:00 a.m. and 8:00 p.m. your local time:

1-855-844-5670 (within North America)
1-855-844-5671 (TTY for the hearing impaired)
(905) 283-1766 (local number)

APPRENTICESHIP INCENTIVE/COMPLETION GRANT

Apprenticeship grants from the Government of Canada are designed to make a career in the trades an attractive choice and encourage more apprentices to complete their training. Eligible apprentices in Red Seal trades could receive up to \$4,000, which can be used to pay for tuition, travel, tools, or other expenses.

All the information and forms you need to apply are available at no cost on this web site: <http://www.servicecanada.gc.ca/eng/goc/apprenticeship/index.shtml>

NWT Financial Assistance - Individual Program

The Government of the Northwest Territories administers the Financial Assistance – Individual Program, which provides supplementary allowances for all apprentices that are eligible for EI benefits.

COSTS ASSOCIATED WITH APPRENTICESHIP

Application Fee- there is a \$50 non-refundable application fee when submitting the Apprenticeship Application.

Tuition Fee- The weekly fee for technical training tuition is: \$98.00. Your total fees will vary based on the duration of your technical training. As an example total tuition cost of an 8 week program is \$784.00 but a 10 week program would be \$980.00.

You are responsible for paying this portion of the course tuition to the Government of the Northwest Territories.

Student fees- Student fees vary depending on the training institution you attend.

The student fee provides you with a Student Identification Card that you will need to access the facilities at the training institution you are attending. It is a form of identification and you may be eligible for student rates for admission fees and public transportation, if applicable. For example, the student fee at Aurora College is \$85 per year.

Student fees in southern institutions will vary. NAIT's student fee is based on the number of weeks of your course and an additional materials fee.

Contact the technical training institution that you will be attending for current student fee rates.

Residence/Housing Fees- For a single room at Aurora College the fee is 11.67 per day. Where possible, apprentices are housed in 3 or 4 bedroom town houses. Apprentices in these units are charged an additional \$30/month fee for the use of the laundry machines. **Residence fees are payable on the first day you arrive at the college.**

Other technical institutions may have accommodations available on campus but often you will need to find your own accommodation. The college may have a list of available accommodations, students looking for roommates or subletting opportunities. You should research the approximate cost ahead of attending.

Books- These may be purchased for most courses through the College. In some cases, books and class materials will not be distributed until payment has been made, in full. Books used in First Level Technical Training are usually used in subsequent levels; therefore, you are required to retain these books and bring them back with you for each successive year.

Textbooks may vary in number and cost for each Apprenticeship Program. They are also subject to change each academic year, depending on the curriculum and Instructor. Listed below are the textbooks used for each program.

Textbooks/ILMs are estimated as the prices will vary from year to year and whether all books listed will be used.

Taxi- Students should have taxi fare from the airport to the college they are attending

Fee Schedule- A schedule of all apprenticeship fees is found at the back of the handbook.

INCOME TAX

NWT Financial Assistance and EI Benefits are subject to tax deductions.

Make sure you get the following forms at income tax time:

- T4E from the Government of the Northwest Territories for your NWT Financial Assistance
- T4E slip for your Employment Insurance benefits from the Government of Canada
- T2202A form from the training institution for your income tax deduction

AFTER TECHNICAL TRAINING

APPRENTICESHIP AWARDS

Apprentices, at each level of each trade, are recognized for their outstanding achievement.

Honor Roll: Apprentices who have achieved a minimum 80% on their exams (school, practical, IP, theory – first attempt only) will be recognized on the Honour Roll. Apprentices who achieve the highest mark in their level will achieve the Top Mark Award.

The Top Mark Award: This award is presented to apprentices who achieve the highest mark, equal to or greater than 80%, on school marks and the theory exam(s) at their level.

One award is given per level, per trade unless there is a tie.

Top Graduating Apprentice Award: This award is presented to the apprentice who achieves the highest mark in his/her final year of technical training.

Top Mark Interprovincial Red Seal: This award is presented to the apprentice who achieves the highest mark on an Interprovincial Red Seal Exam.

PROGRESSION AND CERTIFICATION

Level certificates indicate the level of progress achieved by an apprentice. The status card will state the current status or “state” of apprenticeship the apprentice is working at. A level 2 status card means that the apprentice has completed level 1 and is currently working at level 2 in their apprenticeship program.

CERTIFICATE OF STATUS – LEVEL CERTIFICATE

In order for the apprentice to advance to the next level or advance status, he or she must:

- Complete the required hours of apprenticeship time;
- Complete required on-the-job skills and receive a satisfactory report from his or her supervising journey person or employer, as indicated on the Evaluation of Performance section of the Time Credit Sheet or Skills Checklist; and
- Complete and pass the required technical training, school and examinations.

COMPLETION OF APPRENTICESHIP CERTIFICATE (COA)

A COA is issued to an apprentice when:

- The apprentice has successfully completed all program levels (exams and technical training);
- The apprentice has successfully completed required apprenticeship work experience time;

- The apprentice has competently performed skills of the trade and the supervising journey person or employer has signed a statement of competence contained within the Record Book;
- The apprentice has submitted a request for a COA certificate.
- The Record Book has been submitted to and signed by the Director of Apprenticeship

REQUIREMENTS FOR FINAL CERTIFICATION

Prior to being issued a Certificate of Qualification, an apprentice must qualify for, or have been issued a Completion of Apprenticeship Certificate (COA).

Certificate of Qualification (COQ)

This certificate is issued to:

- Apprentices who complete their apprenticeship program and have requested and been issued a COA.
- Trade Qualification candidates who meet all requirements under the TQ route to certification.

INTERPROVINCIAL RED SEAL ENDORSEMENT

- The Interprovincial Red Seal is an endorsement on a COQ.
- The Red Seal is affixed to the Northwest Territories Certificate of Qualification.

To qualify to write and receive a Red Seal Endorsement you must qualify to receive your Completion of Apprenticeship Certificate.

1. You must be an apprentice who has completed their apprenticeship program

OR

2. You must be a Trade Qualification candidate whose application has been approved

If you write the Red Seal examination before you are qualified to receive a Red Seal Endorsement your examination mark will be withheld until you have qualified, i.e. received your COA.

NWT APPRENTICESHIP ONLINE

NWT Apprenticeship information is available online through MyECE ATOC. MyECE ATOC provides Apprenticeship and Occupation Certification clients 24 hour access to important information about their program.

Through this system you are able to:

- Confirm and update your on-file contact information.
- View your program status.
- View technical training and exam results.
- Download official copies of your marks letters and school notice letters,
- Search for and request technical training courses.
- View the status of your technical training requests.

To access MY ECE please let us know by sending an email to apprenticeship@gov.nt.ca. We will then email you an instruction package.

ALBERTA STUDENT HOUSING CONTACT INFORMATION

<p>Keyano College Student Services Centre 8115 Franklin Ave. Fort McMurray, AB T9H 2H7 (780) 791-4926 or 1-800-251-1408</p>	<p>Lakeland College 5707-47 Ave. West Vermilion, AB T9X 1K5 (780) 853-8500 or 1-800-661-6490 (ext. 8500)</p>
<p>Lethbridge Community College Student Services 3000 College Drive South Lethbridge AB T1K 1L6 (403) 329-7218 or 1-800-572-0103, (ext. 7218)</p>	<p>Medicine Hat College 299 College Dr. SE Medicine Hat, AB T1A 3Y6 (403) 529-3820</p>
<p>Northern Alberta Institute of Technology (NAIT) 11762-106 St. NW CampusSuite 1000 Edmonton, AB T5G 3H1 www.rentingspaces.ca</p>	<p>Southern Alberta Institute of Technology (SAIT) 1301 16 Ave NW Calgary, AB T2M 0L4 www.sait.ca/about-sait/campus/housing</p>
<p>Grand Prairie Regional College 10726-106 Ave. Grand Prairie AB T8V 4C4 (780) 539-29301-888-539-4772 studentinfo@gprc.ab.ca</p>	<p>Grande Prairie Regional College – Fairview 11235 – 98 Ave. Fairview, AB T0H 1L0 (780)835 6600 www.gprc.ab.ca/services/housing/</p>
<p>Red Deer College 100 College Boulevard Red Deer, AB T4N 5H5 (403) 342 3300 www.rdc.ab.ca/future-students/student-life/residence/residence</p>	<p>Olds College 4501 - 53th Street Olds, AB T4H 0E8 (587) 796 1796 campushousing@choc.ca</p>

FINANCIAL SHARED SERVICES CONTACT INFORMATION

North Slave and Yellowknife

Financial Shared Services GNWT
Box 1320
3rd Floor,
YK Centre Yellowknife,
NT X1A2L9
TEL:(867) 767-9174 ext 15208

Beaufort Delta

Financial Shared Services GNWT
Box 2480
3rd Floor, 106 Veterans Way
Inuvik, NT X0E 0T0
(867) 777-7456

Sahtu

Financial Shared Services GNWT
Bag Service 1300
8 Town Square
Norman Wells, NT X0E 0V0
TEL: (867) 587 – 4567

Fort Smith

Financial Shared Services GNWT
P.O.Box 1230
182B McDougal Road
Fort Smith, NT X0E 0P0
TEL:(867) 872 – 2540

Hay River

Financial Shared Services GNWT
Suite 211, 62 Woodland Drive
2nd Floor, Wright Building
Hay River, X0E 1G1
TEL: (867) 874-2348

Fort Simpson

Financial Shared Services GNWT
2nd Floor, 9902-98 Ave.
Fort Simpson, NT X0E 0N0
TEL:(867) 695-7525

Apprenticeship, Trade and Occupation Certification Board

The Apprenticeship, Trade and Occupation Certification Board (ATOCB) brings together PEOPLE from across our territory, and provides a leadership role to ensure the apprenticeship, trade, and occupation certification system supports the development of a skilled and trained workforce in the Northwest Territories (NWT).

The ATOCB works in PARTNERSHIP with ECE, to have an industry-leading, skilled, and valued workforce with recognized quality and training. The ATOCB is committed to supporting POSSIBILITIES and building a workforce that employs and contributes to industry and the economic well-being of the NWT.



APPRENTICESHIP, TRADES AND OCCUPATION CERTIFICATION FEE FORM

	Apprenticeship Tuition Fee	Amount	(v)
1.	\$98.00 x 12 weeks	\$1176.00 (Includes \$200.00 non-refundable fee)	
2.	\$98.00 x 10 weeks	\$ 980.00 (Includes \$200.00 non-refundable fee)	
3.	\$98.00 x 8 weeks	\$ 784.00 (Includes \$200.00 non-refundable fee)	
4.	\$98.00 x 7 weeks	\$ 686.00 (Includes \$200.00 non-refundable fee)	
5.	\$98.00 x 6 weeks	\$ 588.00(Includes \$200.00 non-refundable fee)	
6.	\$98.00 x 4 weeks	\$ 392.00 (Includes \$200.00 non-refundable fee)	
7.	\$200.00 Course Change Fee (non-refundable)	\$ 200.00	
8.	Southern Technical Training Request - (Full Fee)	\$ 5800.00	

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Issue a Cash Drawer Receipt from Accounts Receivable.

	Other Fees	Amount	(v)
1.	Prior Learning Assessment (PLAR)	100.00	
2.	Application for Apprenticeship	50.00	
3.	Progressive Examination	100.00	
4.	Replacement Record Book	50.00	
5.	Replacement Certificate (COA, COQ)	50.00	
6.	Trade Qualification Examination	200.00	
7.	Supplemental Trade Qualification Examination	50.00	
8.	Certificate of Qualification (Transfer)	100.00	

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2.	Occupation Examination Fee	50.00	
3.	Certificate of Competence Fee	100.00	
4.	Replacement Occupation Certificate	50.00	

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Issue a Cash Drawer Receipt from Accounts Receivable.

Client Name _____ Date _____

Client email _____ Amount _____



<input type="radio"/> Cash <input type="radio"/> Cheque # <input type="radio"/> Money Order # <input type="radio"/> Credit Card (VISA/MASTERCARD ONLY) <input type="radio"/> Journal Entry by GNWT Department (name)	Cash Drawer/ Receipt Number CDO: Please include this completed Fee Form and receipt with the appropriate application/certificate request/examination form.
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------

To make a credit card payment, the client must call the Department of Finance at one of the centres provided on the next page to arrange payment

Community	Office	Street Address	Telephone number	Type of Payments
Fort Simpson	Deh Cho ECE Service Centre	Deh Cho Regional Education Centre 9802-98 Avenue Box 740 Fort Simpson, NT X0E 0N0	867-695-7335	Cheque/ Cash / Money order
	Department of Finance	Deh Cho Regional Education Centre 9802-98 Avenue 2 nd floor Fort Simpson, NT X0E 0N0	867-695-7525	Cheque/ Cash / Money order/Credit Card/Debit
Fort Smith	South Slave ECE Service Centres	Sweetgrass Building 177 McDougal Road Box 1406 Fort Smith, NT X0E 0P0	867-872-7428	Cheque/ Cash / Money order
	Department of Finance	182B McDougal Road. Fort Smith	867-872-2450	Cheque/ Cash / Money order/Credit Card/Debit
Hay River	Hay River ECE Service Centre	Court House Building 8 Capital Drive Hay River, NT X0E 1G2	867-874-5050	Cheques/Money Order
	Financial Shared Services	Suite 211, 62 Woodland Dr. 2nd Floor Wright Bldg. Hay River, NT X0E 1G1	867-874-2348	Cheque/ Cash / Money order/Credit Card/Debit
Inuvik	Beaufort Delta ECE Service Centre	GNWT Multi-Use Building 106 Veterans Way 1st Floor Bag Service #1 Inuvik, NT X0E 0T0	867-777-7212	Cheque/ Cash / Money order
	Department of Finance	GNWT Multi-Use Building 106 Veterans Way 3rd Floor Bag Service #1 Inuvik, NT X0E 0T0	867-777-7456	Cheque/ Cash / Money order/ Credit Card/Debit
Norman Wells	Sahtu ECE Service Centre	Edward G. Hodgson Building 1A Raven Road Box 147 Norman Wells, NT X0E 0V0	867-587-7158	Cheques/Money Order
	Department of Finance	#8 Town Square (Beside CIBC)	867-587-4567	Cheque/ Cash / Money order/ Credit Card/Debit
Yellowknife	North Slave ECE Service Centre	Nova Plaza, Main Floor 5019-52 Street Box 1320 Yellowknife, NT X1A 2L9	867-767 - 9356	Cheque/Money order/Credit Card/Debit
	Department of Finance (Shared Service)	3rd Floor YK Centre 4922 – 48 St. Yellowknife, NT X1A 2L9	867-767 - 9174	Cheque/ Cash / Money order/ Credit Card/Debit

Form TS1 Verification of on the Job Experience

PLEASE PRINT CLEARLY

Apprentice/Tradesperson		Apprentice Contract #	
Current Address	Community	Postal Code	Phone Number
Employer (Firm Name)		Name of Supervising Journeyperson	
Email Address of Journeyperson	Community	Phone Number	

Period of Reporting _____ to _____ (YYYY-MM-DD) (YYYY-MM-DD)	Trade Time Exposure In Hours
Quarterly Reporting (please print)	
Month	
Month	
Month	
Total Hours	

I certify the above hours are accurate

Date (YYYY-MM-DD)

Apprentice/Tradesperson (signature)

I certify the above hours are accurate

Date (YYYY-MM-DD)

Employer Representative (signature)

I authorize the apprentice to attend the next level of technical training.

Employer Representative (print name clearly)

Wage Subsidy Information

Is this Apprentice in their first or second year of apprenticeship?

Yes No

Do you require a wage subsidy for this apprentice?

Yes No

Client Service

Would you like a Career Development Officer to conduct a site visit in the next quarter?

Yes No

For Internal Use Only

Time Assessed: _____ Approved By: _____ Date: _____
(DD/MM/YY)



Apprenticeship Technical Training Enrollment Form

Employer's Name: _____

Apprentice Name: _____ **Birth Date:** _____

Trade/ Program _____

Level: _____

FIRST CHOICE:

Institute/ College _____

Class Dates: (Start/End)

Class Code:

SECOND CHOICE:

Institute/ College _____

Class Dates: (Start/End)

Class Code:

- I consent to GNWT, Dept. ECE, Apprenticeship, Trade and Occupational Certification disclosing my name, birthdate, trade, and period of training to Alberta Advanced Education (Alberta Apprenticeship and Industry Training) and Alberta technical training provider for the purposes of registering me in technical training for my trade in Alberta.
- Once registered in technical training I understand that Alberta Apprenticeship and Industry Training and Alberta technical training provider will disclose my Alberta Apprenticeship Identification Number, my technical training marks and my industry examination marks in a period finalization letter to GNWT, Dept. ECE, Apprenticeship, Trade and Occupation Certification.

APPRENTICE SIGNATURE: _____ **DATE:** _____

EMPLOYER SIGNATURE: _____ **DATE:** _____

Notification: The personal information collected in this form will be used to enroll the apprentice in technical training to administer your apprenticeship program, as authorized by the Access to Information and Protection of Privacy Act section 40(a)(c) and the Apprenticeship Trade and Occupations Certification Regulations section 4(6). If you have any questions about the collection of this information, you may contact the Manager, Apprenticeship, Trades and Occupation Certification, Department of Education, Culture and Employment 1st Floor, Lahm Ridge Tower, 4501 50 Avenue, Yellowknife, NT, X1A 2P9 Telephone (867) 767 9351 Fax (867) 873 0200

ECE Service Centres

City/Town	Address	Phone Number
Fort Simpson	ECE Service Centre, Deh Cho Region Education, Culture and Employment Government of the NWT Deh Cho Regional Education Centre, 9802-98 th Ave. Box 740 Fort Simpson, NT X0E 0N0	Phone: (867) 695-7338 Fax: (867) 695-7351
Yellowknife	ECE Service Centre, North Slave Region Education, Culture and Employment Government of the NWT Nova Plaza, 5019-52 nd Street Box 1320 Yellowknife, NT X1A 2L9	Phone: (867) 767-9356 ext. 71364 / 71339 Fax: (867) 873-0423
Norman Wells	ECE Service Centre, Sahtu Region Education, Culture and Employment Government of the NWT BOX 147 Norman Wells, NT X0E 0V0	Phone: (867) 587-7157 Fax: (867) 587-2612
Inuvik	ECE Service Centre, Inuvik Region Education, Culture and Employment Government of the NWT Suite 293, 2 nd Floor 106 Veteran's Way Inuvik, NT X0E 0T0	Phone: (867) 777-7365 Fax: (867) 777-7218
Hay River	ECE Service Centre, Hay River Education, Culture and Employment Government of the NWT Courthouse Building, 8 Capital Drive HAY RIVER, NT X0E 1G2	Phone: (867) 874-5050 Fax: (867) 874-5062
Fort Smith	ECE Service Centre, South Slave Region Education, Culture and Employment Government of the NWT Sweetgrass Building, 177 McDougal Road Box 1406 Fort Smith, NT X0E 0P0	Phone: (867) 872-7435 Fax: (867) 872-4507
Yellowknife (Headquarters)	Apprenticeship and Occupational Certification Advanced Education Education, Culture and Employment Government of the NWT Box 1320 Lahm Ridge Tower – 1 st Floor, 4501-50 th Street, YELLOWKNIFE NT X1A 2L9	Phone: (867) 767-9351 ext. 71152 Fax: (867) 873-0200

<http://www.ece.gov.nt.ca/advanced-education/apprenticeship-trades-and-occupation-certification>

APPRENTICESHIP, TRADES AND OCCUPATION CERTIFICATION FEE FORM

Apprenticeship and Trade Certification Fees

	Description of Fees	Amount	Requested (v)
1.	Prior Learning Assessment (PLAR)	100.00	
2.	Application for Apprenticeship	50.00	
3.	Progressive Examination	100.00	
4.	Replacement Record Book	50.00	
5.	Replacement Certificate (COA, COQ)	50.00	
6.	Trade Qualification Examination	200.00	
7.	Supplemental Trade Qualification Examination	50.00	
8.	Certificate of Qualification	100.00	
	Total		

Occupation Certification Fees

	Description of Fees	Amount	Requested (v)
1.	Application for Occupation Certification	50.00	
2.	Occupation Examination Fee	50.00	
3.	Certificate of Competence Fee	100.00	
4.	Replacement Occupation Certificate	50.00	
	Total		

Please check off the requested service in the requested column and enter Total

Client Name _____ Date _____

Client email _____

Amount _____

Payment Type (please check)

- Cash
- Cheque # _____
- Money Order # _____
- Journal Entry by GNWT Department (*name*) _____
- Credit Card (VISA/MASTERCARD ONLY). *To make a credit card payment, the client must call the Department of Finance at one of the centres provided on the next page to arrange payment.*

GNWT/ECE Finance: The account code (**71014-44020-01-11-settlement-65009**) is to be used when entering in SAM. The community code is to be entered in the "settlement" field in SAM under Accounting Entries-Distribution Lines-ChartFields-Sett. Issue a Cash Drawer Receipt from Accounts Receivable.

Cash Drawer/ Receipt Number _____
(Provided by GNWT representative entering in SAM)

CDO: Please include this completed Fee Form and receipt with the appropriate application/certificate request/examination form.

RATIONALE

Trade Entrance Exams (TEEs) are the property of the Government of Alberta. The GNWT is legally required to adhere to the rules and procedures regarding the exams as stipulated by Alberta Apprenticeship and Industry Training.

The TEE is used to determine if an individual possesses the basic academic knowledge (English, Mathematics, and Science) needed to be successful in apprenticeship technical training. Exam results are an important part of an apprentice's preparation for classroom-based training. They are not intended for use beyond these parameters.

1. Eligibility

To be eligible to write TEE, a candidate must:

- i. Have a recommendation from a current employer, **or**
- ii. Have successfully completed an Aurora College Trades Access Program and Trade Entrance Assessment and have a written recommendation from the Trades Access Program Instructor, **or**
- iii. Be enrolled in an Aurora College Pre-Employment or Pre-Apprenticeship Program, attain 70% on the Trade Entrance Assessment and have a written recommendation from the instructor, **or**
- iv. Be identified by a potential employer, training group or institution as a candidate for an apprentice job posting.

2. Exemptions

To be exempt from writing TEE, a candidate must be:

- i. An apprentice or individual in the same trade from another jurisdiction who has attended and passed a level of technical training, **or**
- ii. A certified Journeyperson or apprentice who achieved a pass mark on a TEE in the same or higher trade cluster.

Candidates requesting TEE will be required to complete:

- (a) An Application for Service, and
- (b) A Personal Information Disclosure Form.

PROCEDURES

This form may be submitted by e-mail, fax or mail.

Completed forms must be submitted to Career Development Officer for processing.

TRADE ENTRANCE EXAM REQUEST FORM

Please indicate your eligibility by indicating which criteria applies to you:

- I have a recommendation from a current employer, (see below) **or**
- I was identified by a potential employer, training group or institution as a candidate for an apprentice job posting, **or**
- I have successfully completed an Aurora College Trades Access Program and Trade Entrance Assessment and have a written recommendation from the Trades Access Program Instructor, **or**
- I was enrolled in an Aurora College Pre-Employment or Pre-Apprenticeship Program, attained 70% on the Trade Entrance Assessment and have a written recommendation from the instructor.

INSTRUCTOR/EMPLOYER'S RECOMMENDATION

I, _____ recommend
Instructor/Employer's Name

_____ to write the
Apprentice's Name

Trade Entrance Exam for _____ ,
Name of Trade

_____ .
Apprenticeship Position

Instructor/Employer's Contact Information (Please Print):

Name

Name of Business

Mailing Address

Postal Code

Telephone
()

Fax
()

Email Address

x

Instructor/Employer's Signature

Date - YY/MM/DD

FOR CAREER DEVELOPMENT OFFICER INFORMATION ONLY

Applications for trade entrance exam must include *Candidate's Application for Service* for entry into CMAS and kept in regional office with Personal Information Disclosure Form. Please complete this Request form and submit to Certification Officer, Examination & Occupations, Headquarter's Office.

All sections are mandatory.

