



Evergreen Catholic Outreach & Distance Learning Centre

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RE: Apprenticeship Applications

Apprenticeship and Industry Training has recently changed the application process for both the employers and the student RAP apprenticeships. Here is some of the information found on the Tradesecrets website.

Applicants

Applicants can apply online for AIT programs and services 24/7. MyTradesecrets allows users to complete and submit an AIT application electronically and submit an online payment.

Note to new applicants: To gain access to MyTradesecrets, you must first register for an account in SIAMS (the Secure Identity & Access Management System): <https://prod.adfs.aet.gov.ab.ca/adfs/ls/Site/Forms/Popup/Help.aspx#Faq1>

What is the step-by-step process that applicants must follow to complete an online application?

1. Access MyTradesecrets through links provided on the Tradesecrets.alberta.ca/MyTradesecrets website.
2. Follow the easy, step-by-step application to ensure you are using the right application for the right AIT program & service. The guide will include drop-down lists and mandatory information prompts.
3. Complete all the required information of the online application.
4. For apprenticeship applications, ensure that your employer has given you the email address of someone at work who has the authority to agree to enter into an apprenticeship contract. An email request will be sent to your employer to complete their portion of the application.
5. Make your payment online or indicate that you'll be paying in person at an AIT office. Applicants can pay online using VISA, MasterCard or AMEX via a convenient, safe, secure, password-protected source. Paying by credit card and debit card will still be accepted at any of the 12 AIT Offices across the province.

How will I know my online payment has been successfully processed?

You will receive a confirmation receipt by email. If payment was not successfully processed, a message will pop up with an option to try again or to select an alternative payment method. School RAP coordinators no longer submit RAP verification forms therefore students are asked to print their payment confirmation email and give a copy to the school RAP coordinator to verify their enrollment in an apprenticeship program. Students may also forward the confirmation email to the RAP coordinator. To earn high school RAP credits, the student must submit his/her hours on a regular basis to the school's RAP coordinator.

Employers

MyTradesecrets is the newest, most convenient way for apprentices and employers to submit apprenticeship applications online, anytime, anywhere they have internet access.

As you know, if a person wants to be an apprentice, their employer enters into an apprenticeship contract. To do this, a contact designated by the employer must go online and fill out and consent to the same information online that was previously on the paper application.

What can employers do with their access in the first phase?

Employer access in the first phase allows the employer's designated contact to provide the same information they provide today on a paper apprenticeship application, online. Employers also have the ability to pay online for the apprenticeship application, if they choose.

How will employers be notified of an apprenticeship application awaiting their information?

The contact designated by the employer will receive an email informing them an apprenticeship application is pending the addition of their information. The email will provide a link that redirects them to the online application.

What is the step-by-step process for employers to complete their portion of an apprentice's application online?

The following steps have been created to ensure security and privacy for the employer and their new apprentices.

1. The employer must give the apprentice the email address of the designated contact who has the authority to act on the employer's behalf to: a) recommend credit for any previous work experience the apprentice may have and b) agree to enter into an apprenticeship contract.
2. When the apprentice has completed their portion of the online application, the employer's designated contact will get an email with a link to that application. Click on that link.
3. From that link, the employer's designated contact is required to create a login and password to access the application. This same login and password are used for future applications from apprentices at the same company.
4. Finally, the employer's designated contact completes and submits the online application.

If I can help with any of your questions, please contact me at 780-960-0475.

Sincerely,



Ray Côté, Principal