



NORTHWEST TERRITORIES APPRENTICESHIP APPLICATION

Application Package Checklist

	SIGNATURES: <ul style="list-style-type: none">• Applicant signs on page 4 and 6.• Page 7 is signed and completed: there should be two signatures on this page (all signatures within 4 weeks of the first signature).
	PROOF OF PAYMENT: Receipt from Government of the Northwest Territories for the \$50 application fee
	ACADEMIC RECORD: 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
If credit for previous education is being requested	
	REQUEST FOR PLAR: Attached signed PLAR Application results letter (if applicable)

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
- 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.

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.



New Application

Reinstatement

1. Personal Information

Trade Requested

Schools North Apprenticeship Program (SNAP) Information Never in SNAP Currently in SNAP Previously in SNAP

Today's Date: yyyy-mm-dd

Social Insurance Number:

-

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Legal Last Name:

Former Last Name:

(if applicable)

Legal First Name:

Middle Name:

(full name, no initials)

Preferred First Name:

Mailing Address: P.O. Box:

Street:

Community:

Province/Territory:

Postal Code:

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 indigenous status, please specify: Dene Metis Inuit Inuvialuit Non-Indigenous Other _____

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 Prefer not to disclose

If yes, please ask your CDO what types of accommodation can be offered to assist you in your work and studies



2. Previous Apprenticeship Registration	
If you were an apprentice, or hold a certificate of qualification, you could receive credit toward the trade you are applying for. There is no fee to review this information, but supporting documents must be submitted with this application. When this section is complete you must also complete section 4 of this application.	
Are you currently or have you ever been a registered in an apprenticeship program? Yes No Do you hold a COQ? Yes No	
In which trade?	
If so, where was your apprenticeship? (Province/Territory)	

Special Notes:

1. Apprentices registered in another province or territory do not need to fill in *Section 3 Education and Trades Education*. The Northwest Territories has agreements in place with other Canadian jurisdictions to recognize technical training and work experience.
2. In order to be registered as an apprentice in the Northwest Territories the apprentice will need to terminate their apprenticeship in the other province or territory. However, Apprentices in their last year of apprenticeship should consult with the Career Development Officer prior to ending their apprenticeship in another jurisdiction as it may be advantageous to continue as an apprentice in their current jurisdiction.

3. Education and Trades Education	
What is the highest level of education you completed?	
Province or territory: (attending or most recently attended)	
Name of Institution (high school/university/college): (most recently attended)	
Community of institution:	Last year attended:
Credential obtained:	
Previous In School Trades Education Having previous trades related education recognized could mean that you qualify for exemption from technical training. Do you have previous trades education 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 This application should not be signed until the results of the PLAR can be included with the application.	

Examples:

1. An applicant has attended a 2 year Culinary Arts program at a college and is applying to be a baker. Credit hours and education could be applied toward the contract and the apprentice may be eligible to begin their apprenticeship as a level 2 apprentice.
2. An applicant who completed high school Career & Technology Studies (CTS) courses could be credited time towards an apprenticeship contract.




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 authorizing 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, please fill in the **Apprenticeship Time Credit Worksheet** with the employer on page 7.

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 _____

Applicants Name Printed _____

Date _____

SIGN HERE



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? yyyy-mm-dd _____			
How many hours has the applicant worked in this trade for your business up to today's date? _____			
Signature of Employer _____		Date yyyy-mm-dd _____	

TO BE COMPLETED BY THE APPLICANT'S SUPERVISING JOURNEYPERSON:

Name: (Please Print) _____	Date of Birth: yyyy-mm-dd	Gender:
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****Note: if the applicant's supervising journeyperson was certified *outside* of the Northwest Territories a copy of their Journeyperson Certification must be attached to this application. ****

Certificate of Qualification Number: _____ Issuing Province/Territory: _____ Date of certification: yyyy-mm-dd

Red Seal Number: _____ Date of certification: yyyy-mm-dd

Address: _____ Community: _____ Postal Code: _____

Email Address: (mandatory) _____

Phone Number: (mandatory) _____

Signature: _____

Signature Date: yyyy-mm-dd _____



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 _____

SIGN HERE

- **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.**



Apprenticeship Time Credit Worksheet

Employer's Recommended Credit			
A: Trade related work experience from previous employers (not registered with another jurisdiction)			
B: Work experience with current employer up to today			
C: Credit from PLAR application			
D: Maximum credited hours available	D= A+B+C		
How much TOTAL trade experience credit will the applicant be granted? Cannot exceed value in D			
Work experience as a registered apprentice in another province/territory – Must be accepted			
Total number of work experience hours to be applied to this contract			
Recommend Apprenticeship Level: Understanding the Progressive Exam Process Where an applicant has considerable work experience (more than 1800 hours or approximately one full-time year) in trade, and the support of their employer, they may challenge the first level examination. If they are successful, they will be exempt from Level 1 of Technical Training and begin their apprenticeship at Level 2. Where an applicant has considerable work experience (more than 3600 hours or approximately two full-time years) in trade, and the support of their employer, they may challenge the first level examination. If they are successful, they will be exempt from Level 1 of Technical Training and will be able to challenge the second level examination. If they are successful on both Level 1 and Level 2 exams, they will begin their apprenticeship at Level 3. Your CDO can discuss all of your options for placing the applicant at the appropriate level.			
Level 1 progressive Exam	Level 2 Progressive Exam	OR	Must Attend Technical Training

_____ Employer Signature	_____ Name Printed	_____ Date
_____ Applicant Signature	_____ Name Printed	_____ Date

Do not sign if Prior Learning And Recognition (PLAR) is being requested, section 3 of the application.

The PLAR credit hours will be assessed and added to this application prior to signing.