

# PRIOR LEARNING ASSESSMENT RECOGNITION APPLICATION (PLAR)

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**Please read the Information and Instructions carefully. Submit this completed form, supporting documents, and non-refundable fee (\$100.00) prior to submitting the Apprenticeship Application and Contract to your Career Development Officer (CDO) at the ECE Service Centre. If you need help completing this form, your CDO can provide assistance and information.**

- This form is to be completed when an apprentice wishes to have a prior learning assessment recognition (PLAR) for achieving previous technical training, vocational training and pre-employment training. This will be referred to as “*trades education*” throughout the rest of this application.
- After a PLAR is assessed, the ATOC Certification Officer will grant or reject credit for previous trades education that may be added to the Apprenticeship Application and Contract. For any previous trades education that is rejected, the ATOC Certification Officer will note the rejection in the Notes/Explanations section of this application and will be attached to the Apprenticeship Application and Contract.
- This assessment applies only to previous trades education, not work experience credits.
- This assessment does not apply to apprentices from other jurisdictions. If you wish to transfer your apprenticeship contract to the Northwest Territories, use the Apprenticeship Application and Contract.
- **There is a non-refundable \$100.00 fee for a PLAR.**

## Information and Instructions for PLAR Application

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### 1. Trade

Print the name of the trade to which you want credit applied to.

### 2. Applicant Information

- Please ensure that you have completed all fields

### 3. Previous Trades Education

- Describe the trades education you have completed **in the trade identified in section 1 or in any other trade.** If you need more space, put the additional information on a separate page.
- Also, include any certificates or transcripts you hold from trades education identified in section 1. If you need more space, put the additional information on a separate page. Attach a copy of each certificate or transcript to your application.

### 4. Apprentice Declaration and Signature

- You are declaring that all information in this application is true and correct.
- You agree to the information sharing outlined.
- Print your name, sign and date where indicated in section 4, page 4.

### 5. Results of PLAR

- If the applicant has previous trades education in the trade, as indicated in section 3. of this application, the ATOC Certification Officer may recommend that the applicant be granted technical training credit toward the technical training component of the apprenticeship program. The ATOC Certification Officer must indicate the **TOTAL** recommended technical training credit the applicant is to receive.
- The ATOC Certification Officer may make a recommendation that the applicant challenge a level with a progressive examination or attend technical training for levels not awarded credit.

**This application, when completed and signed by the applicant with the required fee is to be delivered or sent to your local ECE Service Centre listed on page \*\* of the PLAR Application .**

**The PLAR Application will then be forwarded to the Apprenticeship, Trade and Occupation Certification Headquarters office in Yellowknife. Incomplete applications and applications missing the required transcripts or documents and missing the required fee will not be processed and be returned to the CDO at your local ECE Service Centre.**

**PLAR APPLICATION PACKAGE CHECKLIST**

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	<b>Signed and completed PLAR Application</b>
	<b>Copies of certificates or transcripts from previous technical training institutions.</b>
	<b>\$100.00 PLAR Application fee made payable to the Government of the Northwest Territories. Payable by cheque, money order, cash, debit card or credit card.</b>

## 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 <sup>th</sup> 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 <sup>nd</sup> 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) 587-7161 Fax: (867) 587-2612
Inuvik	ECE Service Centre, Inuvik Region Education, Culture and Employment Government of the NWT Suite 293, 2 <sup>nd</sup> 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) 872-7425 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 <sup>st</sup> Floor, 4501-50 <sup>th</sup> Street, YELLOWKNIFE NT X1A 2L9	Phone: (867) 767-9351 ext 71152 Fax: (867) 873-0200

## 1. Trade

In What NWT trade are you applying to be an apprentice?

## 2. Applicant Information

Date: yyyy/mm/dd										
Social Insurance Number:							-			
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:					
City:			Province/Territory:		Postal Code:					
Cell Phone No:			Home Phone No:			Work Phone No:				
E-mail Address:										
Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>					Birth date: yyyy/mm/dd					

## 3. Previous Trades Education

Describe the previous trades education (vocational training, pre-employment courses, technical training) you have completed in the trade identified in Section 1 or in any other trade. If you need more space, put the additional information on a separate page. Attach the original or a copy of all supporting documentation (e.g. official certificates, or transcripts) to your application.

Name of institution: (most recently attended)									
Community of institution:					Province/Territory:				
Course or program:									
Date started: yyyy/mm/dd					Date completed: yyyy/mm/dd				
Level obtained:					Certificate or transcripts attached: Y/N				
Name of institution: (other than most recently attended)									
Community of institution:					Province/Territory:				
Course or program:									
Date started: yyyy/mm/dd					Date completed: yyyy/mm/dd				
Level obtained:					Certificate or transcripts attached: Y/N				

#### 4. Apprentice Declaration and Signature

The personal information collected in this application will be used to verify previous technical training obtained that may be applied to your Apprenticeship Application and Contract under the NWT Apprenticeship Program. If you enter this program, this information and the personal information we obtain throughout your program will be used to:

- Administer your apprenticeship program,
- Govern the *Apprenticeship, Trade and Occupation Certification Act* and the *Apprenticeship and Trade Certification Regulations*, and
- It may also be used to facilitate your involvement in the Interprovincial Standards (Red Seal) Program, for research and statistical purposes, and may be provided to Statistics Canada where required.

I have read the instructions, and I hereby make application for PLAR, and I declare that:

1. The information I have provided is true and complete in all respects and that I have not withheld any relevant information.
2. I will notify the nearest ECE Service Centre of any subsequent changes in the information contained on this application.
3. I authorize GNWT, Department of Education, Culture and Employment, to contact other governments, public bodies and education institutions, to verify my certification, education, and technical training.
4. I authorize GNWT, Department of Education, Culture and Employment, to disclose any personal information obtained from this application, the verification of my certification, and the results of my exams to officials from other Canadian, provincial or territorial apprenticeship jurisdictions for the purpose of determining my eligibility to participate in trade/occupation certification programs.

Name of Applicant: (Please Print)

Signature of Applicant: Date: yyyy/mm/dd

#### 5. Results of PLAR

**ATOC Certification Officer:**

Level	Program Duration	Previous Trades Education Hours Achieved	Technical Training Required (Y/N)	Examination Required (Y/N)

Notes/Explanations:

Trades Education Credit Approved: <input type="radio"/> Yes <input type="radio"/> No Total amount of technical training credit granted:	Approved/Rejected By: Certification Officer Signature Date: yyyy/mm/dd
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## 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	
	<b>Total</b>		

### 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	
	<b>Total</b>		

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.

Community	Office	Street Address	Telephone number	Type of Payments
<b>Fort Simpson</b>	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	Nahendeh Building 1st Floor 9706-100 St. Fort Simpson (right across from Northern store)	867-695-7335	Cheque/ Cash / Money order/Credit Card/Debit
<b>Fort Smith</b>	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
<b>Hay River</b>	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	867-847-2348	Cheque/ Cash / Money order/Credit Card/Debit
	Department of Finance	Yellowknife Dept of Finance, 3rd Floor YK Centre	867-873-7527	Cheque/ Cash / Money order/Credit Card/Debit
<b>Inuvik</b>	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
<b>Norman Wells</b>	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
<b>Yellowknife</b>	North Slave ECE Service Centre	Nova Plaza, Main Floor 5019-52 Street Box 1320 Yellowknife, NT X1A 2L9	867-767-9356 ext. 71338	Cheque/Money order
	Department of Finance (Shared Service)	3rd Floor YK Centre	867-767-9174 ext. 15208	Cheque/ Cash / Money order/ Credit Card/Debit