

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

All sections are mandatory.

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.