

TRADE QUALIFICATION/DESIGNATED TRAINER APPLICATION

Please read the Information and Instructions carefully. Submit this completed form and the trade-related Verification of Trade Competence (VTC) Form to your local ECE Service Centre. If you need help completing these forms, a Career Development Officer (CDO) can provide assistance and information. See page 6 of this application for CDO contact information.

The personal information collected in this application will be used to determine your eligibility to be qualified as a Journeyperson or Designated Trainer in the trade entered in section 1. of this application. This information and the personal information we obtain throughout your program will be used as per the *Apprenticeship, Trade and Occupation Certification Act*, the *Apprenticeship and Trade Regulations* and the *Occupation Certification Regulations* and:

- Administer the apprenticeship and trade qualification program, 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.

Trade Name	Required Hours of Work Experience	Trade Name	Required Hours of Work Experience
• Appliance Service Technician	7200	• Housing Maintainer	7200
• Auto Body Technician	9000	• Instrument Technician	9000
• Auto Body Technician - Auto Body Prepper	5400	• Millwright - Industrial Mechanic	9000
• Auto Body Technician - Auto Body Repairer	5400	• Insulator - Heat and Frost	9000
• Auto Body Technician - Auto Body Refinisher	7200	• Locksmith	9000
• Automotive Service Technician	9000	• Machinist	9000
• Baker	7200	• Oil Heat Systems Technician	7200
• Cabinetmaker	9000	• OPET - Power Equipment	7200
• Carpenter	9000	• OPET - Recreational Equipment	7200
• Communication Technician	9000	• Painter and Decorator	7200
• Cook	7200	• Parts Technician – Materials	7200
• Crane & Hoisting Equipment Operator - Boom Truck	5400	• Parts Technician – Parts	7200
• Crane & Hoisting Equipment Operator - Mobile Crane	7200	• Plumber	9000
• Electrician (Construction)	9000	• Power System Technician	9000
• Floorcovering Installer	7200	• Powerline Technician	9000
• Gasfitter A	7200	• Refrigeration and Air Conditioning Mechanic	9000
• Gasfitter B	7200	• Rig Technician (3)	7200
• Glazier	9000	• Roofer	9000
• Hairstylist	5400	• Sheet Metal Worker	9000
• Heavy Duty Equipment Technician – Off-Road	7200	• Sprinkler Systems Installer	9000
• Heavy Duty Equipment Technician – Transport Trailer	5400	• Steamfitter and Pipefitter	7200
• Heavy Duty Equipment Technician – Truck and Transport	7200	• Welder	7200

SUBMITTING CDO: _____

INFORMATION AND INSTRUCTIONS

INFORMATION

Trade Qualification

What is Trade Qualification?

You have worked in a trade for a number of years, but for one reason or another, you have not been certified as a Journeyman. Particularly in Red-Seal certified trades, having certification brings a number of benefits. These include allowing you to work in other Canadian provinces and territories without having to pass an exam. Interprovincial Red Seal certification lets potential employers and customers know you have the experience, skills and abilities necessary to perform your job.

Am I eligible to apply for the Trade Qualification?

Eligible applicants under the Trade Qualification Route must:

- Be currently employed in the Northwest Territories
- Have verified hours of work experience equal to the applicable apprenticeship time plus 1800 hours within the last 10 years namely:
 - For 2 year trades, applicants must prove a total of 5400 trade work experience hours
 - For 3 year trades, applicants must prove a total of 7200 trade work experience hours
 - For 4 year trades, applicants must prove a total of 9000 trade work experience hours
- Prove a minimum of 1800 hours of work experience obtained in Canada

EXAMPLE: A full-time carpenter apprentice can be certified in 7200 hours of work and technical training. To be eligible for Trade Qualification as a carpenter, you need to have completed 9000 hours of carpentry work in the last 10 years.

What is scope of the trade?

Scope of the trade is defined by the Blocks, Tasks and Sub-tasks contained in the National Occupational Analysis (NOA). These skills and sub-tasks are outlined in the Verification of Trade Competence Form (VTC). Each trade has different skills and task and therefore there is a different form for each trade. Your CDO will provide the correct VTC Form with this application. **Your current supervising journeyman (in the same trade entered on the application form's section 1.)** must attest to your skills by completing and signing section 8 of this form and the VTC Form.

Is my employer and supervising journeyman the same person?

Your employer and supervising journeyman may or may not be the same person. To have your application considered and eventually approved, your VTC skills need to be assessed and signed off by a certified journeyman in your trade. If your employer is a certified journeyman in the same trade in which you wish to be qualified then he or she may be the supervising journeyman.

What happens if I am self-employed or not employed in the trade I wish to be certified in?

If you are self-employed then proceed by filling the Trade Qualification General Application and appropriate VTC form. Additionally, you must submit a signed letter declaring your skills meet those as set out in the appropriate VTC Form to confirm your skills are at the journeyman level. A supervising journeyman is still required to assess and sign your VTC form however; you must also declare your competency as a self-employed applicant. For assistance in preparing a letter, see APPENDIX 1 *How to Write a Self Declaration Letter*.

What happens if my application is approved?

Once your application is received, it will be assessed. A Trade Advisory Committee (TAC) – comprised of industry Subject Matter Experts (SMEs) - will review your application. If your application is approved you will be scheduled for the next available examination sitting. There is also a trade qualification examination fee of \$200.00. Your CDO will arrange payment, a date and time with you to write the examination. You will have four hours to complete a multiple-choice theory examination (special accommodation may be provided upon request and supporting documentation). You must score 70 percent or higher on your examination. In addition to the multiple choice theory examination, Hairstylist and Welder Trades require practical examinations to receive a Certificate of Qualification. Applicants have one year from the approval date to challenge the Trade Qualification Examination(s).

Please note: there is a non-refundable fee of \$200.00 to write the Trade Qualification Theory Examination.

How do I prepare for the exam once my application is approved?

You may contact your CDO at your Regional ECE Service Centre. The CDO will help to identify available study resources. For Red Seal trades, you may also visit the Red Seal website at <http://www.red-seal.ca> - **Red Seal Examinations** - for more information on examination practice questions. For non-Red Seal trades, you may also visit the Alberta Apprenticeship and Industry training website at <http://tradesecrets.alberta.ca/trades-occupations/trades-occupations-list/> - for more information on exam practice questions.

What happens if I do not score 70 percent or higher on the examination?

The Apprenticeship, Trade & Occupation Certification office will provide your CDO with a summary of your results to show which areas require improvement. You may apply to re-write a supplemental examination.

Please note: There is a supplemental trade qualification examination fee of \$50.00.

Designated Trainer

What is a Designated Trainer?

A Designated Trainer is a tradesperson, who is not a journeyman, who may possess sufficient knowledge and experience in a designated trade to train an apprentice. Employers normally request an employee to be a designated trainer when they want to hire an apprentice and need a mentor/trainer. The employer must complete portions of this application.

Am I eligible to apply for Designated Trainer?

If you have sufficient work credit hours and can execute the tasks, sub-tasks and skills of the trade listed on the National Occupation Analysis (NOA) as assessed by a supervising journeyman, you are eligible to apply for Designated Trainer status. These skills and sub-tasks are outlined in the Verification of Trade Competence Form (VTC). Each trade has different skills and task and therefore a different form for each trade. Your assigned CDO will provide the correct VTC Form with this application. Your current supervising journeyman, other journeyman, or COQ-holder (in the same trade as entered on the application form's section 1.) must attest to the your skills by completing and signing this form.

Will I have to write an examination?

If the Designated Trainer applicant meets the work credit hours, tasks, sub-tasks and skills requirements listed on the VTC Form then no examination is required. However, you are encouraged to write the Qualification Examination to become a certified journeyman (COQ).

What happens if my application is approved?

If your application is approved, then you will be granted Designated Trainer status and issued a card that expires five (5) years from the date of issue. You will then be authorized to supervise and sign off apprentice work hours. The ratio is one (1) trainer to two (2) apprentices (1:2).

Note: Designated Trainer status does not grant journeyman status. Only successful completion of the required examinations will qualify a Designated Trainer as a journeyman.

INSTRUCTIONS

Following these steps will allow your application to be processed:

- Read all the questions carefully and answer them completely. The numbered explanations in these pages correspond to the numbered sections on the application.
- Print in ink.
- Attach the required documentation; certificates, transcripts, VTC form and self-declaration letter (if applicable).
- Ensure examination fee of \$200.00 is enclosed made payable to the Government of the Northwest Territories. If paying the application fee by cash, debit card or credit card see the attached fee form.
- Submit your signed and completed application, transcripts, VTC form, fee and other documents (if applicable) to your nearest ECE Service Centre (as listed on page 6).

1. Trade Qualification or Designated Trainer

Indicate which status you are applying for, Trade Qualification or Designated Trainer status.

2. Trade to be Qualified

Print the name of the trade in which you are applying for certification. See Page 1 for the list of NWT designated trades.

3. Personal Information

Section 2 is to be completed by the person applying to be qualified.

- Please ensure that you have completed all fields.
- Response to the question on Aboriginal status is voluntary. The information is being collected to ensure the Department of Education, Culture and Employment meets its mandate and responsibilities to measure system effectiveness and develop policies, programs and services to improve Aboriginal success.
- If you change your name or address in the future, contact your ECE Service Centre immediately so your records can be updated.
- If you have a learning disability, special accommodations may be available for technical training and examinations; however, you must provide the appropriate documentation for your special needs four weeks prior to attending training or examination write date. Special needs include learning disabilities, hearing/visual impairments, and language barriers.

4. Privacy Notice and Consent to Disclose Personal Information

- In this section we ask you to read the Privacy Notice and provide your consent to the Department of Education, Culture and Employment to disclose the personal information you provide on the application for specified purposes and to specified third parties.

- Your consent is voluntary. If you do not give your consent, it will not stop your application from being considered or stop your participation in an apprenticeship program. However, without consent, you will be unable to register in technical training.
- **You may withdraw your consent at any time, but must do so in writing to the Apprenticeship, Trade and Occupation Certification Office located at ECE Headquarters (as listed on page 7).**
- **Sign and date** your consent to disclose personal information on page 10.

5. Previous Education and Technical Training

- Describe the formal or technical training you have completed **in the trade identified in section 1**. If you need more space, put the additional information on a separate page. Attach a copy of any certificates, diplomas, or transcripts to your application.
- Describe any certificate, credentials, or documents you hold for **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 a **copy** of each certificate, credential or document to your application.

6. Verification of Trade Competence Forms

VTC forms must be completed by the supervising journeyperson.

Verification of Trade Competence (VTC) Form is to be completed and signed by the applicant's current supervising journeyperson. The trade specific VTC Form must match the trade entered on this application in section 1 and the supervising journeyperson's certified trade. If it is not possible to complete a VTC form then go to section 7.

7. Previous Work Experience in the Trade

- Starting with your most recent previous employer, describe the work experience you have in the trade identified in section 1. If you need more space, put the additional information on a separate page (Note: This information is subject to verification).
- Remember, there is a 10 year limit on on-the-job training credit. Only experience gained within the last 10 years will be recognized.
- This information, together with the recommendation of your employer, may be used to grant you credit toward the on the job training component of the Trade Qualification application.

8. Current Employer Information

Section 6 must be completed by the employer. The employer's signature is also required in section 8 (page 11).

- All fields in this section are mandatory.
- If there is a change of name, address, or email address of your business, please contact your ECE Service Centre immediately so your records can be updated.
- Please include the name and certification number(s) of the journeyperson(s) who supervising/mentoring the applicant.
- If self-employed or not employed the see Appendix 1.

9. Applicant Declaration

- Print your name, sign and date this section declaring all information is true and correct.

APPLICATION PACKAGE CHECKLIST

√	
	Signed and completed Trade Qualification/Designated Trainer Application
	Official certificates, diplomas and or transcripts from previous technical training institutions, if applicable
	Appropriate trade specific VTC Form that is signed by the supervising journeyperson
	Self-Declaration Letter, if applicable

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) 766-5100 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) 873-7552 Fax: (867) 873-0200

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

1. Trade Qualification or Designated Trainer	
<input checked="" type="checkbox"/> Trade Qualification	<input checked="" type="checkbox"/> Designated Trainer

2. Trade to be Qualified
In what NWT trade are you applying to be qualified in?

3. Personal Information													
Date: yyyy/mm/dd													
Social Insurance Number:	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 12.5%; height: 20px;"> </td> <td style="width: 12.5%;"> </td> <td style="width: 12.5%;"> </td> <td style="width: 12.5%;"> </td> <td style="width: 12.5%;">-</td> <td style="width: 12.5%;"> </td> <td style="width: 12.5%;"> </td> <td style="width: 12.5%;"> </td> <td style="width: 12.5%;">-</td> <td style="width: 12.5%;"> </td> <td style="width: 12.5%;"> </td> <td style="width: 12.5%;"> </td> </tr> </table>					-				-			
				-				-					
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												
If you require special needs services, describe the services you require: (Include official documentation)													
May we share your contact information with Skills Canada NWT?	<input type="checkbox"/> Yes <input type="checkbox"/> No												
Have you been involved in Skills Canada NWT programs?	<input type="checkbox"/> Yes <input type="checkbox"/> No												
If you wish to declare your aboriginal status, please specify:	<input type="checkbox"/> Dene <input type="checkbox"/> Metis <input type="checkbox"/> Inuit <input type="checkbox"/> Southern Aboriginal <input type="checkbox"/> Non-Aboriginal <input type="checkbox"/> Other (please specify) _____												

4. Privacy Notice

(Please Read Carefully Before Signing the Disclosure of Personal Information section below)

Education Culture and Employment collects personal information from you for the purposes of administering and enforcing the *Apprenticeship, Trade and Occupations Certification Act* and for administering apprenticeship and certification programs.

“Personal Information” for the purposes of the Disclosure of Personal Information form includes 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.

The *Access to Information and Protection of Privacy Act* allows Education Culture and Employment to collect, use and disclose your personal information for the purpose(s) for which it was collected, for a consistent purpose and, with your written consent, for the purposes and to the persons or bodies listed on the Disclosure of Personal Information form.

Education Culture and Employment will disclose only the personal information that is needed for an authorized purpose and will protect your personal information from unauthorized access, use, disclosure or disposal.

You do not have to sign this Disclosure of Personal Information form. However, if you do not sign the form, there may be delays in processing your application, in issuing your trade certificate or Interprovincial Red Seal, in finalizing your examination/school marks, in releasing your examination/school marks or in you being able to work in your trade in another province or territory.

If you do not wish to have your personal information disclosed to certain persons, bodies or for specified purposes, you may cross them out on the Disclosure of Personal Information form. This may result in some of the delays listed above.

You may withdraw your consent at any time, but you must do so in writing and you must send the notice of withdrawal to:

Apprenticeship, Trade and Occupation Certification Office
Advanced Education
Education Culture and Employment
Government of the Northwest Territories
Box 1320
Yellowknife NT X1A 2L9

The personal information collected by Education Culture and Employment will be used and disclosed only for the purposes for which it was collected, for a consistent purpose or for the purposes listed on the attached Disclosure of Personal Information form. You have a right to request access to your own personal information to ensure that it is accurate and completed and to request that a correction be made if it is not accurate.

Disclosure of Personal Information

I give the GNWT, Department of Education, Culture and Employment, consent to disclose any necessary personal information as it relates to my participation in an apprenticeship or occupational certification program and subsequent certification:

1. to the providers of the formal instruction component of apprenticeship programs, to my employer, to industry representatives and to officials of Advanced Education, Apprenticeship, Trade and Occupation Certification, other government departments, other provinces and territories, and the federal government for purposes of making decisions related to:
 - the issuance of an NWT trade certificate to me;
 - my eligibility to apply to write the Inter provincial Standards (Red Seal) Program exam (if and when available in my trade): and,
 - my eligibility to participate in other apprenticeship or journeyperson certification programs in Canada.
2. to officials of Education Culture and Employment, other GNWT departments, other provinces and territories and the federal government for the purposes of;
 - administering the Inter provincial Standard (Red Seal) Program;
 - evaluating the NWT apprenticeship program, other provincial and territorial apprenticeship programs and certification programs; and/or,
 - collecting labour market information for research and statistical purposes.
3. To any Member of the Northwest Territories Legislative Assembly, any group, organization or association for the purposes of being considered for an award or scholarship or congratulated for an award or scholarship. The information regarding award recipients (i.e. name, award received and photo) may 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.

Name of Applicant (print): _____

Signature of Applicant: _____

Date: _____ yyyy/mm/dd _____

5. Previous Education and Technical Training	
What is the highest level of education you've completed?	
Name of high school: <i>(attending or most recently attended)</i>	
Community of high school:	Province/Territory: Last year attended: Last grade attended:
Name of Post-Secondary Institution: <i>(most recently attended)</i>	
Community of institution:	Province/Territory: Last year attended:
Degree/Diploma/Certificate obtained:	
Describe the previous 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. certificate, diploma or transcript) to your application.	
Name of technical training institution: <i>(most recently attended)</i>	
Community of institution:	Province/Territory:
Course or program:	
Date started: <i>yyyy/mm/dd</i>	Date completed: <i>yyyy/mm/dd</i>
Level of technical training obtained:	Certificate or transcripts attached: <i>Y/N</i>
Name of technical training institution: <i>(other than most recently attended)</i>	
Community of institution:	Province/Territory:
Course or program:	
Date started: <i>yyyy/mm/dd</i>	Date completed: <i>yyyy/mm/dd</i>
Level of technical training obtained:	Certificate or transcripts attached: <i>Y/N</i>
Have you ever participated in an apprenticeship program before?	In which trade?
If so, what is the jurisdiction of your apprenticeship? <i>(Where was your apprenticeship? Province/Territory)</i>	
What is the highest level of apprenticeship you completed?	
If you have a Completion of Apprenticeship (COA) certificate, what is the number on it?	
If you have a Certificate of Qualification (COQ), what is the number on it?	
If you have an Interprovincial (IP) Red Seal certification, what is the number on it?	

6. Verification of Trade Competence Form

Your CDO will provide the trade appropriate VTC form for you and your supervising journey person to complete and submit with this application.

7. Previous Work Experience in the Trade

Name of Business:		
Site Address:	P.O. Box:	Street:
City:		Province/Territory: Postal Code: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
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	Total Hours:
Supervising Journey person: Name	Certificate of Qualification Number	Certifying Jurisdiction
	Interprovincial Red Seal Number	Date of Certification

Name of Business:		
Site Address:	P.O. Box:	Street:
City:		Province/Territory: Postal Code: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
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	Total Hours:
Supervising Journey person: Name	Certificate of Qualification Number	Certifying Jurisdiction
	Interprovincial Red Seal Number	Date of Certification

8. Current Employer Information (If self-employed or not employed go to Appendix 1)												
Legal Name of Business: _____												
Operating Name of Business: _____												
Mailing Address: _____		P.O. Box: _____		Street: _____								
City: _____		Province/Territory: _____		Postal Code: <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center; width: 100px;"> <tr> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> </tr> </table>								
Phone No: _____		Alternative Phone No: _____		Fax No: _____								
Site Address: _____ <small>(If different from mailing)</small>		P.O. Box: _____		Street: _____								
City: _____		Province/Territory: _____		Postal Code: <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center; width: 100px;"> <tr> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> </tr> </table>								
Telephone No: _____		Alternative Phone No: _____		Fax No: _____								
Name of Employer: (who is the contact person) _____												
Email Address: _____												
When did the applicant begin to work in this trade for your business? <u>yyyy/mm/dd</u>												
How many hours has the applicant worked in the trade for your business? _____												
To be completed by the applicant's supervising journeyman:												
Name: (Please Print) _____ Date of Birth <u>yyyy/mm/dd</u> _____ Gender <u>m/f</u> _____												
Certificate of Qualification Number: _____ Issuing Province/Territory: _____ Date of Certification: <u>yyyy/mm/dd</u>												
Red Seal Number: _____ Issuing Province/Territory**: _____ Date of Certification: <u>yyyy/mm/dd</u>												
**Note that if the applicant's supervising journeyman was certified outside of the Northwest Territories a copy of their Journeyman 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> _____												
<p>If you wish to participate as a Subject Matter Expert (SME), to assist in the delivery of the NWT Apprenticeship Program, please fill out the following information, and identify what activities you may be interested in.</p> <p>Check all that apply:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Trade Advisory Committee (TAC) <input type="checkbox"/> National Occupational Analysis (NOA) workshop <input type="checkbox"/> Item Bank development workshop <input type="checkbox"/> Interprovincial Program Guide (IPG) <input type="checkbox"/> Evaluator 												

9. Applicant Declaration

I certify that, to the best of my knowledge, the information provided in this application is true and complete in all respects, and that I have not withheld any relevant information.

Name of applicant: _____

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

For Office Use Only

Date received: yyyy/mm/dd

Date approved: yyyy/mm/dd

Approved By: ATOC Certification Officer Signature

TQ number:

DT number:

Trade qualification outcome:

Level	Program Duration	Technical Training Credit	Work Experience Credit	Balance Required	Technical Training Required (Y/N)	Examination Required (Y/N)

APPENDIX 1

How to Write a Self Declaration Letter

This letter is to be written by the applicant, only if he or she is currently self-employed or not employed. The intent of a Self Declaration Letter is to gather information about your years and hours of work experience as well as your comprehension of the scope of the trade in which you worked. Verification of the hours and years, as well as attesting to the tasks performed in the trade is critical to our assessment. Therefore, you should complete the form as accurately as possible, providing true and correct information.

Step 1

Include your name, address, phone number, etc. on company letterhead

Step 2

Include a self-declaration statement

In your letter, include the name of your company, the date you started business, and the title or position you hold.

Example:

I hereby declare that I have been self-employed, as a _____, in my company,

_____, as of _____ to present.

Step 3

Include a detailed list of trade related tasks performed as outlined in the appropriate VTE form.

In your letter, include a detailed list of the duties performed that demonstrate both experience, and competency, in the trade you are applying for.

Example:

I perform the following duties/tasks, while employed in the trade of _____, and declare that I am experienced and competent in the duties listed below:

-
-
-
-

Step 4

Sign and date your letter

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.

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	Nahendeh Building 1st Floor 9706-100 St. Fort Simpson (right across from Northern store)	867-695-7335	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	867-847-2348	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
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	867-766-5112	Cheque/Money order
	Department of Finance (Shared Service)	3rd Floor YK Centre	867-873-7527	Cheque/ Cash / Money order/ Credit Card/Debit