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About this Transfer Guide

The Provincial-Territorial Apprentice Mobility Transfer Guide details apprentice and pre-apprentice mobility requirements and process information for each province and territory. The Transfer Guide was developed to support jurisdictions, apprentices, pre-apprentices and employers.

Jurisdictional staff are also available to support apprentices, pre-apprentices and employers in interpreting the information included in this Guide. See Appendix B for contact information.

The Transfer Guide is intended to support:

<table>
<thead>
<tr>
<th>Audience</th>
<th>Uses</th>
</tr>
</thead>
</table>
| **Jurisdictional Operational Staff** | • Offer advice to apprentices and employers;  
• Understand requirements for their jurisdiction and others regarding apprentice mobility; and  
• Promote mutual recognition of apprenticeship training and facilitate apprentice mobility. |
| **Apprentices, Pre-Apprentices and Employers** | Outline the requirements and steps necessary for:  
• Apprentices to work/train temporarily outside their home jurisdiction or to permanently transfer to another jurisdiction; and  
• Pre-apprentices to permanently transfer to another jurisdiction following successful completion of their pre-apprenticeship training. |
Part 1: Introduction

1.1 Background

Premiers through the Council of the Federation recognized the need to address apprentice mobility barriers and on July 16, 2015, signed the Provincial-Territorial Apprentice Mobility Protocol. Based on Premiers’ direction, Ministers responsible for apprenticeship signed a Provincial-Territorial Mobility Agreement, which includes a comprehensive list of jurisdictional commitments to facilitate apprentice mobility and enable individuals who have successfully completed pre-apprenticeship training in one jurisdiction to receive recognition for that training if they register in another jurisdiction. These documents together create the foundation that facilitates apprentice mobility anywhere in Canada. While this Transfer Guide provides specific information, the Provincial-Territorial Apprentice Mobility Guidelines support policy development and intended audiences include jurisdictional policy staff, interested stakeholders and the general public.

1.2 Purpose of the Transfer Guide

The Provincial-Territorial Apprentice Mobility Transfer Guide details information about apprentice mobility requirements unique to each jurisdiction, including temporary mobility processes associated with working, undertaking off-the-job or technical training, or writing an exam outside the apprentice’s home jurisdiction1. In addition, the Transfer Guide outlines the steps necessary to facilitate an apprentice’s permanent transfer to a new province or territory without interruption to their training continuum. Lastly, the Transfer Guide details the requirements for individuals who have successfully completed pre-apprenticeship training in one jurisdiction and register as an apprentice in another jurisdiction2.

1.3 How to use the Transfer Guide

The Provincial-Territorial Apprentice Mobility Transfer Guide provides detailed information for apprentices wishing to work temporarily or move permanently between provinces and territories or when a pre-apprentice seeks to register as an apprentice in a province or territory other than the one in which they completed their pre-apprenticeship training. Common steps to support mobility are outlined, followed by tables and charts which specify each province and territory’s requirements.

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1 Given Québec’s specificity regarding its education system, the technical training referred to in these guidelines does not correspond to Québec’s technical training (Technical Diploma of College Studies). Off-the-job training is the term that fits the definition of the recognition given by Québec under the terms of the Agreement.

2 The concept of pre-apprenticeship does not exist in Québec, but Québec recognizes off-the-job training, work experience and associated examination results as part of the agreement.
1.4 Provincial-Territorial Requirements for Apprentice Mobility

Specific Requirements for Apprentices in each jurisdiction are outlined in the Appendices:

1. British Columbia
2. Alberta
3. Saskatchewan
4. Manitoba
5. Ontario
6. Quebec
7. New Brunswick
8. Nova Scotia
9. Prince Edward Island
10. Newfoundland & Labrador
11. Nunavut
12. Northwest Territories
13. Yukon
Part 2: Pre-Apprentice Mobility

2.1 Definition of Pre-Apprentice Mobility

Pre-apprentice mobility means that an individual who successfully completed work experience, off-the-job, or technical training (including vocational training) and related exams in one jurisdiction may receive recognition and/or accreditation, to the extent practicable, for their training when entering into an apprenticeship in another jurisdiction.

2.2 General Jurisdictional Requirements

The following are general requirements when a pre-apprentice seeks to register as an apprentice in a province or territory other than the one in which they successfully completed their pre-apprenticeship training.

In all jurisdictions:

A pre-apprentice should contact the jurisdiction they wish to register in as an apprentice or check jurisdictional websites to:

- ensure they satisfy the conditions for entry into the jurisdiction where they wish to begin their apprenticeship program; and
- determine if grant or subsidies are available upon registering as an apprentice.

In some jurisdictions:

- To ensure their training remains valid, a pre-apprentice must register as an apprentice within a specific time period (see section 2.4) after successfully completing their pre-apprenticeship training.

2.3 Pre-Apprentice Registers in new jurisdiction as an apprentice

Below are general steps that apply in most jurisdictions.

1. Pre-apprentice successfully completes pre-apprenticeship training in originating jurisdiction.
2. Pre-apprentice contacts the new jurisdiction they wish to register in as an apprentice to ensure they satisfy the conditions for entry into the program. They also provide their transcript and other supporting documentation.
3. The employer or the pre-apprentice requests recognition for pre-apprenticeship training successfully completed in originating jurisdiction.
4. The new jurisdiction confirms level of recognition or credit the pre-apprentice’s originating jurisdiction would apply.
5. If trade is offered, places the pre-apprentice in the level as recommended by the originating jurisdiction, to the extent practicable.
6. If the trade is not offered, undertakes an assessment to determine placement in a related trade, to the extent practicable.
General Steps for Pre-Apprentices Registering in new jurisdiction:

1. Pre-Apprentice successfully completes program in originating jurisdiction; Obtains copies of Transcript and other documentation.
2. Pre-apprentice registers in new jurisdiction as an apprentice satisfying all jurisdictional requirements.
3. Pre-Apprentice and/or the employer requests recognition for training successfully completed in originating jurisdiction.
4. New jurisdiction assesses if Trade (or equivalent) is offered and applies recognition/credit (technical training / work experience).
5. Originating jurisdiction confirms level of recognition or credit that would apply.
6. New jurisdiction registers request and contacts originating jurisdiction.
7. New jurisdiction notifies pre-apprentice/employer of placement in apprenticeship program.
8. If not offered, new jurisdiction may undertake an assessment for placement in a related trade to the extent practicable.

For specific requirements contact the jurisdiction the pre-apprentice wishes to register as an apprentice. See Appendix B for jurisdictional contact information.

2.4 Pre-Apprentice Training Period of Validity

Some jurisdictions specify a time period (see table below) where a pre-apprentice’s training remains valid. After the expiration period, the pre-apprentice may not receive automatic recognition for the pre-apprenticeship training they participated in. This ensures the pre-apprenticeship training remains current and valid. The table below identifies the provinces and territories where expiration applies and periods of validity.

<table>
<thead>
<tr>
<th>Jurisdiction</th>
<th>Period of Validity</th>
<th>Other Considerations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manitoba</td>
<td>Two Years</td>
<td>After the period expires, the applicable exam(s) may be challenged.</td>
</tr>
<tr>
<td>Saskatchewan</td>
<td>Three Years</td>
<td>After the period expires, the applicable exam(s) may be challenged.</td>
</tr>
<tr>
<td>Nova Scotia</td>
<td>Two Years</td>
<td>Within two to five years of completion, the pre-apprentice must demonstrate proof of related employment. Within five to ten years the pre-apprentice must write and pass a challenge exam.</td>
</tr>
<tr>
<td>New Brunswick</td>
<td>Six Years</td>
<td>After six years, provisions for prior learning assessment may apply.</td>
</tr>
</tbody>
</table>
2.5 Pre-Apprentice Key Requirements (all jurisdictions)

The Pre-Apprentice:

- Should contact the jurisdiction they wish to register in as an apprentice and/or check jurisdictional websites for conditions of entry and to find out more information.
- Must satisfy the conditions for entry into an apprenticeship program.
- Registers in new jurisdiction as an apprentice including providing all transcripts and other supporting documents.
- Ensures pre-apprenticeship training is valid prior to registration (refer to the table on page 5).
Part 3: Temporary Apprentice Mobility

3.1 Definition of Temporary Apprentice Mobility

Temporary apprentice mobility means that an apprentice remains registered in their home jurisdiction while working, undertaking off-the-job or technical training, or writing an exam in another province or territory.

3.2 General Requirements

The following are general requirements when an apprentice is training temporarily outside their home jurisdiction. For specific requirements, refer to the apprentice’s home jurisdiction in the appendices.

In all jurisdictions:

- An apprentice may only apply for grants and subsidies available within the apprentice’s home jurisdiction.
- The jurisdiction that the apprentice is registered in is where the journeyperson certificate / certificate of qualification and Red Seal endorsement (if applicable) will be issued.

In most jurisdictions:

- An apprentice is required to be registered in the jurisdiction they are a resident of. See the Glossary of Terms (Appendix A) for the definition of resident.
- If an apprentice works temporarily outside their home jurisdiction, they must notify their home jurisdiction to ensure they meet requirements so they may receive recognition for training undertaken.
- When an apprentice is working temporarily outside their home jurisdiction and changes employers, they must notify their home jurisdiction.
- An apprentice may receive recognition for work experience in a trade that is not offered in the jurisdiction the apprentice is temporarily working in, if the apprentice has contacted their home jurisdiction to ensure requirements are met.

3.3 Temporarily working, taking off-the-job or technical training and writing exams in another jurisdiction

The following are general steps that apply in most jurisdictions for apprentices to work temporarily outside of their home jurisdiction, undertake off-the-job or technical training, or write an exam.

For specific requirements, refer to the jurisdiction (in the appendices) where the apprentice is registered and check the jurisdiction that the apprentice is planning to train temporarily in.

Work Experience

- Once an apprentice has found work in another jurisdiction, they must determine the requirements of their home jurisdiction.
- In some training jurisdictions, an out-of-jurisdiction apprentice is required to register in that jurisdiction.
• Where applicable, the apprentice, and in some cases the employer, submit their new contract or agreement to the apprentice’s home jurisdiction. The home jurisdiction may also notify the training jurisdiction that an out-of-jurisdiction apprentice is working in their jurisdiction.
• The training jurisdiction verifies, when needed, that the employer is qualified to supervise the apprentice.
• The home jurisdiction provides recognition for hours worked.

**Off the job or Technical Training**

• An apprentice must submit a request to their home jurisdiction to take off-the-job or technical training in a training jurisdiction.
• In most cases, the apprentice will be required to pay tuition and related resource costs (e.g., books).
• The home jurisdiction reviews the request and, if approved by both the home and training jurisdictions, makes arrangements with the training jurisdiction for the apprentice to take the training.
• In most cases, the training jurisdiction notifies the apprentice of the date(s), time(s) and location where the off-the-job or technical training will occur.
• Once the off-the-job or technical training is complete, in most cases the home jurisdiction receives the results through the training jurisdiction/institution and provides a copy to the apprentice for their record.

**Exams**

• The apprentice must submit a request to their home jurisdiction to write the exam in a training jurisdiction.
• The home jurisdiction reviews the request and, if approved, arranges with the training jurisdiction for the apprentice to write the exam.
• The training jurisdiction notifies the apprentice of the date(s), time(s) and location where the exam will be written.
• In most cases, once the exam is complete, the training jurisdiction sends the exam back to the home jurisdiction for marking, unless an agreement exists between jurisdictions to do otherwise.
• The home jurisdiction notifies the apprentice and updates the training record as required.

• An apprentice makes an application and is approved to write an exam in a training jurisdiction. While the training jurisdiction may supervise the apprentice while he/she takes the exam, in the majority of cases the apprentice will write an exam from their home jurisdiction.
Part 4: Permanent Apprentice Mobility

4.1 Definition of Permanent Apprentice Mobility

Permanent apprentice mobility means that an apprentice or pre-apprentice makes a permanent move and becomes a resident in another jurisdiction. If the apprentice is already a registered apprentice, they transfer their apprenticeship to the new jurisdiction in which they want to reside.

4.2 General Jurisdictional Requirements

The following are general requirements when an apprentice is permanently transferring to another province or territory. For specific requirements, refer to both the jurisdiction the apprentice is planning to transfer to and from.

In all jurisdictions:

- An apprentice is required to ensure all training records are up-to-date with the jurisdiction they are transferring from.
- An apprentice that is training in a trade that is not offered in the jurisdiction the apprentice is planning to transfer to, is unable to transfer their training. However, the apprentice’s training or a portion of it, may be transferred to another trade in the new jurisdiction, if the new jurisdiction considers the training to apply to a different trade.

4.3 Steps to transferring an apprenticeship to another jurisdiction

Below are general steps that apply in most jurisdictions for apprentices wanting to permanently transfer to a different jurisdiction.

For specific requirements refer to both the jurisdiction where the apprentice is transferring to and from.

1. Once an apprentice has found an employer, they must ensure all their apprenticeship records are up to date.
2. The apprentice then makes a submission to the jurisdiction to which they want to transfer. Included in this submission are all the apprentice’s records and any necessary forms.
3. The apprentice pays the necessary registration fees (if applicable).
4. The jurisdiction to which the apprentice wants to transfer may check with the jurisdiction the apprentice is moving from, to verify the apprentice’s records are accurate.
The apprentice may undergo a placement assessment to identify training gaps that may need to be addressed. Training gaps can result from, for example, differences in provincial or territorial laws or regulations, such as building codes.

The apprentice and the employer then enter into a new contract or agreement in the new jurisdiction.
Appendix 1: British Columbia

British Columbia: Contact Info

Skilled Trades BC
800 – 8100 Granville Avenue
Richmond, BC V6Y 3T6
Website: https://skilledtradesbc.ca/apply-apprenticeship/apprentice-mobility
Telephone: 1-866-660-6011
Email: customerservice@skilledtradesbc.ca
British Columbia: Permanent Apprentice Mobility Requirements

Key Requirements for apprentices *permanently transferring* to British Columbia:

<table>
<thead>
<tr>
<th>Permanent Transfer</th>
</tr>
</thead>
<tbody>
<tr>
<td>The apprentice completes and submits an Apprentice and Sponsor Application form which includes:</td>
</tr>
<tr>
<td>• technical training and on-the-job training hours completed to date;</td>
</tr>
<tr>
<td>• official transcripts from the apprentice’s originating jurisdiction.</td>
</tr>
</tbody>
</table>

Process for apprentices *permanently transferring* to British Columbia:

1. **Apprentice plans to move to BC:**
   - Ensures records are up to date
   - Completes registration forms
   - Submits records or official transcripts

2. **BC apprenticeship authority:**
   - Verifies records
   - May contact apprentice/employer for more information.
   - Advises originating jurisdiction.

3. **Apprentice/Employer receives new identification, and may work to address possible training gaps.**
British Columbia: Temporary Apprentice Mobility Requirements

Key Requirements for British Columbia apprentices temporarily working outside British Columbia:

<table>
<thead>
<tr>
<th>Work Experience</th>
<th>Sponsor required to sign and submit a work-based training hours report on behalf of the apprentice</th>
</tr>
</thead>
</table>
| Off-the-Job or Technical Training | The apprentice:  
  - Submits a written request to British Columbia to take technical training out of province. Written request needs to be signed by both sponsor and apprentice.  
  - Contacts jurisdiction where temporary technical training will occur to obtain training (dates & locations). |
| Exams | The apprentice:  
  - Submits a written request to British Columbia to write an exam out of province |

Process for British Columbia apprentices temporarily working out of province:

1. **British Columbia apprentice works outside of the province.**
2. **Upon return, the apprentice contacts the BC apprenticeship authority.**
3. **BC apprenticeship authority verifies hours. If approved, applies credit.**
Process for British Columbia apprentices **requesting technical training outside** British Columbia:

- BC apprentice and sponsor submits written request to BC Apprenticeship Authority to take technical training in another jurisdiction.

- BC apprenticeship authority assesses request.

  - **APPROVED**
    - BC Apprentice must pay applicable fees and attend technical training at approved location.
  
  - **DENIED**
    - BC Apprentice must complete technical training in British Columbia.

Process for British Columbia apprentices **requesting exams outside** British Columbia:

- BC apprentice submits written request to BC Apprenticeship Authority to write exam in another jurisdiction.

- BC apprenticeship authority assesses request.

  - **APPROVED**
    - BC Apprentice writes exam in other jurisdiction.
  
  - **DENIED**
    - BC Apprentice must write exam in British Columbia.
Appendix 2: Alberta

Alberta: Contact Info

Apprenticeship and Industry Training
Skilled Trades and Professions
19th floor Commerce Place
10155-102 Street
Edmonton, AB T5J 4L5
Website: http://tradesecrets.alberta.ca
Email: https://tradesecrets.alberta.ca/contact-us/?QUERY=6
Alberta: Permanent Apprentice Mobility Requirements

Key Requirements for apprentices permanently transferring to Alberta:

<table>
<thead>
<tr>
<th>Permanent Transfer</th>
<th>The apprentice submits records which include:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• technical training and on-the-job training hours completed to date.</td>
</tr>
<tr>
<td></td>
<td>• official transcripts from the apprentice’s originating jurisdiction.</td>
</tr>
<tr>
<td></td>
<td>• copy of their apprenticeship ID number/card.</td>
</tr>
</tbody>
</table>

Process for apprentices permanently transferring to Alberta:

Prior to Transferring:
- Ensure all training records are up to date with home jurisdiction.
- Ensure the trade is designated in both the home jurisdiction and the new jurisdiction.

**Note:** If the trade is not designated in Alberta, you may receive credit towards a related trade.

Find an employer or sponsor in Alberta.

Apply for an apprenticeship in Alberta.
- Ensure all related apprentice information, records and forms are included during the application process.
- Pay all applicable registration fees.

Alberta will verify all submitted information with home jurisdiction to confirm legitimacy and accuracy.

**Note:** Apprentice may undergo placement assessment to identify training gaps that need to be addressed (ex: building codes, regulations, laws, etc.)

Apprentice is registered and enters into a new contract/agreement in Alberta.
# Alberta: Temporary Apprentice Mobility Requirements

Key Requirements for Alberta apprentices **temporarily working outside** Alberta:

<table>
<thead>
<tr>
<th><strong>Work Experience</strong></th>
<th>The apprentice:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Contacts Alberta Apprenticeship and Industry Training (AIT) (<a href="https://tradesecrets.alberta.ca/contact-us/?QUERY=6">https://tradesecrets.alberta.ca/contact-us/?QUERY=6</a>) to receive permission to work temporarily outside Alberta.</td>
</tr>
<tr>
<td></td>
<td>• Changes employers while working temporarily outside Alberta, contacts Alberta AIT again to receive approval on new request.</td>
</tr>
<tr>
<td></td>
<td>o If required, submits Canadian Employer or Sponsor Submitting Work Experience for an AB Apprentice letter (<a href="https://tradesecrets.alberta.ca/SOURCES/PDFs/Forms/Can_Employer_Work%20Experience_AB_Apprentice.pdf">https://tradesecrets.alberta.ca/SOURCES/PDFs/Forms/Can_Employer_Work%20Experience_AB_Apprentice.pdf</a>).</td>
</tr>
<tr>
<td></td>
<td>o If required, submits Sponsor Recommendation for Time Credit letter (<a href="https://tradesecrets.alberta.ca/SOURCES/PDFS/forms/Sponsor_Recommendation_Time_Credit.pdf">https://tradesecrets.alberta.ca/SOURCES/PDFS/forms/Sponsor_Recommendation_Time_Credit.pdf</a>).</td>
</tr>
<tr>
<td></td>
<td>• Contacts Alberta AIT once temporary work concludes and upon returning to Alberta.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Off-the-Job or Technical Training</strong></th>
<th>The apprentice:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Contacts Alberta AIT to request permission to take technical training out of province.</td>
</tr>
<tr>
<td></td>
<td>• If approved, contacts the jurisdiction where temporary technical training will occur to obtain training (e.g. dates and locations).</td>
</tr>
</tbody>
</table>

| **Exams** | The apprentice contacts Alberta AIT to request permission to write their Red Seal exam out of province. |
Process for Alberta apprentices **temporarily working outside** Alberta:

**Alberta apprentice plans to work outside of Alberta:**
- Submit request to work outside of Alberta on our website.
- If required, completes Transfer Form – Notice of Release from most recent Alberta sponsor/employer.
- Ensures all apprenticeship records are up to date.

**Alberta reviews the request:**
- Notifies the apprentice the request has been approved or denied by attaching a letter to the Document section of the Apprentice’s online MyTrade secrets account.
- The letter provides specific instructions on how to submit their work experience (months and hours) from the new jurisdiction for verification.

**Alberta approves working out of province:**
- Apprentice begins to work in new jurisdiction.

**Alberta denies working out of province:**
- Apprentice cannot work in new jurisdiction.

**Trades designated in both Alberta and the new jurisdiction:**
- Apprentice and out of province employer must complete the Canadian Employer or Sponsor Submitting Work Experience for an AB Apprentice letter.
- Apprentice uploads completed letter into Document section of their MyTrade secrets account.

**Trades designated only in Alberta and not the new jurisdiction:**
- Apprentice must find an Alberta sponsor/employer and have them recommend the out of province work experience (months and hours) via the Sponsor Recommendation for Time Credit letter.
- Apprentice uploads completed letter into Document section of their MyTrade secrets account.

**Alberta verifies the letter.**

**Alberta approves work experience (months and hours):**
- Work experience (months and hours) will be credited towards apprenticeship.

**Alberta denies work experience (months and hours):**
- Apprentice will be notified of the reason why the work experience cannot be approved.
Process for Alberta apprentices requesting technical training outside Alberta:

Alberta apprentice plans to take technical training outside of Alberta:
- Submit request to attend technical training outside of Alberta on our website.

Request must include:
- Name,
- Apprenticeship ID#,
- Trade,
- Technical training level you wish to attend,
- Which jurisdiction you would like to take technical training in, and
- Reason why you wish to attend technical training in another jurisdiction.

Alberta reviews the request.

Alberta approves taking technical training out of province:
- Notifies the apprentice the request has been approved by attaching a letter to the Document section of the Apprentice’s online MyTrade secrets account.
- The letter provides specific instructions for the apprentice to follow.

Alberta apprentice must:
- Register for training in the other jurisdiction,
- Pay all applicable fees,
- Notify Alberta once they have registered for technical training (date, time and location), and
- Upload a copy of their results/transcripts to the Document section of their online MyTrade secrets account.

Alberta reviews and verifies the results/transcripts submitted by the apprentice.
- Once verified, credit will be applied towards the apprenticeship.

Alberta denies taking technical training out of province:
- Notifies the apprentice the request has been denied and why.

Alberta apprentice must register and complete their technical training in Alberta.
Process for Alberta apprentices requesting to write their Red Seal examination outside Alberta:

- **Alberta apprentice** plans to write Red Seal exam outside of Alberta:
  - Submit request to write Red Seal exam outside of Alberta on our website.

  - **Request must include:**
    - Name,
    - Apprenticeship ID#,
    - Trade,
    - Which jurisdiction you would like to write the exam in, and
    - Reason why you wish to write the exam in another jurisdiction.

  - **Alberta** reviews the request.

  - **Alberta approves** writing Red Seal exam out of province:
    - Alberta submits request to other jurisdiction.

    - **Other jurisdiction approves** writing Red Seal exam out of province:
      - Contacts apprentice to schedule exam sitting.

    - **Alberta:**
      - Red Seal exam materials are sent to other jurisdiction.

    - Once completed, other jurisdiction sends the completed exam back to Alberta for marking.

    - **Alberta:**
      - Marks the exam.
      - Updates apprenticeship file.

  - **Alberta denies** writing Red Seal exam out of province:
    - Notifies the apprentice the request has been denied and why.

    - **Alberta apprentice** must write their Red Seal exam in Alberta.
Key Requirements for **non-Alberta apprentices temporarily working** in Alberta:

| Work Experience | In most jurisdictions, the apprentice is required to contact their home jurisdiction prior to commencing work in Alberta to ensure their work experience is eligible for recognition.  
|  | Alberta permits registered apprentices from another province or territory to work in a voluntary (non-restricted activities) or compulsory (restricted activities) trade in Alberta based on their valid registration as an apprentice in another province or territory.  
|  | Must work within Alberta's maximum ratio of apprentices to journeypersons. |
| Off-the-Job or Technical Training | The apprentice:  
|  | Submits a request to home jurisdiction to take technical training in Alberta.  
|  | If approved, Alberta will provide instructions to the home jurisdiction on how apprentice can apply for technical training in Alberta. |
| Exams | The apprentice submits a request to home jurisdiction to write an exam in Alberta. |
Appendix 3: Saskatchewan

Saskatchewan: Contact Info

Saskatchewan Apprenticeship and Trade Certification Commission
2140 Hamilton Street
Regina SK S4P 2E3
Fax: 306-787-5105
Telephone: 1-877-363-0536
Website: http://www.saskapprenticeship.ca/
Email: atcassessment@gov.sk.ca
Saskatchewan: Permanent Apprentice Mobility Requirements

Key Requirements for apprentices **permanently transferring** to Saskatchewan:

<table>
<thead>
<tr>
<th>Permanent Transfer</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>The apprentice:</strong></td>
</tr>
<tr>
<td>• Submits employment contract with an employer through the MyATC online portal. May need to set up a Saskatchewan Account first. This can be found at: <a href="https://services.saskatchewan.ca/#/login">https://services.saskatchewan.ca/#/login</a></td>
</tr>
<tr>
<td>• Ensures all records are up-to-date.</td>
</tr>
<tr>
<td>• Pays the registration fee.</td>
</tr>
<tr>
<td>• Submits records which can be attachments in MyATC and must include:</td>
</tr>
<tr>
<td>o technical training and on-the-job training hours completed;</td>
</tr>
<tr>
<td>o Official transcripts from the apprentice’s originating jurisdiction.</td>
</tr>
</tbody>
</table>

Process for apprentices **permanently transferring** to Saskatchewan:

**Apprentice plans to move to Saskatchewan:**
- Submits employment contract with an employer through the MyATC online portal.
- Ensures all records are up-to-date.
- Pays the registration fee.
- Submits records which can be attachments in MyATC and must include: technical training and on-the-job training hours completed; and official transcripts from the apprentice’s originating jurisdiction.

**Saskatchewan registers apprentice:**
- Verifies records and training hours.
- Identifies training gaps.
- Advises leaving jurisdiction that apprentice has registered in new jurisdiction.

**Apprentice receives from Saskatchewan:**
- MyATC log in information (portal)
- New identification card
- Training schedule
# Saskatchewan: Temporary Apprentice Mobility Requirements

## Key Requirements for Saskatchewan apprentices temporarily working outside Saskatchewan:

| **Work Experience** | Saskatchewan does not require registered Saskatchewan apprentices to get pre-approval from Saskatchewan apprenticeship to work outside of Saskatchewan.  
The apprentice:  
- Contacts the apprenticeship authority in the jurisdiction they plan to work in, to confirm they are following those jurisdictions regulations and procedures.  
- Submits hours through MyATC when working for an employer outside of Saskatchewan.  
- Ensures all records are up to date on their MyATC account.  
- Contacts Saskatchewan Apprenticeship if there are any questions. |
| **Off-the-Job or Technical Training** | The apprentice:  
- Submits an email request to the Trades Assessment Department, Saskatchewan to take technical training in another training jurisdiction.  
- Upon approval, contacts the jurisdiction where temporary technical training will occur to obtain training information (e.g. dates and locations). |
| **Exams** | The apprentice:  
- Submits an email request to the Director of Program Development, Saskatchewan to write exam in another training jurisdiction. |

## Key Requirements for non-Saskatchewan apprentices temporarily working in Saskatchewan:

| **Work Experience** | For apprentices in compulsory trades, must keep documentation (apprentice card) from home jurisdiction on person for presentation for inspection at job site to validate they are current apprentice from another jurisdiction. |
| **Off-the-Job or Technical Training** | None |
| **Exams** | None |
Process for Saskatchewan apprentices requesting technical training outside Saskatchewan:

Saskatchewan apprentice submits request to home jurisdiction (Saskatchewan) by email to take technical training in training jurisdiction.

Home jurisdiction (Saskatchewan) assesses request:
- Denies / approves request.

Training jurisdiction assesses request:
- Denies/approves request and notifies home jurisdiction.

Saskatchewan Apprentice approved:
- Pays applicable fees
- Receives technical training date/location from training jurisdiction

SASKATCHEWAN DENIED

Saskatchewan apprentice denied:
- Must complete technical training in home jurisdiction.

Process for Saskatchewan apprentices requesting examinations outside Saskatchewan:

Saskatchewan apprentice submits request by email to home jurisdiction (Saskatchewan) to write exam in training jurisdiction.

Home jurisdiction (Saskatchewan) assesses request:
- Denies/approves request.
- If approved, supplies exam to training jurisdiction.

Training jurisdiction assesses request:
- Denies/approves request and notifies home jurisdiction.
- Once exam complete, returns exam to home jurisdiction for marking.

SASKATCHEWAN APPROVED

Saskatchewan Apprentice approved:
- Receives exam date/location from training jurisdiction

Saskatchewan apprentice denied:
- Must complete exam in home jurisdiction.
Appendix 4: Manitoba

Manitoba: Contact Info

Apprenticeship Manitoba (AM)
100 – 111 Lombard Avenue
Winnipeg MB R3B 0T4
Fax: 204-948-2539
Telephone: 1-866-332-5077
Website: https://www.gov.mb.ca/aesi/apprenticeship/
Email: apprenticeship@gov.mb.ca
Manitoba: Permanent Apprentice Mobility Requirements

Key Requirements for apprentices permanently transferring to Manitoba:

<table>
<thead>
<tr>
<th>Permanent Transfer</th>
<th>The apprentice:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• When hired by a trade employer, submits the Apprenticeship Application and Agreement to Apprenticeship Manitoba (AM).</td>
</tr>
<tr>
<td></td>
<td>o Application to include records from the originating jurisdiction’s Apprenticeship authority, for review.</td>
</tr>
</tbody>
</table>

Process for apprentices permanently transferring to Manitoba:

Apprentice plans to move to Manitoba:
- Ensures all records are up-to-date.
- Completes Manitoba Apprenticeship Application and Agreement.

Manitoba registers agreement:
- Verifies records and training hours.
- Identifies training gaps.
- May contact apprentice / employer to discuss gaps

Apprentice/Employer receives from Manitoba:
- Report of Hours
- New identification card
- Training schedule.
Manitoba: Temporary Apprentice Mobility Requirements

Key Requirements for Manitoba apprentices **temporarily working outside Manitoba**:

| Work Experience | • If the apprentice and MB employer maintain regulated trade requirements while working out of province, employer can update apprentice on-the-job hours per usual process.  
• Apprentices who obtain temporary employment with an out of province employer will have their Manitoba file closed and will need to register an agreement with that jurisdiction. Upon returning to MB as an apprentice, AM may reopen and validate the out of province time worked, upon receiving the required documentation. |
|---|---|
| Off-the-Job or Technical Training | The apprentice:  
• Submits email with rationale to AM requesting to take technical training out of province.  
• If approved, AM will connect with the requested jurisdiction to provide client details and discuss options via email. With that jurisdictions approval, AM will provide next steps with apprentice and confirm results be submitted to AM directly by that jurisdiction. |
| Exams | The apprentice:  
• Submits an email request and rationale to AM to write an exam in another training jurisdiction.  
• If approved, AM will connect with the requested jurisdiction to provide client details and discuss options via email. With that jurisdictions approval, AM will provide next steps with apprentice and confirm results be submitted to AM directly by the jurisdiction. |

Key Requirements for non-Manitoba apprentices **temporarily working in Manitoba**:

| Work Experience | The apprentice:  
• If working in a compulsory trade, must register in Manitoba. |
|---|---|
| Off-the-Job or Technical Training | The apprentice:  
• Submits a request to home jurisdiction to request out of province training in Manitoba. The home jurisdiction must contact Manitoba with official request and rationale via email.  
* Aircraft Maintenance Journeyperson in only designated in Manitoba but provides training for all jurisdictions. |
| Exams | The apprentice:  
Submits a request to home jurisdiction to request out of province training in Manitoba. The home jurisdiction must contact Manitoba with official request and rational via email. |
Process for Manitoba apprentices temporarily working outside Manitoba:

With out-of-province employer:
- Manitoba Apprentice plans to work outside of Manitoba
- Apprentice must notify Apprenticeship Manitoba they are no longer working in Manitoba and register their apprenticeship with a new jurisdiction to ensure they receive recognition of on-the-job hours.
- Upon return to Manitoba (if applicable), apprentice must contact Apprenticeship Manitoba to obtain reinstatement of apprenticeship agreement.

With Manitoba employer:
- No contact or update for Apprenticeship Manitoba is required as long as apprentice and employer abide by regulations.
Process for Manitoba apprentices requesting technical training outside Manitoba:

Manitoba apprentice submits request to home jurisdiction (Manitoba) to take technical training in another jurisdiction:
- Request can be submitted by telephone or email.

Home jurisdiction (Manitoba) assesses request:
- Denies/approves request.

Manitoba Apprentice approved:
- Pays applicable fees
- Receives technical training date/location from training jurisdiction.

Training jurisdiction assesses request:
- Denies/approves request and notifies home jurisdiction.
- Advises home jurisdiction of technical training results.

Manitoba apprentice denied:
- Must complete technical training in home jurisdiction.

Process for Manitoba apprentices requesting examinations outside Manitoba:

Manitoba apprentice submits request to home jurisdiction (Manitoba) to write exam in another jurisdiction.
- Request can be made by email or telephone.

Home jurisdiction (Manitoba) assesses request:
- Denies/approves request
- If approved, supplies exam to training jurisdiction.

Manitoba apprentice approved:
- Receives exam date/location from training jurisdiction.

Training jurisdiction assesses request
- Denies/approves request and notifies home jurisdiction.
- Once exam complete, returns exam to home jurisdiction for marking.

Manitoba apprentice denied:
- Must complete exam in home jurisdiction.
Appendix 5: Ontario

Ontario: Contact Info

**Employment Ontario**
Telephone: Employment Ontario Contact Centre
Website: [https://www.ontario.ca/page/prepare-apprenticeship](https://www.ontario.ca/page/prepare-apprenticeship)
Email: contactEO@ontario.ca

**Skilled Trades Ontario**
PO Box 2354 RPO SQ1 Shoppers,
Mississauga, ON L5B 3C8
Telephone: 647-847-3000
Fax: 1-866-398-0368
Website: [https://www.skilledtradesontario.ca/certification/exam-scheduling](https://www.skilledtradesontario.ca/certification/exam-scheduling)
Email: info@skilledtradesontario.ca (Client Services)
Ontario: Permanent Apprentice Mobility Requirements

Key Requirements for apprentices *permanently transferring to Ontario*:

**Permanent Transfer**

- The apprentice:
  - Submits an Application for Apprenticeship Training to an Ontario Ministry of Labour, Immigration, Training and Skills Development (MLITSD) local apprenticeship office or applies online through the [Skilled Trades Ontario Portal](#).
  - Registers a training agreement with the MLITSD.

*NOTE:* At the time of registration, MLITSD will assess the apprentice’s previous training and experience and identify training gaps.

Process for apprentices *permanently transferring to Ontario*:

1. **Apprentice plans to move to Ontario**:
   - Ensures records are up-to-date.
   - Completes "Application for Apprenticeship Training" form to register.
   - Submits records or official transcripts.
   - Submits application for apprenticeship training.

2. **Ontario registers apprentice**:
   - Verifies records.
   - Identifies training gaps.
   - May contact apprentice / sponsor to discuss gaps.

3. **Apprentice receives from Ontario**:
   - Training standard / logbooks available on the [Skilled Trades Ontario website](#).
   - New identification document.
   - Training schedule, including identified training gaps.

*Québec apprentices working under their Québec registered training agreement in Ontario in seven trades are exempt from registering in Ontario. See Ontario Regulation 877/21, s. 9(1) paragraph 3.*
Ontario: Temporary Apprentice Mobility Requirements

Key Requirements for Ontario apprentices temporarily working outside Ontario:

<table>
<thead>
<tr>
<th>Work Experience</th>
<th>The apprentice:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Notifies the MLITSD local apprenticeship office of intention to leave Ontario temporarily, so that the apprentice’s Registered Training Agreement can be suspended.</td>
</tr>
<tr>
<td></td>
<td>• Notifies local apprenticeship office upon return to Ontario, so that out of province experience can be verified.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Off-the-Job or Technical Training</th>
<th>The apprentice:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Upon return to Ontario, notifies the MLITSD local apprenticeship office of technical training so that the office can assess the most appropriate level for further in-class training if required.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Exams</th>
<th>The apprentice:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Submits a request to Skilled Trades Ontario to write an exam out of province.</td>
</tr>
<tr>
<td></td>
<td>• Pays exam fee and confirms contact information with Skilled Trades Ontario, by phone or through the online portal.</td>
</tr>
<tr>
<td></td>
<td>• Receives details of exam sitting from training jurisdiction.</td>
</tr>
</tbody>
</table>

Process for Ontario apprentices temporarily working outside Ontario:

Ontario plans to work outside of home jurisdiction:
- Ensures all records are up-to-date and submits to MLITSD as required

Home jurisdiction (Ontario) considers request:
- Ontario suspends the apprentice’s registered training agreement.
- Training jurisdiction verifies apprentice and sponsor eligibility.
- Training jurisdiction registers training agreement.

Ontario apprentice moves: begins work in training jurisdiction.

Home jurisdiction (Ontario) verifies hours. If approved, applies credit. The final decision about credit for hours and/or competencies will be at the discretion of the apprentice’s sponsor.

Ontario apprentice completes temporary mobility. Contacts home jurisdiction upon return.
Process for Ontario apprentices requesting technical training outside Ontario:

- Ontario apprentice submits request to training jurisdiction for technical training, and contacts local MLITSD apprenticeship office for assistance (if needed).
- Training jurisdiction assesses and approves or denies the request.
- If Ontario apprentice approved:
  - Pays applicable fees.
  - Receives technical training date / location from training jurisdiction.
- Apprentice returns to Ontario:
  - Contacts local MLITSD apprenticeship office to arrange assessment of out-of-jurisdiction training.
  - May be asked to write an exemption test.
- Home jurisdiction (Ontario) assesses the apprentice’s learning acquired in the training jurisdiction and grants appropriate credit.

Process for Ontario apprentices requesting examinations outside Ontario:

- Ontario apprentice submits request to home jurisdiction (Ontario) to attempt exam in training jurisdiction:
  - Contacts Skilled Trades Ontario to pay exam fees.
  - Pays any applicable fees to training jurisdiction.
- Home jurisdiction (Ontario) assesses request:
  - Denies/approves the request;
  - If approved, supplies the exam to training jurisdiction.
- Training jurisdiction assesses request:
  - Denies/approves the request and notifies home jurisdiction.
  - Once exam is attempted, returns exam to home jurisdiction for marking.
- Ontario apprentice approved:
  - Receives exam date / location from training jurisdiction.
- Ontario apprentice denied:
  - Must attempt exam in home jurisdiction.
Key Requirements for non-Ontario apprentices *temporarily working in Ontario*:

<table>
<thead>
<tr>
<th>Work Experience</th>
<th>The apprentice:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Submits an Application for Apprenticeship Training or applies online through the Skilled Trades Ontario Portal.</td>
</tr>
<tr>
<td></td>
<td>• Registers a training agreement with the Ontario Ministry of Labour, Immigration, Training and Skills Development (MLITSD).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Off-the-Job or Technical Training</th>
<th>The apprentice:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• When registering a training agreement, identifies in-class training preferences.</td>
</tr>
<tr>
<td></td>
<td>• When the apprentice receives an offer of in-class training, confirms attendance with MLITSD.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Exams</th>
<th>The apprentice:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Makes a request to their home jurisdiction to write an exam in Ontario.</td>
</tr>
<tr>
<td></td>
<td>• Once approved, is contacted by Skilled Trades Ontario.</td>
</tr>
<tr>
<td></td>
<td>• Pays any applicable fees to their home jurisdiction.</td>
</tr>
</tbody>
</table>

Process for non-Ontario apprentices *temporarily working in Ontario*:

- Out-of-jurisdiction apprentice plans to work temporarily in Ontario:
  - Completes and submits Application for Apprenticeship Training.
  - Ensures all records are up-to-date and submits to MLITSD as required.

- Ontario assesses request:
  - Notifies the home jurisdiction (if requested).
  - Verifies apprentice / sponsor eligibility.
  - Registers training agreement.

- Out-of-jurisdiction apprentice moves to Ontario:
  - Registers as an apprentice.
  - Begins work*

- Home jurisdiction verifies hours. If approved, applies credit.

- Out-of-jurisdiction apprentice completes temporary mobility; contacts home jurisdiction upon return.

*Québec apprentices working under their Québec registered training agreement in Ontario in seven trades are exempt from registering in Ontario. See Ontario Regulation 877/21, s. 9(1) paragraph 3.
Appendix 6: Québec

Québec: Contact Info

Emploi-Québec
Direction de la qualification réglementée
800, rue du Square Victoria, 28e étage
Montréal (Québec) H4Z 1B7
Telephone: 514-873-0800
E-mail: boite.DQR@mess.gouv.qc.ca

Commission de la Construction de Québec (CCQ)
Direction de la gestion de la main-d’œuvre
qualification@ccq.org
Québec: Permanent Mobility Requirements for Commission de la Construction du Québec (CCQ)

Key Requirements for apprentices permanently transferring to Québec construction industry:

<table>
<thead>
<tr>
<th>Permanent Transfer</th>
</tr>
</thead>
<tbody>
<tr>
<td>• The measures giving access to the Québec construction industry are defined by regulations, and include holding a diploma, recognition of experience, and according to the state of the labour pools.</td>
</tr>
<tr>
<td>• To practice a trade that is regulated by the Québec construction industry, three minimum conditions must be met:</td>
</tr>
<tr>
<td>o be aged 16 years or over</td>
</tr>
<tr>
<td>o Successful completion of the course &quot;Santé et sécurité sur les chantiers de construction&quot;;</td>
</tr>
<tr>
<td>o hold a competency certificate from the Commission de la construction du Québec (CCQ).</td>
</tr>
<tr>
<td>• Before arriving in Québec, the apprentice must contact the CCQ’s Customer Services for further information or to begin the process of obtaining a competency certificate.</td>
</tr>
<tr>
<td>• The apprentice must make sure he/she has all the documents needed concerning his/her work experience and training so that his/her application for a competency certificate can be assessed.</td>
</tr>
</tbody>
</table>
Quebec: Temporary Apprentice Mobility Requirements for Commission de la Construction du Québec (CCQ)

Key Requirements for CCQ Québec apprentices *temporarily working outside Québec* in the construction industry:

<table>
<thead>
<tr>
<th>Work Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>• The CCQ apprentice contacts CCQ’s <a href="#">Customer Services</a> once his/her out-of-jurisdiction temporary work concludes for compilation in his/her Apprenticeship Record Book.</td>
</tr>
<tr>
<td>• The CCQ has signed various reciprocity agreements with unions and organizations, allowing the CCQ apprentice to have his/her insurance and pension contributions transferred back when returning to Québec. If there is a reciprocity agreement between the CCQ and the organization in charge where the CCQ apprentice is going, the apprentice will be required to complete the <a href="#">Request for Transfer of Contributions (Reciprocity Agreement) Form</a> before leaving.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Off-the-Job or Technical Training</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Contact CCQ’s <a href="#">Customer Services</a> once the CCQ’s apprentice out-of-jurisdiction training concludes so that the credit to which the CCQ apprentice has the right is written into his/her Apprenticeship Record Book.</td>
</tr>
</tbody>
</table>

Key Requirements for non-CCQ Québec apprentices *temporarily working in Québec* in the construction industry:

<table>
<thead>
<tr>
<th>Work Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>• To <em>work in a compulsory trade in the Québec construction industry</em>, you must register as a CCQ apprentice.</td>
</tr>
<tr>
<td>• To access to the state of the labour pool, you have to permanently move to Québec.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Off-the-Job or Technical Training</th>
</tr>
</thead>
<tbody>
<tr>
<td>• The measures giving access to the Québec construction industry are defined by <a href="#">regulations</a> and include holding a diploma and recognition of experience.</td>
</tr>
<tr>
<td>• To practice a trade that is regulated by the Québec construction industry, three minimum conditions must be met:</td>
</tr>
<tr>
<td>o be aged 16 years or over;</td>
</tr>
<tr>
<td>o successful completion of the course <em>&quot;Santé et sécurité générale sur les chantiers de construction&quot;</em>;</td>
</tr>
<tr>
<td>o hold a <a href="#">competency certificate</a> from the Commission de la construction du Québec (CCQ).</td>
</tr>
<tr>
<td>• Before arriving in Québec, the out-of-jurisdiction apprentice should contact the CCQ’s <a href="#">Customer Services</a> for further information or to begin the process of obtaining a competency certificate.</td>
</tr>
<tr>
<td>• The out-of-jurisdiction apprentice must ensure he/she has all his/her documents needed concerning their <em>work experience and training</em> so that his/her application for a competency certificate can be assessed.</td>
</tr>
</tbody>
</table>
Process for apprentices **permanently or temporarily transferring** to Québec in construction industry overseen by the Commission de la Construction du Québec (CCQ):

- Apprentice submits request to CCQ and provides proof of hours worked.

  - Sufficient number of hours for admission to the qualification examination
    - YES: Diploma of vocational studies
    - NO: Sufficient number of hours for admission to the qualification examination

  - NO
    - Apprentice submits
      - 150-hour job guarantee
      - Course “Santé et sécurité générale sur les chantiers de construction”
      - Choice of union association
      - Application for an apprentice competency certificate ($100)
      - The apprentice is classified in the apprenticeship according to recognized hours
      - The apprentice completes the hours required for admission to the provincial qualification exam
      - The apprentice respects the delay in time or in hours worked before applying to retake the examination

  - YES:
    - Apprentice goes to a training centre to have his or her knowledge and skills recognized
    - Knowledge and skills equivalent to the vocational studies program
    - Apprentice completes the vocational studies program
    - The apprentice demonstrates work experience in the trade equivalent to at least 35% of apprenticeship in the trade OR can obtain an apprentice competency certificate due to the state of the labour pool for the trade in a region. To access the state of the labour pool, you have to move permanently to Québec.

    - OR
      - Apprentice submits
        - 150-hour job guarantee
        - Course “Santé et sécurité générale sur les chantiers de construction”
        - Proof of prerequisites needed for the trade’s study program.
        - Choice of union association
        - Application for an apprentice competency certificate ($100)
      - The apprentice is classified in the apprenticeship according to recognized hours
      - The apprentice completes the hours required for admission to the provincial qualification exam

- Provincial qualification examination
  - FAILS: Journeyperson Competency Certificate
  - PASS: - Course “Santé et sécurité générale sur les chantiers de construction”
  - Choice of union association.
Québec: Permanent Apprentice Mobility Requirements for Compulsory Trades managed by Emploi-Québec

Key Requirements for apprentices permanently transferring to Québec:

<table>
<thead>
<tr>
<th>Permanent Transfer</th>
</tr>
</thead>
<tbody>
<tr>
<td>The apprentice must:</td>
</tr>
<tr>
<td>• Complete the Enrolment application- Qualification program;</td>
</tr>
<tr>
<td>• Pay a registration fee;</td>
</tr>
<tr>
<td>• Submit records, which must include (if applicable): compulsory training courses and on-the-job training hours completed to date.</td>
</tr>
</tbody>
</table>

Québec: Temporary Apprentice Mobility Requirements for Compulsory Trades managed by Emploi-Québec

Key Requirements for Québec apprentices temporarily working outside Québec:

<table>
<thead>
<tr>
<th>Work Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>• To obtain recognition, the Québec apprentice must contact Emploi-Québec and present his/her on-the-job training hours completed to date in the other jurisdiction (letter directed to the Centre administratif de la qualification professionnelle (CAQP) giving a description of the work experience and the number of hours acquired).</td>
</tr>
<tr>
<td>• In order for a Québec apprentice’s work hours acquired in another jurisdiction to be recognized when returning to Québec, the Québec apprentice must cover tasks coherent with the scope of practice of the trade in Québec, and the supervision of the work hours must have respected the local regulations.</td>
</tr>
<tr>
<td>• A Québec apprentice should keep in mind that Emploi-Québec has the possibility to challenge the work hours declared.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Off-the-Job or Technical Training</th>
</tr>
</thead>
<tbody>
<tr>
<td>• A Québec apprentice’s off-the-job or technical training is not recognized as such when returning to Québec given the differences between Québec’s systems and other provinces’ and territories’. Some trades in Québec require compulsory courses; technical training acquired in another jurisdiction might compensate some of those courses.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Exams</th>
</tr>
</thead>
<tbody>
<tr>
<td>• A Québec apprentice will not be able to challenge a Québec exam outside of the province since Québec will not be transferring its provincial exams to other jurisdictions.</td>
</tr>
</tbody>
</table>
Key Requirements for non-Québec apprentices *temporarily working in* Québec:

| **Work Experience** | To obtain recognition, the out-of-jurisdiction apprentice must contact Emploi-Québec and present his/her compulsory training courses and on-the-job training hours completed to date and complete the Enrollment application- Qualification program.  
In order for the out-of-jurisdiction apprentice’s work hours to be recognized, they must cover tasks coherent with the scope of practice of the trade in Québec, and the supervision of the work hours must have respected the local regulations (letter directed to the *Centre administratif de la qualification professionnelle* (CAQP) giving a description of the work and the number of hours acquired).  
The out-of-jurisdiction apprentice should keep in mind that Emploi-Québec has the possibility to challenge the work hours declared. |
| **Off-the-Job or Technical Training** | The off-the-job or technical training is not recognized as such by Emploi-Québec given the differences between Québec’s systems and other provinces and territories.  
Some trades in Québec require compulsory courses; technical training acquired in another jurisdiction might compensate those courses. |
| **Exams** | The out-of-jurisdiction apprentice should contact the *Centre administratif de la qualification professionnelle* (CAQP) to make arrangements and schedule a time and place. |
Process for apprentices *permanently or temporarily transferring* to Québec in compulsory trades managed by Emploi-Québec:

Apprentice plans to move to Québec:
- Sends the Centre administrative de la qualification professionnel (CAQP) the enrolment form for the desired program.

**Trades with prerequisites**
- Candidate that does not have the prerequisites **cannot** enrol.
- Candidate has the prerequisites and can enrol.

**Trades without prerequisites**
- Apprenticeship card and apprenticeship guide issued.

- Apprentice can have their hours of apprenticeship recognized (attestation form).
- Apprentice completes the hours and compulsory courses, and must have the qualification components cited in the apprenticeship guide validated by a worker who is qualified in Québec.

For permanent mobility, apprentice enrolls and takes the qualification examination is taken if all the trades requirements have been met.

For temporary mobility: *upon request* - issuing of apprenticeship process for a candidate who wants to return to his/her province.

Issuing of certificate.
Québec: Permanent Apprentice Mobility Requirements for Voluntary Trades managed by Emploi-Québec

Key Requirements for apprentices **permanently transferring** to Québec:

<table>
<thead>
<tr>
<th>Permanent Transfer</th>
<th>The apprentice must:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• complete an <em>Application initiated by the apprentice or the company</em>;</td>
</tr>
<tr>
<td></td>
<td>• Upon acceptance by Emploi-Québec, submit records, if requested.</td>
</tr>
</tbody>
</table>

Québec: Temporary Apprentice Mobility Requirements for Voluntary Trades managed by Emploi-Québec

Key Requirements for Québec apprentices **temporarily working outside** Québec:

<table>
<thead>
<tr>
<th>Work Experience</th>
<th>• No key requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Off-the-Job or Technical Training</td>
<td>• No key requirements</td>
</tr>
<tr>
<td>Exams</td>
<td>• No key requirements</td>
</tr>
</tbody>
</table>

Key Requirements for **non-Québec apprentices temporarily working** in Québec:

<table>
<thead>
<tr>
<th>Work Experience</th>
<th>• No key requirements, because the Workplace Apprenticeship Program provides recognition for competencies acquired; hours are not taken into account as such.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Off-the-Job or Technical Training</td>
<td>• No key requirements, the recognition of the off-the-job training acquired outside of Québec is determined upon discussion with the journeyman that will be supervising the apprenticeship.</td>
</tr>
<tr>
<td>Exams</td>
<td>• No exams exist in Québec in the voluntary trades.</td>
</tr>
</tbody>
</table>
Process for apprentices *permanently or temporarily transferring* to Québec in Workplace Apprenticeship Program (WAP) voluntary trades managed by Emploi-Québec:

- Apprentice plans to move to Québec:
  - Must be employed by a Québec company that is eligible for Workplace Apprenticeship Program (WAP)
  - Submits application Form 01-1038

- Emploi-Québec analyzes the application to determine whether the company and/or journeyperson meets basic criteria.

  - Does NOT meet criteria
  - Apprentice cannot participate in the Workplace Apprenticeship Program (WAP)

  - Meets criteria

1. Identification of skills already acquired with a view to drawing up the individual apprenticeship plan. For skills that may be mastered, go to step 3 (evaluation); for other skills, go to step 2.

2. Apprenticeship by skills according to terms and conditions defined in the *apprenticeship booklet* and journeyperson’s guide.

3. Ongoing evaluation of skills according to the conditions laid out in the vocational standard (performance context and criteria) in the *apprenticeship booklet*.

4. Issuing of certificate of vocational qualification or attestation of competency.

For temporary mobility:
- **Apprenticeship booklet** allows for evaluation of skills acquired by the apprentice.
- **Upon request**, a letter could be designed indicating the apprenticeship period.
Appendix 7: New Brunswick

New Brunswick: Contact Info

Post Secondary Education, Training and Labour
Chestnut Complex, Suite 110
P. O. Box 6000
Fredericton, NB E3B 5H1
Website: [http://www2.gnb.ca/content/gnb/en/services/services_renderer.2195.Apprenticeship_and_Occupational_Certification.html](http://www2.gnb.ca/content/gnb/en/services/services_renderer.2195.Apprenticeship_and_Occupational_Certification.html)
Telephone: 1-855-453-2260
Email: aoc-acp@gnb.ca
New Brunswick: Permanent Apprentice Mobility Requirements

Key Requirements for apprentices permanently transferring to New Brunswick:

<table>
<thead>
<tr>
<th>Permanent Transfer</th>
<th>The apprentice:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Completes an Apprenticeship Agreement</td>
</tr>
<tr>
<td></td>
<td>Submit records which must include:</td>
</tr>
<tr>
<td></td>
<td>o technical training and on-the-job training hours completed to date;</td>
</tr>
<tr>
<td></td>
<td>o official transcripts from the jurisdiction apprentice is transferring from.</td>
</tr>
</tbody>
</table>

Process for apprentices permanently transferring to New Brunswick:

Apprentice plans to move to New Brunswick:
- Ensures records are up-to-date
- Submits Apprenticeship Agreement Application to register.

New Brunswick registers apprentice:
- Verifies records and training hours
- Identifies training gaps
- May contact apprentice / employer to discuss gaps

Apprentice/Employer receives from New Brunswick:
- New log book*
- New identification card

*If the apprentice is from one of the Atlantic provinces and registered in an Atlantic Harmonized trade, a new log book is not issued.
# New Brunswick: Temporary Apprentice Mobility Requirements

## Key Requirements for New Brunswick apprentices temporarily working outside New Brunswick:

<table>
<thead>
<tr>
<th>Work Experience</th>
<th>The apprentice:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Submits contractual agreement or transfer form.</td>
</tr>
<tr>
<td></td>
<td>• Is required to complete the Apprenticeship Agreement transfer process if he/she changes employers and continues to work temporarily outside New Brunswick.</td>
</tr>
<tr>
<td></td>
<td>• Contacts Apprenticeship Counsellor before leaving and once temporary work concludes and returns to New Brunswick.</td>
</tr>
</tbody>
</table>

### Off-the-Job or Technical Training

<table>
<thead>
<tr>
<th>The apprentice:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Submits a request (either by telephone or email) to New Brunswick to take technical training out of province.</td>
</tr>
<tr>
<td>• New Brunswick contacts the jurisdiction where temporary technical training will occur to obtain training (e.g. dates and locations).</td>
</tr>
<tr>
<td>• New Brunswick confirms out of province training substantively aligns with New Brunswick level for recognition.</td>
</tr>
</tbody>
</table>

**NOTE:** Training Skills Development funding support is available when a registered New Brunswick apprentice has requested technical training out of province.

### Exams

<table>
<thead>
<tr>
<th>The apprentice:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Submits a request (either by telephone or email) to New Brunswick to write an exam out of province.</td>
</tr>
<tr>
<td>• New Brunswick exam will be provided to training jurisdiction.</td>
</tr>
</tbody>
</table>

## Key Requirements for non-New Brunswick apprentices temporarily working in New Brunswick:

<table>
<thead>
<tr>
<th>Work Experience</th>
<th>The apprentice:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• If working in a compulsory trade, must complete New Brunswick Apprenticeship Agreement.</td>
</tr>
</tbody>
</table>

### Off-the-Job or Technical Training

- Only applies if the request is received from the apprentice’s home jurisdiction.

### Exams

- New Brunswick will invigilate apprentice’s home jurisdiction exam.
Process for New Brunswick apprentices **temporarily working outside** New Brunswick in voluntary trades:

New Brunswick apprentice plans to work outside home jurisdiction (New Brunswick):
- Ensures all records are up-to-date
- Submits contractual agreement or transfer form
- Notifies Apprenticeship Counsellor

Home jurisdiction (New Brunswick):
- Registers apprentice’s request
- Notifies training jurisdiction
- Verifies with training jurisdiction, employer qualified.
- If approved, notifies apprentice.

Training jurisdiction verifies employer:
- Notifies home jurisdiction.

New Brunswick apprentice moves:
- Begins work in training jurisdiction.
- Ensures log book is completed by employer prior to return.

Home jurisdiction verifies hours:
- If approved, applies credit.

New Brunswick apprentice completes temporary mobility:
- Contacts home jurisdiction upon return.

Process for New Brunswick apprentices **temporarily working outside** New Brunswick in compulsory trades:

New Brunswick apprentice plans to work outside home jurisdiction (New Brunswick):
- Ensures all records are up-to-date
- Submits contractual agreement or transfer form
- Notifies Apprenticeship Counsellor

Home jurisdiction (New Brunswick):
- Registers apprentice’s request
- Notifies training jurisdiction
- Verifies with training jurisdiction, employer qualified.
- If approved, notifies apprentice.

Training jurisdiction verifies employer:
- Notifies home jurisdiction.
- Registers apprentice.

New Brunswick apprentice moves:
- Registers with training jurisdiction
- Begins work.
- Ensures log book is completed by employer prior to return.

Home jurisdiction verifies hours:
- If approved, applies credit.

New Brunswick apprentice completes temporary mobility:
- Contacts home jurisdiction upon return.
Process for New Brunswick apprentices **requesting technical training outside of New Brunswick:**

- **New Brunswick apprentice submits request to home jurisdiction (New Brunswick) to take technical training in training jurisdiction:**
  - Request can be submitted by telephone or email.

  - **Home jurisdiction (New Brunswick) assesses request:**
    - Denies/approves request after consultation with training jurisdiction.

  - **Training jurisdiction assesses request:**
    - Denies/approves request and notifies home jurisdiction.
    - Advises home jurisdiction of technical training results.

- **New Brunswick Apprentice approved:**
  - Pays applicable fees
  - Receives technical training date/location from training jurisdiction.

  - **APPROVED**

- **New Brunswick apprentice denied:**
  - Must complete technical training in home jurisdiction.

  - **DENIED**

---

Process for New Brunswick apprentices **requesting examinations outside of New Brunswick:**

- **New Brunswick apprentice submits request to home jurisdiction (New Brunswick) to write exam in training jurisdiction:**
  - Request can be submitted by telephone or email.

  - **Home jurisdiction (New Brunswick) assesses request:**
    - Contacts training jurisdiction with request to administer exam on behalf of home jurisdiction.
    - If approved, supplies exam and score sheet to training jurisdiction.

  - **APPROVED**

- **New Brunswick Apprentice approved:**
  - Receives exam date/location from training jurisdiction.

- **New Brunswick apprentice denied:**
  - Must complete exam in home jurisdiction.

  - **DENIED**

  - **Training jurisdiction:**
    - Once exam complete, returns exam and score sheet to home jurisdiction for marking.
Appendix 8: Nova Scotia

Nova Scotia: Contact Info

Nova Scotia Apprenticeship Agency
1256 Barrington Street
PO Box 597
Halifax, NS  B3J 2S9
Website: http://nsapprenticeship.ca
Telephone: 1-902-424-5651
Email: apprenticeship@novascotia.ca
Nova Scotia: Permanent Apprentice Mobility Requirements

Key Requirements for apprentices permanently transferring to Nova Scotia:

- Apprentice ensures all records are up-to-date including log book and technical training verification.
- Apprentice completes the Apprentice Registration Form and pays applicable fees
- A training consultant reviews all records and confirms the apprentice’s credits with home jurisdiction.

Process for apprentices permanently transferring to Nova Scotia:

Apprentice plans to move to Nova Scotia:
- Ensures records are up-to-date
- Submits Letter of Training Completion
- Pays registration fee
- Submits Apprenticeship Agreement Application

Nova Scotia registers apprentice:
- Verifies records and training hours
- Identifies training gaps
- May contact apprentice / employer to discuss gaps
- Advises jurisdiction that apprentice has left or transferred

Apprentice/Employer receives from Nova Scotia:
- New log book*
- New identification card
- Training schedule including identified training gaps
- Apprenticeship Agreement

*If the apprentice is from one of the Atlantic provinces and registered in an Atlantic Harmonized trade, a new log book is not issued.
**Nova Scotia: Temporary Apprentice Mobility Requirements**

**Key Requirements for Nova Scotia apprentices temporarily working outside Nova Scotia**

<table>
<thead>
<tr>
<th><strong>Work Experience</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Apprentice completes an Extra-provincial Application Form.</td>
<td></td>
</tr>
<tr>
<td>• Nova Scotia completes the Employer Verification Form with the training jurisdiction.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Off-the-Job or Technical Training</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Apprentice submits request to attend technical training in another jurisdiction.</td>
<td></td>
</tr>
<tr>
<td>• Nova Scotia will inform the training jurisdiction of the request.</td>
<td></td>
</tr>
<tr>
<td>• Apprentice submits results to Nova Scotia.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Exams</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Apprentice submits <em>Exam Application</em> and applicable fees to Nova Scotia and requests to write in training jurisdiction.</td>
<td></td>
</tr>
<tr>
<td>• Nova Scotia informs training jurisdiction of the request and forwards exam documents.</td>
<td></td>
</tr>
<tr>
<td>• Nova Scotia notifies the apprentice of results.</td>
<td></td>
</tr>
</tbody>
</table>

**Key Requirements for non-Nova Scotia apprentices temporarily working in Nova Scotia:**

<table>
<thead>
<tr>
<th><strong>Work Experience</strong></th>
<th>None.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Off-the-Job or Technical Training</strong></td>
<td>None.</td>
</tr>
<tr>
<td><strong>Exams</strong></td>
<td>None.</td>
</tr>
</tbody>
</table>
Process for Nova Scotia apprentices **temporarily working outside** Nova Scotia in **voluntary trades**:

- Nova Scotia apprentice plans to work outside home jurisdiction (Nova Scotia):
  - Submits request in writing
  - Ensures all records are up-to-date
  - Submits Extra-Provincial Apprenticeship Agreement Application

- Nova Scotia apprentice moves:
  - Begins work in training jurisdiction.

- Nova Scotia apprentice completes temporary mobility:
  - Contacts home jurisdiction upon return

- Home jurisdiction (Nova Scotia):
  - Registers apprentice's request
  - Notifies training jurisdiction
  - Verifies with training jurisdiction, employer qualified.
  - If approved, notifies apprentice.

- Training jurisdiction verifies employer:
  - Notifies home jurisdiction.

- Home jurisdiction verifies hours:
  - If approved, applies credit.

Process for Nova Scotia apprentices **temporarily working outside** Nova Scotia in **compulsory trades**:

- Nova Scotia apprentice plans to work outside home jurisdiction (Nova Scotia):
  - Submits request in writing
  - Ensures all records are up-to-date
  - Submits Extra-Provincial Apprenticeship Agreement Application

- Nova Scotia apprentice moves:
  - Registers in training jurisdiction
  - Begins work.

- Nova Scotia apprentice completes temporary mobility:
  - Contacts home jurisdiction upon return

- Home jurisdiction (Nova Scotia):
  - Registers apprentice's request
  - Notifies training jurisdiction
  - Verifies with training jurisdiction, employer qualified.
  - If approved, notifies apprentice.

- Training jurisdiction verifies employer:
  - Notifies home jurisdiction.

- Home jurisdiction verifies hours:
  - If approved, applies credit.
Process for Nova Scotia apprentices requesting technical training outside of Nova Scotia:

- Nova Scotia apprentice submits request to home jurisdiction (Nova Scotia) to take technical training in training jurisdiction:
  - Submits request in writing.

- Home jurisdiction (Nova Scotia) assesses request:
  - Denies/approves request.

- Nova Scotia apprentice approved:
  - Pays applicable fees
  - Receives technical training date/location from training jurisdiction.

- Training jurisdiction assesses request:
  - Denies/approves request and notifies home jurisdiction.
  - Advises home jurisdiction of technical training results.

- Nova Scotia apprentice denied:
  - Must complete technical training in home jurisdiction.

Process for Nova Scotia apprentices requesting examinations outside of Nova Scotia:

- Nova Scotia apprentice submits request to home jurisdiction (Nova Scotia) to write exam in training jurisdiction:
  - Submits request in writing.

- Home jurisdiction (Nova Scotia) assesses request:
  - Denies/approves request.
  - If approved, supplies exam and score sheet to training jurisdiction.

- Nova Scotia apprentice approved:
  - Receives exam date/location from training jurisdiction.

- Training jurisdiction assesses request:
  - Denies/approves request and notifies home jurisdiction.
  - Once exam complete, returns exam to home jurisdiction for marking.

- Nova Scotia apprentice denied:
  - Must complete exam in home jurisdiction.
Appendix 9: Prince Edward Island

Prince Edward Island: Contact Info

Apprenticeship Section – Workforce Development
Department of Workforce, Advanced Learning and Population
Atlantic Technology Centre, Suite 212
P.O. Box 2000
176 Great George Street
Charlottetown, PEI C1A 7N8
Fax: 902-368-6144
Telephone: 902-368-4461
Email: dmdoyle@gov.pe.ca
Website: https://www.princeedwardisland.ca/en/topic/apprenticeship-training
Key Requirements for apprentices **permanently transferring** to Prince Edward Island:

<table>
<thead>
<tr>
<th><strong>Permanent Transfer</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Completes a Prince Edward Island Apprenticeship Application Form/Agreement</td>
<td></td>
</tr>
<tr>
<td>• Submits records which must include:</td>
<td></td>
</tr>
<tr>
<td>o technical training and on-the-job training hours completed to date;</td>
<td></td>
</tr>
<tr>
<td>o official transcripts from the jurisdiction the apprentice is</td>
<td></td>
</tr>
<tr>
<td>transferring from.</td>
<td></td>
</tr>
</tbody>
</table>

Process for apprentices **permanently transferring** to Prince Edward Island:

- **Apprentice plans to move to Prince Edward Island:**
  - Ensures records are up-to-date.
  - Completes Apprenticeship Application and Agreement Form; and
  - Transfer of Apprenticeship Agreement.

- **Prince Edward Island registers apprentice:**
  - Verifies records and training hours
  - Identifies training gaps
  - May contact apprentice / employer to discuss gaps

- **Apprentice/Employer receives from Prince Edward Island:**
  - New log book*
  - New identification card

*If the apprentice is from one of the Atlantic provinces and registered in an Atlantic Harmonized trade, a new log book is not issued*
**Prince Edward Island: Temporary Apprentice Mobility Requirements**

**Key Requirements for Prince Edward Island apprentices temporarily working outside Prince Edward Island:**

<table>
<thead>
<tr>
<th>Work Experience</th>
<th>The apprentice:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Contacts PEI Apprenticeship and Trades prior to leaving PEI to ensure they are following requirements to enable them to receive recognition for hours worked outside the territory.</td>
</tr>
<tr>
<td></td>
<td>• Must submit a Transfer of Apprenticeship for every change of employer</td>
</tr>
<tr>
<td></td>
<td>• Contacts PEI Apprenticeship and Trades once temporary work concludes and upon returning to the PEI for recognition for hours worked outside the territory.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Off-the-Job or Technical Training</th>
<th>The apprentice:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• The apprentice submits a request (in-person, by telephone or email) to Prince Edward Island Apprenticeship to take technical training in the training jurisdiction.</td>
</tr>
<tr>
<td></td>
<td>• Prince Edward Island Apprenticeship contacts the jurisdiction where the technical training is requested to ensure the request can be accommodated and that the training substantively aligns with PEI training. If approved, obtains training dates and location.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Exams</th>
<th>The apprentice:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Submits (in-person, by telephone or email) a request to Prince Edward Island Apprenticeship to write an exam out of province.</td>
</tr>
</tbody>
</table>

**Key Requirements for non-Prince Edward Island apprentices temporarily working in Prince Edward Island:**

<table>
<thead>
<tr>
<th>Work Experience</th>
<th>The apprentice:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• For compulsory trades, contacts PEI Apprenticeship to ensure they are meeting requirements to work in the jurisdiction.</td>
</tr>
<tr>
<td></td>
<td>• Fill out any forms that may be applicable.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Off-the-Job or Technical Training</th>
<th>The apprentice:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Request must be made by the out-of-jurisdiction apprentice’s home jurisdiction.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Exams</th>
<th>The apprentice:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Request must be made by the out-of-jurisdiction apprentice’s home jurisdiction.</td>
</tr>
</tbody>
</table>
Process for Prince Edward Island apprentices temporarily working outside Prince Edward Island in voluntary or compulsory trades:

Prince Edward Island apprentice plans to work outside home jurisdiction (Prince Edward Island):
- Ensures all records are up-to-date before leaving current employer
- Notifies Apprenticeship Office
- Completes Transfer of Apprenticeship Agreement Form

Home jurisdiction (Prince Edward Island):
- Registers apprentice's request
- Verifies with training jurisdiction that employer is qualified.
- Notifies apprentice if approved or denied.

Training jurisdiction:
- Registers apprentice (if applicable).

Prince Edward Island apprentice moves:
- Begins work in training jurisdiction
- Completes Transfer of Apprenticeship Agreement Form if there is any further change in employer.
- Ensures all records and log book are updated by employer prior to return.

Prince Edward Island apprentice completes temporary mobility:
- Contacts home jurisdiction upon return.

Home jurisdiction verifies hours:
- If approved, applies credit.
Process for Prince Edward Island apprentices **requesting technical training outside of** Prince Edward Island:

Prince Edward Island apprentice submits request to home jurisdiction (Prince Edward Island) to take technical training in temporary jurisdiction:
- Request can be made by email, in-person or by telephone.

Home jurisdiction (Prince Edward Island):
- Assesses request.
- Consults with training jurisdiction.
- Invokes apprentice if request approved or denied.

Home jurisdiction (Prince Edward Island):
- Makes arrangements with training jurisdiction.
- Invokes apprentice of training details.

Apprentice completes training
- Contacts home jurisdiction upon return.

Training jurisdiction:
- Invokes PEI Apprenticeship of training results.

Home jurisdiction (Prince Edward Island):
- Notifies apprentice of results.
- Records results.

Process for Prince Edward Island apprentices **requesting examinations outside of** Prince Edward Island:

Prince Edward Island apprentice submits request to home jurisdiction (Prince Edward Island) to write an exam in the temporary jurisdiction:
- Request can be made by email, in-person or by telephone.

Home jurisdiction (Prince Edward Island):
- Assesses request.
- Consults with training jurisdiction regarding administering exam on behalf of home jurisdiction.
- Invokes apprentice if request approved or denied.

Home jurisdiction (Prince Edward Island):
- Invokes PEI Apprenticeship of exam date/location from training jurisdiction.
- Completes exam.

Apprentice receives exam date/location from training jurisdiction.
- Completes exam.

Home jurisdiction (Prince Edward Island):
- Notifies apprentice of results.
- Records results.

Apprentice complete exam in home jurisdiction.
Appendix 10: Newfoundland & Labrador

Newfoundland & Labrador: Contact Info

Apprenticeship and Trades Certification Division
P.O. Box 8700, 1170 Topsail Road
Mount Pearl, Newfoundland & Labrador
A1B 4J6
Telephone: 1-709-729-2729
Toll Free: 1-877-771-3737
Fax: 1-709-729-5878
For general inquiries email: app@gov.nl.ca
Website: https://www.gov.nl.ca/atcd/
Newfoundland & Labrador: Permanent Apprentice Mobility Requirements

Key Requirements for apprentices **permanently transferring to** Newfoundland & Labrador:

<table>
<thead>
<tr>
<th>Permanent Transfer</th>
<th>The apprentice:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Completes an Application for Apprenticeship.</td>
</tr>
<tr>
<td></td>
<td>• Signs a Memorandum of Understanding (Apprenticeship Contract); and submits records which must include:</td>
</tr>
<tr>
<td></td>
<td>o Technical training and on-the-job training hours completed to date.</td>
</tr>
<tr>
<td></td>
<td>o Official transcripts from the jurisdiction apprentice is transferring from.</td>
</tr>
</tbody>
</table>

The Apprenticeship and Trades Certification Division (ATCD):

• Contacts the originating jurisdiction to verify the documentation submitted; and

• Credits the apprentice with the same apprenticeship level once verified.

Process for apprentices **permanently transferring to** Newfoundland & Labrador:

- **Apprentice plans to move to Newfoundland & Labrador:**
  - Ensures records are up-to-date
  - Completes an Application for Apprenticeship
  - Submits Memorandum of Understanding (MOU)

- **Newfoundland & Labrador registers agreement**
  - Verifies records and training hours
  - Identifies training gaps
  - Contacts apprentice to discuss training plan
  - Advises originating jurisdiction to cancel apprenticeship registration

- **Newfoundland & Labrador issues:**
  - New log book*  
  - New identification card
  - Training schedule including identified training gaps

*If the apprentice is from one of the Atlantic provinces and registered in an Atlantic Harmonized trade, a new log book is not issued*)
Newfoundland & Labrador: Temporary Apprentice Mobility Requirements

Key Requirements for Newfoundland & Labrador apprentices temporarily working outside Newfoundland & Labrador:

**Work Experience**

The Apprentice:
- Must maintain permanent residence in Newfoundland and Labrador (NL).
- When registering, including a pre-apprentice, they must submit:
  - Out-of-Provind Application for Apprenticeship
  - Letter of Understanding (LOU)

**NOTE:** The LOU must be submitted every time an apprentice changes employer.

**Off-the-Job or Technical Training**

The apprentice:
- Contacts their Apprenticeship Program Officer to submit their request to take technical training out of province.

**Exams**

- For IP exams, the apprentice must contact the NL Apprenticeship Trades and Certification Division (ATCD) to request taking the exam outside NL. Request can be either email or telephone.

Process for Newfoundland & Labrador apprentices temporarily working outside Newfoundland & Labrador in all trades:

Newfoundland & Labrador apprentice plans to work outside home jurisdiction (Newfoundland & Labrador):
- Ensures all records are up-to-date before leaving current employer
- Submits Letter of Understanding (LOU)

Home jurisdiction (Newfoundland & Labrador) considers request:
- Contacts employer from training jurisdiction and verifies information on LOU
- If approved, notifies apprentice

Newfoundland & Labrador apprentice moves:
- Begins work in training jurisdiction.

Newfoundland & Labrador apprentice completes temporary mobility:
- Contacts home jurisdiction upon return.

Home jurisdiction verifies hours:
- Hours must be documented in the logbook.
- If approved, applies credit.
Process for Newfoundland & Labrador apprentices requesting technical training outside of Newfoundland & Labrador:

Newfoundland & Labrador apprentice submits request to home jurisdiction (Newfoundland & Labrador) to take technical training in training jurisdiction:
- Contacts Apprenticeship Program Officer by email or telephone to make request.

Home jurisdiction (Newfoundland & Labrador) assesses request:
- Denies/approves request

Training jurisdiction assesses request:
- Denies/approves request and notifies home jurisdiction.
- Advises home jurisdiction of technical training results.

Newfoundland & Labrador apprentice approved:
- Pays applicable fees
- Receives technical training date/location from training jurisdiction.

Newfoundland & Labrador apprentice denied:
- Must complete technical training in home jurisdiction.

Process for Newfoundland & Labrador apprentices requesting examinations outside of Newfoundland & Labrador (applies to IP Exams Only):

Newfoundland & Labrador apprentice submits request to home jurisdiction (Newfoundland & Labrador) to write exam in training jurisdiction:
- Apprentice contacts the Apprenticeship and Trades Certification Division (ATCD) by email or telephone.

Home jurisdiction (Newfoundland & Labrador) assesses request:
- Denies/approves request.
- If approved, supplies exam materials to training jurisdiction through ISEC representative.

Newfoundland & Labrador apprentice approved:
- Receives exam date/location from training jurisdiction.

Newfoundland & Labrador apprentice denied:
- Must complete exam in home jurisdiction.

Training jurisdiction:
- Denies/approves request and notifies home jurisdiction.
- Once exam complete, returns exam materials to home jurisdiction for marking.
Key Requirements for non-Newfoundland & Labrador apprentices **temporarily working in** Newfoundland & Labrador:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Work Experience</strong></td>
<td>• Apprentices from outside the Atlantic Provinces must register with contact the NL Apprenticeship and Trades Certification Division (ATCD) if working in a compulsory trade.</td>
</tr>
<tr>
<td><strong>Off-the-Job or Technical Training</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Exams</strong></td>
<td>• None.</td>
</tr>
<tr>
<td></td>
<td>• None.</td>
</tr>
</tbody>
</table>
Appendix 11: Nunavut

Nunavut: Contact Info

Nunavut Apprenticeship
Department of Family Services
P.O. Box 1000, Stn 980
Iqaluit, NU X0A 0H0
Fax: 867-975-5635
Website: https://www.gov.nu.ca/family-services/information/apprenticeship-trade-and-occupations-certification
Telephone: 867-975-5200
### Nunavut: Permanent Apprentice Mobility Requirements

Key Requirements for apprentices **permanently transferring** to Nunavut:

<table>
<thead>
<tr>
<th>Permanent Transfer</th>
<th>The Apprentice:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Finds employment in Nunavut.</td>
</tr>
<tr>
<td></td>
<td>• Completes an Apprenticeship Application and Contract.</td>
</tr>
<tr>
<td></td>
<td>• Submits records which must include:</td>
</tr>
<tr>
<td></td>
<td>o technical training and on-the-job training hours completed to date;</td>
</tr>
<tr>
<td></td>
<td>o official transcripts from the jurisdiction apprentice is transferring from.</td>
</tr>
</tbody>
</table>

**NOTE:** There are no registration fees in Nunavut.

Process for apprentices **permanently transferring** to Nunavut:

- **Apprentice plans to move to Nunavut:**
  - Finds employment with an employer
  - Ensures apprenticeship records are up-to-date in home jurisdiction
  - Submits Apprenticeship Application and Agreement.

- **Nunavut receives Apprenticeship Application:**
  - Verifies records and training hours
  - Identifies training gaps which may include a progressive assessment
  - May contact apprentice/employer to discuss gaps
  - Advises jurisdiction that apprentice has registered in new jurisdiction
  - Registers apprentice in Nunavut

- **Apprentice / Employer receives from Nunavut:**
  - New log book / record.
  - Nunavut Apprenticeship Status Card
  - Training schedule including identified training gaps
Nunavut: Temporary Apprentice Mobility Requirements

Key Requirements for Nunavut apprentices *temporarily working outside* Nunavut:

<table>
<thead>
<tr>
<th>Work Experience</th>
<th>The Apprentice:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Contacts the Nunavut Apprenticeship Certification Unit (ACU) prior to leaving to Nunavut to ensure they are following requirements to enable them to receive recognition for hours worked outside the territory.</td>
</tr>
<tr>
<td></td>
<td>• Contacts the ACU once temporary work concludes and upon returning to Nunavut for reinstatement and recognition for hours worked outside the territory.</td>
</tr>
</tbody>
</table>

**NOTE**: The apprentice’s file is temporarily suspended, and upon twelve months of inactivity, is placed in a discontinued phase. The file is reinstated when the apprentice returns and enters into a contract with a Nunavut employer.

<table>
<thead>
<tr>
<th>Off-the-Job or Technical Training</th>
<th>The apprentice submits a request to ACU in NU to take technical training outside the territory. Request must be submitted in writing.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ACU contacts the jurisdiction where the apprentice is proposing to take the technical training and works with the province or territory to determine if the request will be approved. If approved,</td>
</tr>
<tr>
<td></td>
<td>ACU contacts the apprentice with dates and location.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Exams</th>
<th>The apprentice submits a request to ACU to write an exam outside the territory. The request must be submitted in writing.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ACU contacts the jurisdiction where the apprentice is proposing to write the exam and works with the province or territory to determine if the request will be approved. If approved, ACU contacts the apprentice with dates and location.</td>
</tr>
</tbody>
</table>

Key Requirements for non-Nunavut apprentices *temporarily working in* Nunavut:

<table>
<thead>
<tr>
<th>Work Experience</th>
<th>None.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Off-the-Job or Technical Training</td>
<td>None.</td>
</tr>
<tr>
<td>Exams</td>
<td>None.</td>
</tr>
</tbody>
</table>
Process for Nunavut apprentices temporarily working outside Nunavut in all trades:

Nunavut apprentice plans to work outside home jurisdiction (Nunavut):
- Submits request
- Ensures all records are up-to-date
- Submits Employment Contract

Home jurisdiction (Nunavut):
- Registers request
- Notifies training jurisdiction
- Verifies with training jurisdiction, employer qualified.
- If approved, notifies apprentice.

Training jurisdiction verifies employer:
- Notifies home jurisdiction.

Nunavut apprentice moves:
- Begins work in training jurisdiction.

Home jurisdiction verifies hours:
- If approved, applies credit.

Nunavut apprentice completes temporary mobility:
- Contacts home jurisdiction upon return

Process for Nunavut apprentices requesting technical training outside of Nunavut:

Nunavut apprentice submits request to home jurisdiction (Nunavut) for technical training in training jurisdiction:
- Request must be in writing.

Home jurisdiction (Nunavut) assesses request:
- Denies/approves request

Nunavut Apprentice approved
- Pays applicable fees
- Receives technical training date/location from training jurisdiction.

Training jurisdiction assesses request
- Denies/approves request and notifies home jurisdiction.
- Advises home jurisdiction of technical training results

Nunavut apprentice denied:
- Must complete technical training in home jurisdiction.
Process for Nunavut apprentices requesting examinations outside of Nunavut:

Nunavut apprentice submits request to home jurisdiction (Nunavut) to write exam in training jurisdiction. 
- Request must be in writing

Nunavut Apprentice approved: 
- Receives exam date/location from training jurisdiction.

Nunavut apprentice denied: 
- Must complete exam in home jurisdiction.

Home jurisdiction (Nunavut) assesses request: 
- Denies/approves request
- If approved, supplies exam to training jurisdiction.

Training jurisdiction assesses request: 
- Denies/approves request and notifies home jurisdiction
- Once exam complete, marks exam and notifies home jurisdiction of course marks (if applicable) and exam results.
Appendix 12: Northwest Territories

Northwest Territories: Contact Info

Department of Education, Culture and Employment
Government of the Northwest Territories
P.O. Box 1320
Yellowknife, NT  X1A 2L9
Fax: 867-873-0200
Website: https://www.ece.gov.nt.ca/en/services/apprenticeship-trade-and-occupation-certification
Telephone: 1-867-873-9351
Northwest Territories: Permanent Apprentice Mobility Requirements

Key Requirements for apprentices **permanently transferring to** Northwest Territories:

- **Permanent Transfer**
  - The Apprentice:
  - Finds employment in the Northwest Territories.
  - Completes an Apprenticeship Application and Contract.
  - Submits records which must include:
    - technical training and on-the-job training hours completed to date;
    - official record book and/or transcripts from the jurisdiction apprentice is transferring from.

Process for apprentices **permanently transferring to** Northwest Territories:

- Apprentice plans to move to Northwest Territories:
  - Ensures records are up-to-date
  - Completes Apprenticeship Application and Contract Form
  - Pays registration fee

- Northwest Territories registers Application and Contract:
  - Verifies records and training hours
  - Applies credit to Northwest Territories Apprenticeship Contract
  - Advises jurisdiction that apprentice has registered in new jurisdiction

- Apprentice / Employer receives from Northwest Territories:
  - New log book
  - New identification card
  - Program Outline
## Northwest Territories: Temporary Apprentice Mobility Requirements

### Key Requirements for Northwest Territories apprentices *temporarily working outside* Northwest Territories:

<table>
<thead>
<tr>
<th><strong>Work Experience</strong></th>
<th>The Apprentice:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Contacts the Northwest Territories Apprenticeship and Occupational Certification Unit prior to leaving to the Northwest Territories to ensure they are following requirements to enable them to receive recognition for hours worked outside the territory.</td>
</tr>
<tr>
<td></td>
<td>• Contacts the Northwest Territories Apprenticeship and Occupational Certification Unit once temporary work concludes and upon returning to the Northwest Territories for recognition for hours worked outside the territory.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Off-the-Job or Technical Training</strong></th>
<th>The apprentice submits a request to Northwest Territories Apprenticeship and Occupational Certification Unit to take technical training outside the territory. Request must be submitted in writing, by email.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Northwest Territories Apprenticeship and Occupational Certification Unit contacts the jurisdiction where the apprentice is proposing to take the technical training and works with the province or territory to determine if the request will be approved. If approved, Northwest Territories Apprenticeship and Occupational Certification Unit contacts the apprentice with confirmation of dates and location.</td>
</tr>
</tbody>
</table>

**NOTE:** Exams for technical training taken outside the Northwest Territories must be written in the jurisdiction where the technical training occurred.

<table>
<thead>
<tr>
<th><strong>Exams</strong></th>
<th>The apprentice submits a request to Northwest Territories Apprenticeship and Occupational Certification Unit to write an exam outside the territory. Request must be submitted in writing, by email.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Northwest Territories Apprenticeship and Occupational Certification Unit contacts the jurisdiction where the apprentice is proposing to write the exam and works with the province or territory to determine if the request will be approved. If approved, Northwest Territories Apprenticeship and Occupational Certification Unit contacts the apprentice with dates and location.</td>
</tr>
<tr>
<td></td>
<td>• Fees may apply</td>
</tr>
</tbody>
</table>

### Key Requirements for Non-Northwest Territories apprentices *temporarily working in* Northwest Territories:

<table>
<thead>
<tr>
<th><strong>Work Experience</strong></th>
<th>None.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Off-the-Job or Technical Training</strong></td>
<td>None.</td>
</tr>
<tr>
<td><strong>Exams</strong></td>
<td>None.</td>
</tr>
</tbody>
</table>
Process for Northwest Territories apprentices temporarily working outside Northwest Territories in all trades:

Northwest Territories apprentice plans to work outside home jurisdiction (Northwest Territories):
- Ensures all records are up-to-date
- Submits Transfer of Contract to new employer including Supervising Journeyperson Information Form.

Home jurisdiction (Northwest Territories) considers request:
- Registers Transfer of Contract
- Notifies training jurisdiction as required
- Verifies journeyperson credentials
- Notifies apprentice only when credential cannot be verified.

Northwest Territories apprentice moves:
- Begins work in training jurisdiction

Northwest Territories apprentice completes temporary mobility:
- Contacts home jurisdiction upon return.
- Submits logbook for updating.

Home jurisdiction verifies hours:
- If approved, registers hours of work experience outside of Northwest Territories.

Process for Northwest Territories apprentices requesting technical training outside of Northwest Territories:

Northwest Territories apprentice submits request to home jurisdiction (Northwest Territories) to take technical training in another jurisdiction:
- Contacts Northwest Territories apprenticeship unit by email.

Home jurisdiction (Northwest Territories) assesses request:
- Denies/approves request

Training jurisdiction assesses request:
- Denies/approves request and notifies home jurisdiction.
- Advises home jurisdiction of technical training results.

Northwest Territories apprentice approved:
- Pays applicable fees.
- Receives technical training date/location from home jurisdiction.

Northwest Territories apprentice denied:
- Must complete technical training in home jurisdiction.
Process for Northwest Territories apprentices requesting examinations outside of Northwest Territories:

Northwest Territories apprentice submits request to home jurisdiction (Northwest Territories) to write exam in another jurisdiction:
- Apprentice contacts Northwest Territories apprenticeship unit by email

Home jurisdiction (Northwest Territories) assesses request:
- Denies/approves request.
- If approved, supplies exam to the other jurisdiction

Northwest Territories apprentice approved:
- Receives exam date/location from home jurisdiction.

Northwest Territories apprentice denied:
- Must complete exam in home jurisdiction.

Training jurisdiction:
- Denies/approves request and notifies home jurisdiction.
- Once exam complete, returns exam to home jurisdiction for marking.
Appendix 13: Yukon

Yukon: Contact Info

Advanced Education
Department of Education
Government of Yukon
Box 2703
Whitehorse, YT  Y1A 2C6
Fax: 867-667-8555
Website: http://www.education.gov.yk.ca/trades_apprentice.html
Telephone: 1-867-456-3867 or toll-free 1-800-661-0408, ext. 3867
Yukon: Permanent Apprentice Mobility Requirements

Key Requirements for apprentices **permanently transferring** to Yukon:

**Permanent Transfer**

The Apprentice:
- Completes Yukon Application for Apprenticeship Form to register as a Yukon apprentice.
- Pays registration fee.

Process for apprentices **permanently transferring** to Yukon:

<table>
<thead>
<tr>
<th>Apprentice plans to move to Yukon:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ensures records are up-to-date</td>
</tr>
<tr>
<td>Completes Yukon Application for Apprenticeship Form</td>
</tr>
<tr>
<td>Pays registration fee</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Yukon registers Agreement:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Verifies records and training hours</td>
</tr>
<tr>
<td>Identifies training gaps</td>
</tr>
<tr>
<td>May contact apprentice / employer to discuss gaps</td>
</tr>
<tr>
<td>May require apprentice to pass a level exam if training differs</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Apprentice / Employer receives from Yukon:</th>
</tr>
</thead>
<tbody>
<tr>
<td>New record book</td>
</tr>
<tr>
<td>New identification card</td>
</tr>
<tr>
<td>Training schedule including identified conditions</td>
</tr>
</tbody>
</table>
Yukon: Temporary Apprentice Mobility Requirements

Key Requirements for Yukon apprentices *temporarily working outside* Yukon:

| **Work Experience** | The Apprentice:  
|                    | • Completes Transfer of Apprenticeship to Outside Employer Form.  
|                    | • Submits copy of Canada Revenue Agency forms to confirm proof of Yukon residency. |

| **Off-the-Job or Technical Training Exams** | The apprentice:  
|                                               | • Completes Apprenticeship Enrollment Form for In-School Training. |

Key Requirements for Non- Yukon apprentices *temporarily working in* Yukon:

| **Work Experience** | • None. |
| **Off-the-Job or Technical Training Exams** | • None. |
| **Exams** | • None. |
Process for Yukon apprentices **temporarily working outside** Yukon in **all trades:**

- **Yukon apprentice plans to work outside home jurisdiction (Yukon) for non-Yukon employer:**
  - Ensures all records are up-to-date
  - Submits Transfer of Apprenticeship to Outside Employer Form

- **Yukon apprentice moves:**
  - Begins work in outside jurisdiction

- **Yukon apprentice completes temporary mobility:**
  - Contacts home jurisdiction upon return.

- **Home jurisdiction (Yukon) considers request:**
  - Registers apprentice’s request
  - If approved, notifies employer and apprentice

- **Home jurisdiction verifies hours:**
  - If approved, applies credit

**Process for Yukon apprentices requesting technical training outside of** Yukon:

- **Yukon apprentice submits request to home jurisdiction (Yukon) to take technical training in training jurisdiction:**
  - Submits Apprenticeship Enrollment Form for In-School Training

- **Yukon apprentice approved**
  - Pays applicable fees
  - Receives technical training date/location from training jurisdiction.

  ![APPROVED]

- **Yukon apprentice denied:**
  - Must complete technical training in home jurisdiction.

- **Home jurisdiction (Yukon) assesses request:**
  - Denies/approves request

- **Training jurisdiction assesses request:**
  - Denies/approves request and notifies home jurisdiction.
  - Advises home jurisdiction of technical training results.
Process for Yukon apprentices requesting examinations outside of Yukon:

Yukon apprentice submits request to home jurisdiction (Yukon) to write exam in training jurisdiction:
- Submits written request

Home jurisdiction (Yukon) assesses request:
- Denies/approves request.
- If approved, supplies exam to training jurisdiction

Yukon apprentice approved:
- Receives exam date/location from training jurisdiction.

Yukon apprentice denied:
- Must complete exam in home jurisdiction.

Training jurisdiction:
- Denies/approves request and notifies home jurisdiction.
- Once exam complete, returns exam to home jurisdiction for marking.