

Hi Richard,

As per our conversation, you will find most info on challenging your trade here:

<http://tradesecrets.alberta.ca/experiencedworkers/>

Qualification Certificates: <http://tradesecrets.alberta.ca/experiencedworkers/qualification-certificate/>

Application – what you should know: <https://tradesecrets.alberta.ca/experiencedworkers/qualification-certificate/qualification-certificate-work-experience-application-what-you-should-know/>

Exam Prep: <https://tradesecrets.alberta.ca/experiencedworkers/qualification-certificate/exam-preparation/>

Can also go to: www.red-seal.ca

Carpentry Trade Profile:

IF THEY WERE A PREVIOUS ALBERTA APPRENTICE – THEY NEED TO CALL US AT 1-800-248-4823 to update their address/phone/email PRIOR TO CREATING THEIR ACCOUNT.

Then they can go to <https://tradesecrets.alberta.ca/>

-Click on the on the orange button (right hand side on a computer; bottom when on phone) – ACCESS ONLINE SERVICES

-Click on ACCESS YOUR MY TRADESECRETS PROFILE

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-Create your SIAMS Account (Tradesecrets account) / LOG IN – this account is extremely important to you and it is the way we communicate with you – so please make sure to keep it up to date and access it frequently.

Should you have any difficulty accessing/creating your account – please call the Helpdesk at 1-780-427-5318 option 2

An email will be sent to you to verify your account, once you click the confirmation link, you will need to log in to verify your account by entering your **AIT IDENTIFIER –**

IF THEY HAVE NEVER BEEN AN APPRENTICE IN ALBERTA, please follow these instructions:

Go to our website, <https://tradesecrets.alberta.ca/> (best to do on a computer or laptop) – and on the home page

-Click on the on the orange button (right hand side on a computer, bottom part on a phone) – ACCESS ONLINE SERVICES

-Click on APPLY FOR AIT PROGRAMS AND SERVICES

-go to Step 2 and click on LEARNER REGISTRY. If you did not go to school in Alberta, you will need to REQUEST ASN ON-LINE (Alberta Student Number)

If you did go to school in Alberta, and do not remember your ASN, you will need to click on the learner registry and LOOKUP ASN –Once you have that, go back to <http://tradesecrets.alberta.ca/mytradesecrets/applying-for-ait-programs-and-services-online/>

-Click on orange button APPLY FOR AIT PROGRAMS AND SERVICES

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APPLICATION INSTRUCTIONS:

Once you have access to your account, you are going to Click on the APPLICATIONS tab and click on the green button to NEW/EDIT an application.

-you will START A NEW APPLICATION

-You will then choose your trade

-You will then choose PROGRAMS FOR EXPERIENCED WORKERS and click on the circle beside QUALIFICATION PROGRAM – WORK EXPERIENCE.

Fill out the ENTIRE application and pay the non- refundable \$450 fee. Once that is done, we will then verify it – and either approve or reject it. IF approved, you will then be scheduled for your Theory Exam.

Should you have any questions, do not hesitate to call us back.

Sandra Snaithl Apprenticeship Administrator

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Advanced Education

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