



Important information for employers

On August 11, 2014, Apprenticeship and Industry Training (AIT) will be introducing online applications & payments through MyTradesecrets.

What are the benefits for employers and apprentices?

For years, AIT clients have filled out paper applications and sent them by mail, fax, or dropped them off in person to the nearest AIT office. MyTradesecrets Applications and Online Payments is the new, convenient way to apply for apprenticeship – and even pay the application fee – online, 24/7, and anywhere the internet is available.

How will MyTradesecrets change the way employers complete the application?

With the employer's approval, an apprentice completes their portion of the application online. Employers or their designated contact will then receive an email reminder to complete the employer portion.

Can an employer still make recommendations and agree to the application?

Yes. Upon reviewing the application, employers can recommend on-the-job training credit for the apprentice and agree to the apprenticeship contract.

What are the payment options?

Payment of fees may be made online either by the apprentice or the employer, using VISA, Mastercard or AMEX via a secure online account that includes a login and password. Payments will also be accepted in any of the 12 AIT offices across the province with VISA, Mastercard, AMEX or debit cards.

For more information, please visit tradesecrets.alberta.ca/employers.