

Apprenticeship Online Application Process

Tradesecrets.alberta.ca

Applicant:

1. Proceed to tradesecrets.alberta.ca

**Proceed to
MyTradesecrets**

2. Click on
3. Click on "**Click here to Apply Now**"
4. Applicant will have to create a SIAMS account. SIAMS: Secure Identity & Access Management Systems. This is used to safeguard your identity
5. If the applicant has not gone to school in Alberta, they will have to acquire a ASN (Alberta Student Number) before the previous step can be completed
6. Once this account is created, you will be routed to sign in. After signing in, click the "**Start Application**" tab
7. Type in the first few letters of your trade and select the appropriate trade
8. When asked which Program or Service you are applying for, select "**Learn On The Job**"
Note: These are also the same steps taken if you are applying any of our services including: exams, programs for experienced workers, or document replacements
9. Fill out required fields and submit
10. Employer will be sent your application via email for confirmation and payment. Your employer also has the option to send this applicant back to you for the payment portion.

Note: if this is the first time an application is being made online with your employer, email verification will have to be done by the employer before the application can be completed. This occurs at approximately 68% of the application.

Employer:

1. After the applicant completes the application, you will be notified by email
2. Verification of the application, agreeing to the terms and condition will be required
3. The applicant may have past work experience they want to claim. It is at your discretion on what you grant them. You must click the "Yes" button on the top left, then the edit button beside the time credit, then grant the appropriate hours from the drop down menu when it appears.
Note: All apprentices must complete a minimum contract (1 year worth of months and hours) regardless of how much work experience they have
4. Confirm and submit as required.
5. A payment will be asked. You may pay for the application at this point for your apprentice. If no payment is received, the application will be sent back to the applicant for payment.

Note: Employers will have to verify the email used for the application only once.

The employer will also have to create a SIAMS account one time only.

All applications have a lifespan of 45 days;

If an application is not completed within this time frame, it will be cancelled.