

Sponsor Recommendation to Challenge Exam

A letter with the following requirements must be forwarded to Alberta Apprenticeship and Industry Training (AIT) before you will be considered eligible to challenge a period exam.

The letter should be printed on your current sponsor's company letterhead and include the following information:

- current date,
- apprentice's legal name,
- apprentice's date of birth,
- apprentice's AIT identification number,
- apprentice's trade name,
- the period of the exam to be challenged (1, 2, 3, or 4), and
- reason for challenging exam instead of attending classroom instruction.

Once approved, a \$150 exam fee will be required prior to scheduling a theory examination.

Additional fees for practical examinations may be required for your trade. Visit the [Trades with Practical Exams and Fees](#) section on Tradesecrets.alberta.ca for more information.

If you are unsuccessful with an exam, your sponsor will be required to submit a new request to challenge exam letter. If approved, you will be required to pay the necessary fee(s) before you will be rescheduled for the exam.

A sample letter is attached for your convenience.

If you do not have a sponsor in the trade, there may be options to challenge an exam. Visit the [Challenge an Exam](#) section under Apprentice Services on Tradesecrets.alberta.ca for more information.

If you have any additional questions, please contact the AIT Information Line at 1-800-248-4823 for more information.

SPONSOR EXAM RECOMMENDATION LETTER

(To be prepared on ***company or business letterhead***, completed and signed by a person with signing authority from your company.)

[Date]

To Whom It May Concern,

[Name of company] recommends that **[legal name of apprentice, date of birth, and ID#]** challenge the **[exam period]** of the **[name of trade]** apprenticeship education program. I am confident **[name of apprentice]** has shown the skills and knowledge to successfully challenge this examination.

[Include reason for challenging exam rather than attending classroom instruction].

I hereby declare that I have the authority to sign this letter on behalf of **[company name]**,

[Signature]

[Name]

[Title]

[Contact information]