

NOTICE OF ACCEPTANCE OF APPRENTICESHIP EDUCATION AGREEMENT

This notice initiates a request for approval of the transfer of an Apprenticeship Education Agreement:

between

APPRENTICE NAME (PRINT)	
AIT ID	
APPRENTICESHIP EDUCATION PROGRAM (TRADE)	

and

SPONSOR LEGAL BUSINESS NAME* (PRINT)	
CONTACT PERSON NAME	
SPONSOR ADDRESS	
PHYSICAL WORK LOCATION ADDRESS**	
SPONSORSHIP START DATE (YYYY/MM/DD)	
CONTACT PERSON EMAIL ADDRESS	
CONTACT PERSON TELEPHONE NUMBER	

*Please refer to the [Sponsor Eligibility Policy](#).

** A physical work location indicates where work is performed at or from for a period of more than 12 months.

Upon signature of this Notice of Acceptance (next page):

Both parties agree to:

- become party to this Apprenticeship Education Agreement,
- comply with the *Skilled Trades and Apprenticeship Education Act* and regulations, and
- fulfill their obligations as outlined on the following page.

SIGNATURE* OF SPONSOR'S AUTHORIZED SIGNING OFFICER	
DATE (YYYY/MM/DD)	

SIGNATURE* OF APPRENTICE	
DATE (YYYY/MM/DD)	

*Handwritten signatures, digitized images of handwritten signatures, or electronic signatures created by a secure digital signature application (such as Adobe Acrobat Sign or DocuSign) are accepted.

Obligations

The apprentice agrees to:

- meet all the requirements for their apprenticeship education program (agreed to upon registration as an apprentice and found in the Documents tab of the apprentice’s MyTradesecrets account);
- complete their apprenticeship education program without large gaps or delays;
- review their progress with their sponsor when they complete each period of their apprenticeship education program;
- update records through their MyTradesecrets account; and
- produce their apprenticeship identification card if anyone requests proof that they are registered in their program.

The sponsor agrees to:

- ensure the apprentice receives the required on-the-job instruction;
- ensure the apprentice is placed (has an appropriate job) and is paid the correct wage;
- keep a record of the employment of the apprentice, including employer information;
- encourage and enable the apprentice to attend their required classroom instruction;
- ensure that the appropriate competency assessments are completed;
- ensure records of the apprentice’s successful completion of the requirements are submitted at the end of each period; and
- ensure that a mentor:
 - is available and able to mentor the apprentice;
 - provides the apprentice with the information, knowledge, guidance, and opportunities necessary for the apprentice to develop their skill sets and competencies;
 - provides the apprentice an appropriate learning environment; and
 - provides the apprentice feedback and assesses competency.

To submit, upload this form to the apprentice’s MyTradesecrets account through the Documents tab.

Upon approval of this notice by the Registrar under the *Skilled Trades and Apprenticeship Education Act*:

- an Apprenticeship Education Agreement is created between the sponsor and apprentice,
- the sponsor will display on the apprentice’s MyTradesecrets account, and
- the apprentice may begin receiving on-the-job instruction and performing restricted activities (if applicable).

Your personal information is being collected by Advanced Education under the authority of s.33(c) of the Freedom of Information and Protection of Privacy Act (“FOIP”) for the purpose of managing your apprenticeship sponsorship. Your personal information is managed in accordance with FOIP. If you have any questions about the collection of your personal information, contact the Apprenticeship Administrator, Apprentice Delivery Services, by mail to Apprenticeship and Industry Training, Suite 430, Feltham Centre, 11763 - 106 Street NW, Edmonton, AB T5G 2R1 or by calling the Apprenticeship and Industry Training Information Line at 1-800-248-4823.