



PROVINCIAL-TERRITORIAL APPRENTICE MOBILITY TRANSFER GUIDE

Revised 2025

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About this Transfer Guide

The Provincial-Territorial Apprentice Mobility Transfer Guide details apprentice and pre-apprentice mobility requirements and process information for each province and territory. The Transfer Guide was developed to support jurisdictions, apprentices, pre-apprentices and employers.

Jurisdictional staff are also available to support apprentices, pre-apprentices and employers in interpreting the information included in this Guide. See Appendix B for contact information.

The Transfer Guide is intended to support:

Audience	Uses
<i>Jurisdictional Operational Staff</i>	<ul style="list-style-type: none">• Offer advice to apprentices and employers;• Understand requirements for their jurisdiction and others regarding apprentice mobility; and• Promote mutual recognition of apprenticeship training and facilitate apprentice mobility.
<i>Apprentices, Pre- Apprentices and Employers</i>	<p>Outline the requirements and steps necessary for:</p> <ul style="list-style-type: none">• Apprentices to work/train temporarily outside their home jurisdiction or to permanently transfer to another jurisdiction; and• Pre-apprentices to permanently transfer to another jurisdiction following successful completion of their pre-apprenticeship training.

Part 1: Introduction

1.1 Background

Premiers through the Council of the Federation recognized the need to address apprentice mobility barriers and on July 16, 2015, signed the Provincial-Territorial Apprentice Mobility Protocol. Based on Premiers' direction, Ministers responsible for apprenticeship signed a [Provincial-Territorial Mobility Agreement](#), which includes a comprehensive list of jurisdictional commitments to facilitate apprentice mobility and enable individuals who have successfully completed pre-apprenticeship training in one jurisdiction to receive recognition for that training if they register in another jurisdiction. These documents together create the foundation that facilitates apprentice mobility anywhere in Canada. While this Transfer Guide provides specific information, the [Provincial-Territorial Apprentice Mobility Guidelines](#) support policy development and intended audiences include jurisdictional policy staff, interested stakeholders and the general public.

1.2 Purpose of the Transfer Guide

The Provincial-Territorial Apprentice Mobility Transfer Guide details information about apprentice mobility requirements unique to each jurisdiction, including temporary mobility processes associated with working, undertaking off-the-job or technical training, or writing an exam outside the apprentice's home jurisdiction¹. In addition, the Transfer Guide outlines the steps necessary to facilitate an apprentice's permanent transfer to a new province or territory without interruption to their training continuum. Lastly, the Transfer Guide details the requirements for individuals who have successfully completed pre-apprenticeship training in one jurisdiction and register as an apprentice in another jurisdiction².

1.3 How to use the Transfer Guide

The Provincial-Territorial Apprentice Mobility Transfer Guide provides detailed information for apprentices wishing to work temporarily or move permanently between provinces and territories or when a pre-apprentice seeks to register as an apprentice in a province or territory other than the one in which they completed their pre-apprenticeship training. Common steps to support mobility are outlined, followed by tables and charts which specify each province and territory's requirements.

¹ Given Québec's specificity regarding its education system, the technical training referred to in these guidelines does not correspond to Québec's technical training (Technical Diploma of College Studies). Off-the-job training is the term that fits the definition of the recognition given by Québec under the terms of the Agreement.

² The concept of pre-apprenticeship does not exist in Québec, but Québec recognizes off-the-job training, work experience and associated examination results as part of the agreement

1.4 Provincial-Territorial Requirements for Apprentice Mobility

Specific Requirements for Apprentices in each jurisdiction are outlined in the Appendices:

1. [British Columbia](#)
2. [Alberta](#)
3. [Saskatchewan](#)
4. [Manitoba](#)
5. [Ontario](#)
6. [Quebec](#)
7. [New Brunswick](#)
8. [Nova Scotia](#)
9. [Prince Edward Island](#)
10. [Newfoundland & Labrador](#)
11. [Nunavut](#)
12. [Northwest Territories](#)
13. [Yukon](#)

Part 2: Pre-Apprentice Mobility

2.1 Definition of Pre-Apprentice Mobility

Pre-apprentice mobility means that an individual who successfully completed work experience, off-the-job, or technical training (including vocational training) and related exams in one jurisdiction may receive recognition and/or accreditation, to the extent practicable, for their training when entering into an apprenticeship in another jurisdiction.

2.2 General Jurisdictional Requirements

The following are general requirements when a pre-apprentice seeks to register as an apprentice in a province or territory other than the one in which they successfully completed their pre-apprenticeship training.

In **all** jurisdictions:

A pre-apprentice should contact the jurisdiction they wish to register in as an apprentice or check jurisdictional websites to:

- ensure they satisfy the conditions for entry into the jurisdiction where they wish to begin their apprenticeship program; and
- determine if grant or subsidies are available upon registering as an apprentice.

In **some** jurisdictions:

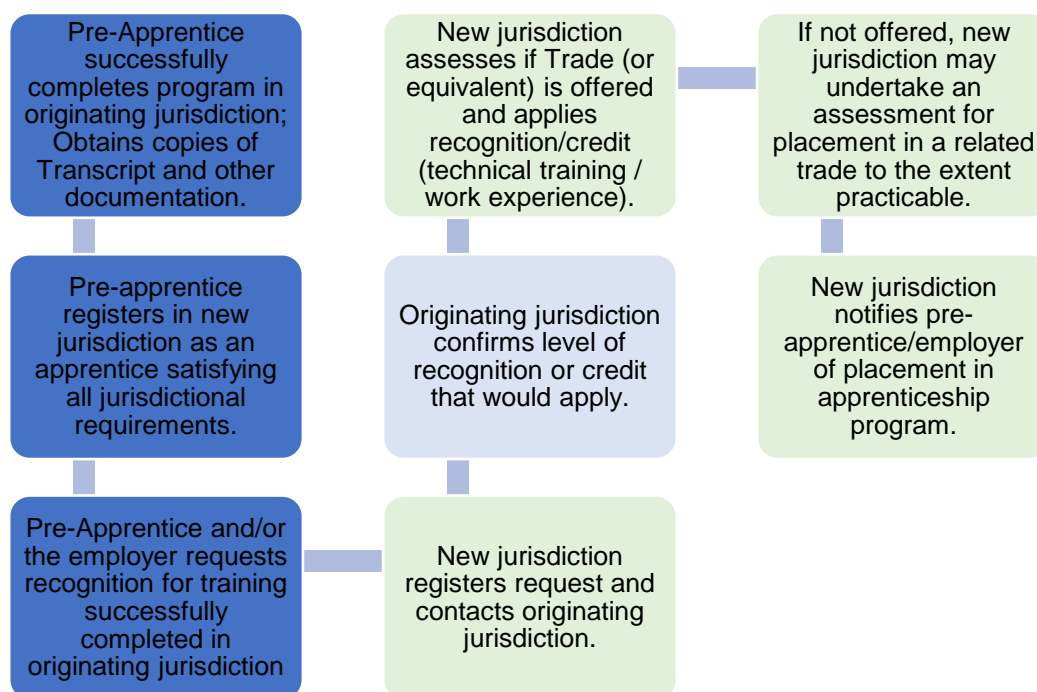
- To ensure their training remains valid, a pre-apprentice must register as an apprentice within a specific time period (see section 2.4) after successfully completing their pre-apprenticeship training.

2.3 Pre-Apprentice Registers in new jurisdiction as an apprentice

Below are general steps that apply in most jurisdictions.

- 1 Pre-apprentice successfully completes pre-apprenticeship training in originating jurisdiction.
- 2 Pre-apprentice contacts the new jurisdiction they wish to register in as an apprentice to ensure they satisfy the conditions for entry into the program. They also provide their transcript and other supporting documentation.
- 3 The employer or the pre-apprentice requests recognition for pre-apprenticeship training successfully completed in originating jurisdiction.
- 4 The new jurisdiction confirms level of recognition or credit the pre-apprentice's originating jurisdiction would apply.
- 5 If trade is offered, places the pre-apprentice in the level as recommended by the originating jurisdiction, to the extent practicable.
- 6 If the trade is not offered, undertakes an assessment to determine placement in a related trade, to the extent practicable.

General Steps for Pre-Apprentices Registering in new jurisdiction:



For specific requirements contact the jurisdiction the pre-apprentice wishes to register as an apprentice. See Appendix B for jurisdictional contact information.

2.4 Pre-Apprentice Training Period of Validity

Some jurisdictions specify a time period (see table below) where a pre-apprentice's training remains valid. After the expiration period, the pre-apprentice may not receive automatic recognition for the pre-apprenticeship training they participated in. This ensures the pre-apprenticeship training remains current and valid. The table below identifies the provinces and territories where expiration applies and periods of validity.

Jurisdiction	Period of Validity	Other Considerations
<i>Manitoba</i>	Two Years	After the period expires, the applicable exam(s) may be challenged.
<i>Saskatchewan</i>	Three Years	After the period expires, the applicable exam(s) may be challenged.
<i>Nova Scotia</i>	Two Years	Within two to five years of completion, the pre-apprentice must demonstrate proof of related employment. Within five to ten years the pre-apprentice must write and pass a challenge exam.
<i>New Brunswick</i>	Six Years	After six years, provisions for prior learning assessment may apply.

2.5 Pre-Apprentice Key Requirements (all jurisdictions)

The Pre-Apprentice:

- Should contact the jurisdiction they wish to register in as an apprentice and/or check jurisdictional websites for conditions of entry and to find out more information.
- Must satisfy the conditions for entry into an apprenticeship program.
- Registers in new jurisdiction as an apprentice including providing all transcripts and other supporting documents.
- Ensures pre-apprenticeship training is valid prior to registration (refer to the table on page 5).

Part 3: Temporary Apprentice Mobility

3.1 Definition of Temporary Apprentice Mobility

Temporary apprentice mobility means that an apprentice remains registered in their home jurisdiction while working, undertaking off-the-job or technical training, or writing an exam in another province or territory.

3.2 General Requirements

The following are general requirements when an apprentice is training temporarily outside their home jurisdiction. For specific requirements, refer to the apprentice's home jurisdiction in the appendices.

In **all** jurisdictions:

- An apprentice may only apply for grants and subsidies available within the apprentice's home jurisdiction.
- The jurisdiction that the apprentice is registered in is where the journeyperson certificate / certificate of qualification and Red Seal endorsement (if applicable) will be issued.

In **most** jurisdictions:

- An apprentice is required to be registered in the jurisdiction they are a resident of. See the Glossary of Terms (Appendix A) for the definition of resident.
- If an apprentice works temporarily outside their home jurisdiction, they must notify their home jurisdiction to ensure they meet requirements so they may receive recognition for training undertaken.
- When an apprentice is working temporarily outside their home jurisdiction and changes employers, they must notify their home jurisdiction.
- An apprentice may receive recognition for work experience in a trade that is not offered in the jurisdiction the apprentice is temporarily working in, if the apprentice has contacted their home jurisdiction to ensure requirements are met.

3.3 Temporarily working, taking off-the-job or technical training and writing exams in another jurisdiction

The following are general steps that apply in most jurisdictions for apprentices to work temporarily outside of their home jurisdiction, undertake off-the-job or technical training, or write an exam.

For specific requirements, refer to the jurisdiction (in the appendices) where the apprentice is registered and check the jurisdiction that the apprentice is planning to train temporarily in.

Work Experience

- Once an apprentice has found work in another jurisdiction, they must determine the requirements of their home jurisdiction.
- In some training jurisdictions, an out-of-jurisdiction apprentice is required to register in that jurisdiction.

- Where applicable, the apprentice, and in some cases the employer, submit their new contract or agreement to the apprentice's home jurisdiction. The home jurisdiction may also notify the training jurisdiction that an out-of-jurisdiction apprentice is working in their jurisdiction.
- The training jurisdiction verifies, when needed, that the employer is qualified to supervise the apprentice.
- The home jurisdiction provides recognition for hours worked.

Off the job or Technical Training

- An apprentice must submit a request to their home jurisdiction to take off-the-job or technical training in a training jurisdiction.
- In most cases, the apprentice will be required to pay tuition and related resource costs (e.g., books).
- The home jurisdiction reviews the request and, if approved by both the home and training jurisdictions, makes arrangements with the training jurisdiction for the apprentice to take the training.
- In most cases, the training jurisdiction notifies the apprentice of the date(s), time(s) and location where the off-the-job or technical training will occur.
- Once the off-the-job or technical training is complete, in most cases the home jurisdiction receives the results through the training jurisdiction/institution and provides a copy to the apprentice for their record.

Exams

- The apprentice must submit a request to their home jurisdiction to write the exam in a training jurisdiction.
- The home jurisdiction reviews the request and, if approved, arranges with the training jurisdiction for the apprentice to write the exam.
- The training jurisdiction notifies the apprentice of the date(s), time(s) and location where the exam will be written.
- In most cases, once the exam is complete, the training jurisdiction sends the exam back to the home jurisdiction for marking, unless an agreement exists between jurisdictions to do otherwise.
- The home jurisdiction notifies the apprentice and updates the training record as required.

•An apprentice makes an application and is approved to write an exam in a training jurisdiction. While the training jurisdiction may supervise the apprentice while he/she takes the exam, in the majority of cases the apprentice will write an exam from their home jurisdiction

Part 4: Permanent Apprentice Mobility

4.1 Definition of Permanent Apprentice Mobility

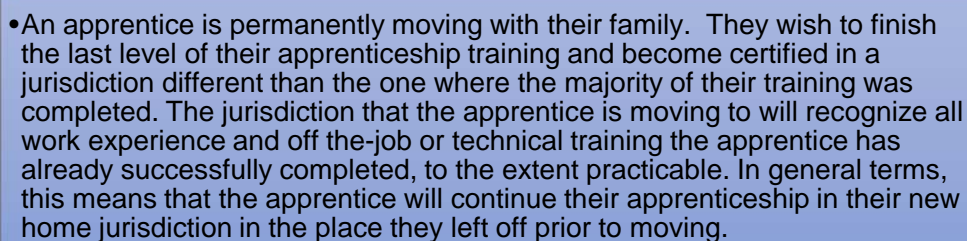
Permanent apprentice mobility means that an apprentice or pre-apprentice makes a permanent move and becomes a resident in another jurisdiction. If the apprentice is already a registered apprentice, they transfer their apprenticeship to the new jurisdiction in which they want to reside.

4.2 General Jurisdictional Requirements

The following are general requirements when an apprentice is permanently transferring to another province or territory. For specific requirements, refer to both the jurisdiction the apprentice is planning to transfer to and from.

In **all** jurisdictions:

- An apprentice is required to ensure all training records are up-to-date with the jurisdiction they are transferring from.
- An apprentice that is training in a trade that is not offered in the jurisdiction the apprentice is planning to transfer to, is unable to transfer their training. However, the apprentice's training or a portion of it, may be transferred to another trade in the new jurisdiction, if the new jurisdiction considers the training to apply to a different trade.



- An apprentice is permanently moving with their family. They wish to finish the last level of their apprenticeship training and become certified in a jurisdiction different than the one where the majority of their training was completed. The jurisdiction that the apprentice is moving to will recognize all work experience and off the-job or technical training the apprentice has already successfully completed, to the extent practicable. In general terms, this means that the apprentice will continue their apprenticeship in their new home jurisdiction in the place they left off prior to moving.

4.3 Steps to transferring an apprenticeship to another jurisdiction

Below are general steps that apply in most jurisdictions for apprentices wanting to permanently transfer to a different jurisdiction.

For specific requirements refer to both the jurisdiction where the apprentice is transferring to and from.

- 1 Once an apprentice has found an employer, they must ensure all their apprenticeship records are up to date.
- 2 The apprentice then makes a submission to the jurisdiction to which they want to transfer. Included in this submission are all the apprentice's records and any necessary forms.
- 3 The apprentice pays the necessary registration fees (if applicable).
- 4 The jurisdiction to which the apprentice wants to transfer may check with the jurisdiction the apprentice is moving from, to verify the apprentice's records are accurate.

- 5 The apprentice may undergo a placement assessment to identify training gaps that may need to be addressed. Training gaps can result from, for example, differences in provincial or territorial laws or regulations, such as building codes.
- 6 The apprentice and the employer then enter into a new contract or agreement in the new jurisdiction.

Appendix 1: British Columbia

British Columbia: Contact Info

SkilledTradesBC

800 – 8100 Granville Avenue

Richmond, BC V6Y 3T6

Website: <https://skilledtradesbc.ca/apply-apprenticeship/apprentice-mobility>

Telephone: 1-866-660-6011

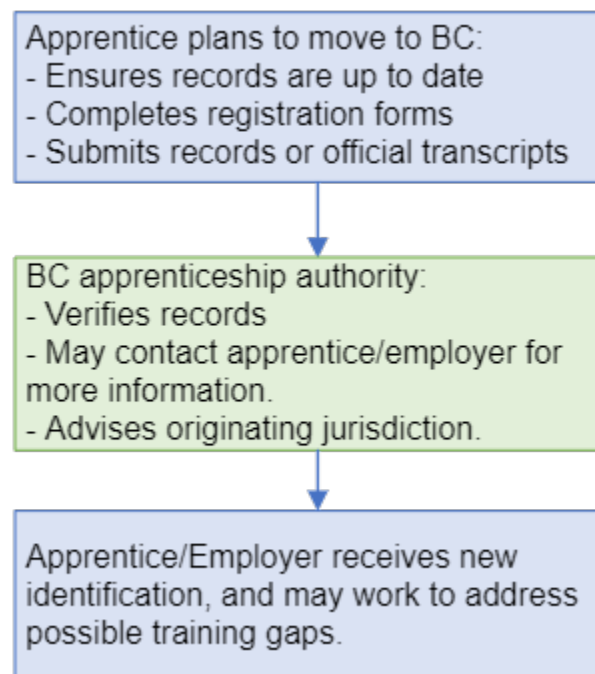
Email: customerservice@skilledtradesbc.ca

British Columbia: Permanent Apprentice Mobility Requirements

Key Requirements for apprentices **permanently transferring** to British Columbia:

<i>Permanent Transfer</i>	<p>The apprentice completes and submits an Apprentice and Sponsor Application form which includes:</p> <ul style="list-style-type: none">• technical training and on-the-job training hours completed to date;• official transcripts from the apprentice's originating jurisdiction.
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Process for apprentices **permanently transferring** to British Columbia:

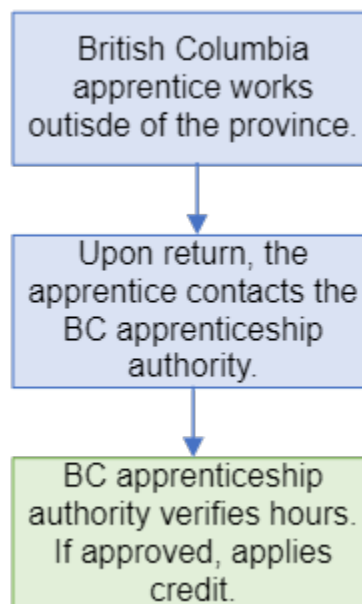


British Columbia: Temporary Apprentice Mobility Requirements

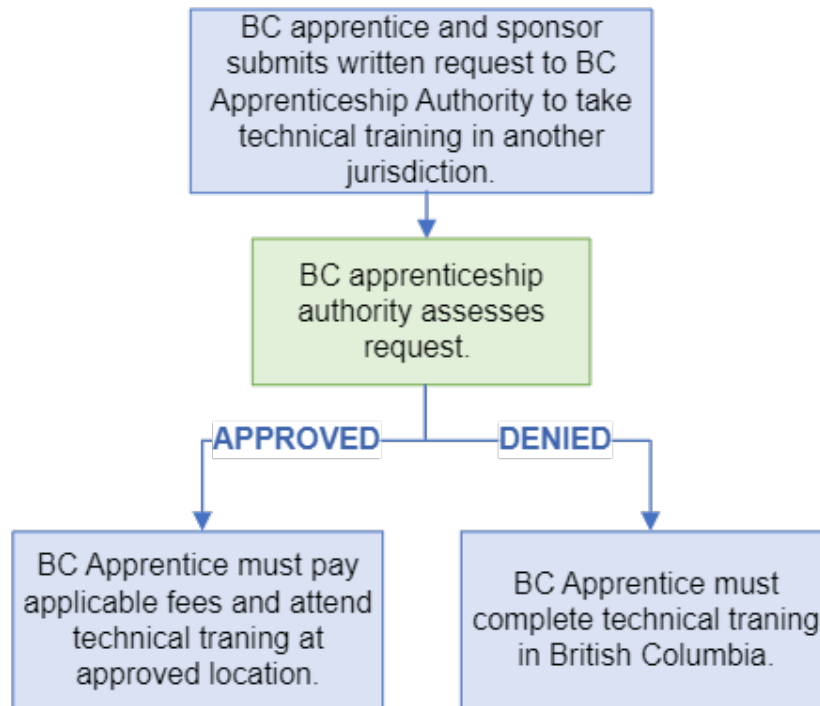
Key Requirements for British Columbia apprentices **temporarily working outside** British Columbia:

<i>Work Experience</i>	Sponsor required to sign and submit a work-based training hours report on behalf of the apprentice
<i>Off-the-Job or Technical Training</i>	The apprentice: <ul style="list-style-type: none">• Submits a written request to British Columbia to take technical training out of province. Written request needs to be signed by both sponsor and apprentice.• Contacts jurisdiction where temporary technical training will occur to obtain training (dates & locations).
<i>Exams</i>	The apprentice: <ul style="list-style-type: none">• Submits a written request to British Columbia to write an exam out of province

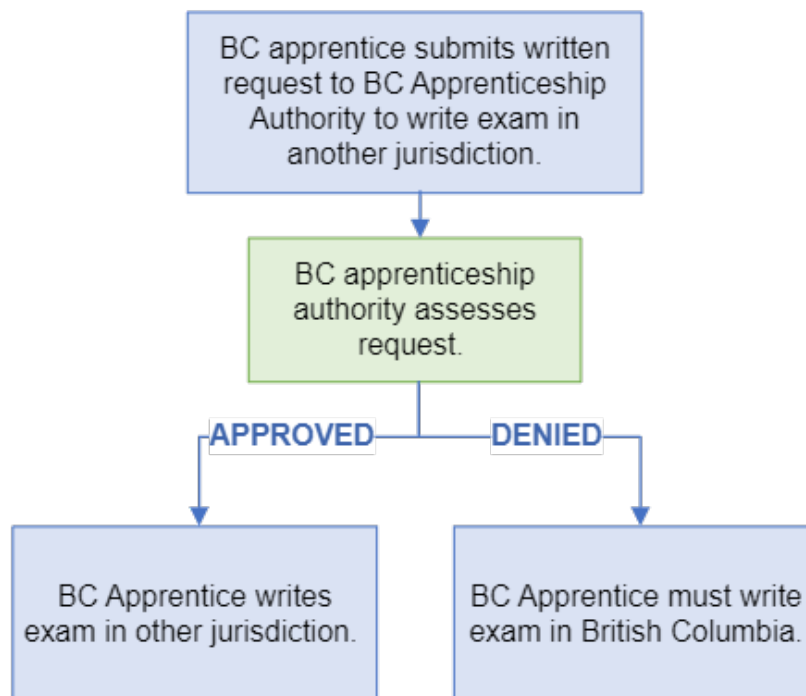
Process for British Columbia apprentices **temporarily working out of province**:



Process for British Columbia apprentices **requesting technical training outside** British Columbia:



Process for British Columbia apprentices **requesting exams outside** British Columbia:



Appendix 2: Alberta

Alberta: Contact Info

Apprenticeship and Industry Training

Skilled Trades and Professions

19th floor Commerce Place

10155-102 Street

Edmonton, AB T5J 4L5

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

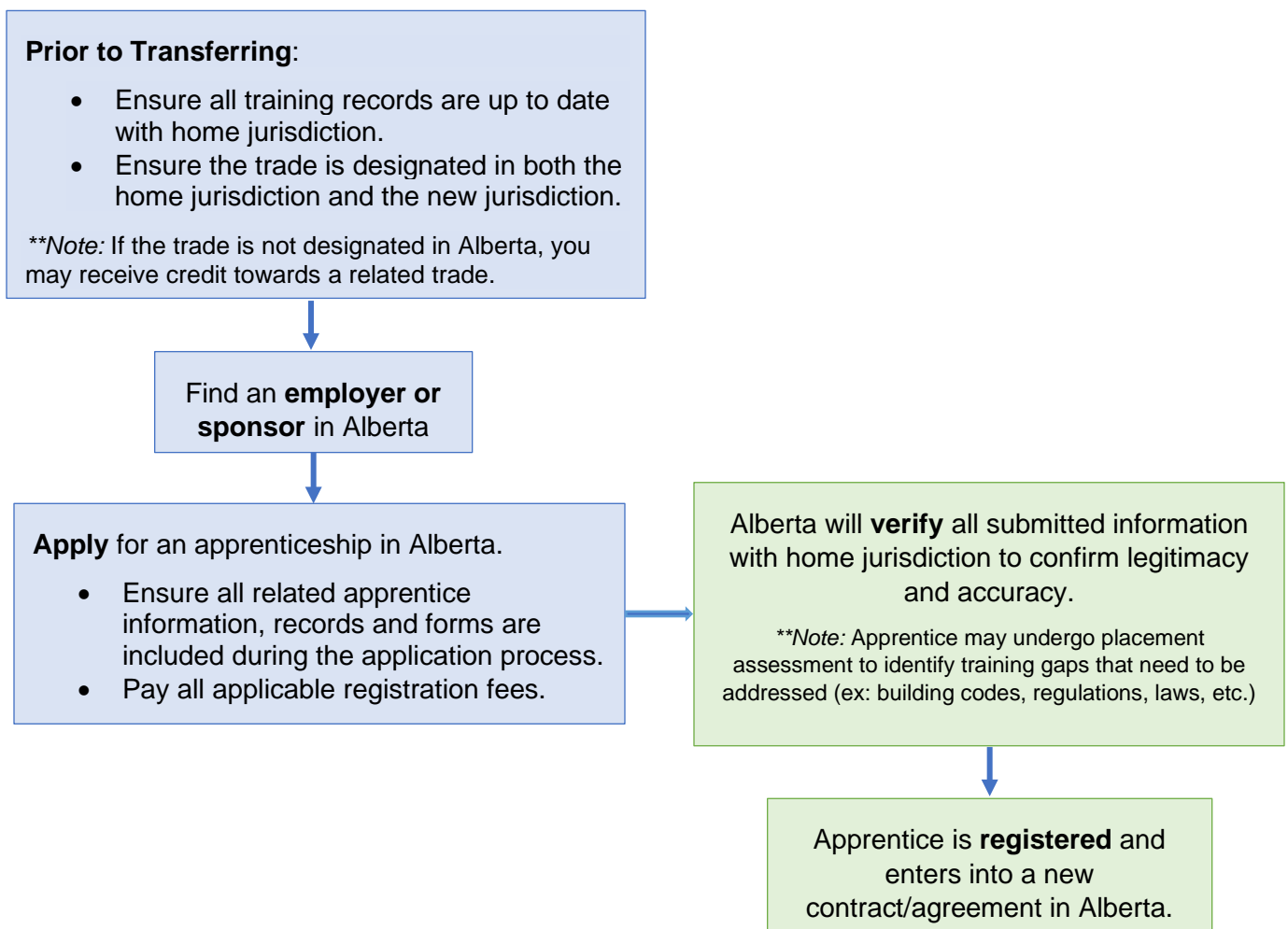
Email: <https://tradesecrets.alberta.ca/contact-us/?QUERY=6>

Alberta: Permanent Apprentice Mobility Requirements

Key Requirements for apprentices **permanently transferring** to Alberta:

<i>Permanent Transfer</i>	<p>The apprentice submits records which include:</p> <ul style="list-style-type: none">• technical training and on-the-job training hours completed to date.• official transcripts from the apprentice's originating jurisdiction.• copy of their apprenticeship ID number/card.
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Process for apprentices **permanently transferring** to Alberta:

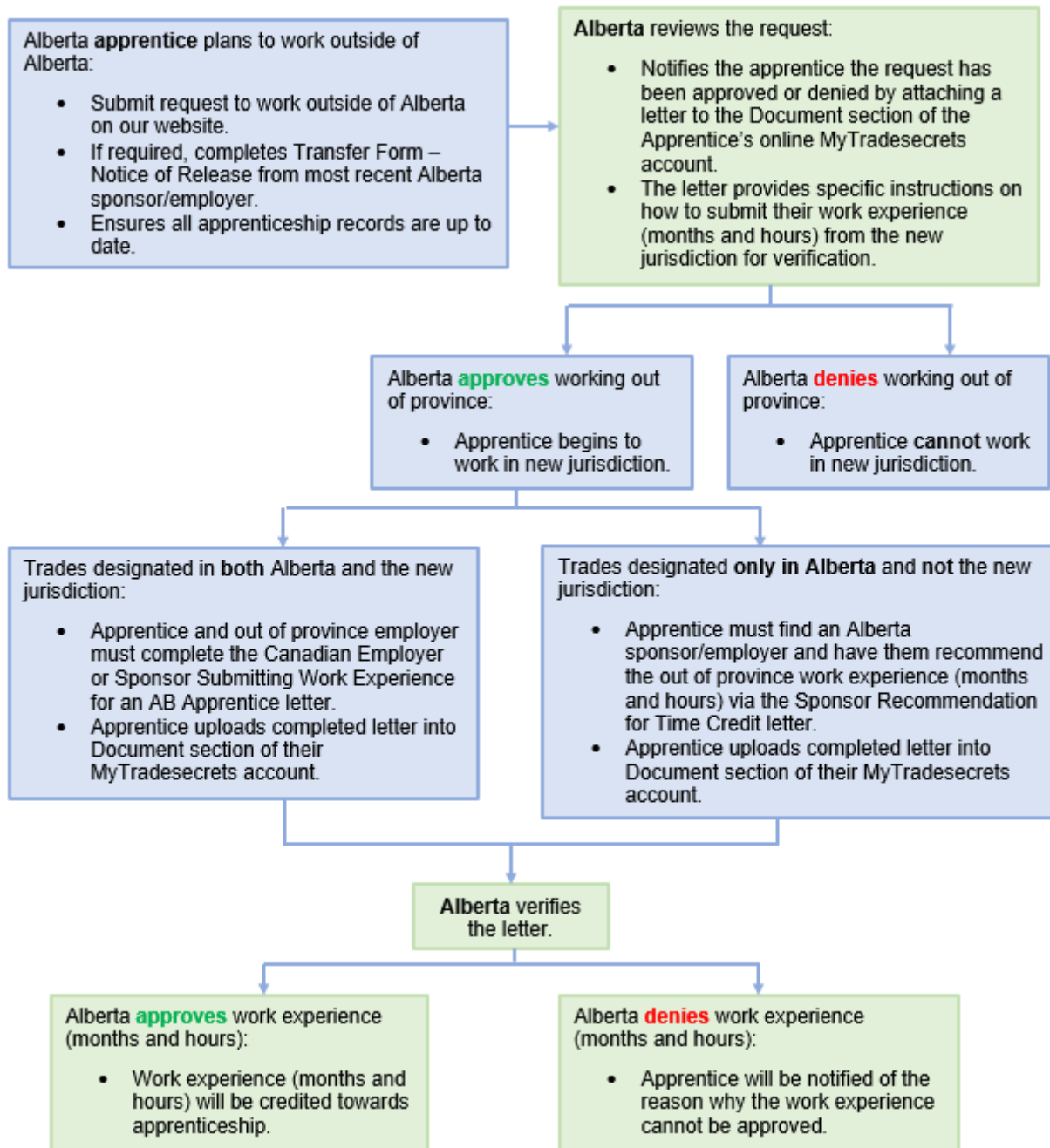


Alberta: Temporary Apprentice Mobility Requirements

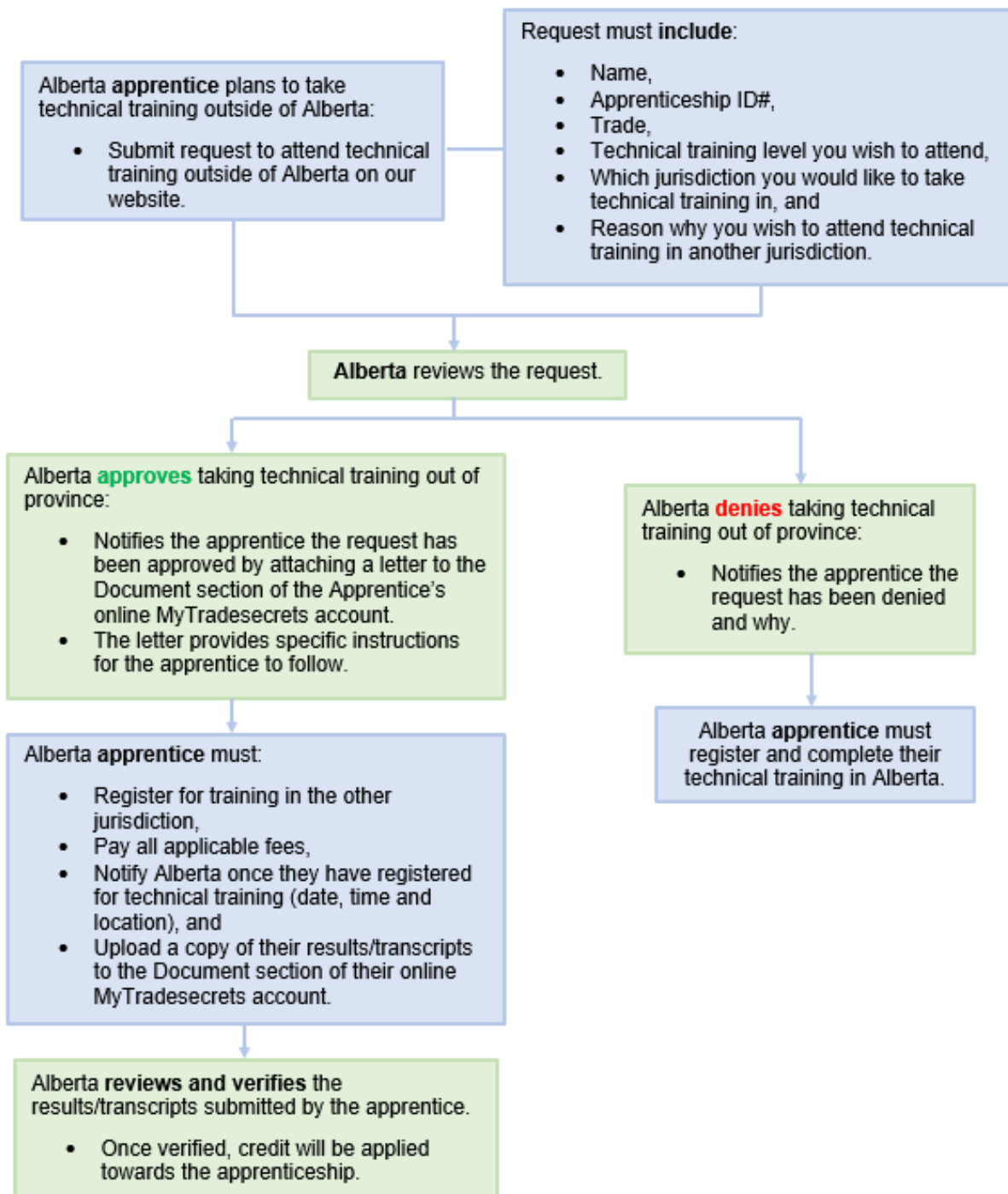
Key Requirements for Alberta apprentices **temporarily working outside** Alberta:

<i>Work Experience</i>	<p>The apprentice:</p> <ul style="list-style-type: none"> • Contacts Alberta Apprenticeship and Industry Training (AIT) (https://tradesecrets.alberta.ca/contact-us/?QUERY=6) to receive permission to work temporarily outside Alberta. • Changes employers while working temporarily outside Alberta, contacts Alberta AIT again to receive approval on new request. <ul style="list-style-type: none"> ○ If required, submits Transfer Form – Notice of Release from Alberta employer/sponsor. (https://tradesecrets.alberta.ca/SOURCES/PDFS/forms/notice_of_release.pdf). ○ If required, submits Canadian Employer or Sponsor Submitting Work Experience for an AB Apprentice letter (https://tradesecrets.alberta.ca/SOURCES/PDFS/Forms/Can_Employer_Work%20Experience_AB_Apprentice.pdf). ○ If required, submits Sponsor Recommendation for Time Credit letter (https://tradesecrets.alberta.ca/SOURCES/PDFS/forms/Sponsor_Recommendation_Time_Credit.pdf). • Contacts Alberta AIT once temporary work concludes and upon returning to Alberta.
<i>Off-the-Job or Technical Training</i>	<p>The apprentice:</p> <ul style="list-style-type: none"> • Contacts Alberta AIT to request permission to take technical training out of province. • If approved, contacts the jurisdiction where temporary technical training will occur to obtain training (e.g. dates and locations).
<i>Exams</i>	<p>The apprentice contacts Alberta AIT to request permission to write their Red Seal exam out of province.</p>

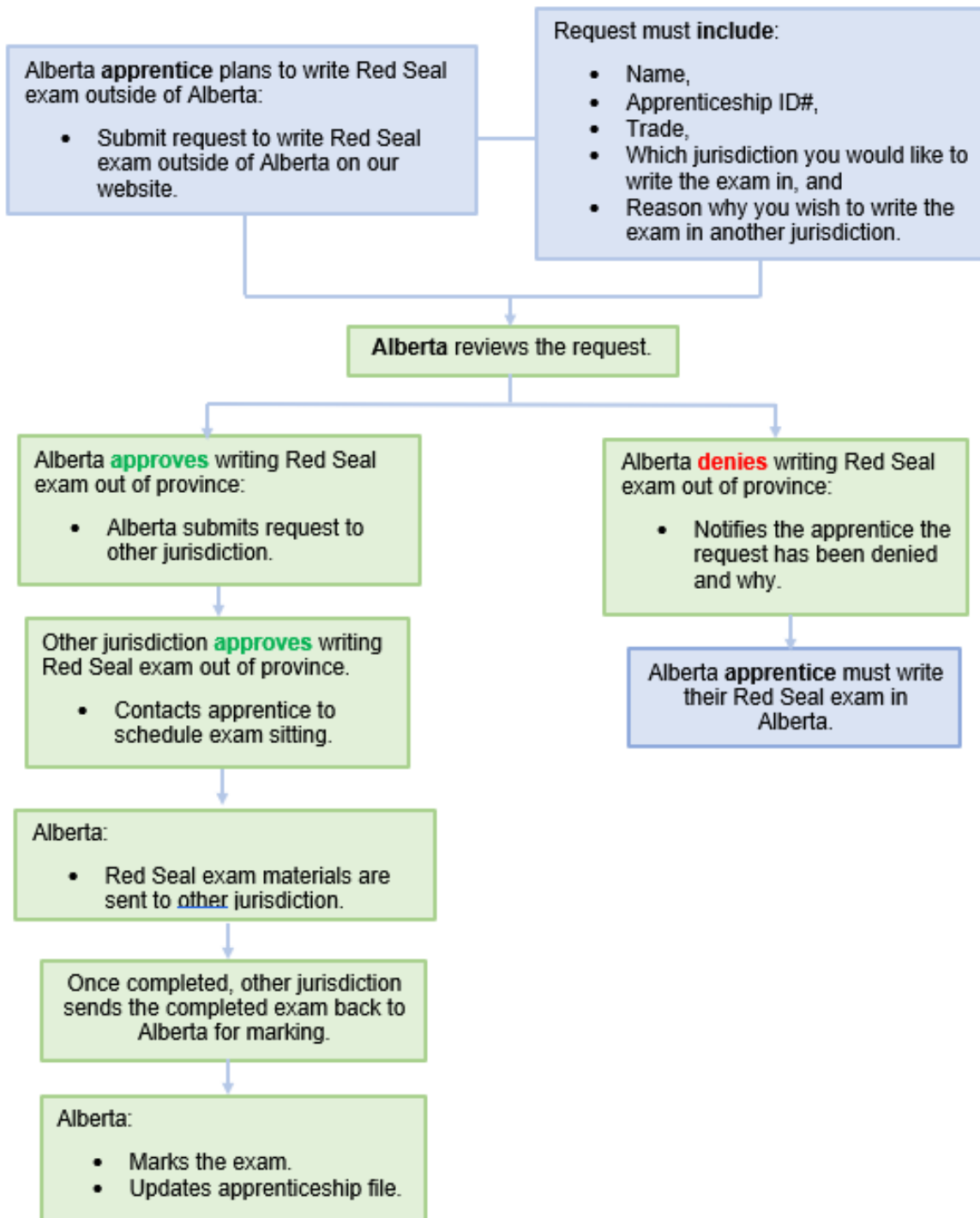
Process for Alberta apprentices **temporarily working outside** Alberta:



Process for Alberta apprentices **requesting technical training outside** Alberta:



Process for Alberta apprentices **requesting to write their Red Seal examination outside** Alberta:



Key Requirements for **non-Alberta apprentices temporarily working** In Alberta:

<i>Work Experience</i>	<ul style="list-style-type: none"> • In most jurisdictions, the apprentice is required to contact their home jurisdiction prior to commencing work in Alberta to ensure their work experience is eligible for recognition. • Alberta permits registered apprentices from another province or territory to work in a voluntary (non-restricted activities) or compulsory (restricted activities) trade in Alberta based on their valid registration as an apprentice in another province or territory. • Must work within Alberta's maximum ratio of apprentices to journeypersons.
<i>Off-the-Job or Technical Training</i>	<p>The apprentice:</p> <ul style="list-style-type: none"> • Submits a request to home jurisdiction to take technical training in Alberta. • If approved, Alberta will provide instructions to the home jurisdiction on how apprentice can apply for technical training in Alberta.
<i>Exams</i>	<p>The apprentice submits a request to home jurisdiction to write an exam in Alberta.</p>

Appendix 3: Saskatchewan

Saskatchewan: Contact Info

Saskatchewan Apprenticeship and Trade Certification Commission

2140 Hamilton Street

Regina SK S4P 2E3

Fax: 306-787-5105

Telephone: 1-877-363-0536

Website: <http://www.saskapprenticeship.ca/>

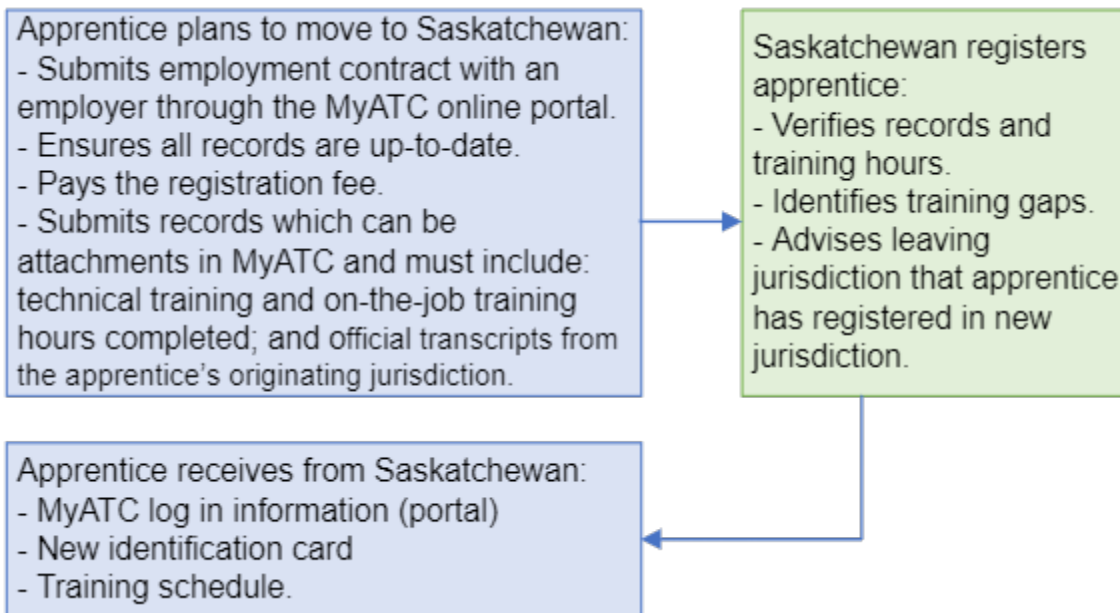
Email: atcassessment@gov.sk.ca

Saskatchewan: Permanent Apprentice Mobility Requirements

Key Requirements for apprentices **permanently transferring** to Saskatchewan:

<i>Permanent Transfer</i>	<p>The apprentice:</p> <ul style="list-style-type: none">• Submits employment contract with an employer through the MyATC online portal. May need to set up a Saskatchewan Account first. This can be found at: https://services.saskatchewan.ca/#/login• Ensures all records are up-to-date.• Pays the registration fee.• Submits records which can be attachments in MyATC and must include:<ul style="list-style-type: none">○ technical training and on-the-job training hours completed;○ Official transcripts from the apprentice's originating jurisdiction.
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Process for apprentices **permanently transferring** to Saskatchewan:



Saskatchewan: Temporary Apprentice Mobility Requirements

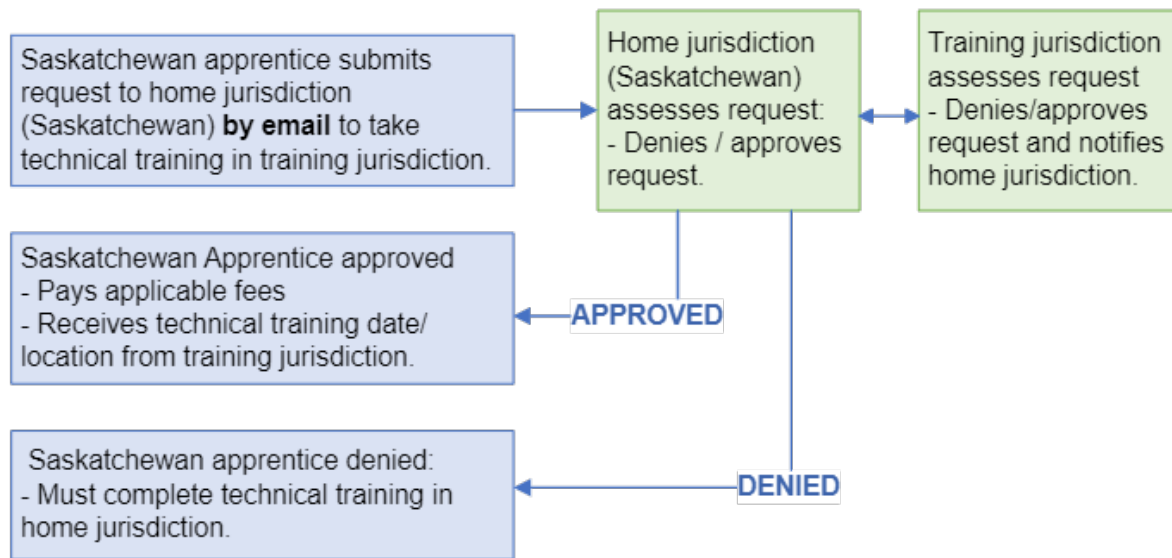
Key Requirements for Saskatchewan apprentices **temporarily working outside** Saskatchewan:

<i>Work Experience</i>	<p>Saskatchewan does not require registered Saskatchewan apprentices to get pre-approval from Saskatchewan apprenticeship to work outside of Saskatchewan.</p> <p>The apprentice:</p> <ul style="list-style-type: none"> • Contacts the apprenticeship authority in the jurisdiction they plan to work in, to confirm they are following those jurisdictions regulations and procedures. • Submits hours through MyATC when working for an employer outside of Saskatchewan. • Ensures all records are up to date on their MyATC account. • Contacts Saskatchewan Apprenticeship if there are any questions.
<i>Off-the-Job or Technical Training</i>	<p>The apprentice:</p> <ul style="list-style-type: none"> • Submits an email request to the Trades Assessment Department, Saskatchewan to take technical training in another training jurisdiction. • Upon approval, contacts the jurisdiction where temporary technical training will occur to obtain training information (e.g. dates and locations).
<i>Exams</i>	<p>The apprentice:</p> <ul style="list-style-type: none"> • Submits an email request to the Director of Program Development, Saskatchewan to write exam in another training jurisdiction.

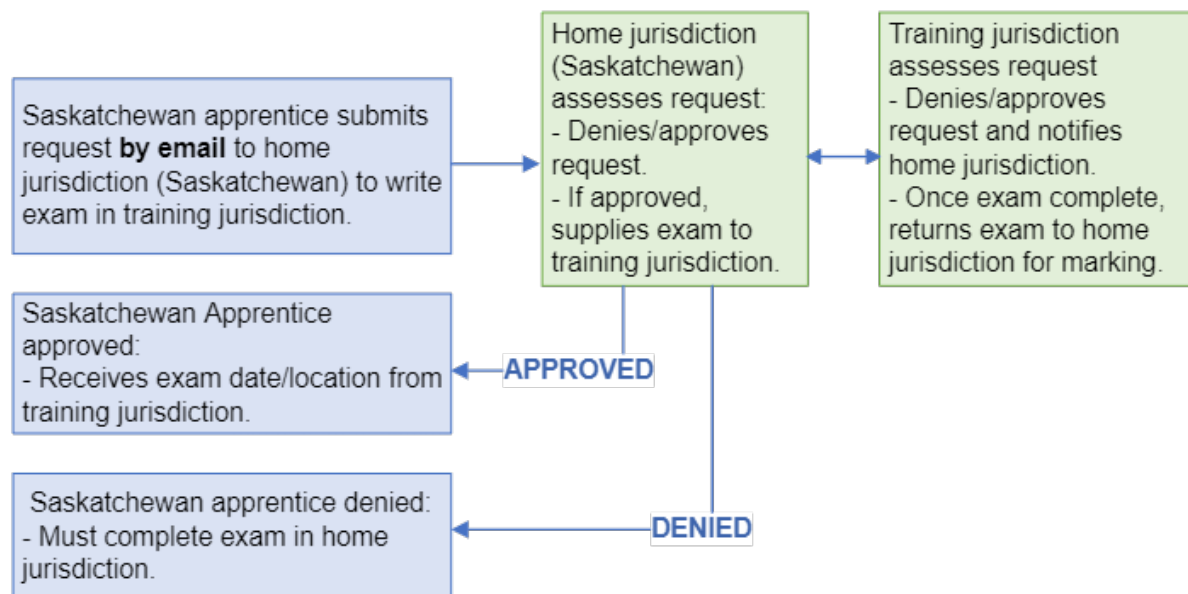
Key Requirements for non-Saskatchewan apprentices **temporarily working In Saskatchewan**:

<i>Work Experience</i>	For apprentices in compulsory trades, must keep documentation (apprentice card) from home jurisdiction on person for presentation for inspection at job site to validate they are current apprentice from another jurisdiction.
<i>Off-the-Job or Technical Training</i>	None
<i>Exams</i>	None

Process for Saskatchewan apprentices **requesting technical training outside** Saskatchewan:



Process for Saskatchewan apprentices **requesting examinations outside** Saskatchewan:



Appendix 4: Manitoba

Manitoba: Contact Info

Apprenticeship Manitoba (AM)

100 – 111 Lombard Avenue

Winnipeg MB R3B 0T4

Fax: 204-948-2539

Telephone: 1-866-332-5077

Website: <https://www.gov.mb.ca/aesi/apprenticeship/>

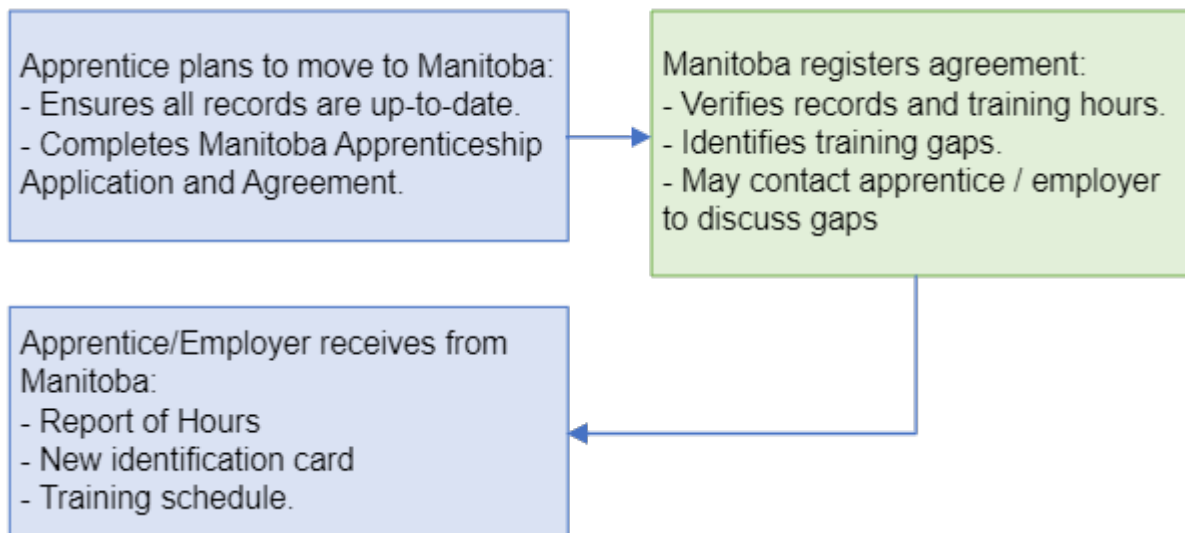
Email: apprenticeship@gov.mb.ca

Manitoba: Permanent Apprentice Mobility Requirements

Key Requirements for apprentices **permanently transferring to Manitoba:**

<i>Permanent Transfer</i>	<p>The apprentice:</p> <ul style="list-style-type: none">• When hired by a trade employer, submits the Apprenticeship Application and Agreement to Apprenticeship Manitoba (AM).<ul style="list-style-type: none">○ Application to include records from the originating jurisdiction's Apprenticeship authority, for review.
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Process for apprentices **permanently transferring to Manitoba:**



Manitoba: Temporary Apprentice Mobility Requirements

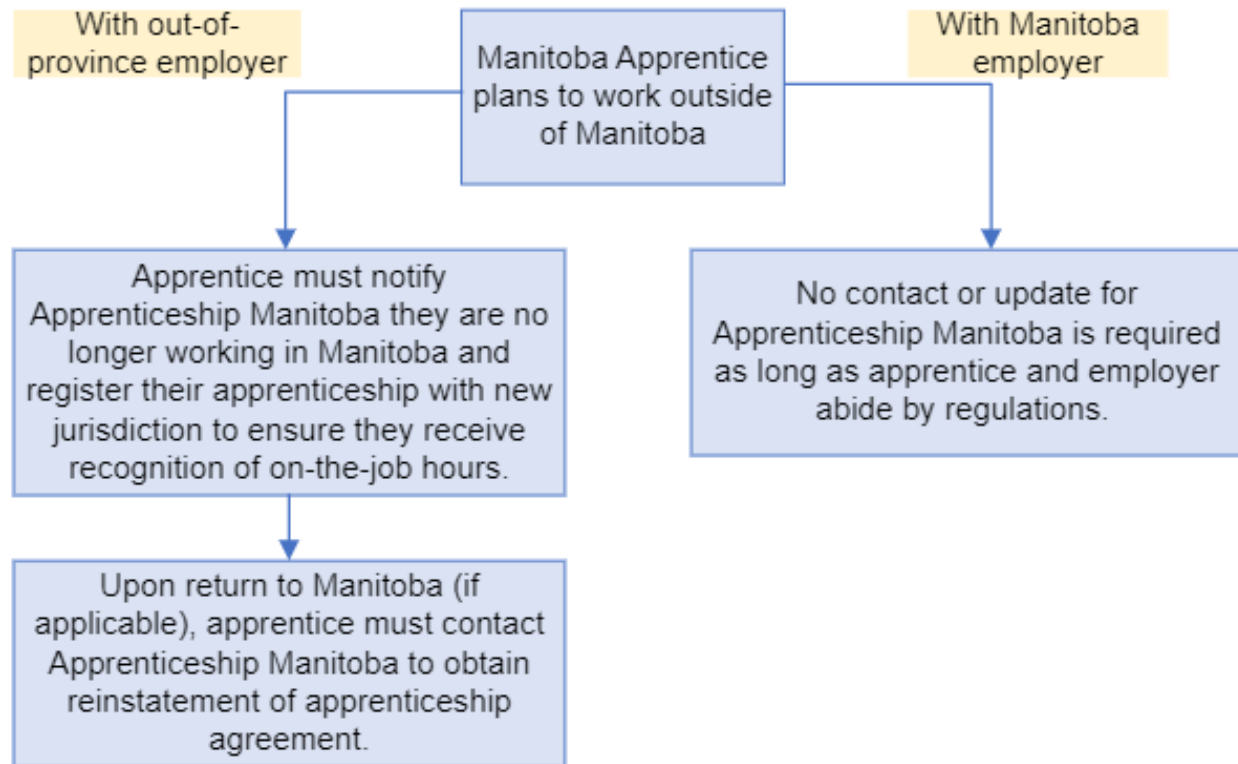
Key Requirements for Manitoba apprentices **temporarily working outside Manitoba:**

<i>Work Experience</i>	<ul style="list-style-type: none"> • If the apprentice and MB employer maintain regulated trade requirements while working out of province, employer can update apprentice on-the-job hours per usual process. • Apprentices who obtain temporary employment with an out of province employer will have their Manitoba file closed and will need to register an agreement with that jurisdiction. Upon returning to MB as an apprentice, AM may reopen and validate the out of province time worked, upon receiving the required documentation.
<i>Off-the-Job or Technical Training</i>	<p>The apprentice:</p> <ul style="list-style-type: none"> • Submits email with rationale to AM requesting to take technical training out of province. • If approved, AM will connect with the requested jurisdiction to provide client details and discuss options via email. With that jurisdictions approval, AM will provide next steps with apprentice and confirm results be submitted to AM directly by that jurisdiction.
<i>Exams</i>	<p>The apprentice:</p> <ul style="list-style-type: none"> • Submits an email request and rationale to AM to write an exam in another training jurisdiction. • If approved, AM will connect with the requested jurisdiction to provide client details and discuss options via email. With that jurisdictions approval, AM will provide next steps with apprentice and confirm results be submitted to AM directly by the jurisdiction.

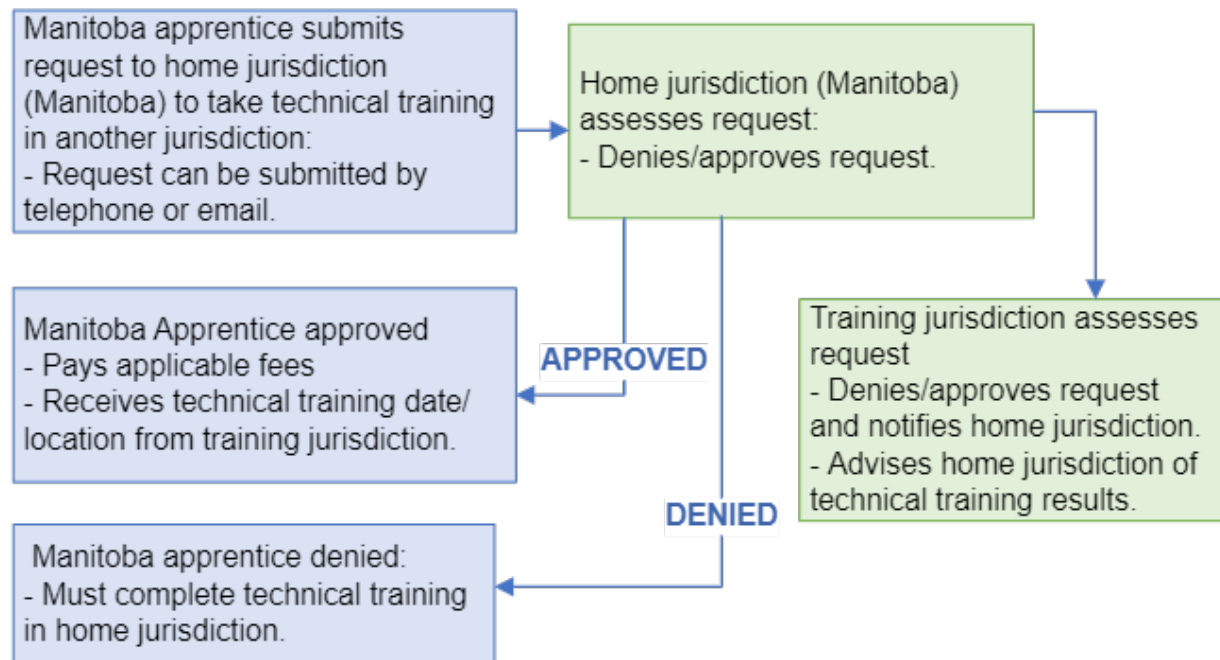
Key Requirements for non-Manitoba apprentices **temporarily working in Manitoba:**

<i>Work Experience</i>	<p>The apprentice:</p> <ul style="list-style-type: none"> • If working in a compulsory trade, must register in Manitoba.
<i>Off-the-Job or Technical Training</i>	<p>The apprentice:</p> <ul style="list-style-type: none"> • Submits a request to home jurisdiction to request out of province training in Manitoba. The home jurisdiction must contact Manitoba with official request and rationale via email. <p>* Aircraft Maintenance Journeyperson in only designated in Manitoba but provides training for all jurisdictions.</p>
<i>Exams</i>	<p>The apprentice:</p> <p>Submits a request to home jurisdiction to request out of province training in Manitoba. The home jurisdiction must contact Manitoba with official request and rational via email.</p>

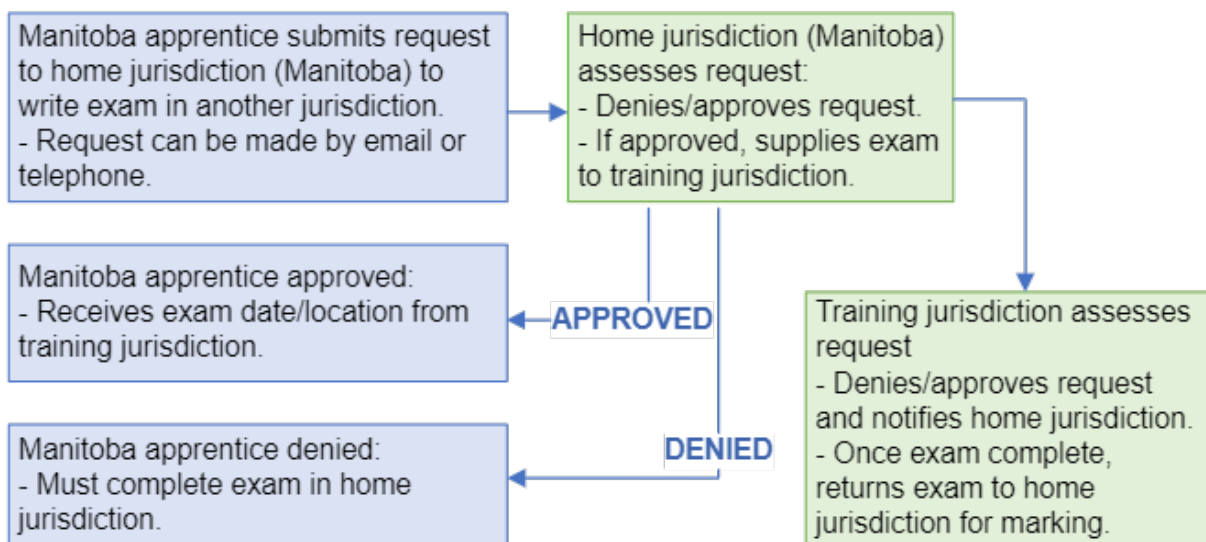
Process for Manitoba apprentices **temporarily working outside Manitoba:**



Process for Manitoba apprentices **requesting technical training outside** Manitoba:



Process for Manitoba apprentices **requesting examinations outside** Manitoba:



Appendix 5: Ontario

Ontario: Contact Info

Skilled Trades Ontario

PO Box 2354 RPO SQ1 Shoppers,
Mississauga, ON L5B 3C8

Telephone: 647-847-3000

Fax: 1-866-398-0368

Email: apprenticeship@skilledtradesontario.ca

Website: www.skilledtradesontario.ca

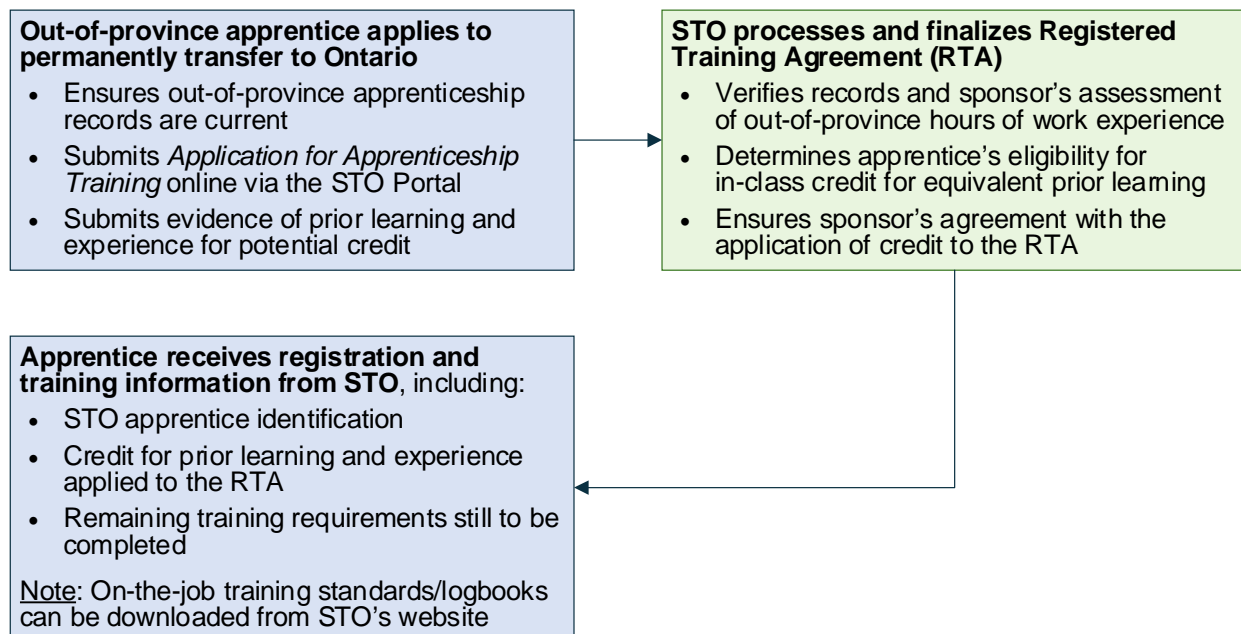
Apply Online: www.skilledtradesontario.ca/skilled-trades-ontario-portal/

Ontario: Permanent Apprentice Mobility Requirements

Key Requirements for apprentices **permanently transferring to Ontario**:

<i>Permanent Transfer</i>	<p>Out-of-province apprentices permanently transferring to Ontario must:</p> <ul style="list-style-type: none">• Submit <i>Application for Apprenticeship Training</i> form to Skilled Trades Ontario (STO) online through the STO Portal <p><u>Note</u>: if you are unable to apply online, contact STO for instructions to apply by email or mail (see contact info above)</p> <ul style="list-style-type: none">• Work with Ontario sponsor to register training agreement with STO, including:<ul style="list-style-type: none">- meeting the eligibility requirements for the apprentice and sponsor- submitting evidence of any prior learning or experience for potential credit- finalizing the Registered Training Agreement (RTA)
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Process for apprentices **permanently transferring to Ontario***:

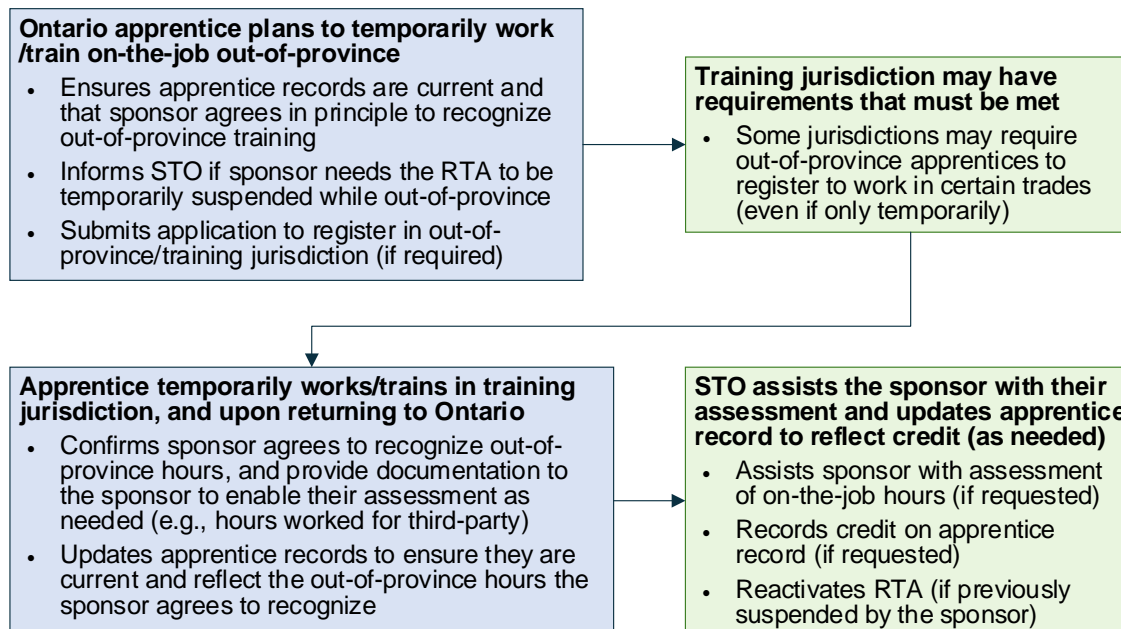


Ontario: Temporary Apprentice Mobility Requirements

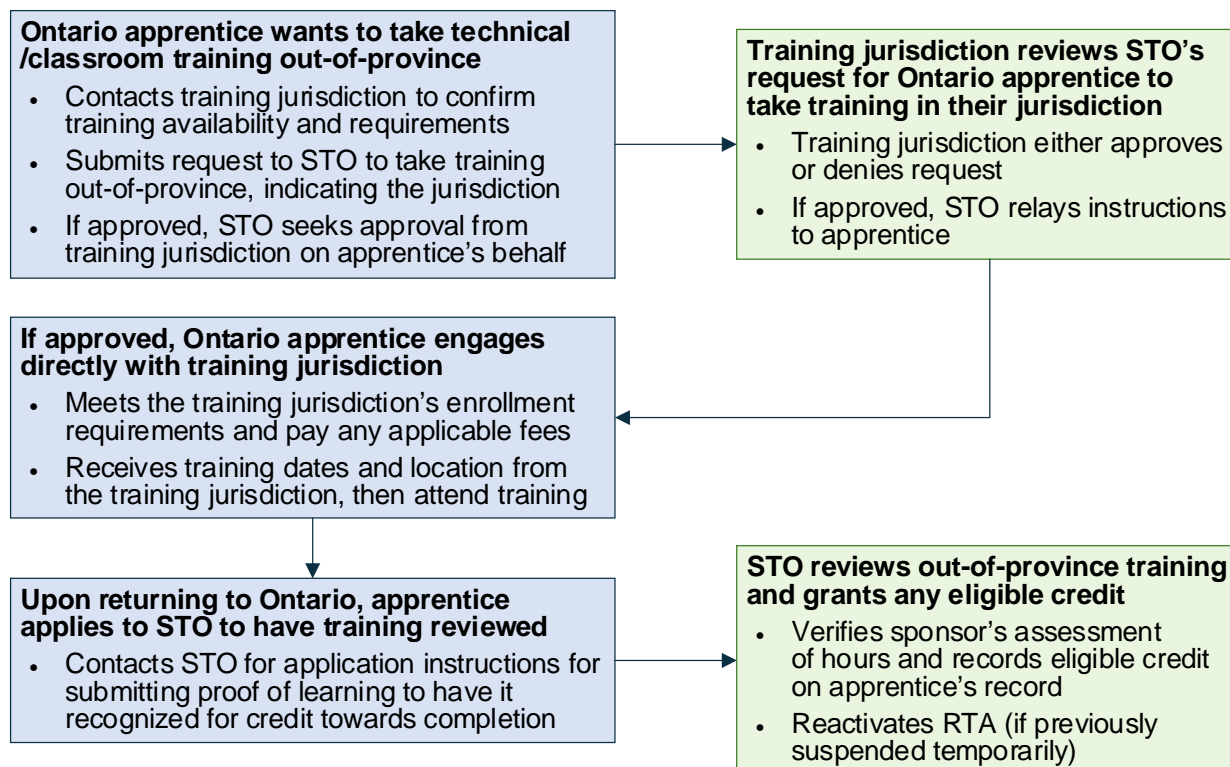
Key Requirements for Ontario apprentices **temporarily working outside** Ontario:

<i>Work Experience</i>	<p>Ontario apprentices temporarily working outside Ontario must:</p> <ul style="list-style-type: none">• Confirm sponsor agrees to the apprentice working temporarily out-of-province, and in principle, to recognize their out-of-province training upon their return to Ontario• Meet training jurisdiction's requirements (including registration if they require it)• Notify Skilled Trades Ontario (STO) if sponsor requires the Registered Training Agreement (RTA) to be suspended while the apprentice is out-of-province• Upon returning to Ontario, have sponsor assess out-of-province hours, then contact STO for application instructions to request the hours credit to be applied
<i>Off-the-Job or Technical Training</i>	<p>Ontario apprentices participating in technical training outside Ontario must:</p> <ul style="list-style-type: none">• Submit a request to Skilled Trades Ontario (STO) to take in-class training out-of-province. STO will seek approval from jurisdiction, and if approved, relay instructions• Complete training jurisdiction's enrollment and fee requirements (if applicable)• Upon returning to Ontario, contact STO to submit proof of technical training so eligibility for in-class credit can be determined
<i>Exams</i>	<p>Completed Ontario apprentices requesting to take an Ontario exam outside Ontario must:</p> <ul style="list-style-type: none">• Contact Skilled Trades Ontario (STO) for approval to attempt an exam out-of-province• Pay the exam fee and confirm contact information through the STO Portal or by phone• Attend examination attempt at date/time and location provided by the jurisdiction

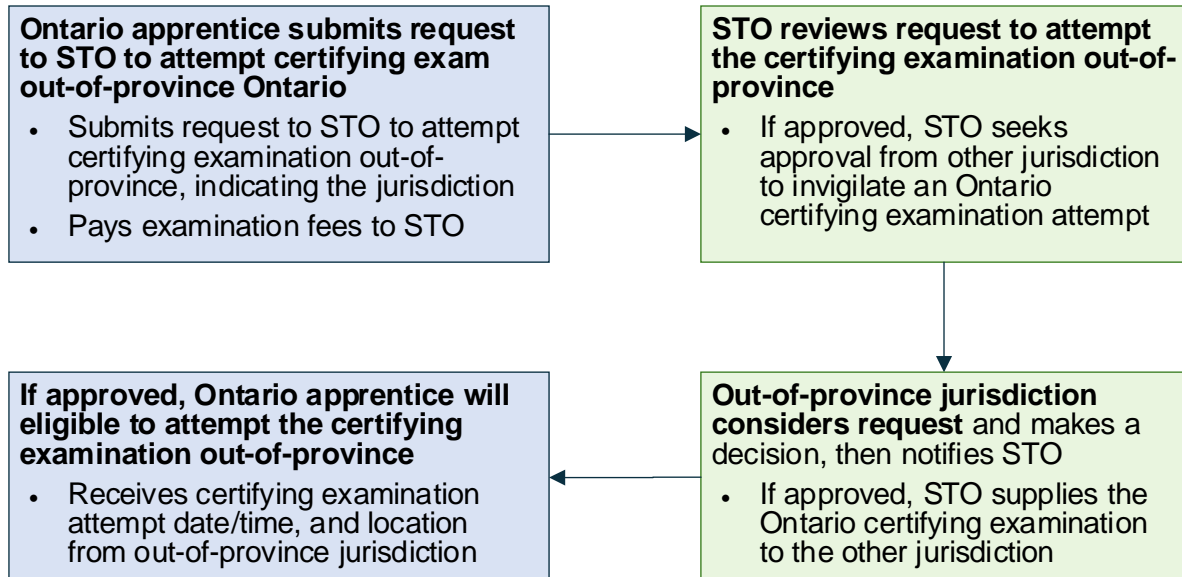
Process for Ontario apprentices **temporarily working outside** Ontario:



Process for Ontario apprentices **requesting technical training outside** Ontario:



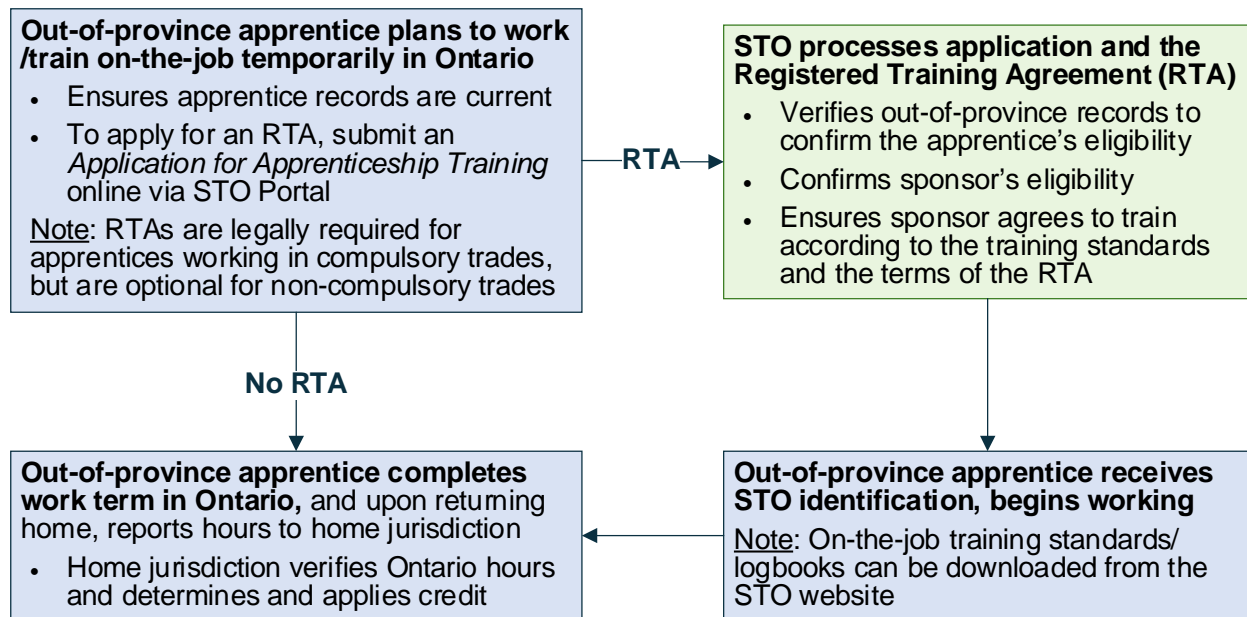
Process for Ontario apprentices **requesting examinations outside** Ontario:



Key Requirements for non-Ontario apprentices **temporarily working in Ontario**:

<p><i>Work Experience</i></p>	<p>Out-of-province apprentices temporarily working in Ontario in compulsory trades must:</p> <ul style="list-style-type: none"> • Submit an online <i>Application for Apprenticeship Training</i> to Skilled Trades Ontario (STO) through the STO Portal • Work with Ontario sponsor and STO to sign a Registered Training Agreement (RTA) <p><u>Note</u>: Out-of-province apprentices temporarily working in non-compulsory trades do <u>not</u> need an RTA to work and train in Ontario. Quebec apprentices registered in seven (7) compulsory trades also are not required to register in Ontario if only to working temporarily</p>
<p><i>Off-the-Job or Technical Training</i></p>	<p>Out-of-province apprentices attending technical training in Ontario must:</p> <ul style="list-style-type: none"> • Contact home jurisdiction for approval to attend technical training in Ontario, then either: <ul style="list-style-type: none"> - Indicate their in-class training preferences online through the STO Portal when applying for Skilled Trades Ontario (STO) Registered Training Agreement (RTA), or - Follow home jurisdiction's instructions to enroll in training in Ontario if there is no need or intent to register with STO and hold an RTA while temporarily in Ontario <p><u>Note</u>: an RTA is not required for out-of-province apprentices only taking classroom training but is required to receive government-funded (i.e., tuition-free) training. Any out-of-province apprentice without an RTA must enroll directly with institution and pay tuition</p>
<p><i>Exams</i></p>	<p>Completed out-of-province apprentices requesting to take an exam in Ontario must:</p> <ul style="list-style-type: none"> • Make a request with their home jurisdiction to attempt an exam in Ontario and • Pay any applicable examination fees to their home jurisdiction • Wait to be contacted by Skilled Trades Ontario (STO) with exam attempt instructions once home jurisdiction approves request to attempt a certifying exam in Ontario

Process for non-Ontario apprentices **temporarily working in Ontario***:



Appendix 6: Québec

Québec: Contact Info

Ministère de l'Emploi et Solidarité sociale (MESS)

Direction de la qualification professionnelle (DQP)

800, rue du Square Victoria, 28e étage

Montréal (Québec) H4Z 1B7

Telephone: 514-873-0800

E-mail: dqp.qo@mtess.gouv.qc.ca

Commission de la Construction de Québec (CCQ)

Direction de la gestion de la main-d'œuvre

reconnaissance@ccq.org

Québec: Permanent Mobility Requirements for Commission de la Construction du Québec (CCQ)

Key Requirements for apprentices permanently **transferring to Québec construction industry**:

<i>Permanent Transfer</i>	<ul style="list-style-type: none">• The measures giving access to the Québec construction industry are defined by regulations, and include holding a diploma, recognition of experience, and according to the state of the labour pools.• To practice a trade that is regulated by the Québec construction industry, three minimum conditions must be met :<ul style="list-style-type: none">○ be aged 16 years or over○ Successful completion of the course "Santé et sécurité sur les chantiers de construction";○ hold a competency certificate from the Commission de la construction du Québec (CCQ).• Before arriving in Québec, the apprentice must contact the CCQ's Customer Services for further information or to begin the process of obtaining a competency certificate.• The apprentice must make sure he/she has all the documents needed concerning his/her work experience and training so that his/her application for a competency certificate can be assessed.
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Quebec: Temporary Apprentice Mobility Requirements for Commission de la Construction du Québec (CCQ)

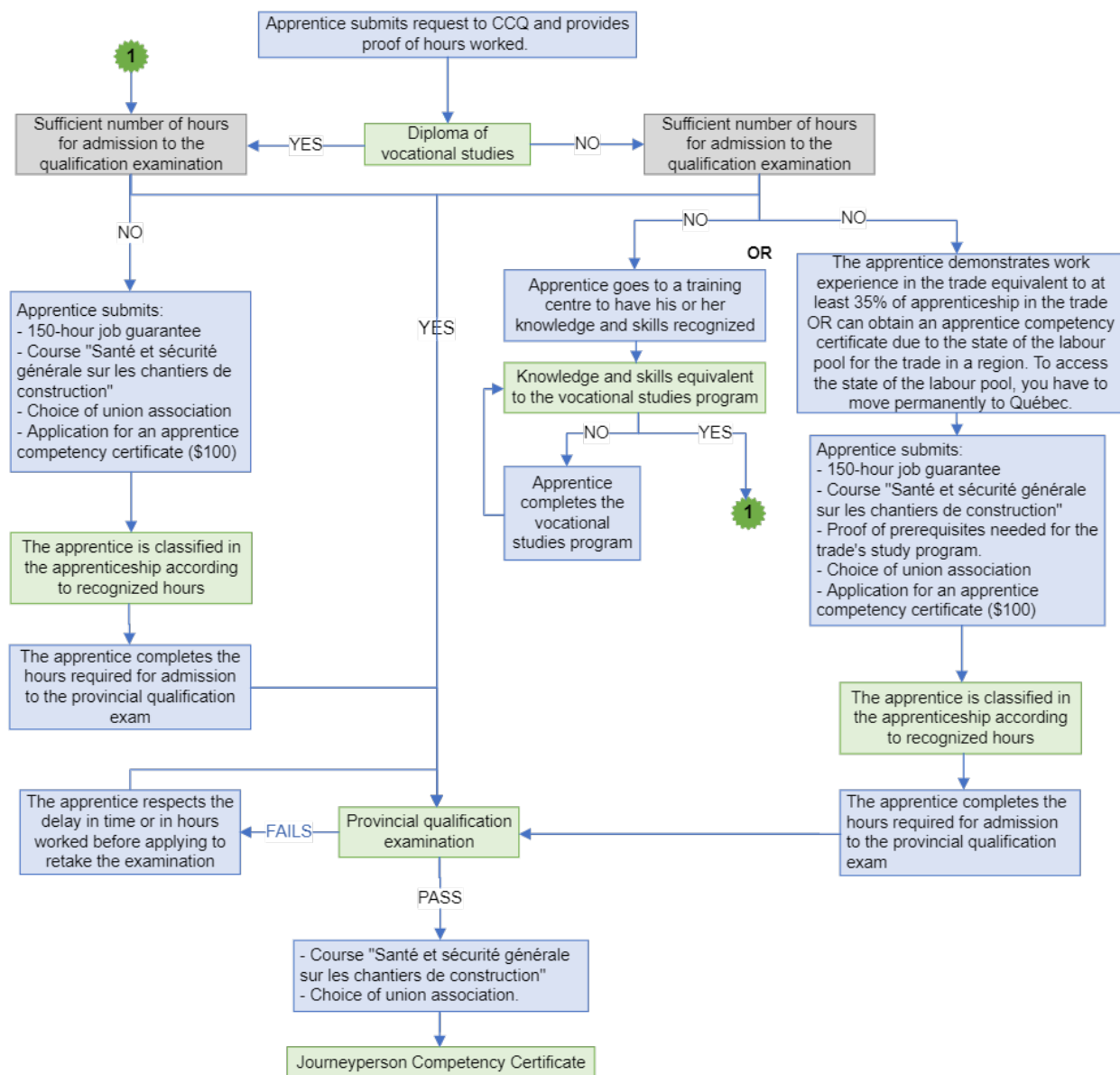
Key Requirements for CCQ Québec apprentices **temporarily working outside Québec** in the construction industry:

<i>Work Experience</i>	<ul style="list-style-type: none"> The CCQ apprentice contacts CCQ's Customer Services once his/her out-of-jurisdiction temporary work concludes for compilation in his/her Apprenticeship Record Book. The CCQ has signed various reciprocity agreements with unions and organizations, allowing the CCQ apprentice to have his/her insurance and pension contributions transferred back when returning to Québec. If there is a reciprocity agreement between the CCQ and the organization in charge where the CCQ apprentice is going, the apprentice will be required to complete the Request for Transfer of Contributions (Reciprocity Agreement) Form before leaving.
<i>Off-the-Job or Technical Training</i>	<ul style="list-style-type: none"> Contact CCQ's Customer Services once the CCQ's apprentice out-of-jurisdiction training concludes so that the credit to which the CCQ apprentice has the right is written into his/her Apprenticeship Record Book.

Key Requirements for non-CCQ Québec apprentices **temporarily working in Québec** in the construction industry:

<i>Work Experience</i>	<ul style="list-style-type: none"> To work in a compulsory trade in the Québec construction industry, you must register as a CCQ apprentice. To access to the state of the labour pool, you have to permanently move to Québec.
<i>Off-the-Job or Technical Training</i>	<ul style="list-style-type: none"> The measures giving access to the Québec construction industry are defined by regulations and include holding a diploma and recognition of experience. To practice a trade that is regulated by the Québec construction industry, three minimum conditions must be met: <ul style="list-style-type: none"> be aged 16 years or over; successful completion of the course "Santé et sécurité générale sur les chantiers de construction"; hold a competency certificate from the Commission de la construction du Québec (CCQ). Before arriving in Québec, the out-of-jurisdiction apprentice should contact the CCQ's Customer Services for further information or to begin the process of obtaining a competency certificate. The out-of-jurisdiction apprentice must ensure he/she has all his/her documents needed concerning their work experience and training so that his/her application for a competency certificate can be assessed.

Process for apprentices **permanently or temporarily transferring** to Québec in construction industry overseen by the Commission de la Construction du Québec (CCQ):



Québec: Permanent Apprentice Mobility Requirements for Compulsory Trades managed by the Ministère de l'Emploi et Solidarité sociale (MESS)

Key Requirements for apprentices permanently **transferring to Québec**:

<i>Permanent Transfer</i>	<p>The apprentice must:</p> <ul style="list-style-type: none"> • Complete the Enrolment application- Qualification program; • Pay a registration fee; • Submit records, which must include (if applicable): compulsory training courses and on-the-job training hours completed to date.
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Québec: Temporary Apprentice Mobility Requirements for Compulsory Trades managed by the Ministère de l'Emploi et Solidarité sociale (MESS)

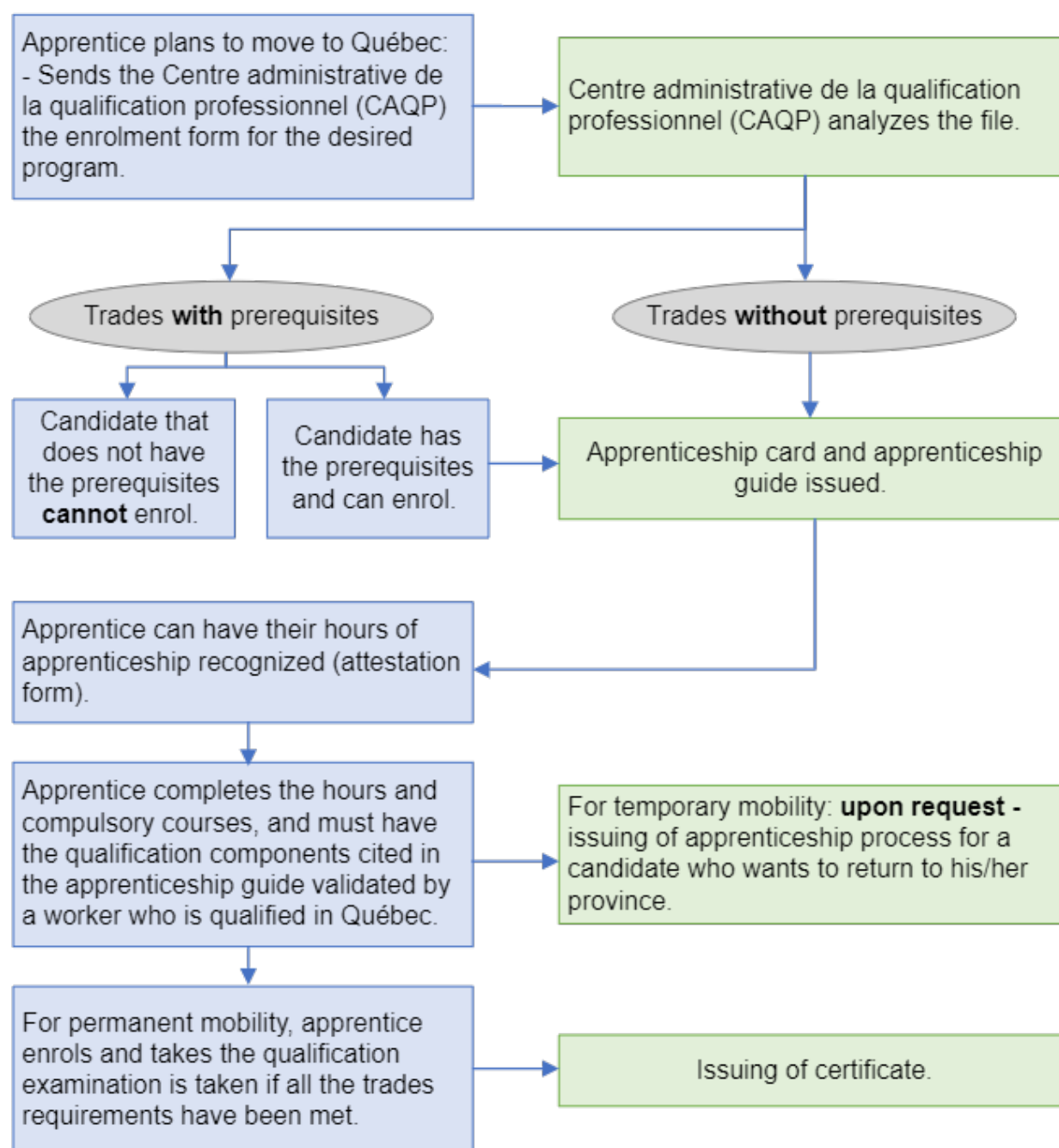
Key Requirements for Québec apprentices **temporarily working outside Québec**:

<i>Work Experience</i>	<ul style="list-style-type: none"> • To obtain recognition, the Québec apprentice must contact the Ministère de l'Emploi et Solidarité sociale (MESS) and present his/her on-the-job training hours completed to date in the other jurisdiction (letter directed to the <i>Centre administratif de la qualification professionnelle</i> (CAQP) giving a description of the work experience and the number of hours acquired). • In order for a Québec apprentice's work hours acquired in another jurisdiction to be recognized when returning to Québec, the Québec apprentice must cover tasks coherent with the scope of practice of the trade in Québec, and the supervision of the work hours must have respected the local regulations. • A Québec apprentice should keep in mind that the Ministère de l'Emploi et Solidarité sociale (MESS) has the possibility to challenge the work hours declared.
<i>Off-the-Job or Technical Training</i>	<ul style="list-style-type: none"> • A Québec apprentice's off-the-job or technical training is not recognized as such when returning to Québec given the differences between Québec's systems and other provinces' and territories'. Some trades in Québec require compulsory courses; technical training acquired in another jurisdiction might compensate some of those courses.
<i>Exams</i>	<ul style="list-style-type: none"> • A Québec apprentice will not be able to challenge a Québec exam outside of the province since Québec will not be transferring its provincial exams to other jurisdictions.

Key Requirements for non- Québec apprentices **temporarily working in Québec:**

<i>Work Experience</i>	<ul style="list-style-type: none"> • To obtain recognition, the out-of-jurisdiction apprentice must contact the Ministère de l'Emploi et Solidarité sociale (MESS) and present his/her compulsory training courses and on-the-job training hours completed to date and complete the <u>Enrollment application- Qualification program</u>. • In order for the out-of-jurisdiction apprentice's work hours to be recognized, they must cover tasks coherent with the scope of practice of the trade in Québec, and the supervision of the work hours must have respected the local regulations (letter directed to the <i>Centre administratif de la qualification professionnelle</i> (CAQP) giving a description of the work and the number of hours acquired). • The out-of-jurisdiction apprentice should keep in mind that the Ministère de l'Emploi et Solidarité sociale (MESS) has the possibility to challenge the work hours declared.
<i>Off-the-Job or Technical Training</i>	<ul style="list-style-type: none"> • The off-the-job or technical training is not recognized as such by the Ministère de l'Emploi et Solidarité sociale (MESS) given the differences between Québec's systems and other provinces and territories. • Some trades in Québec require compulsory courses; technical training acquired in another jurisdiction might compensate those courses.
<i>Exams</i>	<ul style="list-style-type: none"> • The out-of-jurisdiction apprentice should contact the <i>Centre administratif de la qualification professionnelle</i> (CAQP) to make arrangements and schedule a time and place.

Process for apprentices **permanently or temporarily transferring** to Québec in compulsory trades managed by the Ministère de l'Emploi et Solidarité sociale (MESS):



Québec: Permanent Apprentice Mobility Requirements for Voluntary Trades managed by the Ministère de l'Emploi et Solidarité sociale (MESS)

Key Requirements for apprentices **permanently transferring** to Québec:

<i>Permanent Transfer</i>	<p>The apprentice must:</p> <ul style="list-style-type: none"> • complete an <i>Application initiated by the apprentice or the company</i>; • Upon acceptance by the Ministère de l'Emploi et Solidarité sociale (MESS), submit records, if requested.
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Quebec: Temporary Apprentice Mobility Requirements for Voluntary Trades managed by the Ministère de l'Emploi et Solidarité sociale (MESS)

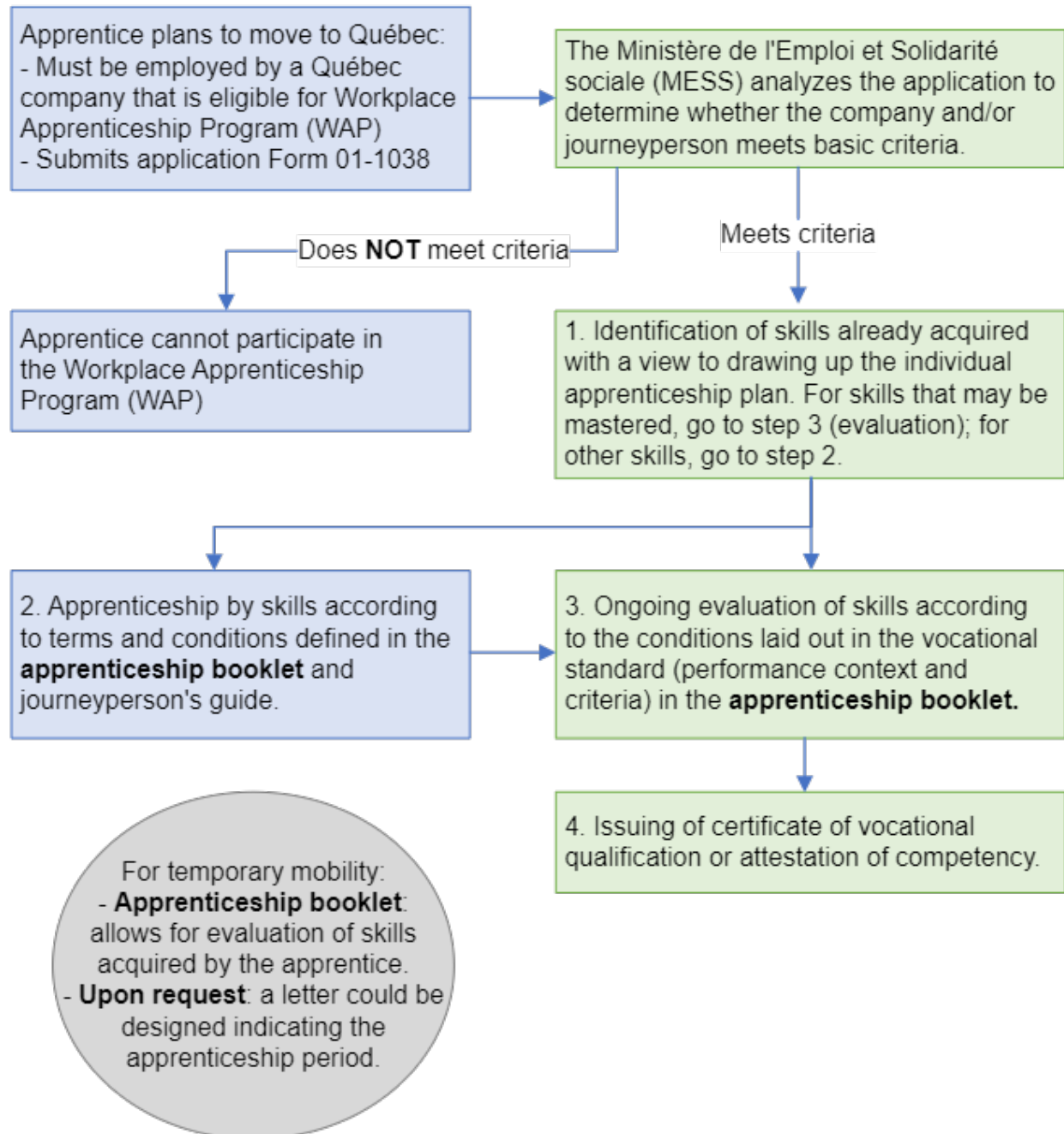
Key Requirements for Québec apprentices **temporarily working outside** Québec:

<i>Work Experience</i>	<ul style="list-style-type: none"> • No key requirements
<i>Off-the-Job or Technical Training</i>	<ul style="list-style-type: none"> • No key requirements
<i>Exams</i>	<ul style="list-style-type: none"> • No key requirements

Key Requirements for **non-Québec apprentices temporarily working** in Québec:

<i>Work Experience</i>	<ul style="list-style-type: none"> • No key requirements, because the Workplace Apprenticeship Program provides recognition for competencies acquired; hours are not taken into account as such.
<i>Off-the-Job or Technical Training</i>	<ul style="list-style-type: none"> • No key requirements, the recognition of the off-the-job training acquired outside of Québec is determined upon discussion with the journeyman that will be supervising the apprenticeship.
<i>Exams</i>	<ul style="list-style-type: none"> • No exams exist in Québec in the voluntary trades.

Process for apprentices **permanently or temporarily transferring** to Québec in Workplace Apprenticeship Program (WAP) voluntary trades managed by the Ministère de l'Emploi et Solidarité sociale (MESS):



Appendix 7: New Brunswick

New Brunswick: Contact Info

Post Secondary Education, Training and Labour

Chestnut Complex, Suite 110

P. O. Box 6000

Fredericton, NB E3B 5H1

Website: http://www2.gnb.ca/content/gnb/en/services/services_renderer.2195.Apprenticeship_and_Occupational_Certification.html

Telephone: 1-855-453-2260

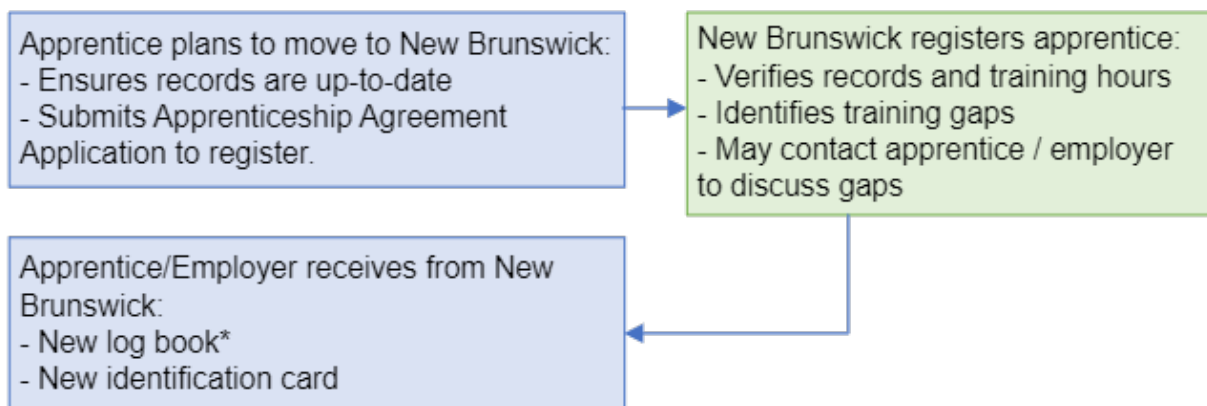
Email: aoc-acp@gnb.ca

New Brunswick: Permanent Apprentice Mobility Requirements

Key Requirements for apprentices **permanently transferring to New Brunswick:**

<i>Permanent Transfer</i>	<p>The apprentice:</p> <ul style="list-style-type: none">• Completes an Apprenticeship Agreement• Submit records which must include:<ul style="list-style-type: none">○ technical training and on-the-job training hours completed to date;○ official transcripts from the jurisdiction apprentice is transferring from.
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Process for apprentices **permanently transferring to New Brunswick:**



*If the apprentice is from one of the Atlantic provinces and registered in an Atlantic Harmonized trade, a new log book is not issued)

New Brunswick: Temporary Apprentice Mobility Requirements

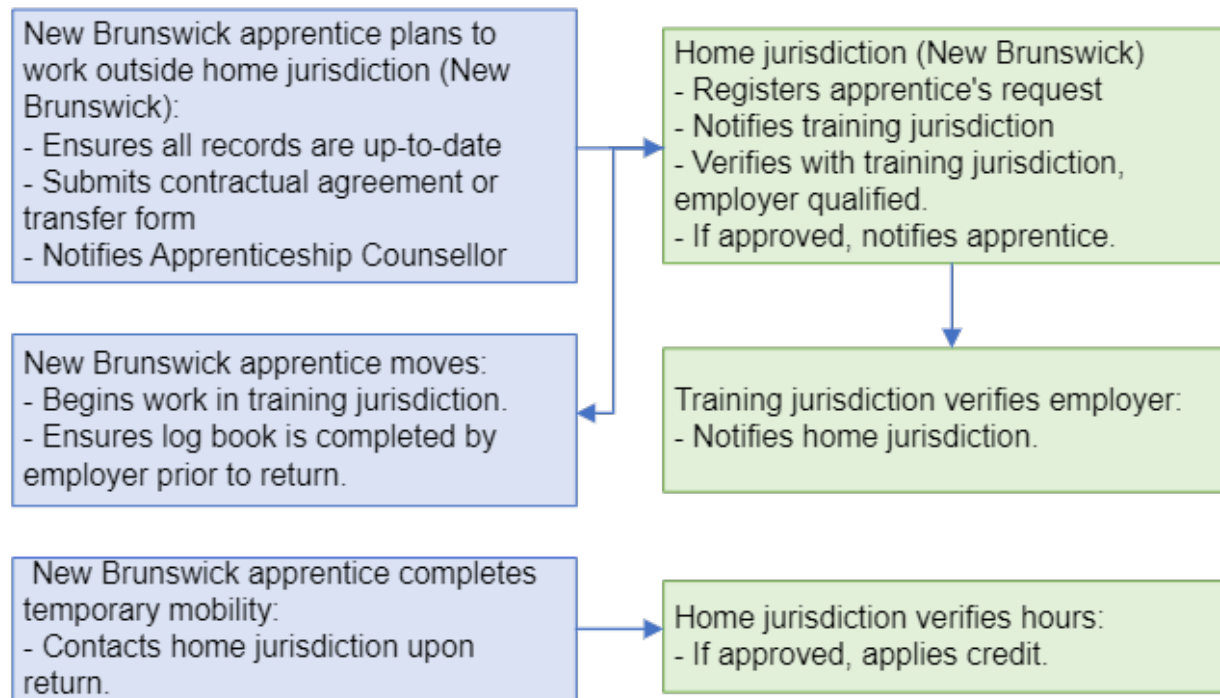
Key Requirements for New Brunswick apprentices **temporarily working outside** New Brunswick:

<i>Work Experience</i>	<p>The apprentice:</p> <ul style="list-style-type: none"> • Submits contractual agreement or transfer form. • Is required to complete the Apprenticeship Agreement transfer process if he/she changes employers and continues to work temporarily outside New Brunswick. • Contacts Apprenticeship Counsellor before leaving and once temporary work concludes and returns to New Brunswick.
<i>Off-the-Job or Technical Training</i>	<p>The apprentice:</p> <ul style="list-style-type: none"> • Submits a request (either by telephone or email) to New Brunswick to take technical training out of province. • New Brunswick contacts the jurisdiction where temporary technical training will occur to obtain training (e.g. dates and locations). • New Brunswick confirms out of province training substantively aligns with New Brunswick level for recognition. <p>NOTE: Training Skills Development funding support is available when a registered New Brunswick apprentice has requested technical training out of province.</p>
<i>Exams</i>	<p>The apprentice:</p> <ul style="list-style-type: none"> • Submits a request (either by telephone or email) to New Brunswick to write an exam out of province. • New Brunswick exam will be provided to training jurisdiction.

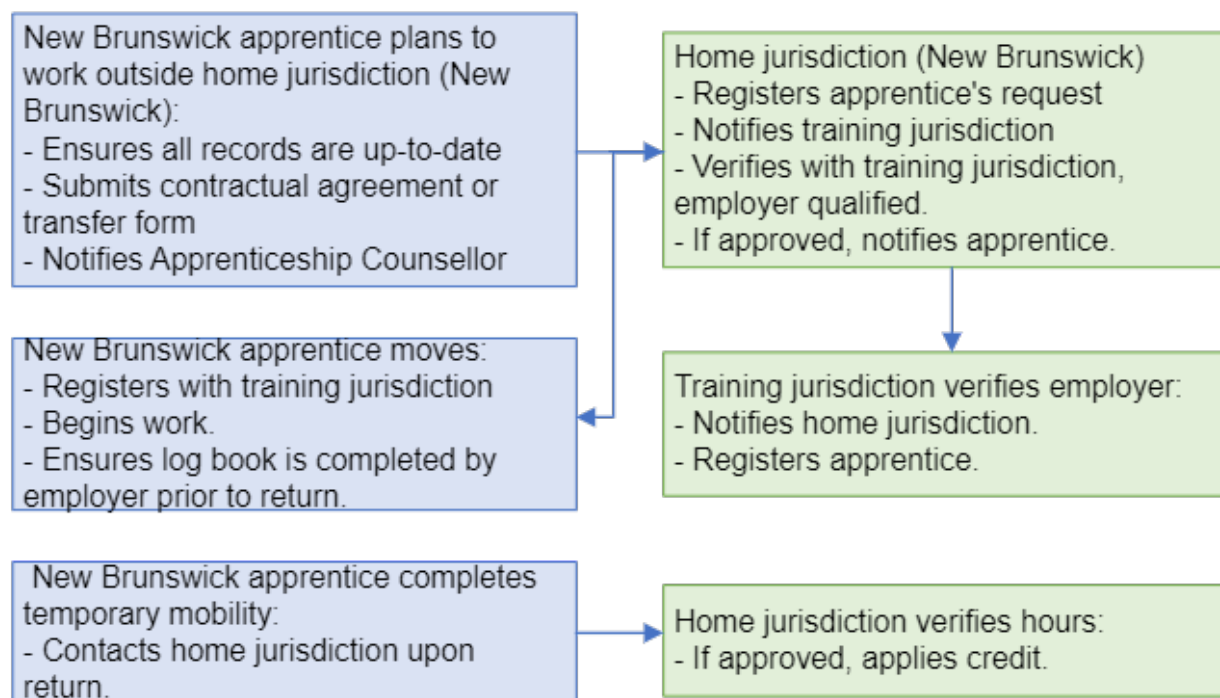
Key Requirements for non-New Brunswick apprentices **temporarily working in** New Brunswick:

<i>Work Experience</i>	<p>The apprentice:</p> <ul style="list-style-type: none"> • If working in a compulsory trade, must complete New Brunswick Apprenticeship Agreement.
<i>Off-the-Job or Technical Training</i>	<ul style="list-style-type: none"> • Only applies if the request is received from the apprentice's home jurisdiction.
<i>Exams</i>	<ul style="list-style-type: none"> • New Brunswick will invigilate apprentice's home jurisdiction exam.

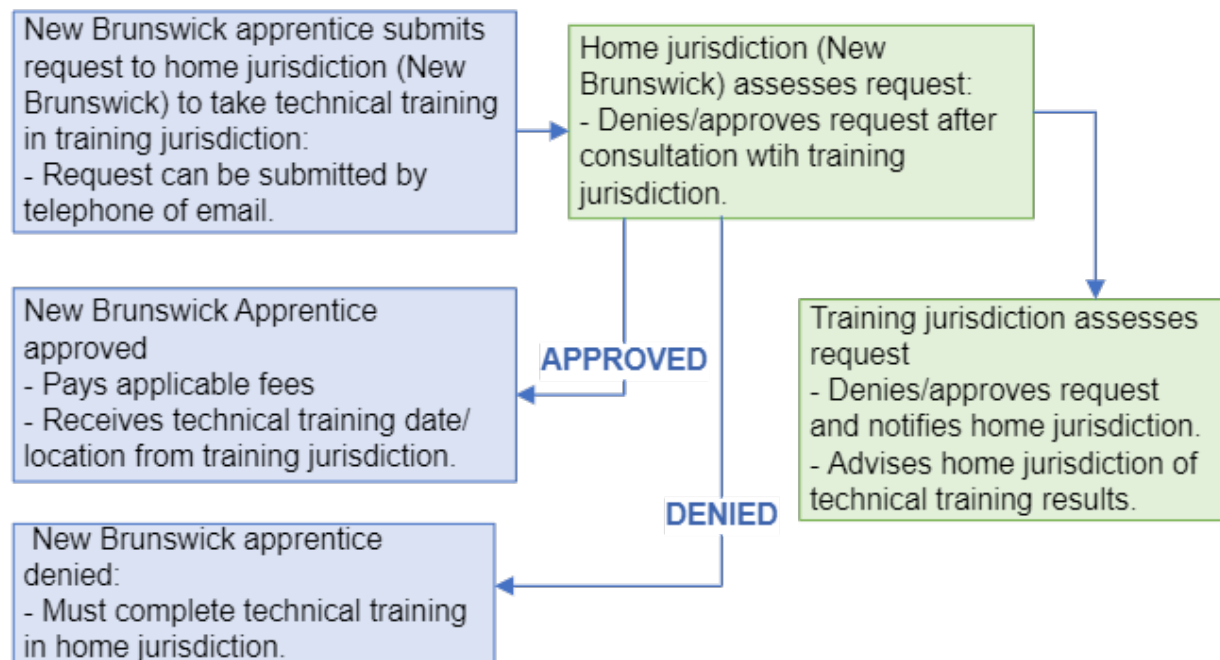
Process for New Brunswick apprentices **temporarily working outside** New Brunswick in **voluntary trades**:



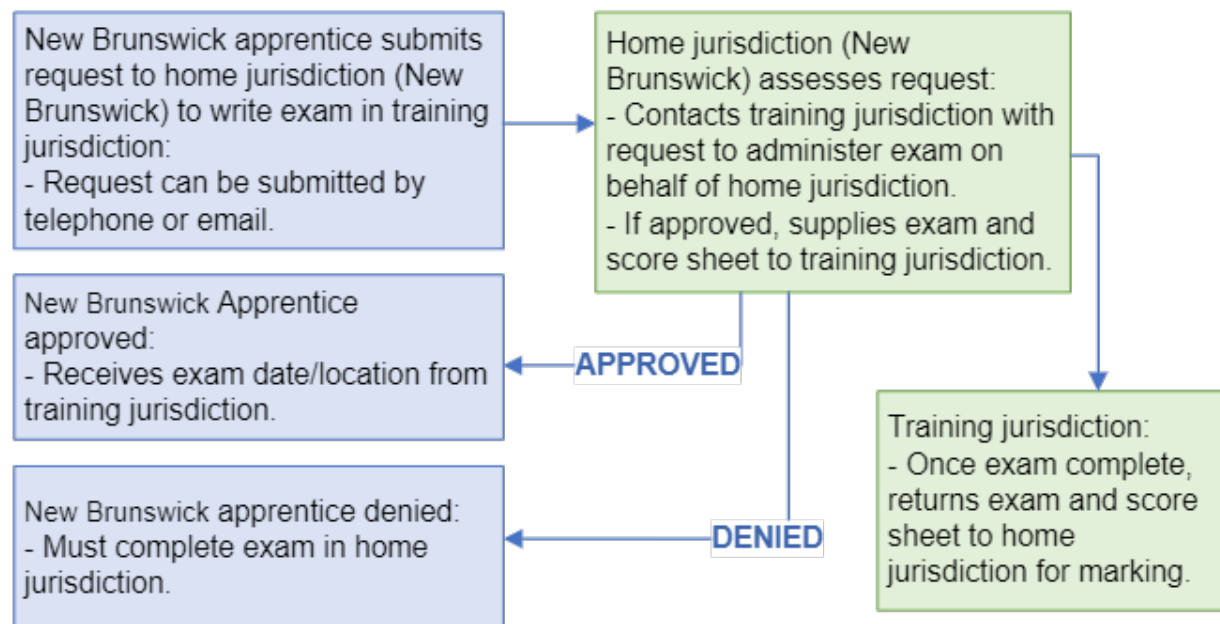
Process for New Brunswick apprentices **temporarily working outside** New Brunswick in **compulsory trades**:



Process for New Brunswick apprentices **requesting technical training outside of New Brunswick**:



Process for New Brunswick apprentices **requesting examinations outside of New Brunswick**:



Appendix 8: Nova Scotia

Nova Scotia: Contact Info

Nova Scotia Apprenticeship Agency

1256 Barrington Street

PO Box 597

Halifax, NS B3J 2S9

Website: <http://nsapprenticeship.ca>

Telephone: 1-902-424-5651

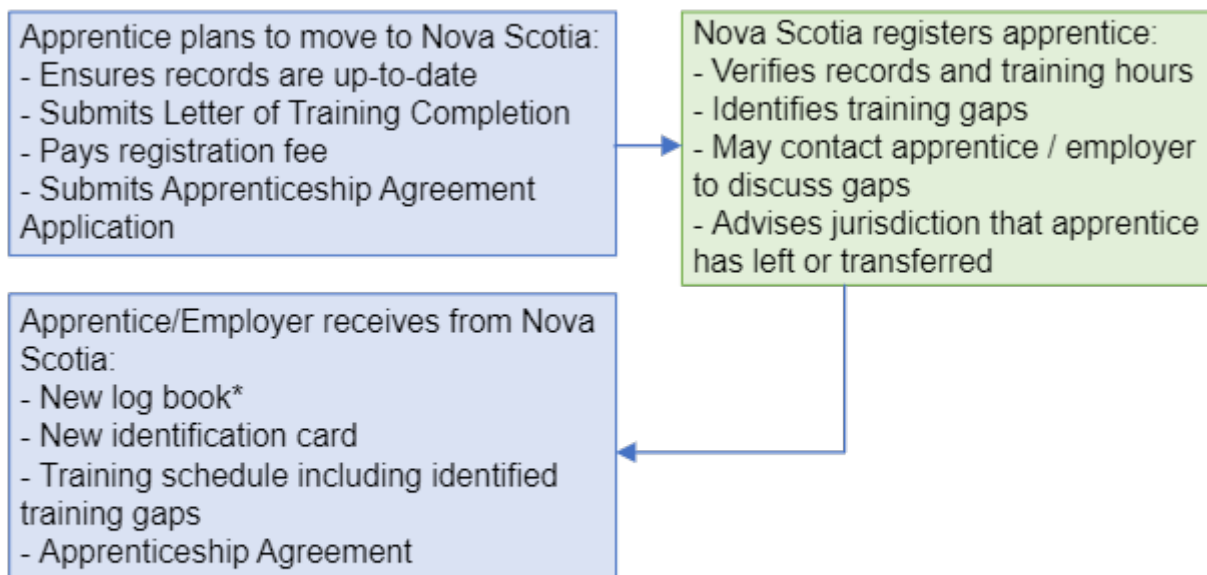
Email: apprenticeship@novascotia.ca

Nova Scotia: Permanent Apprentice Mobility Requirements

Key Requirements for apprentices **permanently transferring to Nova Scotia:**

<i>Permanent Transfer</i>	<ul style="list-style-type: none">• Apprentice ensures all records are up-to-date including log book and technical training verification.• Apprentice completes the Apprentice Registration Form and pays applicable fees• A training consultant reviews all records and confirms the apprentice's credits with home jurisdiction.
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Process for apprentices **permanently transferring to Nova Scotia:**



*If the apprentice is from one of the Atlantic provinces and registered in an Atlantic Harmonized trade, a new log book is not issued)

Nova Scotia: Temporary Apprentice Mobility Requirements

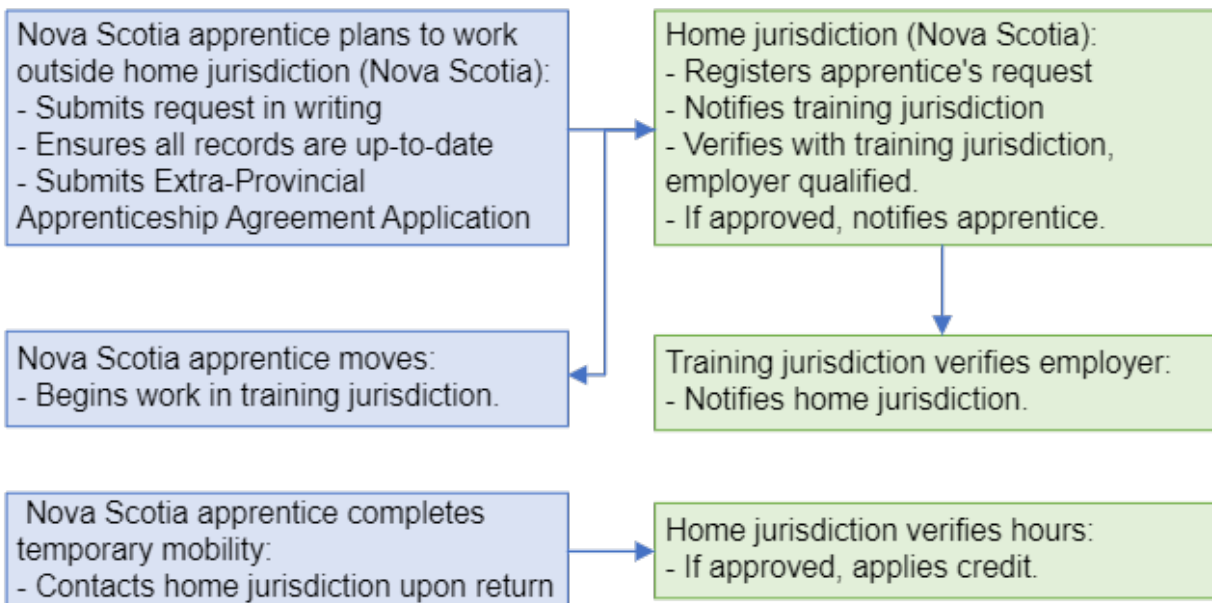
Key Requirements for Nova Scotia apprentices **temporarily working outside** Nova Scotia

<i>Work Experience</i>	<ul style="list-style-type: none"> Apprentice completes an Extra-provincial Application Form. Nova Scotia completes the Employer Verification Form with the training jurisdiction.
<i>Off-the-Job or Technical Training</i>	<ul style="list-style-type: none"> Apprentice submits request to attend technical training in another jurisdiction. Nova Scotia will inform the training jurisdiction of the request. Apprentice submits results to Nova Scotia.
<i>Exams</i>	<ul style="list-style-type: none"> Apprentice submits <i>Exam Application</i> and applicable fees to Nova Scotia and requests to write in training jurisdiction. Nova Scotia informs training jurisdiction of the request and forwards exam documents. Nova Scotia notifies the apprentice of results.

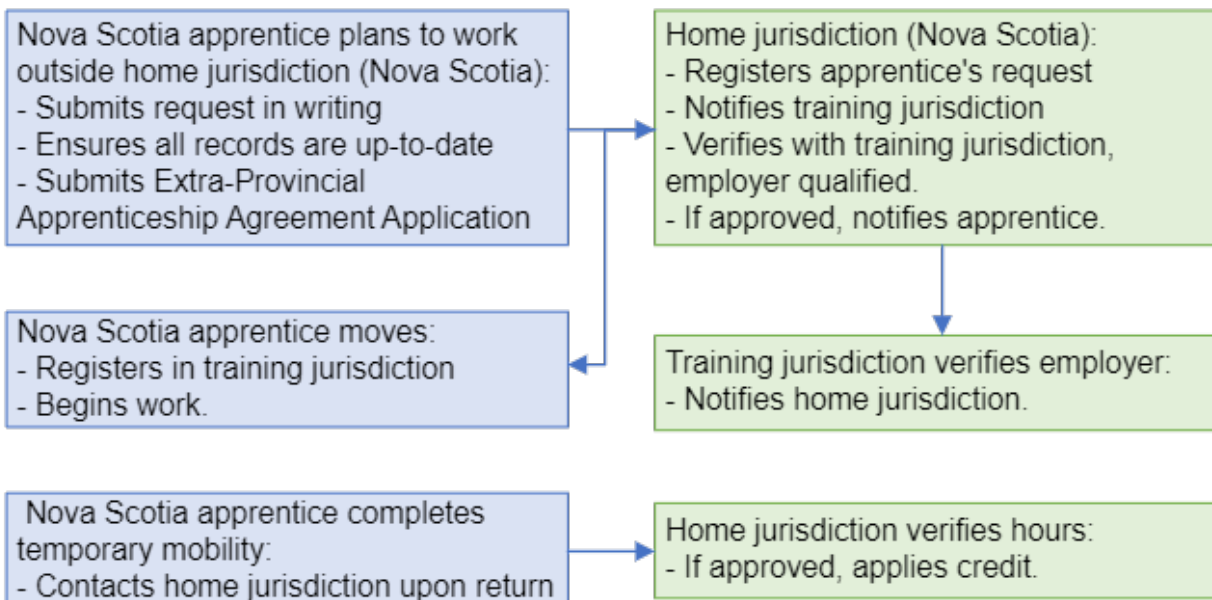
Key Requirements for non-Nova Scotia apprentices **temporarily working in** Nova Scotia:

<i>Work Experience</i>	<ul style="list-style-type: none"> None.
<i>Off-the-Job or Technical Training</i>	<ul style="list-style-type: none"> None.
<i>Exams</i>	<ul style="list-style-type: none"> None.

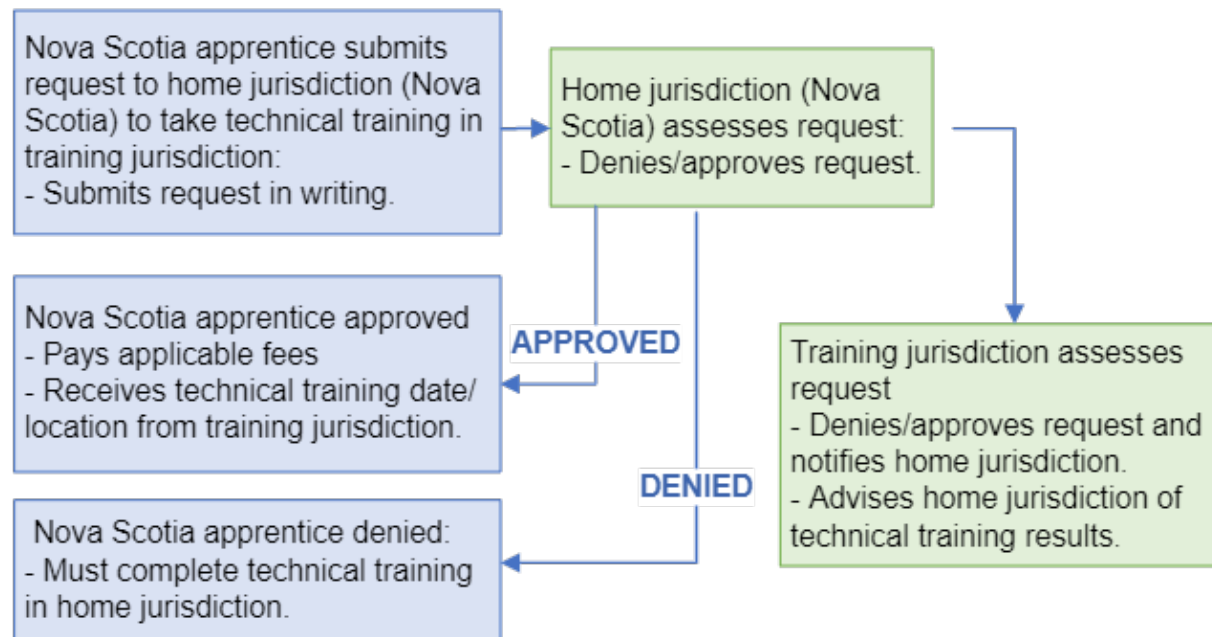
Process for Nova Scotia apprentices **temporarily working outside** Nova Scotia in **voluntary trades**:



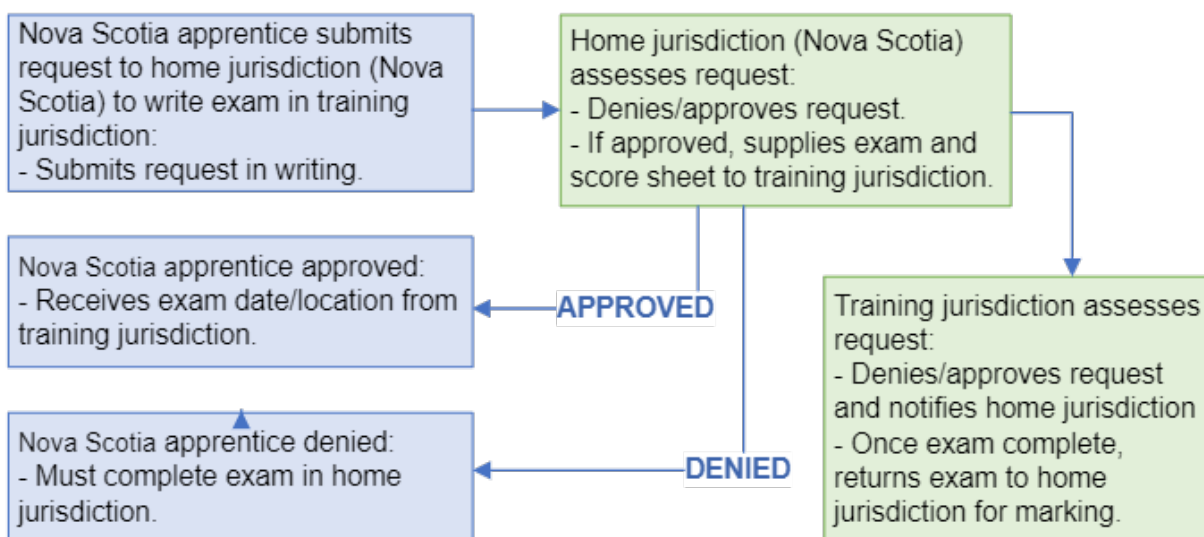
Process for Nova Scotia apprentices **temporarily working outside** Nova Scotia in **compulsory trades**:



Process for Nova Scotia apprentices **requesting technical training outside of Nova Scotia:**



Process for Nova Scotia apprentices **requesting examinations outside of Nova Scotia:**



Appendix 9: Prince Edward Island

Prince Edward Island: Contact Info

Apprenticeship Section – Workforce Development

Department of Workforce, Advanced Learning and Population

Atlantic Technology Centre, Suite 212

P.O. Box 2000

176 Great George Street

Charlottetown, PEI C1A 7N8

Fax: 902-368-6144

Telephone: 902-368-4461

Email: dmdoyle@gov.pe.ca

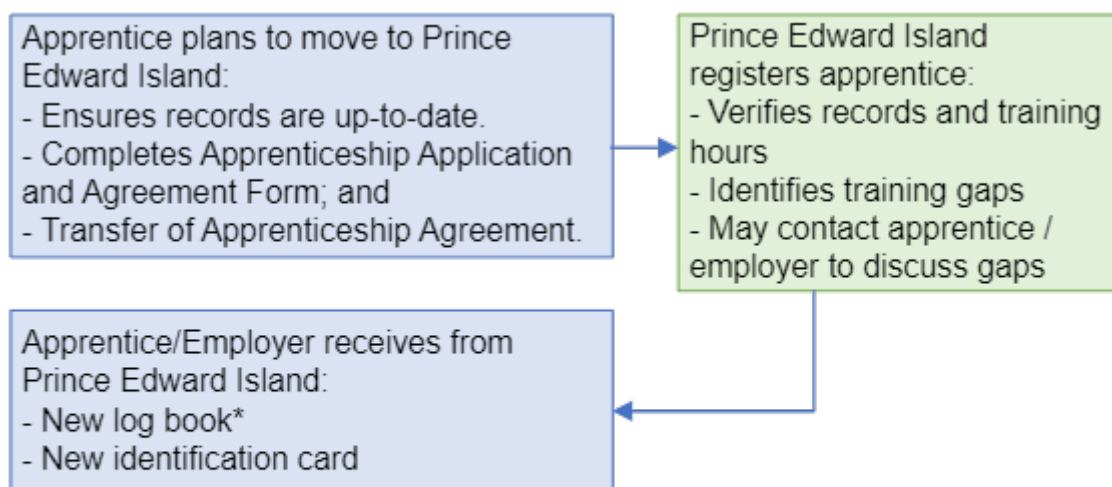
Website: <https://www.princeedwardisland.ca/en/topic/apprenticeship-training>

Prince Edward Island: Permanent Apprenticeship Mobility Requirements

Key Requirements for apprentices **permanently transferring** to Prince Edward Island:

<i>Permanent Transfer</i>	<ul style="list-style-type: none">• Completes a Prince Edward Island Apprenticeship Application Form/Agreement• Submits records which must include:<ul style="list-style-type: none">○ technical training and on-the-job training hours completed to date;○ official transcripts from the jurisdiction the apprentice is transferring from.
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Process for apprentices **permanently transferring** to Prince Edward Island:



*If the apprentice is from one of the Atlantic provinces and registered in an Atlantic Harmonized trade, a new log book is not issued)

Prince Edward Island: Temporary Apprentice Mobility Requirements

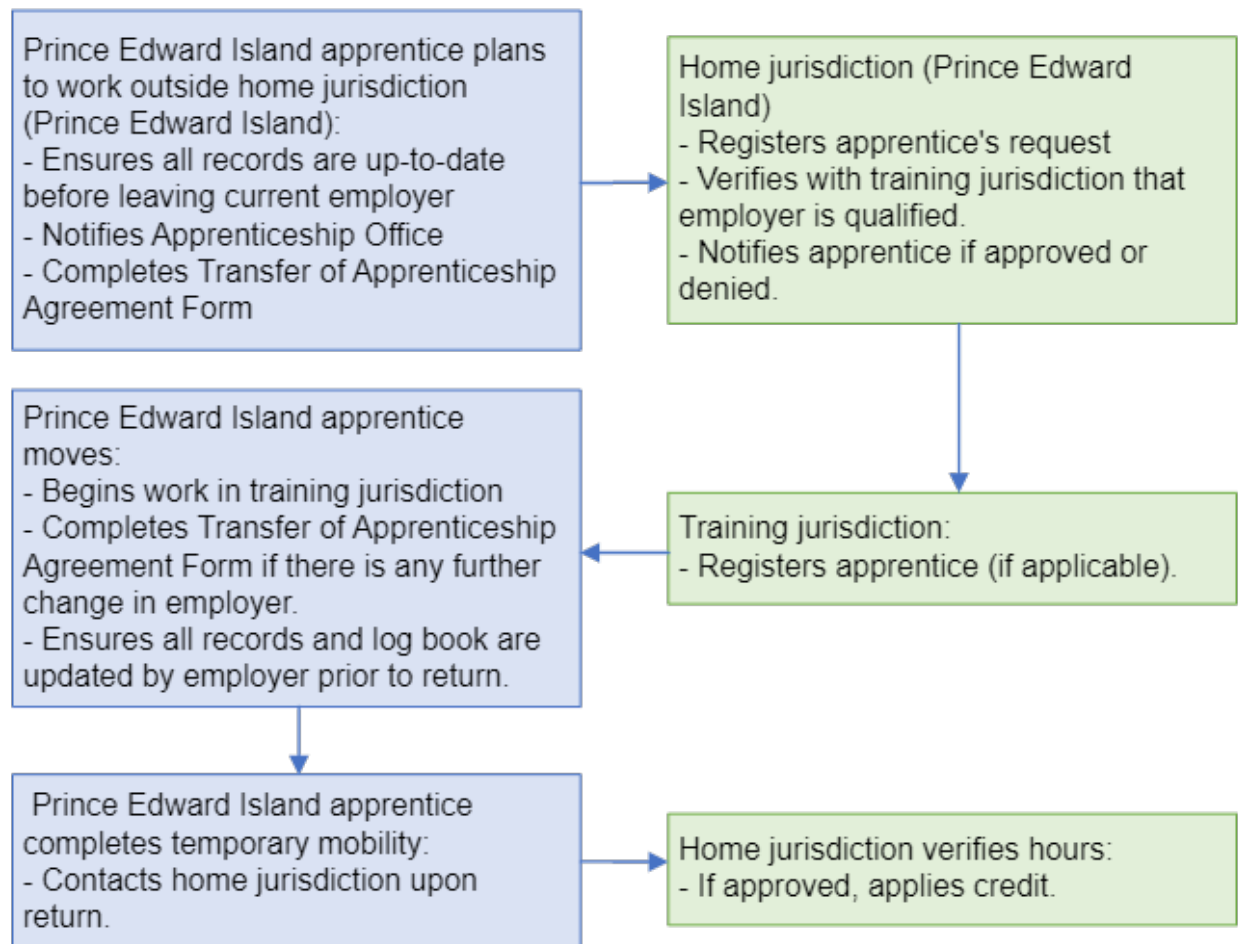
Key Requirements for Prince Edward Island apprentices **temporarily working outside** Prince Edward Island:

<i>Work Experience</i>	<p>The apprentice:</p> <ul style="list-style-type: none"> • Contacts PEI Apprenticeship and Trades prior to leaving to leaving PEI to ensure they are following requirements to enable them to receive recognition for hours worked outside the territory. • Must submit a Transfer of Apprenticeship for every change of employer • Contacts PEI Apprenticeship and Trades once temporary work concludes and upon returning to the PEI for recognition for hours worked outside the territory.
<i>Off-the-Job or Technical Training</i>	<ul style="list-style-type: none"> • The apprentice submits a request (in-person, by telephone or email) to Prince Edward Island Apprenticeship to take technical training in the training jurisdiction. • Prince Edward Island Apprenticeship contacts the jurisdiction where the technical training is requested to ensure the request can be accommodated and that the training substantively aligns with PEI training. If approved, obtains training dates and location.
<i>Exams</i>	<p>The apprentice:</p> <ul style="list-style-type: none"> • Submits (in-person, by telephone or email) a request to Prince Edward Island Apprenticeship to write an exam out of province.

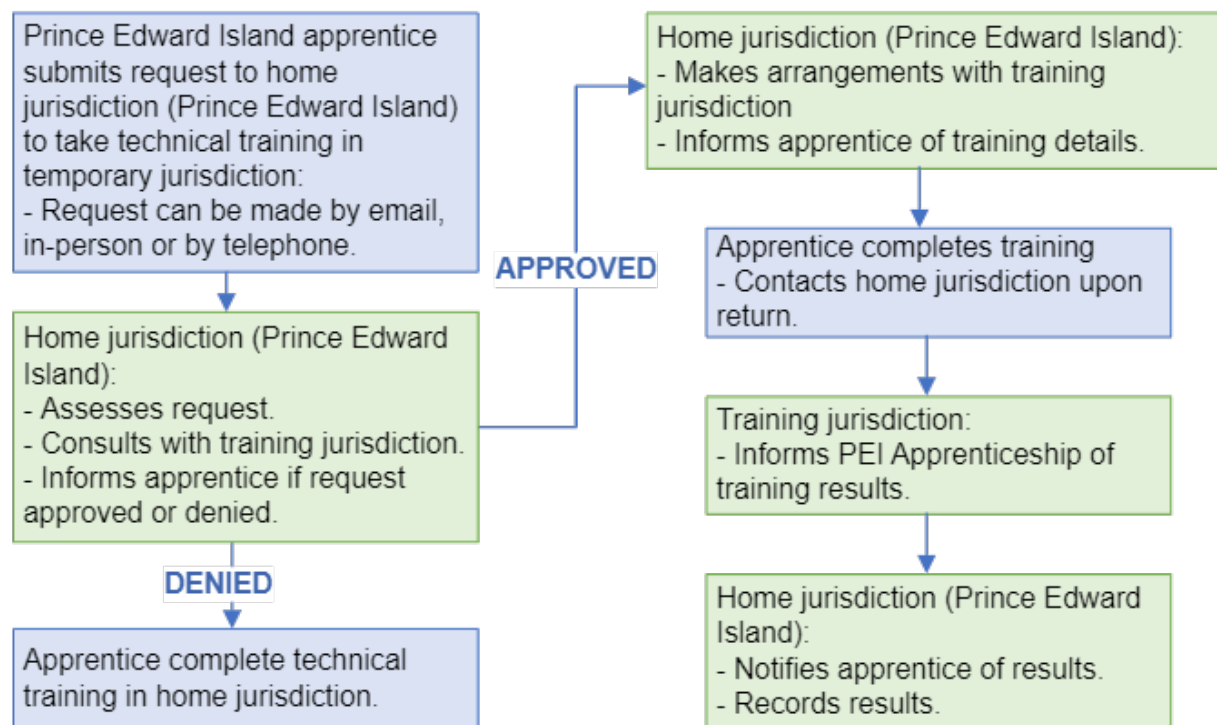
Key Requirements for non- Prince Edward Island apprentices **temporarily working In** Prince Edward Island:

<i>Work Experience</i>	<p>The apprentice:</p> <ul style="list-style-type: none"> • For compulsory trades, contacts PEI Apprenticeship to ensure they are meeting requirements to work in the jurisdiction. • Fill out any forms that may be applicable.
<i>Off-the-Job or Technical Training</i>	<p>The apprentice:</p> <ul style="list-style-type: none"> • Request must be made by the out-of-jurisdiction apprentice's home jurisdiction.
<i>Exams</i>	<p>The apprentice:</p> <ul style="list-style-type: none"> • Request must be made by the out-of-jurisdiction apprentice's home jurisdiction.

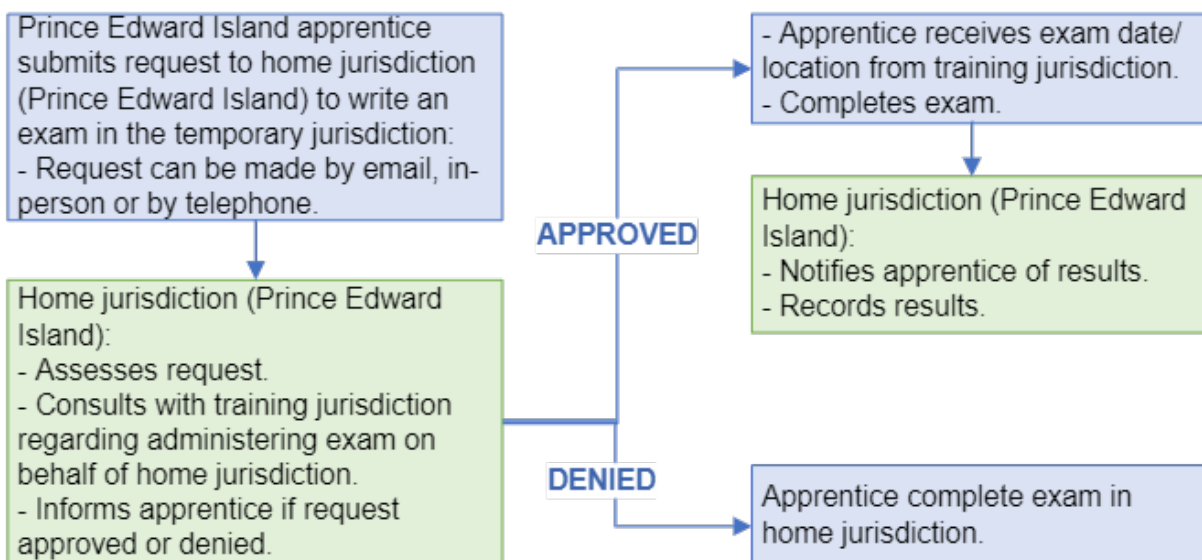
Process for Prince Edward Island apprentices **temporarily working outside** Prince Edward Island in **voluntary or compulsory trades**:



Process for Prince Edward Island apprentices **requesting technical training outside of** Prince Edward Island:



Process for Prince Edward Island apprentices **requesting examinations outside of** Prince Edward Island:



Appendix 10: Newfoundland & Labrador

Newfoundland & Labrador: Contact Info

Apprenticeship and Trades Certification Division

P.O. Box 8700, 1170 Topsail Road

Mount Pearl, Newfoundland & Labrador

A1B 4J6

Telephone: 1-709-729-2729

Toll Free: 1-877-771-3737

Fax: 1-709-729-5878

For general inquiries email: app@gov.nl.ca

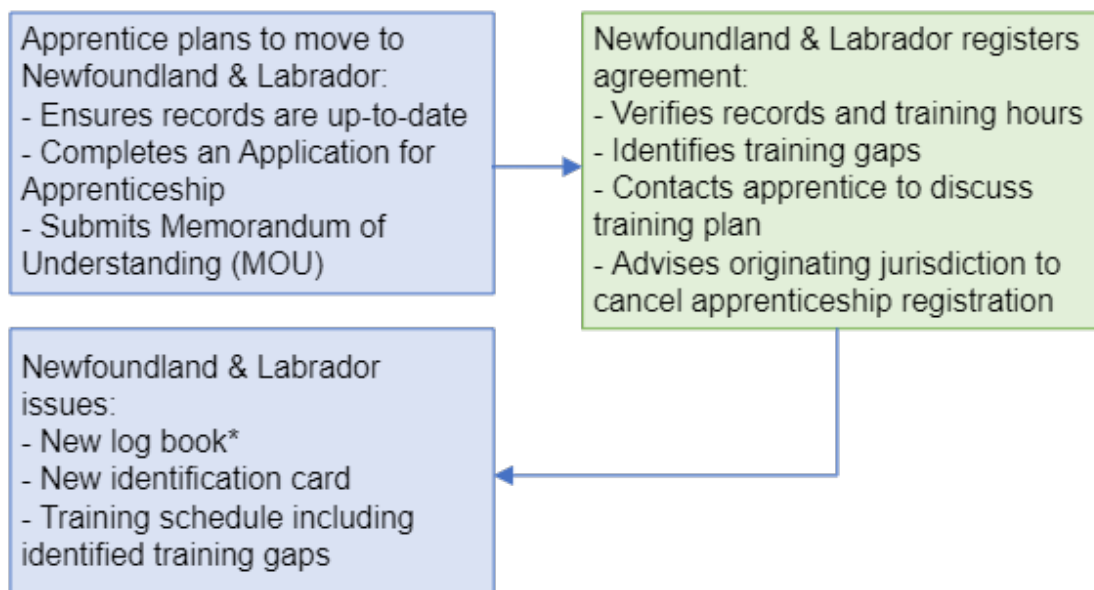
Website: <https://www.gov.nl.ca/atcd/>

Newfoundland & Labrador: Permanent Apprentice Mobility Requirements

Key Requirements for apprentices **permanently transferring to** Newfoundland & Labrador:

<p><i>Permanent Transfer</i></p>	<p>The apprentice:</p> <ul style="list-style-type: none"> • Completes an Application for Apprenticeship. • Signs a Memorandum of Understanding (Apprenticeship Contract); and submits records which must include: <ul style="list-style-type: none"> ○ Technical training and on-the-job training hours completed to date. ○ Official transcripts from the jurisdiction apprentice is transferring from. <p>The Apprenticeship and Trades Certification Division (ATCD):</p> <ul style="list-style-type: none"> • Contacts the originating jurisdiction to verify the documentation submitted; and • Credits the apprentice with the same apprenticeship level once verified.
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Process for apprentices **permanently transferring to** Newfoundland & Labrador:



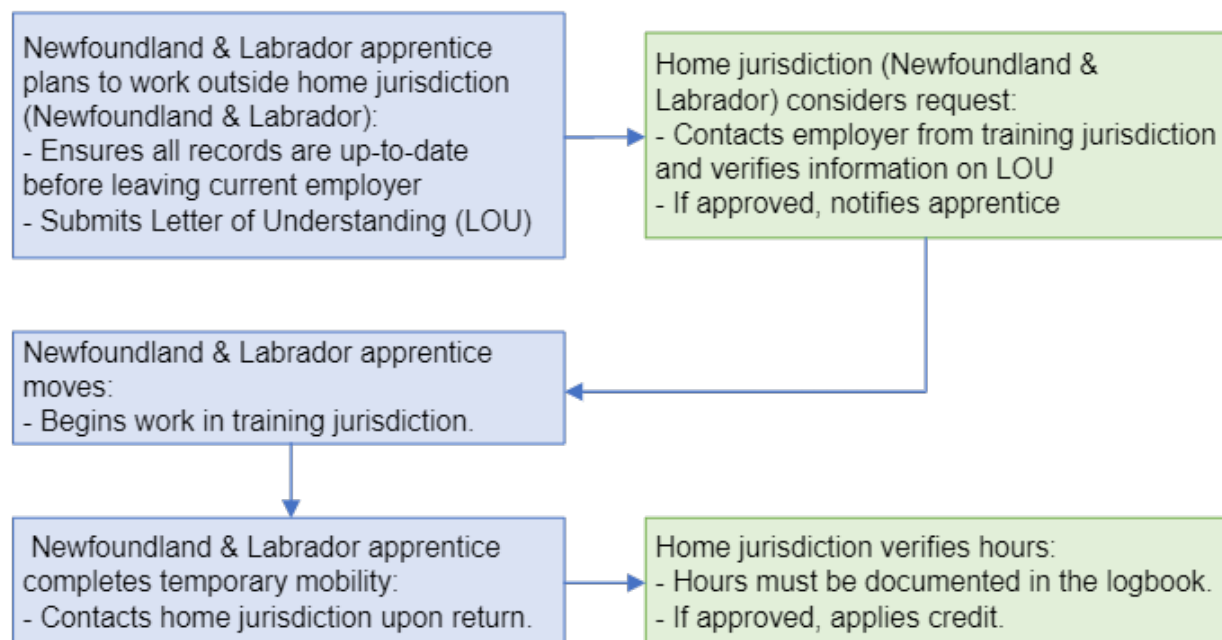
*If the apprentice is from one of the Atlantic provinces and registered in an Atlantic Harmonized trade, a new log book is not issued)

Newfoundland & Labrador: Temporary Apprentice Mobility Requirements

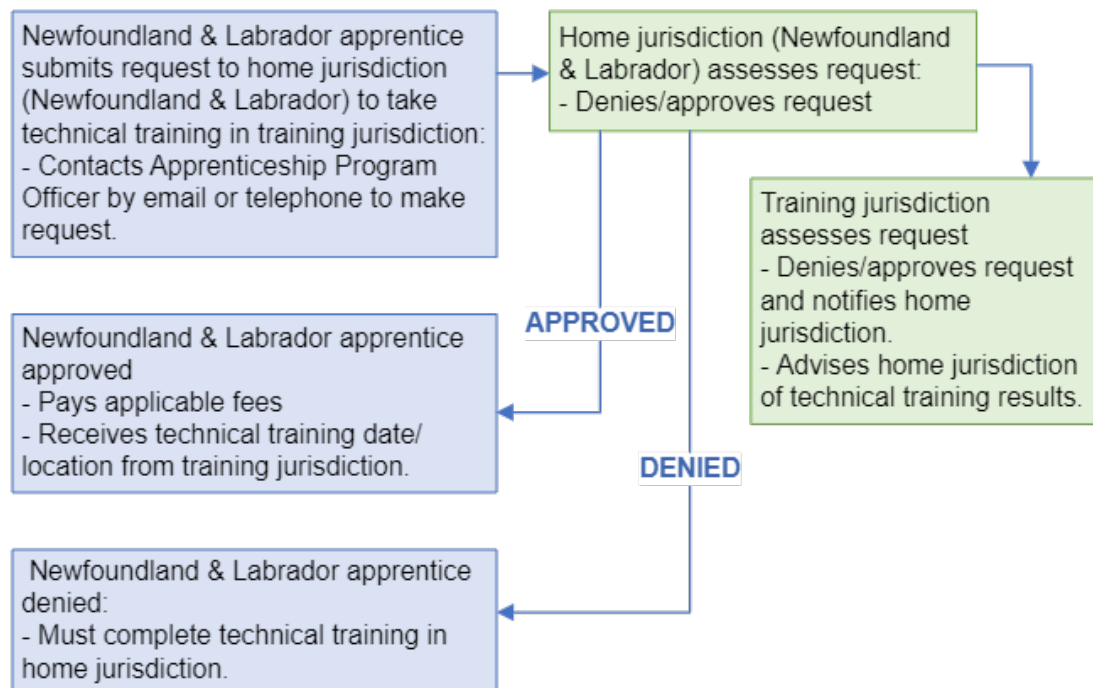
Key Requirements for Newfoundland & Labrador apprentices **temporarily working outside** Newfoundland & Labrador:

<i>Work Experience</i>	<p>The Apprentice:</p> <ul style="list-style-type: none"> • Must maintain permanent residence in Newfoundland and Labrador (NL). • When registering, including a pre-apprentice, they must submit: <ul style="list-style-type: none"> ○ Out-of-Province Application for Apprenticeship ○ Letter of Understanding (LOU) <p>NOTE: The LOU must be submitted every time an apprentice changes employer.</p>
<i>Off-the-Job or Technical Training</i>	<p>The apprentice:</p> <ul style="list-style-type: none"> • Contacts their Apprenticeship Program Officer to submit their request to take technical training out of province.
<i>Exams</i>	<ul style="list-style-type: none"> • For IP exams, the apprentice must contact the NL Apprenticeship Trades and Certification Division (ATCD) to request taking the exam outside NL. Request can be either email or telephone.

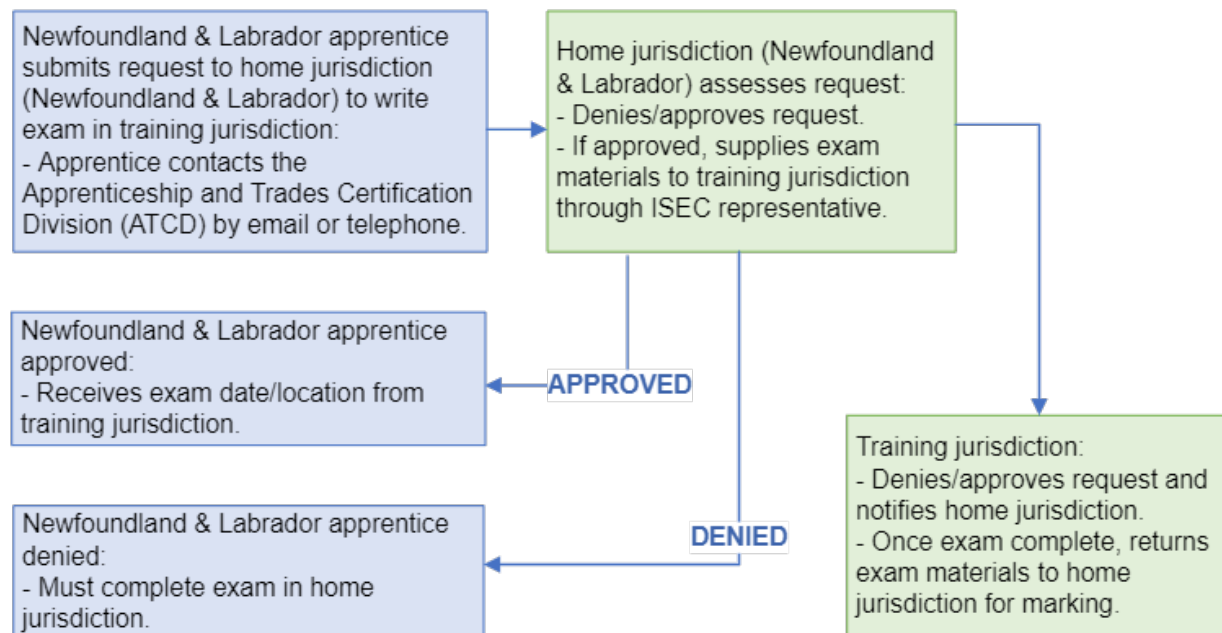
Process for Newfoundland & Labrador apprentices **temporarily working outside** Newfoundland & Labrador in **all trades**:



Process for Newfoundland & Labrador apprentices **requesting technical training outside of Newfoundland & Labrador**:



Process for Newfoundland & Labrador apprentices **requesting examinations outside of Newfoundland & Labrador (applies to IP Exams Only)**:



Key Requirements for non-Newfoundland & Labrador apprentices **temporarily working in** Newfoundland & Labrador:

<i>Work Experience</i>	<ul style="list-style-type: none">• Apprentices from outside the Atlantic Provinces must register with contact the NL Apprenticeship and Trades Certification Division (ATCD) if working in a compulsory trade.
<i>Off-the-Job or Technical Training</i>	<ul style="list-style-type: none">• None.
<i>Exams</i>	<ul style="list-style-type: none">• None.

Appendix 11: Nunavut

Nunavut: Contact Info

Nunavut Apprenticeship

Department of Family Services

P.O. Box 1000, Stn 980

Iqaluit, NU X0A 0H0

Fax: 867-975-5635

Website: <https://www.gov.nu.ca/family-services/information/apprenticeship-trade-and-occupations-certification>

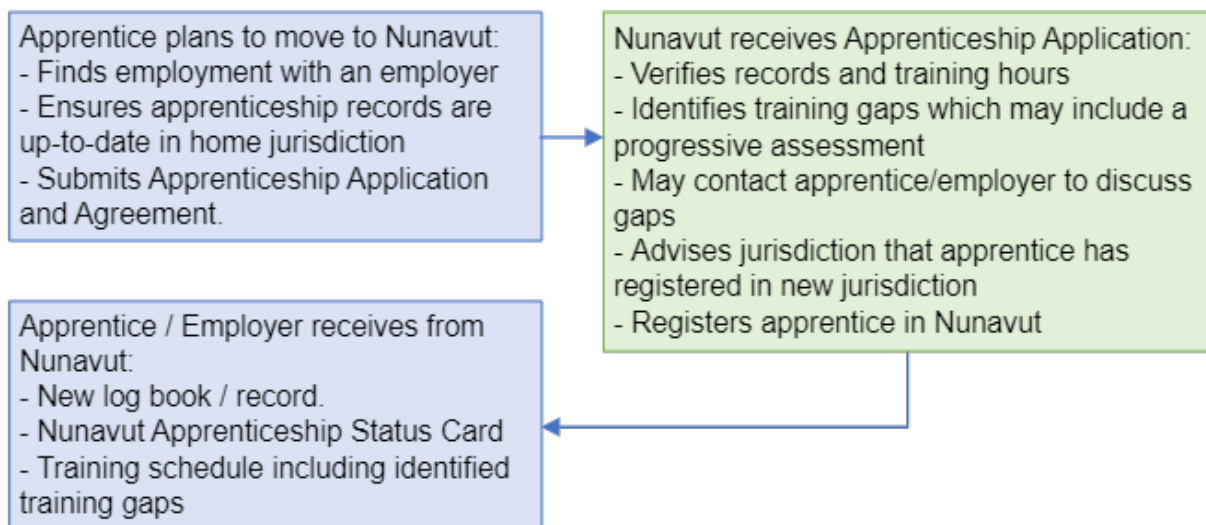
Telephone: 867-975-5200

Nunavut: Permanent Apprentice Mobility Requirements

Key Requirements for apprentices **permanently transferring** to Nunavut:

<i>Permanent Transfer</i>	<p>The Apprentice:</p> <ul style="list-style-type: none">• Finds employment in Nunavut.• Completes an Apprenticeship Application and Contract.• Submits records which must include:<ul style="list-style-type: none">○ technical training and on-the-job training hours completed to date;○ official transcripts from the jurisdiction apprentice is transferring from. <p>NOTE: There are no registration fees in Nunavut.</p>
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Process for apprentices **permanently transferring** to Nunavut:



Nunavut: Temporary Apprentice Mobility Requirements

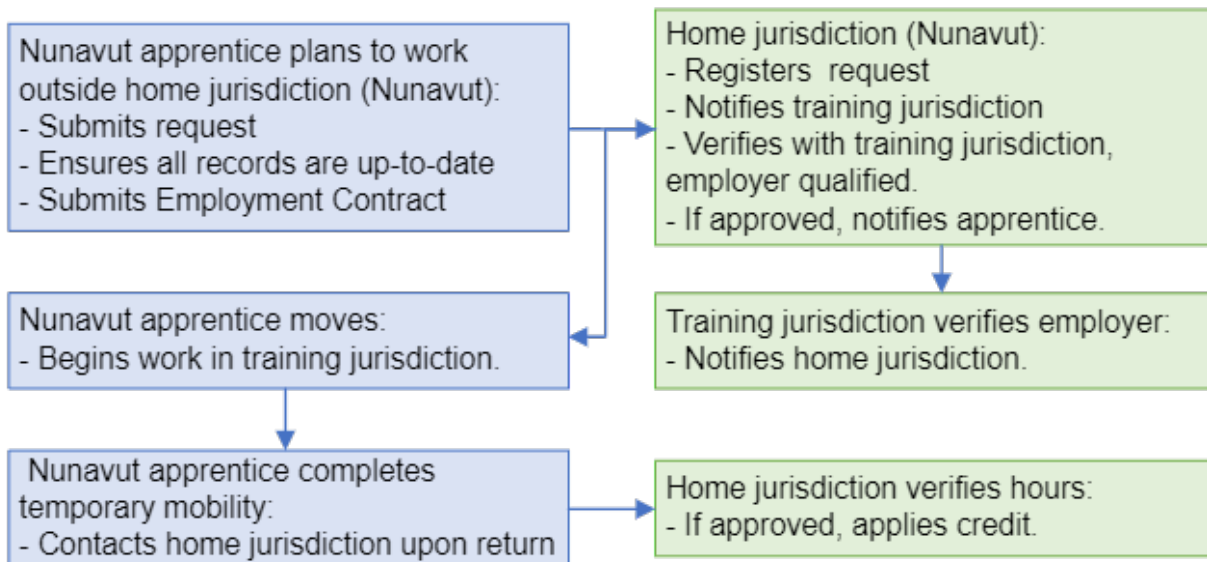
Key Requirements for Nunavut apprentices **temporarily working outside** Nunavut:

<i>Work Experience</i>	<p>The Apprentice:</p> <ul style="list-style-type: none"> • Contacts the Nunavut Apprenticeship Certification Unit (ACU) prior to leaving to Nunavut to ensure they are following requirements to enable them to receive recognition for hours worked outside the territory. • Contacts the ACU once temporary work concludes and upon returning to Nunavut for reinstatement and recognition for hours worked outside the territory. <p>NOTE: The apprentice's file is temporarily suspended, and upon twelve months of inactivity, is placed in a discontinued phase. The file is reinstated when the apprentice returns and enters into a contract with a Nunavut employer.</p>
<i>Off-the-Job or Technical Training</i>	<ul style="list-style-type: none"> • The apprentice submits a request to ACU in NU to take technical training outside the territory. Request must be submitted in writing. • ACU contacts the jurisdiction where the apprentice is proposing to take the technical training and works with the province or territory to determine if the request will be approved. If approved, • ACU contacts the apprentices with dates and location.
<i>Exams</i>	<ul style="list-style-type: none"> • The apprentice submits a request to ACU to write an exam outside the territory. The request must be submitted in writing. • ACU contacts the jurisdiction where the apprentice is proposing to write the exam and works with the province or territory to determine if the request will be approved. If approved, ACU contacts the apprentice with dates and location.

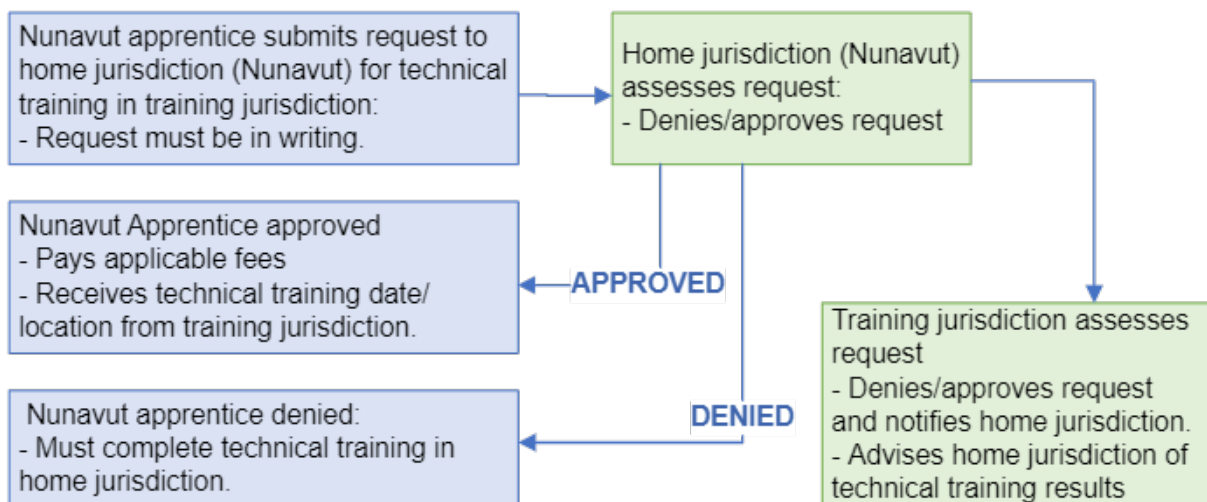
Key Requirements for non-Nunavut apprentices **temporarily working In** Nunavut:

<i>Work Experience</i>	<ul style="list-style-type: none"> • None.
<i>Off-the-Job or Technical Training</i>	<ul style="list-style-type: none"> • None.
<i>Exams</i>	<ul style="list-style-type: none"> • None.

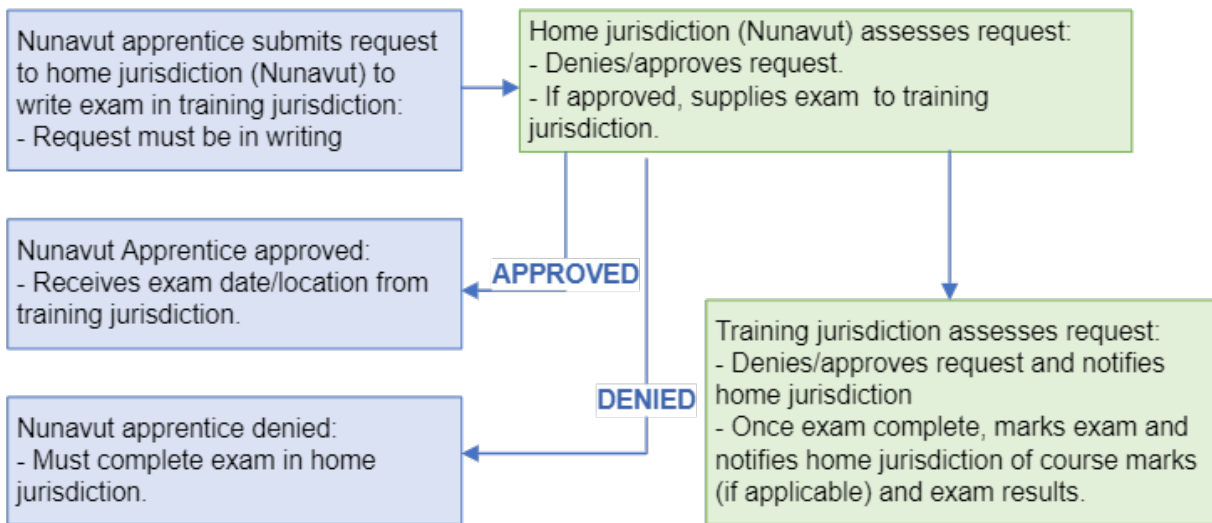
Process for Nunavut apprentices **temporarily working outside** Nunavut in **all trades**:



Process for Nunavut apprentices **requesting technical training outside of** Nunavut:



Process for Nunavut apprentices **requesting examinations outside of Nunavut:**



Appendix 12: Northwest Territories

Northwest Territories: Contact Info

Department of Education, Culture and Employment

Government of the Northwest Territories

P.O. Box 1320

Yellowknife, NT X1A 2L9

Fax: 867-873-0200

Website: <https://www.ece.gov.nt.ca/en/services/apprenticeship-trade-and-occupation-certification>

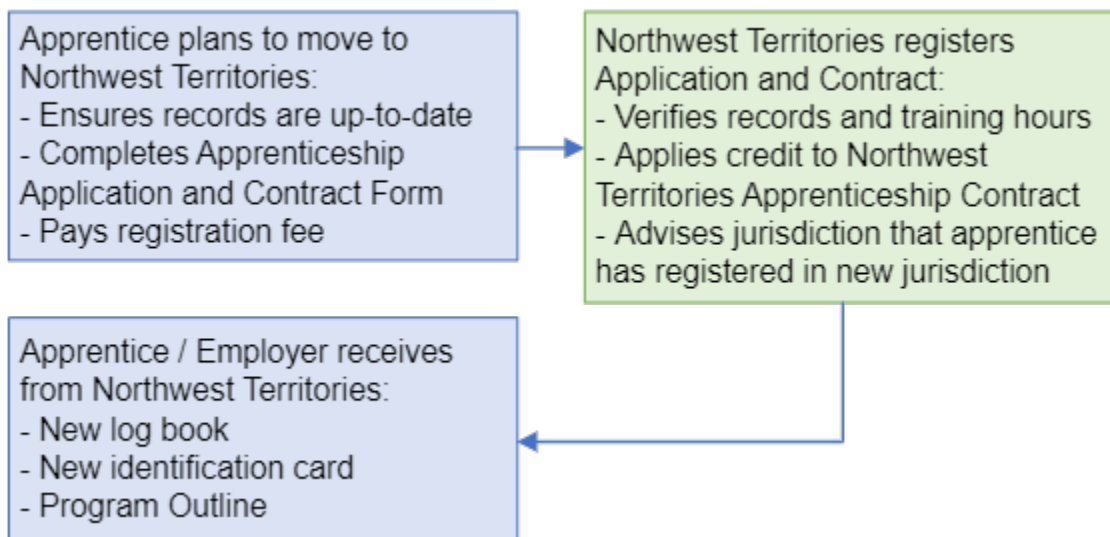
Telephone: 1-867-873-9351

Northwest Territories: Permanent Apprenticeship Mobility Requirements

Key Requirements for apprentices **permanently transferring to** Northwest Territories:

<i>Permanent Transfer</i>	<p>The Apprentice:</p> <ul style="list-style-type: none">• Finds employment in the Northwest Territories.• Completes an Apprenticeship Application and Contract.• Submits records which must include:<ul style="list-style-type: none">○ technical training and on-the-job training hours completed to date;○ official record book and/or transcripts from the jurisdiction apprentice is transferring from.
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Process for apprentices **permanently transferring to** Northwest Territories:



Northwest Territories: Temporary Apprentice Mobility Requirements

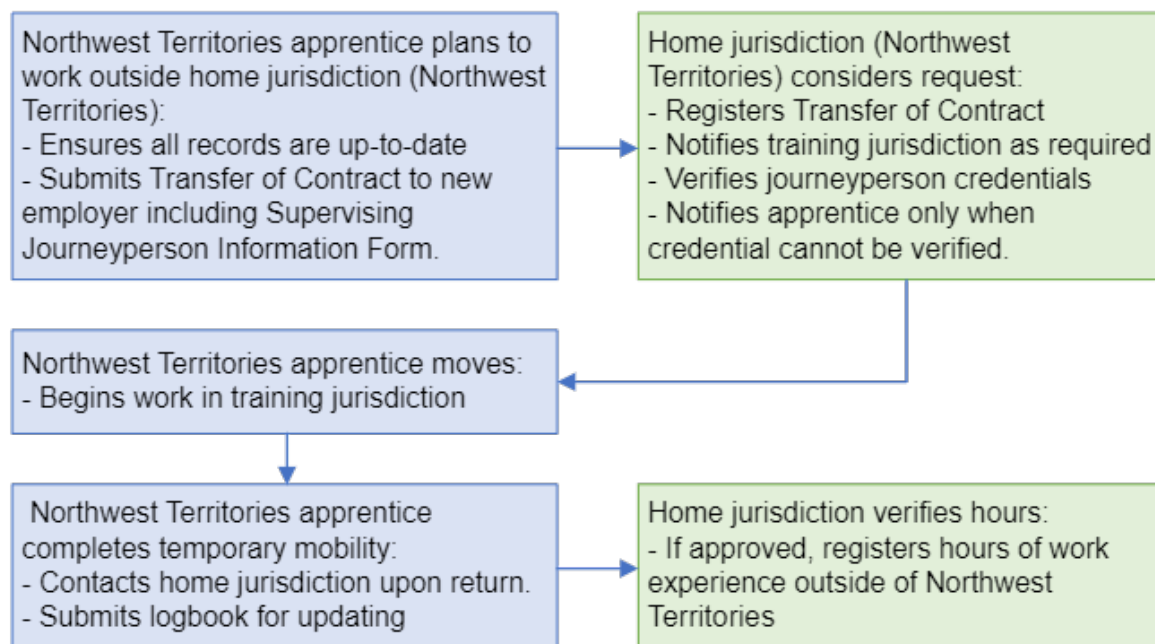
Key Requirements for Northwest Territories apprentices **temporarily working outside** Northwest Territories:

<i>Work Experience</i>	<p>The Apprentice:</p> <ul style="list-style-type: none"> • Contacts the Northwest Territories Apprenticeship and Occupational Certification Unit prior to leaving to the Northwest Territories to ensure they are following requirements to enable them to receive recognition for hours worked outside the territory. • Contacts the Northwest Territories Apprenticeship and Occupational Certification Unit once temporary work concludes and upon returning to the Northwest Territories for recognition for hours worked outside the territory.
<i>Off-the-Job or Technical Training</i>	<ul style="list-style-type: none"> • The apprentice submits a request to Northwest Territories Apprenticeship and Occupational Certification Unit to take technical training outside the territory. Request must be submitted in writing, by email. • Northwest Territories Apprenticeship and Occupational Certification Unit contacts the jurisdiction where the apprentice is proposing to take the technical training and works with the province or territory to determine if the request will be approved. If approved, Northwest Territories Apprenticeship and Occupational Certification Unit contacts the apprentice with confirmation of dates and location. <p>NOTE: Exams for technical training taken outside the Northwest Territories must be written in the jurisdiction where the technical training occurred.</p>
<i>Exams</i>	<ul style="list-style-type: none"> • The apprentice submits a request to Northwest Territories Apprenticeship and Occupational Certification Unit to write an exam outside the territory. Request must be submitted in writing, by email. • Northwest Territories Apprenticeship and Occupational Certification Unit contacts the jurisdiction where the apprentice is proposing to write the exam and works with the province or territory to determine if the request will be approved. If approved, Northwest Territories Apprenticeship and Occupational Certification Unit contacts the apprentice with dates and location. • Fees may apply

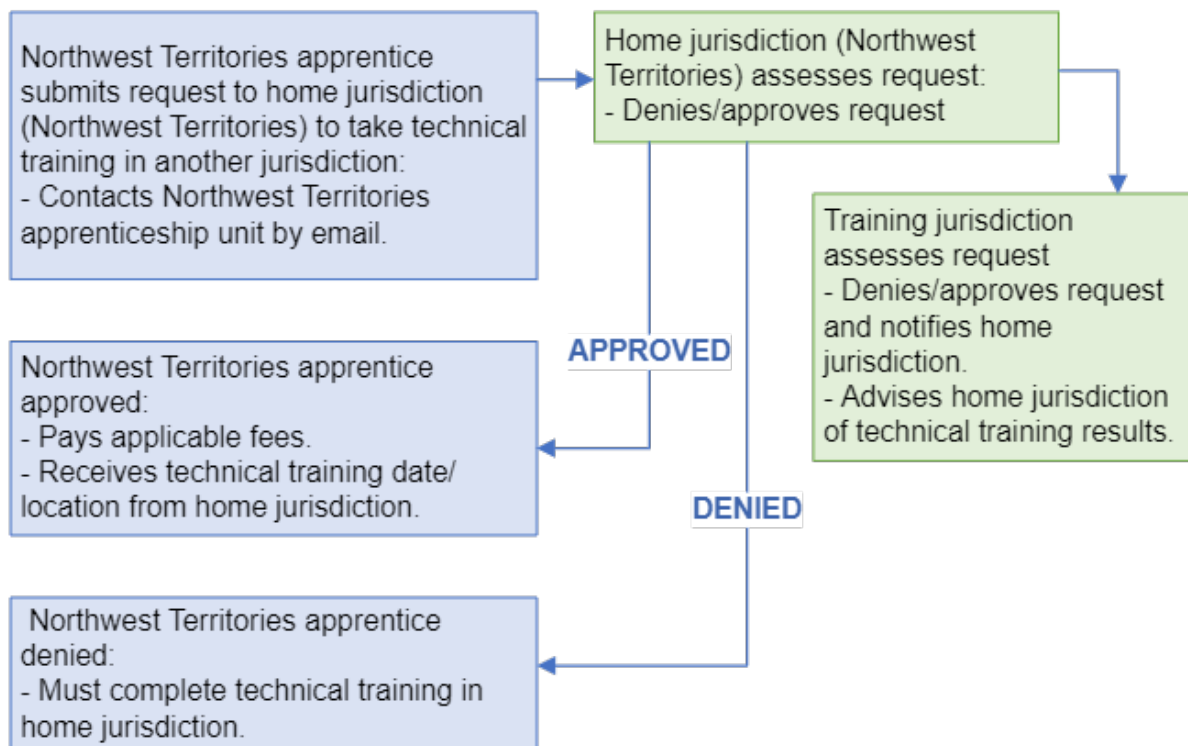
Key Requirements for Non-Northwest Territories apprentices **temporarily working in** Northwest Territories

<i>Work Experience</i>	<ul style="list-style-type: none"> • None.
<i>Off-the-Job or Technical Training</i>	<ul style="list-style-type: none"> • None.
<i>Exams</i>	<ul style="list-style-type: none"> • None.

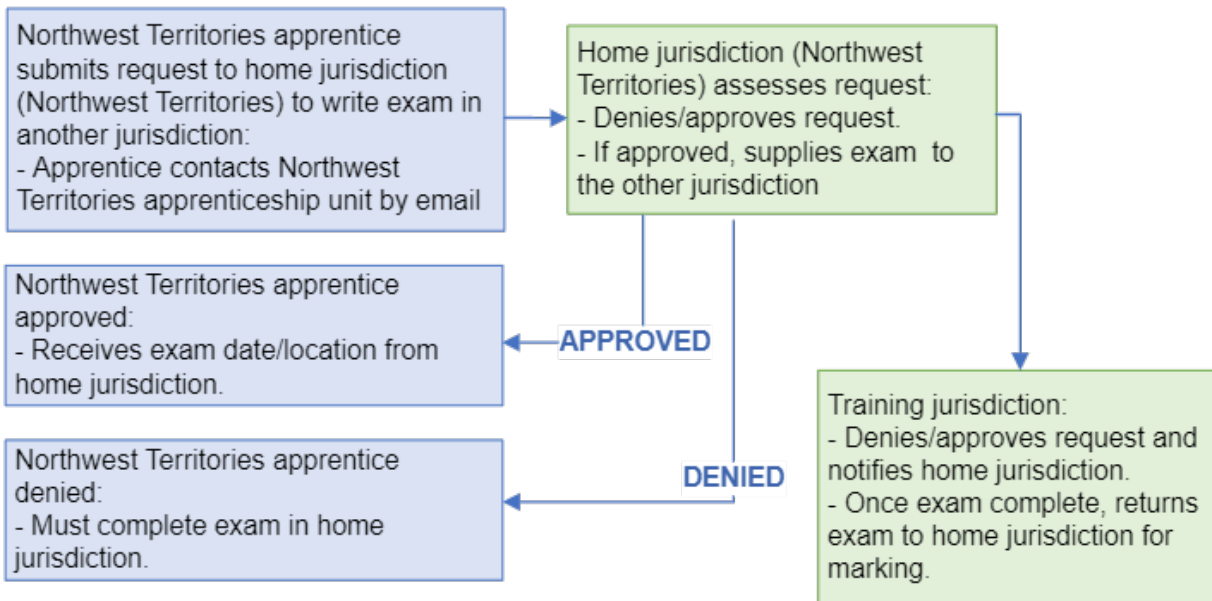
Process for Northwest Territories apprentices **temporarily working outside** Northwest Territories in **all trades**:



Process for Northwest Territories apprentices **requesting technical training outside of** Northwest Territories:



Process for Northwest Territories apprentices **requesting examinations outside of** Northwest Territories:



Appendix 13: Yukon

Yukon: Contact Info

Advanced Education

Department of Education

Government of Yukon

Box 2703

Whitehorse, YT Y1A 2C6

Fax: 867-667-8555

Website: http://www.education.gov.yk.ca/trades_apprentice.html

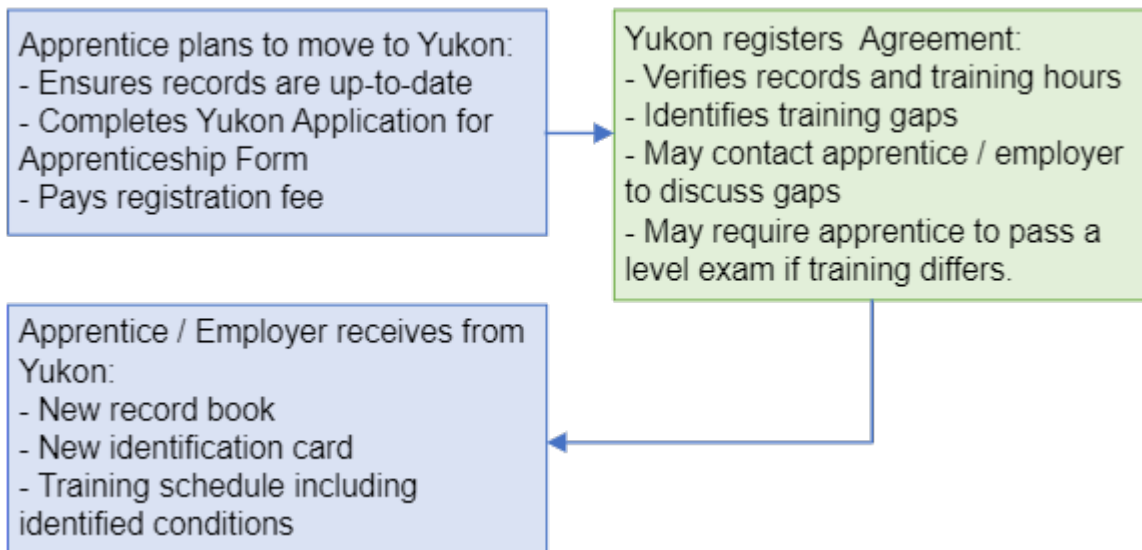
Telephone: 1-867-456-3867 or toll-free 1-800-661-0408, ext. 3867

Yukon: Permanent Apprentice Mobility Requirements

Key Requirements for apprentices **permanently transferring** to Yukon:

<i>Permanent Transfer</i>	<p>The Apprentice:</p> <ul style="list-style-type: none">• Completes Yukon Application for Apprenticeship Form to register as a Yukon apprentice.• Pays registration fee.
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Process for apprentices **permanently transferring** to Yukon:



Yukon: Temporary Apprenticeship Mobility Requirements

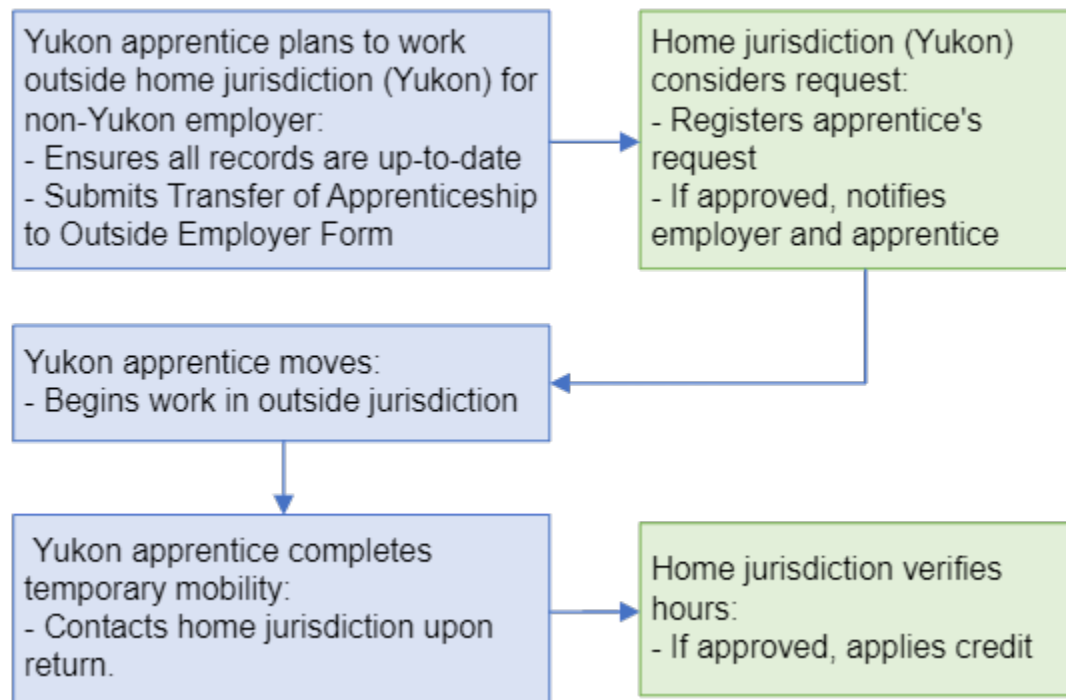
Key Requirements for Yukon apprentices **temporarily working outside** Yukon:

<i>Work Experience</i>	The Apprentice: <ul style="list-style-type: none">• Completes Transfer of Apprenticeship to Outside Employer Form.• Submits copy of Canada Revenue Agency forms to confirm proof of Yukon residency.
<i>Off-the-Job or Technical Training</i>	The apprentice: <ul style="list-style-type: none">• Completes Apprenticeship Enrollment Form for In-School Training.
<i>Exams</i>	The apprentice: <ul style="list-style-type: none">• Submits a request to Yukon to take exam.

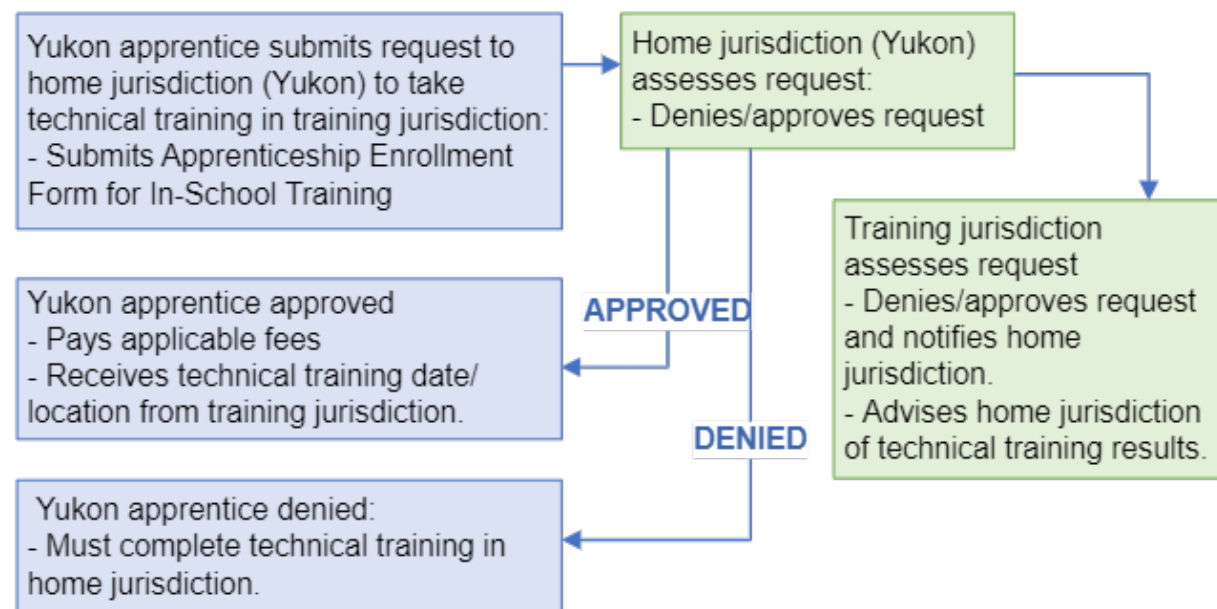
Key Requirements for Non- Yukon apprentices **temporarily working In** Yukon:

<i>Work Experience</i>	<ul style="list-style-type: none">• None.
<i>Off-the-Job or Technical Training</i>	<ul style="list-style-type: none">• None.
<i>Exams</i>	<ul style="list-style-type: none">• None.

Process for Yukon apprentices **temporarily working outside** Yukon in **all trades**:



Process for Yukon apprentices **requesting technical training outside of** Yukon:



Process for Yukon apprentices **requesting examinations outside of Yukon**:

