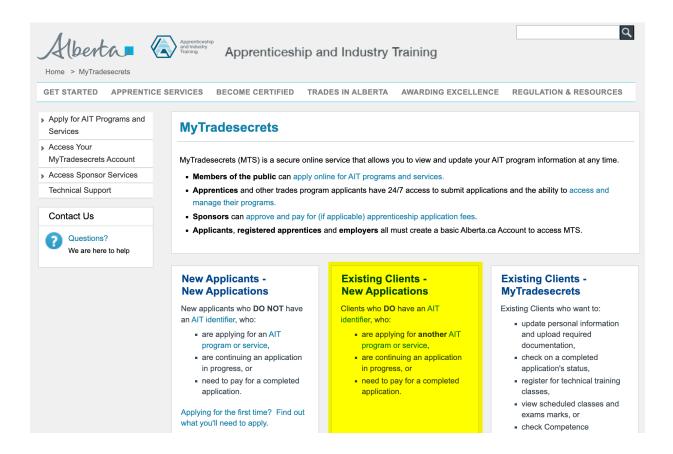
Helpful Hints on Uploading Your Transcripts

The information within this document is for general reference only and is not intended to replace any direction or guidance provided by any Government of Alberta entity or authority. If you require assistance in uploading your information for review, you can contact Alberta Apprenticeship and Industry Training.

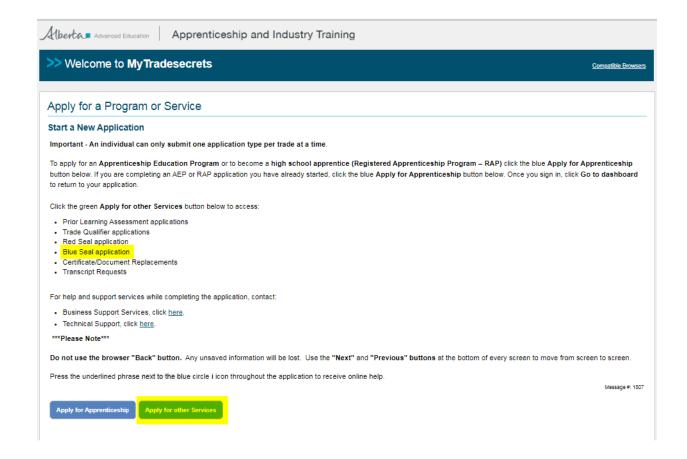
Step 1

Log into the apprentice and industry training portal. Select: "Existing Clients - New Applications"



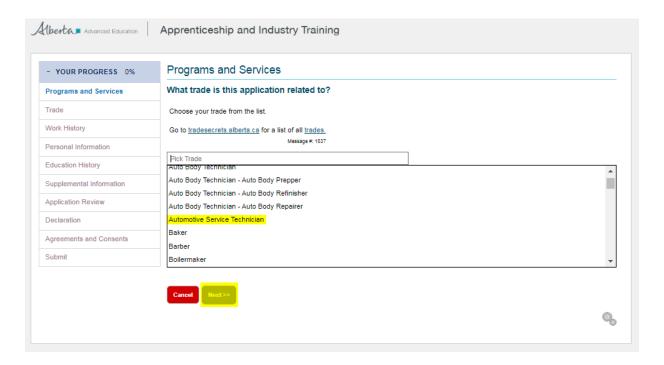
You will now be on a page to "Apply for a Program or Service."

- Select "Apply for other Services" (second option)



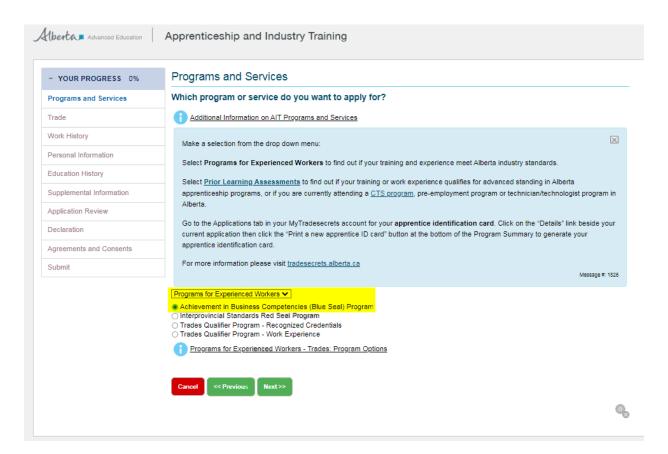
You will be directed to the "Programs and Services" page. You will be requested to provide the appropriate trade in which you ALREADY have obtained a RED SEAL.

Select your **Trade** from the list.

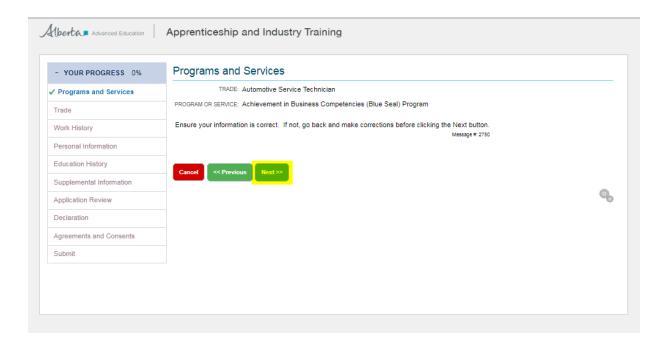


You will be directed to "Programs and Services."

Select "Programs for Experienced Workers" from the dropdown menu, and then select "Achievement in Business Competencies (Blue Seal) Program."

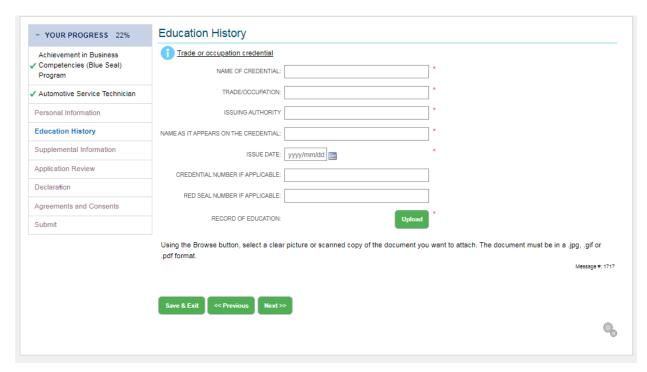


You will still be in the "Program and Services" section, where all the information you inputted for your "**Trade**" and "**Program or Service**" will be presented.



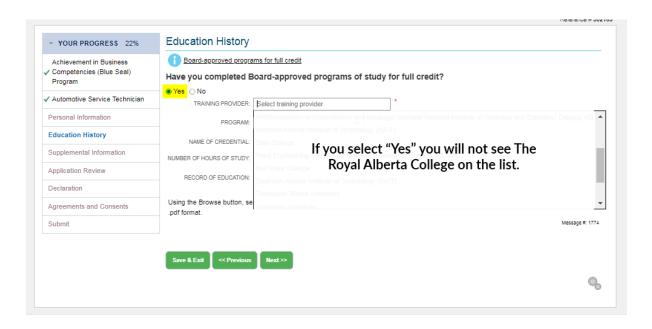
You will be requested to review the information you have provided. <u>If the information is incorrect</u>, go back and correct it; if it is correct, click **Next**.

The next screen will require you to enter personal information about your **education history**. Provide the necessary information.



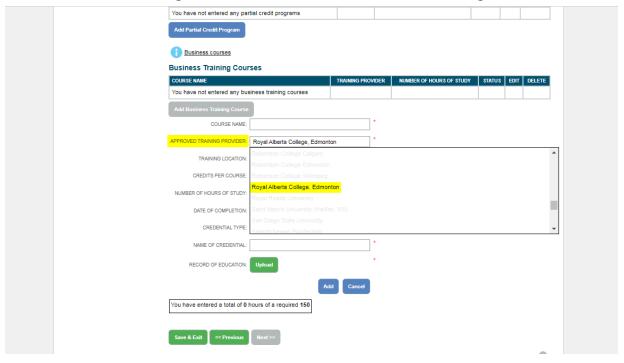
You will be asked, "Have you completed a Board-approved program of study for full credit?"

Select "No."

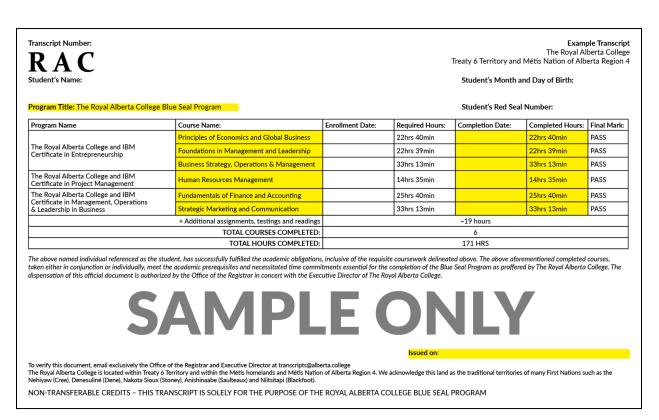


The screen will have a header **Business Training Courses** now.

Go to "Approved Training Provider" and select "Royal Alberta College, Edmonton."



Enter the following information from your transcript:



Course Name: Enter the course name as stated on your transcript.

Training Location: Edmonton (or ONLINE)

Credits Per Course: 0

Number of Hours of Study: Enter the amount of hours as stated on your transcript.

Date of Completion: **Enter the date of completion as stated on your transcript.**

Credential Type: **Diploma**

Name of Credential: The Royal Alberta College Blue Seal Program

Record of Education: Upload

If you have any questions regarding the uploading or completion of this process. Please contact <u>Alberta Apprenticeship and Industry Training</u> by clicking on the highlighted "Contact Us" section.

