

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”

The screenshot shows the Alberta Apprenticeship and Industry Training website. The header includes the Alberta logo, the Apprenticeship and Industry Training logo, and the text "Apprenticeship and Industry Training". Below the header is a navigation bar with links: GET STARTED, APPRENTICE SERVICES, BECOME CERTIFIED, TRADES IN ALBERTA, AWARDING EXCELLENCE, and REGULATION & RESOURCES. On the left side, there is a sidebar with links: Apply for AIT Programs and Services, Access Your MyTradesecrets Account, Access Sponsor Services, Technical Support, and Contact Us. The main content area is titled "MyTradesecrets" and contains a description of the service and a list of bullet points. Below this, there are three columns: "New Applicants - New Applications", "Existing Clients - New Applications", and "Existing Clients - MyTradesecrets".

Alberta Apprenticeship and Industry Training

Home > MyTradesecrets

GET STARTED APPRENTICE SERVICES BECOME CERTIFIED TRADES IN ALBERTA AWARDING EXCELLENCE REGULATION & RESOURCES

Apply for AIT Programs and Services

Access Your MyTradesecrets Account

Access Sponsor Services

Technical Support

Contact Us

Questions? We are here to help

MyTradesecrets

MyTradesecrets (MTS) is a secure online service that allows you to view and update your AIT program information at any time.

- **Members of the public** can [apply online for AIT programs and services](#).
- **Apprentices** and other trades program applicants have 24/7 access to submit applications and the ability to [access and manage their programs](#).
- **Sponsors** can [approve and pay for \(if applicable\) apprenticeship application fees](#).
- **Applicants, registered apprentices and employers** all must create a basic Alberta.ca Account to access MTS.

New Applicants - New Applications

New applicants who **DO NOT** have an **AIT identifier**, who:

- are applying for an **AIT program or service**,
- are continuing an application in progress, or
- need to pay for a completed application.

[Applying for the first time? Find out what you'll need to apply.](#)

Existing Clients - New Applications

Clients who **DO** have an AIT identifier, who:

- are applying for **another** AIT program or service,
- are continuing an application in progress, or
- need to pay for a completed application.

Existing Clients - MyTradesecrets

Existing Clients who want to:

- update personal information and upload required documentation,
- check on a completed application's status,
- register for technical training classes,
- view scheduled classes and exams marks, or
- check Competence

Step 2

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

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

Alberta  Advanced Education | Apprenticeship and Industry Training

>> Welcome to MyTradesecrets [Compatible Browsers](#)

Apply for a Program or Service

Start a New Application

Important - An individual can only submit one application type per trade at a time.

To apply for an **Apprenticeship Education Program** or to become a **high school apprentice (Registered Apprenticeship Program – RAP)** click the blue **Apply for Apprenticeship** button below. If you are completing an AEP or RAP application you have already started, click the blue **Apply for Apprenticeship** button below. Once you sign in, click **Go to dashboard** to return to your application.

Click the green **Apply for other Services** button below to access:

- Prior Learning Assessment applications
- Trade Qualifier applications
- Red Seal application
- **Blue Seal application**
- Certificate/Document Replacements
- Transcript Requests

For help and support services while completing the application, contact:

- Business Support Services, click [here](#).
- Technical Support, click [here](#).

*****Please Note*****

Do not use the browser "Back" button. Any unsaved information will be lost. Use the **"Next"** and **"Previous"** buttons at the bottom of every screen to move from screen to screen.

Press the underlined phrase next to the blue circle  throughout the application to receive online help.

Apply for Apprenticeship

Apply for other Services

Message #: 1507

Step 3

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.

Alberta Advanced Education | Apprenticeship and Industry Training

- YOUR PROGRESS 0%

Programs and Services

Trade

Work History

Personal Information

Education History

Supplemental Information

Application Review

Declaration

Agreements and Consents

Submit

What trade is this application related to?

Choose your trade from the list.

Go to tradesecrets.alberta.ca for a list of all [trades](#).

Message #: 1537

Pick Trade

- Auto Body technician
- Auto Body Technician - Auto Body Prepper
- Auto Body Technician - Auto Body Refinisher
- Auto Body Technician - Auto Body Repairer
- Automotive Service Technician**
- Baker
- Barber
- Boilermaker

Cancel Next >>

Then click **Next**.

Step 4

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."**

Alberta Advanced Education | Apprenticeship and Industry Training

Programs and Services

Which program or service do you want to apply for?

Additional Information on AIT Programs and Services

Make a selection from the drop down menu:

Select **Programs for Experienced Workers** to find out if your training and experience meet Alberta industry standards.

Select **Prior Learning Assessments** to find out if your training or work experience qualifies for advanced standing in Alberta apprenticeship programs, or if you are currently attending a **CTS program**, pre-employment program or technician/technologist program in Alberta.

Go to the Applications tab in your MyTradesecrets account for your **apprentice identification card**. Click on the "Details" link beside your current application then click the "Print a new apprentice ID card" button at the bottom of the Program Summary to generate your apprentice identification card.

For more information please visit tradesecrets.alberta.ca

Message #: 1526

Programs for Experienced Workers ▼

- **Achievement in Business Competencies (Blue Seal) Program**
- Interprovincial Standards Red Seal Program
- Trades Qualifier Program - Recognized Credentials
- Trades Qualifier Program - Work Experience

Programs for Experienced Workers - Trades: Program Options

Cancel << Previous Next >>

Then click **Next**.

Step 5

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.

The screenshot shows the 'Programs and Services' section of the Alberta Apprenticeship and Industry Training application. On the left is a sidebar with a progress bar at 0% and a list of steps: 'Programs and Services' (checked), 'Trade', 'Work History', 'Personal Information', 'Education History', 'Supplemental Information', 'Application Review', 'Declaration', 'Agreements and Consents', and 'Submit'. The main content area is titled 'Programs and Services' and displays the following information: 'TRADE: Automotive Service Technician' and 'PROGRAM OR SERVICE: Achievement in Business Competencies (Blue Seal) Program'. Below this, a message states: 'Ensure your information is correct. If not, go back and make corrections before clicking the Next button. Message #: 2750'. At the bottom of the main area are three buttons: 'Cancel' (red), '<< Previous' (green), and 'Next >>' (yellow). A small circular icon with a question mark is visible on the right side of the main area.

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

Step 6

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

YOUR PROGRESS 22%

Achievement in Business

✓ Competencies (Blue Seal) Program

✓ Automotive Service Technician

Personal Information

Education History

Supplemental Information

Application Review

Declaration

Agreements and Consents

Submit

Education History

 **Trade or occupation credential**

NAME OF CREDENTIAL:

TRADE/OCCUPATION:

ISSUING AUTHORITY:

NAME AS IT APPEARS ON THE CREDENTIAL:

ISSUE DATE: 

CREDENTIAL NUMBER IF APPLICABLE:

RED SEAL NUMBER IF APPLICABLE:

RECORD OF EDUCATION: 

Using the Browse button, select a clear picture or scanned copy of the document you want to attach. The document must be in a .jpg, .gif or .pdf format.

  

Message #: 1717



Then click **Next**.

Step 7

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

Select "No."

YOUR PROGRESS 22%

- Achievement in Business
- Competencies (Blue Seal) Program
- Automotive Service Technician
- Personal Information
- Education History**
- Supplemental Information
- Application Review
- Declaration
- Agreements and Consents
- Submit

Education History

Board-approved programs for full credit

Have you completed Board-approved programs of study for full credit?

☒ Yes ☐ No

TRAINING PROVIDER:

PROGRAM:

NAME OF CREDENTIAL:

NUMBER OF HOURS OF STUDY:

RECORD OF EDUCATION:

Using the Browse button, see pdf format.

If you select "Yes" you will not see The Royal Alberta College on the list.

Message #: 1774

Save & Exit **<< Previous** **Next >>**

Step 8

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

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

You have not entered any partial credit programs

Add Partial Credit Program

Business courses

Business Training Courses

COURSE NAME	TRAINING PROVIDER	NUMBER OF HOURS OF STUDY	STATUS	EDIT	DELETE
You have not entered any business training courses					

Add Business Training Course

COURSE NAME:

APPROVED TRAINING PROVIDER:

Royal Alberta College, Edmonton

TRAINING LOCATION:

Robertson College Calgary
Robertson College Edmonton
Robertson College Winnipeg
Royal Alberta College, Edmonton
Royal Roads University
Saint Mary's University (Halifax, NS)
San Diego State University
Saskatchewan Polytechnic

CREDITS PER COURSE:

NUMBER OF HOURS OF STUDY:

DATE OF COMPLETION:

CREDENTIAL TYPE:

NAME OF CREDENTIAL:

RECORD OF EDUCATION:

Upload

Add

Cancel

You have entered a total of 0 hours of a required 150

Save & Exit

<< Previous

Next >>

Step 9

Enter the following information from your transcript:

Transcript Number: RAC		Example Transcript The Royal Alberta College Treaty 6 Territory and Métis Nation of Alberta Region 4				
Student's Name:		Student's Month and Day of Birth:				
Program Title: The Royal Alberta College Blue Seal Program		Student's Red Seal Number:				
Program Name	Course Name:	Enrollment Date:	Required Hours:	Completion Date:	Completed Hours:	Final Mark:
The Royal Alberta College and IBM Certificate in Entrepreneurship	Principles of Economics and Global Business		22hrs 40min		22hrs 40min	PASS
	Foundations in Management and Leadership		22hrs 39min		22hrs 39min	PASS
	Business Strategy, Operations & Management		33hrs 13min		33hrs 13min	PASS
The Royal Alberta College and IBM Certificate in Project Management	Human Resources Management		14hrs 35min		14hrs 35min	PASS
The Royal Alberta College and IBM Certificate in Management, Operations & Leadership in Business	Fundamentals of Finance and Accounting		25hrs 40min		25hrs 40min	PASS
	Strategic Marketing and Communication		33hrs 13min		33hrs 13min	PASS
+ Additional assignments, testings and readings			~19 hours			
TOTAL COURSES COMPLETED:			6			
TOTAL HOURS COMPLETED:			171 HRS			

The above named individual referenced as the student, has successfully fulfilled the academic obligations, inclusive of the requisite coursework delineated above. The above aforementioned completed courses, taken either in conjunction or individually, meet the academic prerequisites and necessitated time commitments essential for the completion of the Blue Seal Program as proffered by The Royal Alberta College. The dispensation of this official document is authorized by the Office of the Registrar in concert with the Executive Director of The Royal Alberta College.

SAMPLE ONLY

Issued on:

To verify this document, email exclusively the Office of the Registrar and Executive Director at transcripts@alberta.college
The Royal Alberta College is located within Treaty 6 Territory and within the Métis homelands and Métis Nation of Alberta Region 4. We acknowledge this land as the traditional territories of many First Nations such as the Nehiyaw (Cree), Denesuline (Dene), Nakota Sioux (Stoney), Anishinaabe (Saulteaux) and Niitsitapi (Blackfoot).

NON-TRANSFERABLE CREDITS - THIS TRANSCRIPT IS SOLELY FOR THE PURPOSE OF THE ROYAL ALBERTA COLLEGE BLUE SEAL PROGRAM

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**

Then click **Next**.

If you have any questions regarding the uploading or completion of this process. Please contact [Alberta Apprenticeship and Industry Training](#) by clicking on the highlighted “Contact Us” section.



Apprenticeship and Industry Training

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New Applicants

Existing Clients

Existing Clients