



Employer Recommendation to Challenge Exam

A letter with the following requirements must be forwarded to Alberta Apprenticeship and Industry Training.

The letter should be printed on company letterhead of the apprentice's current employer and include the following:

- Current date
- Apprentice's legal name
- Apprentice's date of birth
- Apprentice's identification number
- Apprentice's trade name
- The period of the exam to be challenged (1, 2, 3, or 4)
- Reason for challenging exam instead of attending technical training

Once approved, a fee of \$150.00 will be required prior to scheduling a theory examination. Please make cheques and money orders payable to:

Government of Alberta

Additional fees for practical examinations may be required for your trade. Visit www.tradesecrets.alberta.ca for more information.

A sample letter has been attached for your convenience.

Sample Text

EMPLOYER EXAM RECOMMENDATION LETTER

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

[Date]

To Whom It May Concern,

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

[Include reason for challenging exam rather than attending technical training].

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

[Signature]

[Name]

[Title]

[Contact information]