

## Entry Requirements

### 1. You Cannot Be Indentured

If you have already been sponsored to begin your apprenticeship in a trade (hours or technical training) you are not eligible for CAREERS CO-OP Apprenticeship Program (CCAP). Only exception is an apprenticeship started through RAP (Registered Apprenticeship Program) or the CAREERS Rebuild Program.

### 2. Must have graduated from high school (registered as a full time student) in 2012 or later OR received your Post Secondary High School Diploma and born in 1994 or later.

### 3. Attend a CCAP Information Session

Visit <https://careersccapinfoession.eventbrite.ca> for available dates.

## Application Package Submission Requirements

- ◇ **CCAP Application** Will be provided during the Information Session. All candidates are encouraged to select three trades of interest, in order of preference.
- ◇ **High School Course Requirements, Diploma or Post Secondary High School Diploma as per dates stated above**  
Minimum requirement of Math 20-2 or Math 30-3 and one of Science 20, Chemistry 20, Physics 20. Instrumentation and Control Technician and the Refrigeration and Air Conditioning Mechanic requirements include Math 30-3, Chemistry 30, and Physics 30.
- ◇ **Provide Proof of RMWB Residency from April 2018**  
Can use transcript, paycheque, bill, driver's license – address and date must be included.
- ◇ **Resume (2 copies)**  
Use paid or free resources like online sites or Alberta Works (780-743-7164 ) to perfect your resume.
- ◇ **Cover Letter (2 copies)**  
Address to the 'Selection Committee'. In this cover letter explain how you will be a perfect fit for the program, your research, and reasons for your trade of choice. Explain what resources did you use for your research? Research ideas could include alis.alberta.ca and interviewing a tradesperson in your selected trade. Also touch on your 2nd & 3rd choices.
- ◇ **Two Reference Letters (2 copies each)**  
Letters from academic, work related, or community based individuals are required. References from friends or relatives are not accepted.
- ◇ **Provide Official Government Transcript - No Photocopies**  
When requesting transcripts, have documents delivered to your home address prior to submission. Do not have transcripts sent to Keyano College or CAREERS office.
- ◇ **Provide Copy of CSTS & CSO Certificates**  
CSTS can be booked through Keyano's Office of the Registrar or completed online. CSO Can be booked online. If you already have the OSSA Regional Orientation or BSO (which has been replaced by CSO), you don't need CSO.
- ◇ **Differential Aptitude Test (DAT)**  
Book your test at Keyano College. Tutors are available through Keyano Testing Department. Or study using the Sample Tests book prior to writing. Sample test books can be purchased at Keyano Bookstore or borrowed from the library. DAT tests can be re-written multiple times. The Clerical Speed and Accuracy sections are not included in the DAT for CCAP. Do not wait for results to be mailed, results are to be picked up from Keyano.
- ◇ **RAP and Rebuild Evaluations:** Must be included as part of your application if you were in the RAP and Rebuild programs.

**Do not mail. Drop off completed Application Package to CAREERS: the Next Generation by April 5, 2019**

2<sup>nd</sup> Floor Room 255 Bob Lamb Building, Keyano College, 8015 Franklin Avenue

For further information refer to [www.careersnextgen.ca/coop](http://www.careersnextgen.ca/coop) email: [eleatham@nextgen.org](mailto:eleatham@nextgen.org) or phone: 780-792-5636



# CAREERS CO-OP Apprenticeship Program

**Deadline: April 5, 2019**

In addition to the eligibility requirements, applicants for the CAREERS CO-OP Apprenticeship Program (CCAP) must attend a CCAP Information Session, write a Differential Aptitude Test (DAT), have the CSO and CSTS certificates. Below are details on how to meet these requirements:

## Mandatory Information Session

**Mandatory** to attend an Information Session to be eligible to apply for CCAP. Book your session by copying and pasting this link to your browser: <https://careersccapinfosession.eventbrite.ca> Cost \$0

Date	Time
Tues Dec 4, 2018	1pm-2:30pm
Wed Dec 12, 2018	7pm-8:30pm
Tues Jan 15, 2019	1pm-2:30pm
Wed Jan 23, 2019	7pm-8:30pm
Tues Feb 12, 2019	1pm-2:30pm

Date	Time
Wed Feb 20, 2019	7pm-8:30pm
Tues Mar 12, 2019	1pm-2:30pm
Wed Mar 20, 2019	7pm-8:30pm
Tues Mar 26, 2019	7pm-8:30pm

## Differential Aptitude Test (DAT)

**Submit your DAT results with completed application package.** To book call 780-792-2688 or visit the Office of the Registrar at Keyano College. You are encouraged to review the DAT Sample Tests prior to writing. Sample test books can be purchased at Keyano Bookstore or borrowed from the library. DAT tests can be re-written multiple times. The Clerical Speed and Accuracy sections are not included in the DAT for CCAP. Cost \$125+tax

Date	Time
Mon Dec 3, 2018	9am-1pm
Wed Dec 12, 2018	5pm-9pm
Mon Jan 7, 2019	9am-1pm
Wed Jan 23, 2019	5pm-9pm

Date	Time
Mon Feb 4, 2019	1pm-5pm
Wed Feb 20, 2019	5pm-9pm
Mon Mar 4, 2019	9am-1pm
Wed Mar 13, 2019	1pm-5pm

Date	Time
Wed Mar 27, 2019	5pm-9pm
Wed April 1, 2019	9pm-1pm

## Common Safety Orientation (CSO)

**Submit your CSO certificate with your completed application package.** To book visit [www.energysafetycanada.com/training/courses/detail/12013/common-safety-orientation](http://www.energysafetycanada.com/training/courses/detail/12013/common-safety-orientation)

Cost \$49 + tax (until March 31, 2019)

(If you currently hold the OSSA Regional Orientation or BSO certificates you are not required to complete CSO)

## Construction Safety Training System (CSTS)

**Submit your CSTS certificate with your completed application package.**

To book at Keyano call 780-792-2688 Cost \$125+tax

Or [www.youracsa.ca](http://www.youracsa.ca) Cost: \$65 + tax

**For further information:**  
[www.careersnextgen.ca/coop](http://www.careersnextgen.ca/coop)  
 email: [eleatham@nextgen.org](mailto:eleatham@nextgen.org)  
 780-792-5636

