

Entry Requirements

1. Attend a CCAP Information Session

Dates are on the back of this form.

2. Previously registered Apprentices

(if applicable) Apprentices registered through RAP (Registered Apprenticeship Program) are still eligible to apply. All other registered apprentices will be considered on a case-by-case basis.

3. Must have graduated from high school (registered as a full-time student) in 2016 or later OR received your Post-Secondary High School Diploma and born in 1998 or later.

Application Package Submission Requirements

- **CCAP Application** Will be provided after 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 2022**
Can use transcript, paycheque, bill, driver's license – name, 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 you used 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 them delivered to your home address.
- **Provide Copy of CSTS & CSO Certificates**
CSTS and CSO can be completed online. If you already have the OSSA Regional Orientation or BSO (which has been replaced by CSO), you don't need to complete CSO.
- **Differential Aptitude Test (DAT)**
Book your test at Keyano College. Tutors are available through Keyano Testing Department. You may 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. Results should be emailed directly to CAREERS. More details on the back of this page.
- **RAP Evaluations:** Must be included as part of your application if you were in RAP.

Do not mail. Drop off completed Application Package to CAREERS by April 6th, 2023 at 4PM.

1-305 MacDonald Crescent

PLEASE ADD @nextgen.org to your email whitelist. Most correspondence will be via email.

For further information refer to www.careersnextgen.ca/coop email: eleatham@nextgen.org or phone: 587-543-0436



CAREERS CO-OP Apprenticeship Program



Deadline: April 6, 2023

In addition to the eligibility requirements, applicants for the CAREERS CO-OP Apprenticeship Program (CCAP) must attend a CCAP Information Session (approximately 30 minutes), write a Differential Aptitude Test (DAT), have the CSO and CSTS certificates. Below are details on how to meet these requirements:

Mandatory Information Session (at the CAREERS office)

Mandatory to attend an Information Session to be eligible to apply for CCAP. Book your session by emailing eleatham@nextgen.org and identifying which date you'd like to sign up for.

IN PERSON SESSIONS	Time	IN PERSON SESSIONS	Time
October 4th, 2022	7:00PM	January 11 th , 2023	2:00PM
October 21 st , 2022	10:00AM	January 18 th , 2023	7:00PM
November 15 th , 2022	2:00PM	February 3 rd , 2023	10:00AM
November 25 th , 2022	10:00AM	February 8 th , 2023	7:00PM
November 30 th , 2022	7:00PM	February 17 th , 2023	2:00PM
December 4 th , 2022	7:00PM	March 3 rd , 2023	10:00AM
December 16 th , 2022	2:00PM	March 17 th , 2023	7:00PM
January 6 th , 2023	10:00AM		

Differential Aptitude Test (DAT)

1. Pay the exam-sitting fee (\$125+GST) at Keyano College Office of the Registrar (tel # 780-792-2688). (You will need the payment confirmation #, when you book an exam.)
2. New Users must create an account for the online booking system. www.keyano.ca/testing
3. Log in with your username and password
4. In the online booking system, select or fill in the relevant details
 - Select Test Taker Type: External Student, select Add-on Services: Online exam, select Schedule (Room): BL141
 - Select your preferred date on the calendar
 - **Student advisor/ Instructor name: CAREERS**
 - Course name: DAT
 - Length of exam: 2 hours
 - Payment Reference: Payment confirmation # (that you received from Keyano College)

Common Safety Orientation (CSO)

Submit your CSO certificate with your completed application package. To book visit www.energysafetycanada.com Cost: \$79 + tax

(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.

www.youracsa.ca Cost: Free (as of now)

www.careersnextgen.ca/coop

Contact Eric at eleatham@nextgen.org or call 587-543-0436