

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 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 2017 or later OR received your Post-Secondary High School Diploma and born in 1999 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 2023**
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.
- **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 5th, 2024 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: 780-426-3414



CAREERS CO-OP Apprenticeship Program



Deadline: April 5, 2024

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
September 27, 2023	9:00AM	December 15, 2023	1:00PM
October 3, 2023	1:00PM	January 5, 2024	9:00AM
October 6, 2023	9:00AM	January 17, 2024	7:00PM
October 23, 2023	1:00PM	February 2, 2024	1:00PM
November 1, 2023	7:00PM	February 7, 2024	7:00PM
November 15, 2023	7:00PM	February 22, 2024	9:00AM
December 1, 2023	9:00AM	March 4, 2024	1:00PM
December 8, 2023	1:00PM		

Differential Aptitude Test (DAT)

1. Pay the exam-sitting fee (\$165+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

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 780-426-3414



CAREERS
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