

Entry Requirements

1. **Attend a CCAP Information Session-** Dates are on the back of this form.
2. **Not a previously registered Apprenticeship**
Apprentices registered through RAP (Registered Apprenticeship Program) are eligible to apply. All other previously registered apprentices will be considered on a case-by-case basis. This program is designed to provide youth with their first opportunity to enter the skilled trades.
3. **Born in 2000 or later AND**
 - Must have graduated from high school (registered as a full-time student) in 2018 or later **OR**
 - Obtain a Post-Secondary High School Diploma

Application Package Submission Requirements

- **CCAP Application** Will be provided after the Information Session. All candidates are encouraged to select up to 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 Chemistry 30 and Physics 30.
- **Provide Proof of RMWB Residency from September 2024**
Can use transcript, pay cheque, 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**
When requesting transcripts, have them delivered to your home address. International graduates should have their marks assessed to Canadian Standards. (IQAS assessment for immigration | Alberta.ca) CAEC and GED will **NOT** be accepted.
- **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. DAT tests can be re-written multiple times. Results should be emailed directly to CAREERS. More details are on the back of this page.
- **RAP & Dual-Credit Students:** Evaluations must be included if you were in RAP and Dual-Credit students must include proof of passing.

Do not mail. Drop off completed Application Package to CAREERS by April 3rd, 2025, at 4PM.

1-305 MacDonald Crescent Fort McMurray, Alberta

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

For further information refer to www.careersnextgen.ca/coop email: coopdocuments@nextgen.org or phone: 587-442-7620

Deadline: April 3rd, 2025 by 4pm

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), and 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 signing up at [CAREERS CO-OP Apprenticeship Program: Information Sessions \(signupgenius.com\)](https://www.careersnextgen.ca/coop). If you need to cancel, please email coopdocuments@nextgen.org.

IN PERSON SESSIONS	Time
October 1 st , 2024	9:00AM
October 3 rd , 2024	1:00PM
October 9 th , 2024	9:00AM
October 15 th , 2024	6:00PM
October 29 th , 2024	1:00PM
November 1 st , 2024	9:00AM
November 6 th , 2024	7:00PM
November 25 th , 2024	2:00PM
December 5 th , 2024	10:00AM
December 11 th , 2024	1:00PM

IN PERSON SESSIONS	Time
January 9 th , 2025	6:00PM
January 15 th , 2025	9:00AM
January 21 st , 2025	1:00PM
January 28 th , 2025	7:00PM
January 30 th , 2025	6:00PM
February 5 th , 2025	9:00AM
February 13 th , 2025	2:00PM
February 19 th , 2025	1:00PM
March 4 th , 2025	10:00AM
March 6 th , 2025	6:00PM

Differential Aptitude Test (DAT)

1. Pay the exam-sitting fee (\$155+GST) at Keyano College Office of the Registrar (tel # 780-791-4801). (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: 3 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: coopdocuments@nextgen.org