

CAREERS is recruiting high caliber youth looking to start an apprentice and provide diverse opportunities to become well-rounded journey-people.

Entry Requirements

1. Attend a CCAP Information Session- Dates below
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 2001 or later AND
 - a. Must have graduated from high school (registered as a full-time student) in 2019 or later **OR**
 - b. Obtain a Post-Secondary High School Diploma

DEADLINE: APRIL 2ND, 2026 @ 4PM

In addition to the eligibility CCAP requirements, applicants **MUST** attend a CCAP Information Session (approx. 45 minutes), write a Differential Aptitude Test, and have their CSO and CSTS certificates.

Differential Aptitude Test (DAT)

1. Pay the exam-sitting fee (\$155+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): BL 141
 - Select your preferred date on the calendar – grey days are unavailable
 - Student advisor/ Instructor name: CAREERS
 - Course name: DAT
 - Length of exam: 3 hours
 - Payment Reference: Payment confirmation # (that you received from Keyano College

Construction Safety Training System (CSTS)

Submit your CSTS Certificate with your completed application package. www.youracsa.ca
Cost: free (as of now)

Common Safety Orientation (CSO)

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



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 <https://www.signupgenius.com/go/70A0949A8A62AA6FF2-57644414-information>. To cancel, please email coopdocuments@nextgen.org

In-Person Sessions	Time	In-Person Session	Time
October 1st, 2025	9:00AM	January 14th, 2026	11:00AM
October 9th, 2025	1:00PM	January 20th, 2026	1:00PM
October 14th, 2025	6:00PM	January 26th, 2026	7:00PM
October 29th, 2025	1:00PM	February 2nd, 2026	2:00PM
November 3rd, 2025	1:00PM	February 11th, 2026	1:00PM
November 6th, 2025	10:00AM	February 13th, 2026	9:00AM
November 17th, 2025	6:00PM	February 18th, 2026	1:00PM
November 21st, 2025	9:00AM	February 19th, 2026	9:00AM
December 3rd, 2025	10:00AM	March 4th, 2026	1:00PM
December 8th, 2025	1:00PM	March 5th, 2026	6:00PM
January 8th, 2026	6:00PM	March 6th, 2026	10:00AM

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 2025**

Can use transcript, pay cheque, bill, driver's license – name, address, and date must be included.

• **Cover Letter and Resume (2 copies each)**

Use paid or free resources like online sites or Alberta Works (780-743-7164) to perfect your resume. In this cover letter you will 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 choice. Address to the 'Selection Committee'

• **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) GED is now eliminated and replaced with the Canadian Adult Education Credential (CAEC)

• **Provide Copy of CSTS & CSO Certificates**

CSTS and CSO can be completed online. Links provided on second page.

• **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.