

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 Diploma for High School

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

Scan to book your session now!



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.signugenius.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 19th, 2026	9:00AM
November 21st, 2025	9:00AM	February 25th, 2026	2:00PM
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 requirements include Chemistry 30 **AND** Physics 30 and the Refrigeration and Air Conditioning Mechanic requirements include Chemistry 20 **OR** Physics 20.

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)

References must be from academic, employment, or community-based contacts and will be contacted for follow-up. References from friends or relatives will not be 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 the left-hand side of the page.

Differential Aptitude Test (DAT)

Book your test through Keyano College. Tutoring support is available through the Keyano Testing Department. The DAT test may be rewritten multiple times, if needed. Once completed, please include in your application package. Additional details can be found on the left-hand side of the page.

RAP & Dual-Credit Students: Evaluations must be included if you were in RAP and Dual-Credit students must include proof of passing.