



CAREERS CO-OP Apprenticeship Program



Entry Requirements

1. You Cannot Be Indentured

If you have already been sponsored to begin your apprenticeship in a trade (hours or technical training) you are not eligible for CAREERS CO-OP Apprenticeship Program (CCAP). Only exception is an apprenticeship started through RAP (Registered Apprenticeship Program) or the CAREERS Rebuild Program.

2. Must have graduated from high school (registered as a full time student) in 2014 or later OR received your Post Secondary High School Diploma and born in 1996 or later.

3. Attend a virtual CCAP Information Session

Dates are on the back of this form.

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 2020**
Can use transcript, paycheque, bill, driver's license – 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. Do not have transcripts sent to Keyano College.
- ◇ **Provide Copy of CSTS & CSO Certificates**
CSTS can be booked through Keyano's Office of the Registrar or completed online. CSO Can be booked online. If you already have the OSSA Regional Orientation or BSO (which has been replaced by CSO), you don't need CSO.
- ◇ **Differential Aptitude Test (DAT)**
Book your test at Keyano College. Tutors are available through Keyano Testing Department. Or 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 will be emailed directly to CAREERS: the Next Generation. More details on the back of this page.
- ◇ **RAP and Rebuild Evaluations:** Must be included as part of your application if you were in the RAP and Rebuild programs.

Do not mail. Drop off completed Application Package to CAREERS: the Next Generation by April 2, 2021

1-305 MacDonald Cres

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 2, 2021

In addition to the eligibility requirements, applicants for the CAREERS CO-OP Apprenticeship Program (CCAP) must attend a virtual 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

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

Date	Time
November 23	11:00AM
November 24	6:00PM
November 25	3:00PM
December 16	11:00AM
December 16	3:00PM
January 11	11:00AM
January 14	6:00PM

Date	Time
January 27	3:00PM
February 16	6:00PM
February 24	3:00PM
March 8	11:00AM
March 10	3:00PM
March 17	6:00PM
March 22	3:00PM

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): SEIC
 - Select your preferred date on the calendar
 - **Student advisor/ Instructor name: Career Gen Next**
 - 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 (until December 31st)

For further information:

www.careersnextgen.ca/coop

email: eleatham@nextgen.org

587-543-0436

