

Canadian Forces (CF) members who hold a military trade qualification issued by the Department of National Defence, Canada (DND) – and who are REGULAR FORCES members - can transition into a civilian career in Alberta and work in the full scope of an equivalent trade on the strength of their DND qualification being recognized as equivalent to an Alberta trade certificate in the trade.

The Alberta Apprenticeship and Industry Training Board recognizes¹ the following military trade qualifications, through the *Certification and Certificate Recognition Order* (Board Order 2/2009), as equivalent to the Alberta trade certificates in the trades listed below.

| Military Trade Qualification | Alberta Trade |
|--|--|
| Construction Technician – QL5, 5a, or higher | Carpenter |
| Cook – QL5, 5a, or higher | Cook |
| Electrical Distribution Technician – QL5, 5a, or higher | Electrician |
| Marine Engineering Technician – QL5, 5a, or higher | Machinist |
| | Millwright |
| Military Material Technician – QL5, 5a or higher | Welder |
| Plumber and Heating Technician – QL5, 5a, or higher | Plumber |
| Refrigeration and Mechanical Technician – QL5, 5a, or higher | Refrigeration and Air Conditioning Mechanic |
| Supply Technician – QL6 or higher | Parts Technician – Materials Technician branch only |
| Vehicle Technician – QL5, 5a, or higher | Automotive Service Technician |
| | Heavy Equipment Technician – Heavy Equipment Technician branch |
| | Heavy Equipment Technician – Heavy Duty Equipment Mechanic (Off Road) branch |
| | Heavy Equipment Technician – Truck and Transport Mechanic branch |
| | Heavy Equipment Technician – Transport Trailer Mechanic branch |

- Individuals who hold a recognized military trade qualification in one of Alberta’s designated trades do not require further certification to work in Alberta.
- There is no requirement to register with Alberta Apprenticeship and Industry Training (AIT) or undergo further assessment(s).
- Some employers, however, may require Alberta documentation as proof that the credential is recognized as equivalent to an Alberta trade certificate in the trade, in which

¹ Section 3(2)(f) of the Alberta Apprenticeship and Industry Training Act.
2015-February-11

case, the individual may apply for an Alberta equivalency card through the Alberta Equivalency Program.

- Alternatively, if the individual would like to attain an Alberta trade certificate and/or Red Seal endorsement, the holder may apply for an Alberta Qualification Certificate through the Qualification Certificate Program – Recognized Credential.

For the Equivalency Card Program and for the Qualification Certificate Program – Recognized Credential, CF members who hold one of the military trade qualifications listed above, issued by the DND, must provide the following with the application:

- A copy of the Member's Personnel Record Resume (MPRR) indicating the qualification attained; and/or
- Other documentation outlining the individual's qualification

AIT Process

- All qualifications will be verified by AIT staff through contact with Canadian Forces personnel following normal administrative processes. AIT staff will attach proof of that verification to the individual's application.
- Section 18(1) of the *Certification and Certificate Recognition Order* (Board Order 2/2009) recognizes QL 5 or QL5A (or QL6 in one case) or higher, and therefore a verified qualification level showing only QL6 or QL7 (without QL5 or QL5A) will be accepted.

Notes

- Only qualifications levels issued to regular force members are recognized.
- Military occupation titles and qualifications change frequently. It is important AIT staff verify whether or not the person is qualified at the minimum level as stated in the board order for each specific military occupation and that the military occupation aligns with the Alberta trade name. Any new changes to titles or qualifications will be directed to the Industry Programs and Standards (IPS) trade manager responsible for the trade. Any historical differences to titles or qualifications will be clarified via the AIT assessment process. Applicable updates to the board order (and website and AIT encyclopedia) must be confirmed by IPS, and approved the Board.
- Due to the sensitivity of an MPRR and the amount of personal information it contains, AIT staff are reminded to protect the privacy of the information contained in the application
- Applicants are responsible for indicating the correct trade on their application and for providing the correct military qualifications for the AIT review. AIT will accept applications that have either a credential or MPRR attached and will verify the trade qualification level with the Canadian Forces based on the applicable Alberta trade.