

Apprenticeship Technical Training Guide

A Resource Guide
for Apprentices and Employers
2011-2012

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ECE HELPS YOU GO PLACES

The Department of Education, Culture and Employment (ECE), through the Advanced Education division, administers the Northwest Territories Apprenticeship and Occupational Certification (AOC) program. ECE supports the development, maintenance and delivery of designated trade and occupation training programs that contribute to the development of a skilled northern workforce.

AOC is an industry-driven partnership that ensures a highly skilled workforce in 53 designated trades and 25 occupations. The Minister of Education, Culture and Employment appoints members to the Apprenticeship, Trade and Occupation Certification Board (ATOOCB). The ATOOCB provides advice and is the link between the department and industry, facilitating a strong partnership leading to qualified apprentices and a skilled workforce. There are also five Trades Advisory Committees for the carpentry, plumbing, electrical, heavy equipment technician and housing maintainer trades. The Trades Advisory Committees are made up of representatives from industry. The Advisory Committees provide assistance to ECE with ensuring industry standards are met.

Regional ECE Service Centres are the delivery arm for the AOC training system. ECE Service Centre staff:

- register apprentices and other individuals pursuing certification in designated trades and occupations;
- monitor workplace training of apprentices and counsel employers and apprentices on various aspects of the apprenticeship and industry training system; and
- monitor the workplace for compliance with the *Apprenticeship, Trade and Occupation Certification Act and Regulations*.

ECE, along with industry partners, is committed to supporting possibilities and building a workforce that contributes to industry and the economic well-being of the Northwest Territories.



Introduction

The Apprenticeship Technical Training Guide has been designed as a resource for apprentices and their employers. It provides information about apprenticeship, available student support services, forms and contact information as well as valuable tips to help with registration, obtaining reimbursements and filing income tax.

The Apprenticeship Technical Training Guide contains all the information and forms that an apprentice may need to complete before taking technical training. Working through the guide will help determine which forms are necessary. Your CDO will also provide assistance.

Official School Notice Letter

When you receive your Official School Notice Letter from your CDO, **you should:**

- CHECK** the course dates, the training location, the time and the date of registration.
 - If the information is different than what you expected, contact your CDO right away.
- CHECK** to make sure that you can register on the specified date.
 - If you are unable to register on the start date of your course, contact your CDO prior to registration day. Your CDO will contact the Certification Officer – Apprenticeship to ensure that your training space is held for you.



KEEP YOUR OFFICIAL SCHOOL NOTICE LETTER

You will need it later to register at the training institution.



BE SURE TO HAND IN YOUR RECORD BOOK

and keep it up to date.



Tuition Fees and Payment



Tuition Fees

Tuition fees for the **2011-2012** school year will be:

Cost per week:	\$95.00
Total cost of an 8-week program to the apprentice is:	\$760.00

You are responsible for paying this portion of the course tuition to the Government of the Northwest Territories. Financial assistance is available. See the section on Financial Assistance (page 4) to see if you are eligible.



TRAINING COURSES MAY VARY IN LENGTH

depending on the trade and level taken, so tuition costs to the apprentice will also vary.

Exception:

Apprentices wishing to enroll in **Aircraft Maintenance Journeyman apprenticeship training.**

- Apprentices wishing to enroll in this training must register with Manitoba Apprenticeship directly.

Contact details can be found here:

www.gov.mb.ca/tce/apprent/contact/contact_list.html

Trade details can be found here:

www.gov.mb.ca/tce/apprent/trades/aircraft.html



Payment Options

Tuition payment is required before you receive your Official School Notice Letter. Tuition can be paid by:

- Cash, cheque or money order made out to:
 - The Government of the Northwest Territories**
 - Give the tuition payment to your CDO.



SOME EMPLOYERS WILL PAY FOR APPRENTICESHIP TRAINING

and keep their employees on the payroll during training. You need to check how your arrangements with your employer will affect your eligibility for financial assistance.

Cancellation and Refund Policy

If you or your employer decide that you will not be attending technical training, please notify your CDO no later than **three weeks** before your technical training starts. You will not be refunded or receive credit for tuition for course cancellations made less than three weeks prior to course start date. If you do not notify ECE of course cancellation, ECE still has to pay for your tuition. Advance notice may allow other apprentices to fill vacant seats.

If you book technical training and payment has not been received three weeks before the start date, your seat for that technical training will be cancelled.



THE GOVERNMENT OF THE NORTHWEST TERRITORIES SUBSIDIZES THE REAL COST OF APPRENTICESHIP PROGRAMS.

In addition to the tuition paid by the apprentice, the GNWT pays approximately \$5,800 more to the training institution when you register in an 8-week technical training program.



NEW



Financial Assistance

Apprentices: If you are NOT receiving pay from your employer(s) while attending technical training, then you may be eligible for Employment Insurance (EI) benefits, and/or the Building Essential Skills (BES) program.

Will you be receiving full or partial pay from your employer(s) while attending school?

YES If you answered Yes, you are not eligible for Employment Insurance (EI) Benefits or the Building Essential Skills (BES) Program. You can skip this section. Move on to the next section, “Technical Training Institutions”, page 7.

NO If you answered no, then you may be eligible for EI benefits and/or the BES Program. You will need to contact your regional CDO at your nearest ECE office. If you are eligible, your CDO will provide you with a Reference Code. Be sure to keep this reference code in a safe place for your records.

NOTE: Before contacting your CDO, you will want to be prepared with your latest (past 52 weeks) Record of Employment (ROE). If you have not received one from your latest employer, you will need to complete a Request for Record of Employment Form (#INS3166).



CHECK OUT THIS ADDITIONAL SOURCE OF FUNDING

Apprenticeship grants from the Government of Canada are designed to make a career in the trades an attractive choice and encourage more apprentices to complete their training. Eligible apprentices could receive up to \$4,000, which can be used to pay for tuition, travel, tools, or other expenses.

All the information and forms you need to apply are available at no cost on this web site: www.servicecanada.gc.ca/eng/goc/incentivegrant.shtml



FOR YOUR CONVENIENCE,

GNWT application forms for Financial Assistance are available from your CDO. Forms for EI benefits are available online. Your CDO will help you fill out the required forms and provide the required code for EI benefits.

NWT Building Essential Skills Program

The Government of the Northwest Territories administers the Building Essential Skills Program, which provides supplementary allowances for all apprentices that are eligible for EI benefits.

Building Essential Skills (BES) includes:

<p><input type="checkbox"/> Travel Assistance</p> <ul style="list-style-type: none"> • Transportation from your home to the training institution. • Hotel and meals if you have to spend a night in a town or city other than your home town or training location. 	<p><input type="checkbox"/> Living-Away Expenses \$700.00 per month (or \$175.00/wk to a max of \$700.00/mth) to assist with living costs at your training location, including:</p> <ul style="list-style-type: none"> • rent • food • utilities • ground transportation
<p><input type="checkbox"/> Disability Allowance May be available if you are disabled and need special arrangements or require a device to participate in the course.</p>	<p><input type="checkbox"/> Book Allowance Up to a maximum of \$400.00 per course to help cover the cost of books while training.</p>
<p><input type="checkbox"/> Child Care Subsidies Available to assist with the cost of daycare for children under 12 years old.</p>	



PREVENT DELAYS

Failure to submit your application forms in time can result in additional expenses or delays in receiving your allowances.



KEEP YOUR RECEIPTS

You will need to submit receipts to your CDO to get allowances for books and child care.



FIRST-YEAR APPRENTICES WILL HAVE A TWO WEEK WAITING PERIOD BEFORE THEY RECEIVE BENEFITS.

After the first year of technical training, there will be no waiting period. Make sure you have saved enough money to last until you receive your benefits.



COME PREPARED

Don't forget money for food and personal items.

Income Tax



Building Essential Skills subsidies and Employment Insurance benefits are subject to tax deductions. **Make sure you get the following forms at income tax time:**

- T4E** from the Government of the Northwest Territories for your Building Essential Skills subsidies
- T4E** slip for your Employment Insurance benefits
- T2202A** form from the training institution for your income tax deduction



CHECK WITH YOUR TRAINING INSTITUTION TO DETERMINE HOW TO COLLECT YOUR T2202A.

Many institutions only provide these forms online at www.canada.gc.ca



SERVICE CANADA CENTRE: 1-800-206-7218

Technical Training Institutions



Registration

When you arrive at your training institution, you will need to:

- REGISTER** for your course.
 - You will need your Official School Notice Letter.
- PAY** your student fees (if applicable).
- PURCHASE** your books and supplies.
Keep your receipts.



Student Fees

Student fees vary depending on the training institution you attend.

The student fee provides you with a Student Identification Card that you will need to access the facilities at the training institution you are attending. It is a form of identification and you may be eligible for student rates for admission fees and public transportation if applicable.

For example: The student fee at Aurora College is \$70 per year. Student fees in southern institutions will vary. NAIT's student fee is based on the number of weeks of your course and an additional materials fee.

Contact the technical training institution that you will be attending for current student fee rates.

Estimated Cost at Registration:

Residence	\$300
Books	\$400
Student Fees	\$70
Total	\$770



STUDENT FEES ARE DIFFERENT THAN TUITION FEES
and are payable to the training institute you are attending.

Attendance Policy



Apprentices are only allowed to miss five percent (usually two days) of classes. Contact your CDO or Instructor immediately if you need to miss more than two days of classes so that appropriate arrangements can be made to prevent expulsion from your training course. Training is very intense and frequent absences will prevent your successful completion of your apprenticeship course work.

Counselling and Tutoring Services



Counselling and tutoring services are available to all apprentices while attending a technical training program. If you experience any difficulty while at a technical training institution, please contact your CDO. Collect calls are accepted.

Aurora College Student Services

Student Success Centre – located in room 124

- Free tutoring
- Classroom seminars
- Career counseling
- Academic counseling
- Literacy support
- Life skills development
- Resource lending library
- Technology support
- ESL support
- Tutoring Labs

The coordinator is available Monday and Wednesday afternoon; and Tuesday and Thursday morning.

Counseling – available Monday to Friday 8:30am to 5:00pm in room 237

- Career counseling
- Life skills development
- Classroom seminars
- Individual life counseling
- Support with appeals
- Stress management support

Wellness/Recreation – available Monday to Friday 8:30am to 5:00pm in room 124

- Recreational activities
- Wellness coaching
- Events planning
- Residence support



Aurora College – Thebacha Campus, Fort Smith

Apprentices must attend Aurora College courses whenever the courses are available. Refer to Appendix B for course details.

FIRST DAY OF CLASS On your first day of class, report to Thebacha Campus, room 112 at 8:30 a.m. There, you will be given instructions on what room to report to and what is required for you to do.


PAYMENT OF FEES Residence fees for the entire duration of your program are payable at registration. A student who owes money to the College for previous courses will not be allowed to register until the account has been paid in full. **If you are concerned about an account you have with the College, please call the Registrar at (867) 872-7501 or (867) 872-7509.**

RESIDENCE RATES Apprentices are eligible for dormitory residence. **For more information, call (867) 872-7536.**

- Rates: \$7.00/day.
- All residence fees are payable in advance for the entire duration of your program.
- Non-payment of fees may result in eviction.

HOUSING REQUIREMENTS All units are furnished. Bedding is supplied for dormitory residency only. Students require their own towels and personal toiletries. All accommodation are assigned by the Residence Manager. **For more information, call (867) 872-7536.**

MEALS Students provide their own food. Accommodation units have shared kitchen facilities where students cook for themselves.

BOOKS	These may be purchased for most courses through the College. In some cases, books and class materials will not be distributed until payment in full has been made. Books used in First Level Technical Training are usually used in subsequent levels; therefore, you are required to retain these books and bring them back with you for each successive year. Refer to Appendix C.
APPRENTICE STUDENT FEES	These are payable to the College upon registration: \$70.00. This fee includes student, computer lab and recreation fees.
TOOLS AND EQUIPMENT	<ul style="list-style-type: none"> • All tools/equipment will be signed out at the beginning of the program. Any missing or damaged tools/equipment must be replaced or payment made in-lieu. • Any personal tools are brought in at the student's own risk. • Students are required to supply their own coveralls, safety boots and gloves. Safety glasses and ear protection are supplied.
FOOD AND BEVERAGES	These are not allowed in the shop areas or classrooms.
SMOKING	
Smoking is not allowed in the Aurora College buildings.	
ALCOHOL/DRUGS	Consumption of alcohol or use of drugs is strictly forbidden either on or off the premises during class or shop time. Alcohol and drugs are also strictly forbidden in College residences.

Alberta Training Institutions

Available information from your technical training institution will be included in your Official School Notice Letter. Information on textbooks, supplies, student fees and other expenses will be provided.

For training institutions in Alberta, check out www.tradesecrets.org ("Related Links", "Training Providers").



Institution	Address	Housing Office
Keyano College	Student Services Centre 8115 Franklin Ave. Fort McMurray, AB T9H 2H7	(780) 791-4926 or 1-800-251-1408
Lakeland College	5707-47 Ave. West Vermilion, AB T9X 1K5	(780) 853-8500 or 1-800-661-6490 (ext. 8500)
Lethbridge Community College	Student Services 3000 College Drive South Lethbridge, AB T1K 1L6	(403) 329-7218 or 1-800-572-0103 (ext. 7218)
Medicine Hat College	299 College Dr. SE Medicine Hat, AB T1A 3Y6	(403) 529-3820
NAIT – Main Campus	11762-106 St. NW Suite 1000 Edmonton, AB T5G 3H1	www.rentingspaces.ca
NAIT – Fairview	Box 3000 11235-98 Ave. Fairview, AB T0H 1L0	(780) 835-6652 or 1-888-999-7882 (ext. 652)
Olds College	4500-50 St. Olds, AB T4H 1R6	studentservices@admin.oldscollege.ab.ca
Portage College	Box 417 Lac La Biche, AB T0A 2C0	(780) 623-5573
Red Deer College	Box 5005 Red Deer, AB T4N 5H5	(403) 342-3257 www.rdc.ab.ca
SAIT	1301-16 Ave. NW Calgary, AB T2M 0L4	(403) 284-8013
Grande Prairie Regional College	10726-106 Ave. Grand Prairie AB T8V 4C4	(780) 539-2930 1-888-0539-4772 studentinfo@gprc.ab.ca



Northern Student Education Initiative

The Northern Student Education Initiative is a free information, resources and tips service available for NWT students studying in the Edmonton region.

You are eligible to use this service if you are attending an educational institution in the Edmonton region, including:

- Northern Alberta Institute of Technology (NAIT)
- Marvel College

Support may be given in the following areas:

- Funding and financial aid information
- Scholarship information
- Housing information
- Support, referral and advocacy services
- Liaison with northern schools and services
- NWT-based education and career events
- Campus and city orientation, including information on banking, buses, schools, shopping, child care

There is a Northern Student Services Advisor who assists students by organizing and accessing resources available on campuses and in communities. The support and services provided by the Northern Student Education Initiative are intended to supplement the existing student services in Edmonton training institutions.

Student needs are assessed on an individual basis. Assistance and support is provided accordingly. All services are confidential.

Contact:

Nona R. German, MS RSW
 Northern Student Services Advisor
 Northern Student Education Initiative
 Ben Calf Robe Society Office
 12046-77 St.
 Edmonton, AB T5B 2G7
 Phone: (780) 477-6648 ext. 235
 Fax: (780) 479-6199
 E-mail: nona_german@gov.nt.ca

(Please contact Nona by e-mail.)

Apprenticeship Awards

Apprentices, at each level of each trade, are recognized for their outstanding achievement.

THE TOP MARK AWARD	This award is presented to apprentices who achieve the highest mark, equal to or greater than 80%, on school marks and the theory exam(s) at their level. One award is given per level per trade unless tied.
TOP GRADUATING APPRENTICE AWARD	This is presented to the apprentice who achieves the highest mark in his/her final year of technical training.
J.S.L. MECHANICAL INSTALLATIONS LTD. AWARD	These awards are presented to the graduating apprentices for Outstanding Achievement for top marks in obtaining Journeyman Certification in the Plumbing, Welding and Sheet Metal trades. These awards are presented by J.S.L. Mechanical Installations Ltd.
KEITH HOUGHTON MEMORIAL AWARD	This award is presented to the apprentice with the highest mark in their third year of technical training. The award is sponsored by Ryfan Electric in honour of Mr. Keith Houghton, a partner of the company, who passed away in 2004.
KARL MEYER AWARD	This award is presented to the top graduating apprentice in the Industrial Mechanic (Millwright) or Heavy Duty Equipment Technician Trade in memory of Karl Myer, who was employed at BHP Billiton Diamonds Inc. when he passed away in 1999. This award is sponsored by BHP Billiton Diamonds Inc.
HONOUR ROLL	Apprentices who have achieved a minimum 80% on their exams (school, practical, IP, theory – first attempt only) will be recognized on the Honour Roll. Apprentices who achieve the highest mark in their level will achieve the Top Mark Award.

Apprenticeship Contacts

If you require more information or further assistance with the Apprenticeship Technical Training Guide or any other apprenticeship issues, please contact the CDO at the Service Canada Centre in your region.

ECE SERVICE CENTRES

Office	Career Development Officers	Contact
Fort Simpson	Josanne Tanche Career Development Officer	Direct: (867) 695-7333
	9802 – 98 Avenue Box 740 Fort Simpson, NT X0E 0N0	Phone: (867) 695-7338 Fax: (867) 695-7351
	Ethel Chalifoux Career Development Officer	Direct: (867) 872-7435
	Sweetgrass Building Box 1406 Fort Smith, NT X0E 0P0	Phone: (867) 872-7425 Fax: (867) 872-4507
Hay River	Karen Cooper Manager, Career Development	Direct: (867) 874-5052
	Sharon Dragon Career Development Officer	Direct : (867) 874- 5054
	Courthouse Building 8 Capital Drive Hay River, NT X0E 1G2	Phone: (867) 874-5050 Fax: (867) 874-5062
	Verna Pope Career Development Officer	Direct: (867) 777-7232
Inuvik	Mack Travel Building, 2nd Floor Bag Service #1 Inuvik, NT X0E 0T0	Phone: (867) 777-7365 Fax: (867) 777-7218

Norman Wells Sherri Macduff Direct: (867) 587-7157
Career Development
Officer, Sahtu

Norman Wells Town Square Phone: (867) 587-7163
Box 147 Fax: (867) 587-2612
Norman Wells, NT X0E 0V0

Yellowknife Nova Plaza Phone: (867) 766-5100
5019, 52nd Street Fax: (867) 873-0423
Box 1320
Yellowknife, NT X1A 2L9

HEADQUARTERS

Government of the NWT
Education, Culture and Employment
Apprenticeship and Occupational Certification
Advanced Education Division
P.O. Box 1320, LRT-1
Yellowknife NT X1A 2L9
Phone: (867) 873-7357
Fax: (867) 873-0200



OUR GOAL IS SIMPLE

To help you reach yours!

Appendix A

Government of the Northwest Territories Forms

Payment and Financial Transaction Authorization Vendors/Customers



Payment & Financial Transaction Authorization for Vendors/Customers

PLEASE PRINT CLEARLY

Identifications: (Required for Notification and Verification Purposes)

First Name _____	Middle Name _____	Social Insurance No. (SIN) _____
Last Name _____	Title (eg Mr., Mrs., Dr.,etc) _____	(Required for Taxable Payments)
Address _____ _____ _____		Vendor/Customer No. _____
City, State/Province, Postal/Zip code _____		(If available - Located at top right of cheque stub)

Bank Account Information: Information completed below must be the same as bank account information on the voided cheque when attached. We CANNOT accept VISA Chequing Accounts or Personal line of Credit Chequing accounts.

Name of Financial Institution _____		
Branch Address _____		
Institution Number _____	Branch Number _____	Account Number _____
Select Method of Payment Notification: (Select only one option below)		
<input type="checkbox"/> Mail (To address at the top of page)	<input type="checkbox"/> Fax (At number below)	<input type="checkbox"/> E-mail (At address below)
Phone Number (____) _____	Fax Number (____) _____ (Must be a dedicated fax machine)	E-Mail Address _____

PLEASE ENCLOSE A PERSONALIZED BLANK CHEQUE MARKED "VOID" OR IF YOU DON'T HAVE A CHEQUING ACCOUNT, HAVE YOUR FINANCIAL INSTITUTION COMPLETE THE SECTION BELOW. A PHOTOCOPY OF THE TOP PORTION OF A BANK STATEMENT OR PASSBOOK WILL ALSO BE ACCEPTED

Institution Number _____	Branch Number _____	Account Number _____
Name(s) of Account Holders _____ _____ _____		Financial Institution Stamp Here

Authorization

I, as the person entitled to receive the payment(s), authorize the Government of the Northwest Territories to deposit into my account the payment(s) entitled to me, until further notice. This information will also be used to recore and issue any other financial transactions or documents through the Financial Information System such as billing and payment statements, past due notices and taxable benefit reports. I understand and agree to the Terms and Conditions listed on the back of this bage.

Signature _____

Date _____

PRIVACY STATEMENT

The Government of the Northwest Territories (GNWT) is committed to respecting the personal privacy of individuals.

All of the personal information you provide is protected by the *Access to Information and Protection of Privacy Act*.

This means that, at the point of collection, you will be informed that your personal information is being collected, the purpose for which it is being collected, and you will be provided with contact information should you have questions about the information collected. This also means that your personal information will be protected from unauthorized access, collection, use, disclosure or disposal.

The use of any personal information by the GNWT or public agency will be limited to the uses identified at the time it was collected, however, any record that is in the control of the GNWT or public agency **may** be subject to disclosure, pursuant to the *Access to Information and Protection of Privacy Act*. Any disclosure not related to the purpose for which the information was collected, will be handled in accordance with the requirements of the *Access to Information and Protection of Privacy Act* to ensure the greatest protection of your personal privacy in the face of any required disclosure.

TERMS AND CONDITIONS

This authorization is not an assignment of any right to receive payment and revokes all prior payment direction notifications applicable to these payments.

This authorization may be cancelled or changed at any time with the submission of another authorization form.

Any direct deposit arrangement may be terminated at any time by the GNWT or the named financial institution.

The information contained in this application form will be compiled and included in the GNWT's *Financial Information System* database. The information in the database will only be accessed by employees of the GNWT, or agencies of the GNWT, who require the information to provide payments or correspondence. No personal information, other than the information now provided, will be included in the *Financial Information System* database.

The information collected by the GNWT and included in the *Financial Information System* database can be accessed and verified, and if necessary corrected, by the person the information concerns. Arrangements for review can be made by contacting *Government Accounting* at the following address:

GSN Administrator
FMBS, Government Accounting
Government of the NWT
PH: (867) 920-8913
FAX: (867) 920-4357
Email: GSNadmin@gov.nt.ca

MORE INFORMATION

Complete this form if you would like to make any changes to your personal information and/or if you wish to apply for direct deposit service.

Incomplete forms will be returned with a notice requesting that the missing information be provided before any payment can be processed.

If we cannot deposit your payment(s) to your account, we will mail a cheque to you at the address we have on file.

Mail or drop off your completed form (**original only**) to the following address:

GSN Administrator
Financial Management Board Secretariat
Government of the NWT
Bag 4520
Laing 4 - Government Accounting
5003 - 49th St.

Appendix B

Aurora College, Thebacha Campus, Apprenticeship Programs



Aurora College, Thebacha Campus, Apprenticeship Programs

Apprenticeship students attending Thebacha Campus should be aware of the following costs. It is important to remember that some fees/costs may vary each academic year; however, this is to serve as a general guideline.

Student Fee: \$70.00

The student fee will cover the Student ID Card, which allows the student the use of the recreation facilities, the college library facilities and the computer labs. The student fee is to be paid at the time of registration.

Any student owing the college money will have to pay it in full before they can register.

Information for Apprenticeship Students

- Students should have taxi fare from the airport to Breynat Hall.
- Breynat Hall is the main Residence Building (for single dwelling) and students will have to check in with the Residence Manager and/or Residence Life Supervisors. Rent is due in full upon registering.

Single Residence	Bachelor Suite	One Bedroom Apartment	Two Bedroom Apartment
\$7.00 daily	\$10.50 daily	\$11.61 daily	\$12.58 daily
\$210.00 30 days			
\$217.00 31 days	\$315.00 31 days	\$360.00 31 days	\$390.00 31 days

- Students are charged a fee of \$70.00 – payable upon registering.
- Students need to bring CSA safety boots, calculator (Casio 260 FX or Sharp EL 520W recommended), binders/loose leaf/pencil/eraser/pen.
- Check in the day prior to course start.

Textbooks

Textbooks may vary in number and cost for each Apprenticeship Program. They are also subject to change each academic year, depending on the curriculum and Instructor. Listed below are the textbooks used for each program.

- * Textbooks/ILMs are estimated as the prices will vary from year to year and if all books listed will be used.
- * The textbook costs does not include GST.

Program/ Course	Level	Textbooks (that are to be purchased by the student for the specific level/year attending)	Estimated Book Costs
Carpenter	1	<ul style="list-style-type: none"> • 1st Level SAIT ILM Package • National Building Code of Canada 2005 • Handi-Guide to Alberta's OH&S Act, Rules and Regulations, most current edition 	\$ 430.00 to \$ 570.00
	2	<ul style="list-style-type: none"> • 2nd Level SAIT ILM Package * (Students bring their first year textbooks back with them.) 	\$ 300.00
	3	<ul style="list-style-type: none"> • 3rd Level SAIT ILM Package * (Students bring their textbooks back with them from the previous years.) 	\$ 250.00
	4	<ul style="list-style-type: none"> • 4th Level SAIT ILM Package * (Students bring their textbooks back with them from the three previous levels.) 	\$ 340.00

Program/ Course	Level	Textbooks (that are to be purchased by the student for the specific level/year attending)	Estimated Book Costs
Electrician	1	<ul style="list-style-type: none"> • 1st Level ILM Package • 2009 Canadian Electrical Code Part 1 • Direct Current Fundamentals, 7e 	\$ 520.00
	2	<ul style="list-style-type: none"> • 2nd Level ILM Package • Alternating Current Fundamentals, 7e * (Students bring their first year textbooks back with them.) 	\$ 370.00
	3	<ul style="list-style-type: none"> • 3rd Level ILM Package • IPTs Electrical Handbook * (Students bring their textbooks back w/them from the previous years.) 	\$ 170.00
Heavy Duty Equipment Technician	1	<ul style="list-style-type: none"> • 1st Level ILM Package • NWT Air Brake Manual 	\$ 200.00
	2	<ul style="list-style-type: none"> • 2nd Level ILM Package 	\$ 175.00
Oil Burner Mechanic –TQ	TQ	<ul style="list-style-type: none"> • ILM Package • Canadian Oil Heating Manual, 3e • Residential Oil Burners, 2e • Installation Code for Oil Burning Equipment • IPT Pipe Trades Handbook 	\$ 611.00
Plumber	1	<ul style="list-style-type: none"> • Handi-Guide and Study-Guide to Alberta's OH&S, 3e • IPTs Pipe Trades Handbook • NRC National Plumbing Code of Canada, 2010 • C.S.A. Natural Gas and Propane Installation Code • Shopbook – NAIT • 1st Level ILMs Package • Blueprint Reading Exercise 	\$ 802.00

Appendix C

Apprenticeship Trade and Occupations Certification Board

Apprenticeship, Trade and Occupational Certification Board

The Apprenticeship, Trade and Occupational Certification Board (ATOCCB) brings together PEOPLE from across our territory and provides a leadership role to ensure the apprenticeship, trade and occupational certification system supports the development of a skilled and trained workforce in the Northwest Territories (NWT).

The ATOCCB works, in PARTNERSHIP with the Department of Education, Culture and Employment (ECE), to have an industry-leading, skilled and valued workforce, with recognized quality and training. The ATOCCB is committed to supporting POSSIBILITIES and building a workforce that employs and contributes to industry and the economic well-being of the NWT.



