

Acceptance of Conditions for Apprenticeship Credits While Employed in another Canadian Jurisdiction

1. Individual must have and maintain permanent residence in Newfoundland and Labrador.
2. Applicant would have normally completed all entry-level courses in the relevant occupation.
3. Applicant will submit:
 - this document with applicable signatures
 - a completed Application for Apprenticeship (if initial registration)
 - a completed Letter of Understanding (LOU) with all requested signatures
 - applicable academic transcripts
4. All documents are to be forwarded to the assigned Program Development Officer (PDO) responsible for these special apprenticeship arrangements.
5. The PDO will confirm that the employer has valid status as a supporter of apprenticeship with the Apprenticeship Branch in the jurisdiction of employment.
6. On positive response, the Application will be sent to the Director for signature in order to register the apprentice on the behalf of the Newfoundland and Labrador Provincial Apprenticeship and Certification Board (PACB).
7. The apprentice will be registered, sent a letter of registration and/or copy of LOU, and a Record of Occupational Progress (Logbook).
8. A copy of the Letter of Understanding will be forwarded to the employer.
9. When the apprentice returns to NL and wishes to update his/her status as per the information recorded in the logbook, an affidavit (available at the Industrial Training office) which affirms that the reflected time and skill sign off is authentic must be included. This affidavit must be witnessed by a Commissioner for Oaths, Justice of the Peace or Notary Public who is registered in the Province of NL. **Only the original affidavit is acceptable.** No faxed or photocopies will be accepted. When the PDO is satisfied that all documents meet the requirements, the apprentice will be awarded credit for employment hours.
10. Arrangements for required in-school training will be made **only** after the credit has been entered on the Industrial Training Section apprenticeship database.

11. All apprentices who return to work in their registered occupation in NL **MUST** have a Memorandum of Understanding (MOU) signed and will then follow regular guidelines as stated in the Conditions Governing Apprenticeship Training.

I, _____, of _____
confirm that I will be filing personal income tax forms as a resident of NL for this current year and for the duration of this agreement. I am also confirming that I have read and agreed to the special conditions as outlined above and if accepted, will abide by the conditions as outlined.

Applicant's Signature

Witness Name (PRINT)

Date

Witness (SIGNATURE)

Note:

Please photocopy signed documents for your own files.

Forward completed forms and requested documents to: PDO, Out of Province Registration
Industrial Training Section
Department of Education
P.O. Box 8700
Confederation Building
St. John's, NL A1B 4J6