

Apprenticeship Frequently Asked Questions

1. Contact information for Student Services?

GPRC Fairview Campus:

Grande Prairie Regional College
Student Services, Fairview Campus
PO Bag 3000
11235 98 Avenue, Fairview, AB T0H 1L0
Ph. 780.835.6605 Toll Free 1.888.822.2250 Fax 780.835.6788
Email: apprenticeship@gprc.ab.ca

GPRC Grande Prairie Campus:

Grande Prairie Regional College
Student Services, Grande Prairie Campus
10726 106 Avenue, Grande Prairie, AB T8V 4C4
Ph. 780.539.2997 Toll Free 1.888.822.2250 Fax 780.539.2081
Email: apprenticeship@gprc.ab.ca

2. How do I register to become an apprentice?

Register online by visiting gprc.me/MTS.

Contact your nearest Alberta Apprenticeship and Industry Training Office. For a listing of training offices, please see their website at <http://tradesecrets.alberta.ca/>

3. How do I register for classes at GPRC?

Registration can be made online (at gprc.me/MTS), in person, by phone (payment can be taken over phone once a completed enrollment form is received), or by fax using the contact information listed above. During peak registration times, online and in person registrations take priority over phone, fax or emailed registrations.

Full tuition payment must be made at the time of registration.

4. Where do I find a registration form to enroll?

An enrollment form can be found on the GPRC website at:
<https://www.gprc.ab.ca/programs/apprenticeship.html>

5. Can I register for more than one apprenticeship class at a time (back-to-back schooling)?

You can only register for one year at a time. You may register for your next level of training starting on the fifth full training day after the start date of your present level.

6. How do I obtain my results or transcript from my apprenticeship schooling?

Results are mailed from the AIT office in Edmonton following completion of the class. Transcripts can be requested online through your My Tradesecrets account, <http://tradesecrets.alberta.ca/MyTradesecrets/>. Contact your local AIT office with questions or concerns.

7. How do I get my name on a waiting list for GPRC classes and when do they open waiting lists?

Once a class is full, a waiting list will be started. If an apprentice cancels his or her enrollment in a class, apprentices on the waitlist will be contacted in the order in which they were waitlisted. If you have your name on a waitlist you will want to be sure that your contact information is up to date and GPRC knows the best method of contacting you.

8. When do I have to pay tuition/registration fees?

Full tuition payment must be made at the time of registration. Apprentices unable to pay in person at either campus can make on-line payments on our website https://www.gprc.ab.ca/services/pay_fees/payment-methods.html, or phone in credit card information (credit card number/card holder name/expiry date), or mail a cheque, money order, purchase order or a completed Confirmation of Sponsorship form. gprc.me/financialaid.

Class Length	Tuition	Wellness	SA Fee FV Campus/GP Campus	Shop Material	Admin Fee	Total Fees FV Campus/GP Campus
6 weeks	\$588.00	\$15.00	\$52.44/\$56.64	\$67.00	\$27.25	\$749.69/\$753.89
8 weeks	\$784.00	\$20.00	\$69.92/\$75.52	\$67.00	\$27.25	\$968.17/\$973.77
10 weeks	\$980.00	\$25.00	\$87.40/\$94.40	\$67.00	\$27.25	\$1186.65/\$1193.65
12 weeks	\$1,176.00	\$30.00	\$104.88/\$113.28	\$67.00	\$27.25	\$1405.13/\$1413.53

9. Can I pay with a purchase order?

Payment may be made by purchase order. A copy of the purchase order must be presented at the time of registration. These requests can be processed in person, by fax, or email.

10. Can my company be invoiced?

If you would like your company to be invoiced for your tuition/registration fees, please complete the Confirmation of Sponsorship Form found through the following link gprc.me/financialaid (select Sponsor to download the form). The confirmation of sponsorship form must be completed in full and accompany your registration form.

Sponsored students are unable to register for their apprenticeship via the MyTradeSecrets online registration system.

11. What are the penalties for canceling an apprenticeship class at GPRC?

A \$100.00 administrative fee will be assessed should you cancel your enrollment prior to the first day of class. After classes start, there will be NO refund.

12. If I have cancelled prior to the first class, how do I receive a refund?

Refunds, less the \$100.00 administrative fee, must be requested in writing to GPRC. A refund will not automatically be issued.

Contact Student Services

GP Campus Office: H103

Phone: 780-539-2911

Fax: 780-539-2888

Email : apprenticeship@gprc.ab.ca

FV Campus Office: FAC131

Phone: 780-835-6608

Fax: 780-835-6788

13. Can I change my registration to a different date?

Yes, you can change to another date **within the academic year** without a fee penalty. Contact Student Services at either campus to make changes. If there is no space available you can be placed on the waitlist.

14. What is the contact information for the Apprenticeship Board?

Inquiries regarding Alberta Apprenticeship and Industry Training (AIT) should be directed to the AIT office nearest you. For a listing of offices, please visit <http://tradesecrets.alberta.ca/contact-us/>

15. I never received my notice of acceptance?

Confirmation of acceptance into a GPRC class will be sent to you by email. You should receive this shortly after you have registered. If you have not received it, please make sure your address information is correct with Student Services at GPRC.

16. Where can I get help with completing my funding applications?

The Financial Aid Team is here to help you navigate the world of student funding! We're here to answer any questions you may have and assist you with the various application processes. No appointments necessary! Stop by anytime and one of our friendly Financial Aid Team members will be happy to assist you!

Contact Financial Aid

GP Campus Office: H103

Phone: 780-539-2845

Fax: 780-539-2888

Email: financialaid@gprc.ab.ca

Homepage: gprc.me/financialaid

FV Campus Office: FAC131

Phone: 780-835-6654

Fax: 780-835-6788

17. How do I apply for the Canada Apprentice Loan (CAL)?

CAL is loan funding offered by the Government of Canada to apprentices registered in a Red Seal trade apprenticeship program who are enrolled in technical training. CAL is meant to help apprentices pay for tuition, tools, equipment, living expenses, cover forgone wages or support their family. For more information please contact Financial Aid.

18. How do I find more information about Canada Apprenticeship Grants?

The Apprenticeship Incentive Grant (AIG) is a taxable cash grant of \$1000 per year/level up to a maximum of \$2000. This grant helps registered apprentices in designated Red Seal trades get started. The Apprenticeship Completion Grant (ACG) is a taxable cash grant of \$2000. This grant helps registered apprentices who have completed their training become certified journeypersons in designated Red Seal trades.

For more information on these grants please visit

<http://www.servicecanada.gc.ca/eng/goc/apprenticeship/index.shtml>

19. What is the contact phone number for Employment Insurance, or the Alberta Reference Code?

Employment Insurance is available for eligible apprentices. Apprentices have to serve only one two week waiting period for the first employment insurance application. The Alberta Reference Code is sent to the apprentice with their confirmation letter, if you did not receive it, contact Student Services or Service Canada Centre.

Service Canada Centre

1.800.622.6232

www.servicecanada.gc.ca