OFF-CAMPUS EDUCATION - REGISTERED APPRENTICESHIP PROGRAM (RAP) CHECK LIST

Important Note: You are not considered to be in the RAP program until you have obtained employment with an approved employer, completed and returned all paperwork to your school's Off Campus Coordinator, and applied for your Record Book (also known as your Blue Book) with Alberta Apprenticeship and Industry Training.

- Confirm Program Eligibility

    - Be a minimum of 15 years of age or older
    - Check that you have completed HCS3000 _____ %

- Find a RAP placement

    Find an employer in your chosen trade who is willing to:
    - take you on as a RAP apprentice,
    - ensure you are supervised by a qualified journeyperson and,
    - pay you at least minimum wage

    RAP placements must be approved by the High Prairie School Division. Students can find a placement in one of the following ways:
    - Working alongside a friend or family member who is a journeyperson
    - Applying for positions on their own
    - Working with the CAREERS School Engagement Coordinator to apply on one of the available opportunities
        *employment decisions (who is hired, and under what terms) are at the sole discretion of the employer, and not of High Prairie School Division

- Complete Form 260G (date submitted: _____)

- Email updated, current resume and cover letter to your school's Off-Campus Coordinator (OCC)

    (date submitted: _____)

- Review Student / Parent Package
    - RAP Course Outline
    - RAP Parent/Guardian Information
    - Student Expectations and Responsibilities
    *One copy must be signed and submitted (date submitted: _____)

- Site Inspection Scheduled - Date: _____

- Apply to become an apprentice
    - Complete the RAP application with Alberta Apprenticeship and Industry Training (AIT) to receive your Record Book (Blue Book). Once you receive your Record Book, inform your OCC that you have received it and provide a copy of the 'Certificates of Progress' page (first page of Record Book)

- Earn High School Credits

  - By January 15 (semester 1) and June 15 (semester 2), submit your updated AIT Record Book, and an employer evaluation to the OCC

- Maintain and Update My Trade Secrets Account
  - Upload updated AIT Record Book a minimum of once per calendar year; recommendation is each semester
  - Upon completion of RAP (1000 hours), inform AIT and request your account be updated

By signing this you acknowledge that you have read and understood the above and completed all of the required steps.

_____

Student Signature   Date