



## REGISTERED APPRENTICESHIP PROGRAM CHECKLIST

### 10 Steps to Becoming a RAP Student!

- STEP 1**          **MEET THE CRITERIA**
- Be on track to graduate
  - Have a good work ethic
  - Have good people skills
- STEP 2**          **COMPLETE RESUME AND COVER LETTER**
- STEP 3**          **COMPLETE THE APPLICATION FOR CAREERS' ASSISTANCE**
- Hand it in to Ms. Cadieux at the office
- STEP 4**          **COMPLETE PREREQUISITE HCS3000/HCS3010 SAFETY TRAINING**
- Register in Room 1125 for on-line program
- STEP 5**          **PARENTS & STUDENTS ATTEND AN INFO NIGHT**
- Parent awareness & support is critical
  - Parent/Student Information Evening
- STEP 6**          **ARRANGE FOR AND ATTEND JOB INTERVIEW(S)**
- Students are expected to search for work on their own. If assistance is required, RAP coordinator and/or CAREERS will assist
- STEP 7**          **SECURE FULL-TIME EMPLOYMENT AND COMPLETE RAP AGREEMENT**
- Must be completed and signed by student, employer and parent or guardian
- STEP 8**          **LEARNING PLAN TO BE COMPLETED**
- Learning goals to be discussed with student, RAP coordinator and employer
- STEP 9**          **SUCCESSFULLY COMPLETE 1000 Hours (obtain 40 credits).**
- STEP 10**         **BECOME A REGISTERED APPRENTICE**
- Work full-time/parttime in a trade
  - Employer agrees to begin your apprenticeship under the RAP program
  - Your RAP coordinator will assist as you register on-line as an apprentice with Alberta Apprenticeship & Industry and apply for blue book.