

Sturgeon Composite High School RAP Program....

Ms. Chantelle Cadieux Off Campus Coordinator

Chantelle.cadieux@sturgeon.ab.ca

#780-222-5008



10 Steps To Career Success!

# Registered Apprenticeship Program Checklist

### 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 \*My blueprint has a resume builder Step 3: Complete the Application for Careers Next Generation \*Hand in to Off Campus coordinator

Step 4: Complete prerequisite HCS 3000 (On-Line) \*Register with Mrs. Booth in the ADLC In-reach \*Room 1125

"I loved working hands on and being able to start making a living while in high school! RAP STudent

Step 5: Attend Information Night (Tonight's session) \*Parent awareness & Support is critical



Step 6: Arrange for and attend job
Interview(s).
\*Students are expected to search for work on their own.

#### Sturgeon Public Schools

Step 7: Secure full time or part 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

\*This is for marks and will be included in documentation handed out at beginning.
\*This must go to the Off Campus Coordinator at the beginning of the program.





## Step 9: Apply for Blue book through Apprenticeship and Industry Training Website \*keep track of hours for credits.

Step 10: Become a Registered Apprentice \*work full-time in a trade \*obtain blue book \*keep track of hours.

