

Instructions to Applicant:

1. Print or type all responses; 2. Use additional sheets of paper if required; 3. Attach all required supporting documents to the last page of this application; 4. Application must be signed and returned to: Administrator, Apprenticeship Board, P.O. Box 578, Department of Labour and Advanced Education, Halifax, NS, B3J 2S9 (902) 424-0872.

Trade Designation Application

SECTION 1: General Applicant Information

1. Name of applicant (Association / Group):					
Name of contact(s):					
Address:					
Mailing address:					
	E-mail:				
Postal code:		Telephone:		Fax:	

2. Provide the name of each person on the application committee (group), their address / contact telephone number, and industry representation.

Name	Address and Contact Telephone Number	Representation (Industry)
1.		
2.		
3.		
4.		
5.		

3. Has the applicant (individual / group or association) ever been involved in the designation process for this or any other trade? If YES, attach details. YES NO

SECTION 2: Trade Information

- Name of proposed trade? _____
- Describe the trade (include details on tasks / work performed). Attach as Appendix A. If an Occupational Analysis exists (from any jurisdiction) attach as Appendix B.

3. List all trade stakeholders (associations, groups, corporations, etc.,) which would either be directly affected by trade designation and/or would have significant interest in the trade designation process.

Stakeholder	Contact Person	Contact Telephone Number
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

4. Describe the labour needs for current and future workers? Provide research findings to support current and future labour needs. Attach as Appendix C.
5. Provide details of the number of persons currently working in occupation(s) associated to the proposed trade. Include details on those working in other trades/occupation where work tasks are the same/similar. Attach as Appendix D.
6. Is this trade/occupation currently regulated under Federal/Provincial legislation? YES NO
 If yes, Please explain and attach details as Appendix E.

SECTION 3: Declaration

The Application for Trade Designation must be signed by the applicant.

Notice and Consent

As required by the Freedom of Information and Protection of Privacy Act

All information provided in connection with the application is subject to verification and/or audit by the Department of Labour and Advanced Education. In order to complete or verify the information provided, it may be necessary to collect additional information from agencies, professional and industry associations, federal departments or agencies and any other person or organization the Board deems necessary.

I consent to the collection of this information. I understand that this information will be used to determine whether the trade is appropriate for designation.

I hereby certify that all information contained in this application and in its appendices is correct.

Name of applicant(s): _____

Address: _____

Applicant signature(s) _____

on this _____ day of _____ in the year _____