

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 at [Applying for AIT Programs and Services Online](#).

Please contact your nearest Alberta Apprenticeship and Industry Training Office for a list of training offices – 1-800-248-4823; or visit their [website](#).

3. How do I register for classes at GPRC?

Registration can be made [online](#), 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 [here](#).

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.

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](#). Contact your local AIT office with questions or concerns.

6. 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 their 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.

7. 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](#), or phone in credit card information (credit card number/card holder name/expiry date/CVV), or mail a cheque, money order, purchase order or a completed [Apprenticeship Confirmation of Sponsorship form](#).

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	\$55.08/\$59.40	\$67.00	\$27.25	\$752.33/\$756.65
8 weeks	\$784.00	\$20.00	\$73.44/\$79.20	\$67.00	\$27.25	\$971.69/\$977.45
10 weeks	\$980.00	\$25.00	\$91.80/\$99.00	\$67.00	\$27.25	\$1191.05/\$1198.25
12 weeks	\$1,176.00	\$30.00	\$110.16/\$118.80	\$67.00	\$27.25	\$1410.41/\$1419.05

8. 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.

9. Can my company be invoiced?

If you would like your company to be invoiced for your tuition/registration fees, please complete the [Apprenticeship Confirmation of Sponsorship Form](#) (select Sponsor or Apprenticeship tab to download the form). The [Apprenticeship 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.

10. 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.

11. 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

12. 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 or email apprenticeship@gprc.ab.ca. If there is no space available you can be placed on the waitlist.

13. 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, [click here](#) or call 1-800-248-4823.

14. 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.

15. 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

FV Campus Office: FAC131

Phone: 780-835-6654

Fax: 780-835-6788

16. 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](#).

17. 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. [Click here](#) for more information on these grants.

18. How do I access my T2202A for income tax purposes?

The college issues T2202As for the previous tax year towards the end of February. These tax forms can be found in your myGPRC Account. If an apprentice has not created a myGPRC, it is created on their behalf when the tax forms are ready and the password is emailed to the apprentice. These accounts normally have the passwords set to the apprentice's birthday in the format of yyyyMmmdd (i.e. 1992Apr01), and the security question is NOT set up when the account is created this way. It should prompt you to change the password and to set up the security question when the account is created this way, but if not, you can change your password and/or set up the question by going to the My Profile tab, clicking the Account Information link, and then clicking either the myGPRC Password or the Security Question menu items on the left.

To find your tax form, go to the My Finances tab and then click the T2202A/T4A Tax Forms link. Tax forms are listed for each year you are eligible. If your SIN is not showing, please fill in that information and click the Save button.

19. How do I set up a myGPRC account?

In order to set up a myGPRC account, you must know your GPRC Student ID#. Apprentices can create their myGPRC account by first going to the [Self Service home page](#). Below the login button click "Request Account". This will prompt the apprentice for their ID #, their legal First and Last Names and their date of birth (make sure to enter it in the format shown beside the field). Once the information is successfully entered, the account will be created and the password will be emailed to the email address that we have on file for your account. It is best to copy and paste the password received in the email rather than trying to type it, as they are a very scrambled combination of letters and symbols. Return to the [Self Service home page](#) and enter your GPRC ID# as your username and paste the password. You should then be prompted for a new password which must fulfill the password requirements that will be shown on the screen. You will also set up a security question which will enable you to reset the password or retrieve your username/id# if you forget one or both in the future.

For more help with your myGPRC account, please see the [online FAQ](#) area.

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

Employment Insurance is available for eligible apprentices. Apprentices have a one week waiting period. As an apprentice you are only required to serve one waiting period for each Apprenticeship.

The 16 digit Reference Code can be found through the Apprentices “correspondence” section on their MyTradeSecrets Account or by contacting Student Services on either Campus.

[Employment Insurance](#)

1-800-206-7218

[Service Canada Centre](#)

1-800-622-6232