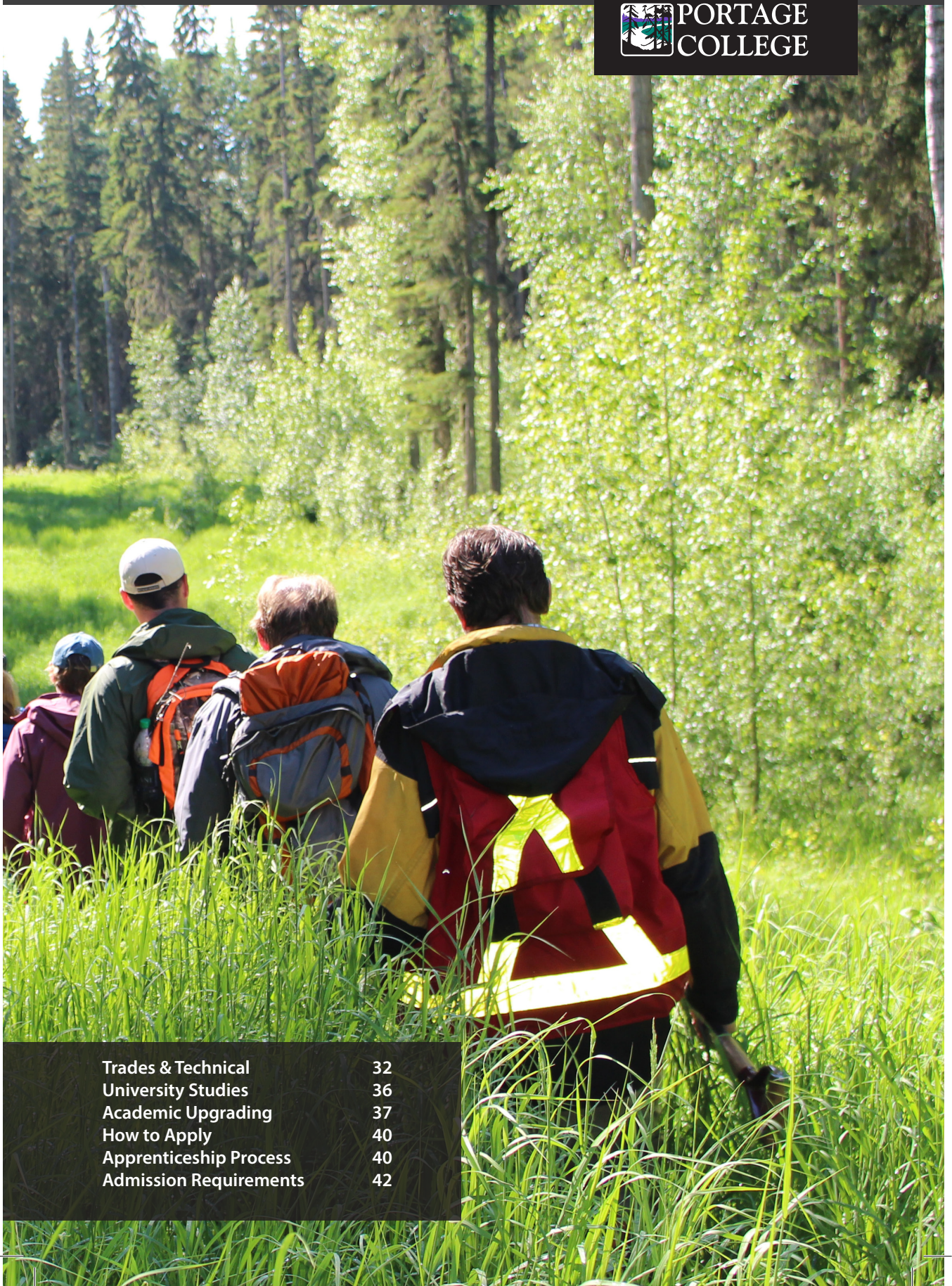






# [contents]

Why the North	4	Arts and Culture	20
Our Campuses	6	Business	23
Student Life	11	Environmental Studies	24
Recreation	12	Food Sciences	26
Living on Campus	14	Health & Wellness	28
Funding Options	16	Human Services	30



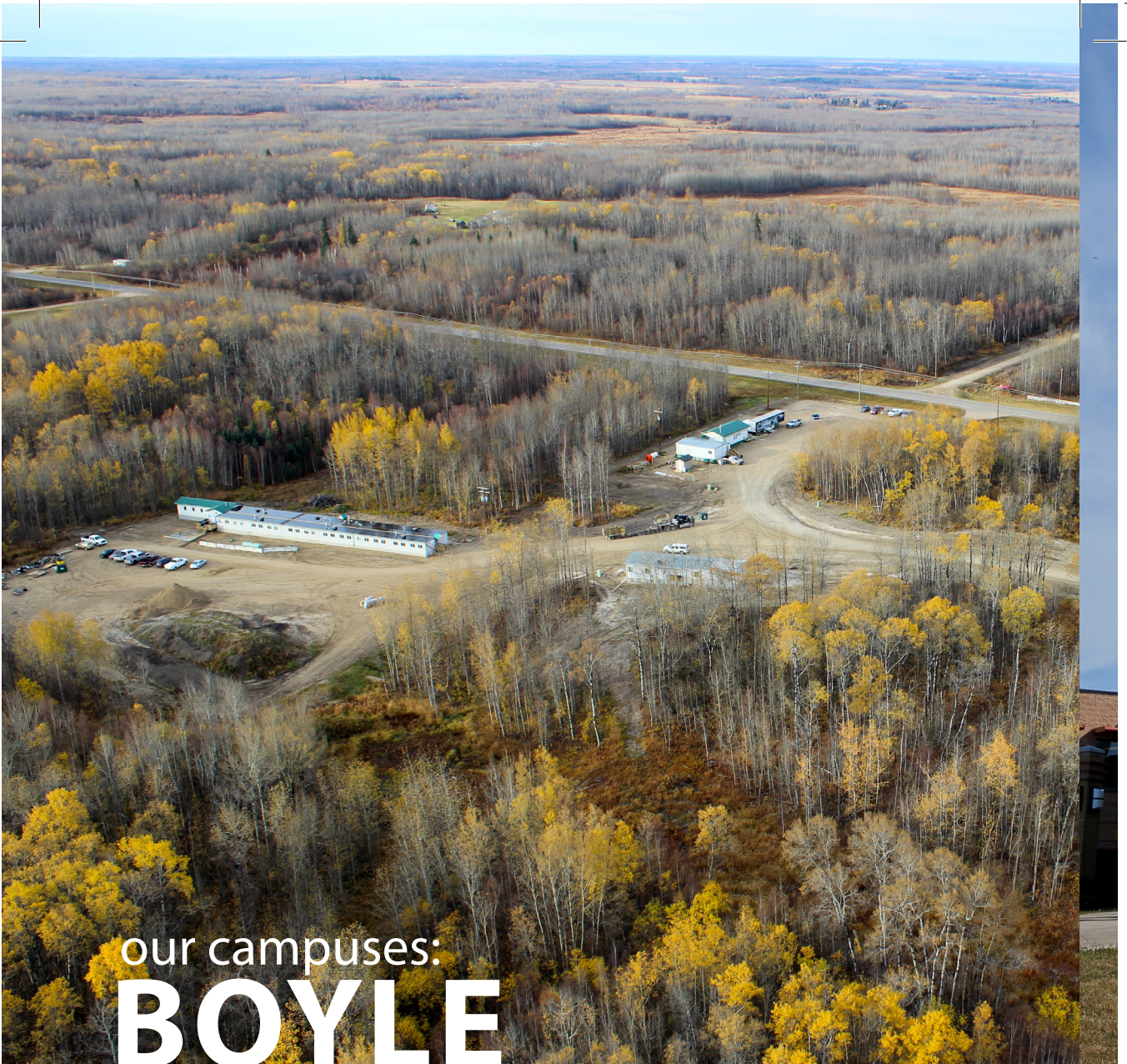
Trades & Technical	32
University Studies	36
Academic Upgrading	37
How to Apply	40
Apprenticeship Process	40
Admission Requirements	42

A scenic sunset over a body of water. The sky is filled with a flock of birds in flight, silhouetted against the golden light of the setting sun. The water in the foreground is rippled, reflecting the warm colors of the sky. A dark silhouette of a paddle is visible in the lower right corner. In the distance, a dark line of trees marks the horizon.

## why the north?

You're an adventurer, an explorer, an innovator. You don't just want flexible learning options or high quality programs. You want to **deny the ordinary**. You want a strong curriculum designed with employers in mind, access to additional scholarships and bursaries and top-notch faculty who are dedicated to helping you succeed along your academic journey.





our campuses:  
**BOYLE**

**WHERE:**

160 km north of Edmonton on Highway 63.

**PROGRAMS:**

- Heavy Equipment Operator

**PORTAGE  
POINTER**

**DID YOU KNOW?**

Boyle is home to the future Pipeline Training Centre: a facility that will be one-of-a kind in Alberta.



our campuses:

# COLD LAKE

## WHERE:

The City of Cold Lake is situated in Alberta's "Lakeland" district, 300 km northeast of Edmonton, near the Alberta-Saskatchewan provincial border.

## PROGRAMS:

- Academic Upgrading
- Accounting Technician
- Apprenticeship Electrician
- Business Administration
- Community Social Work
- Early Learning & Child Care
- Educational Assistant
- Office Administration
- Open Studies
- Power Engineering
- Practical Nurse
- University Programs



our campuses:

# LAC LA BICHE

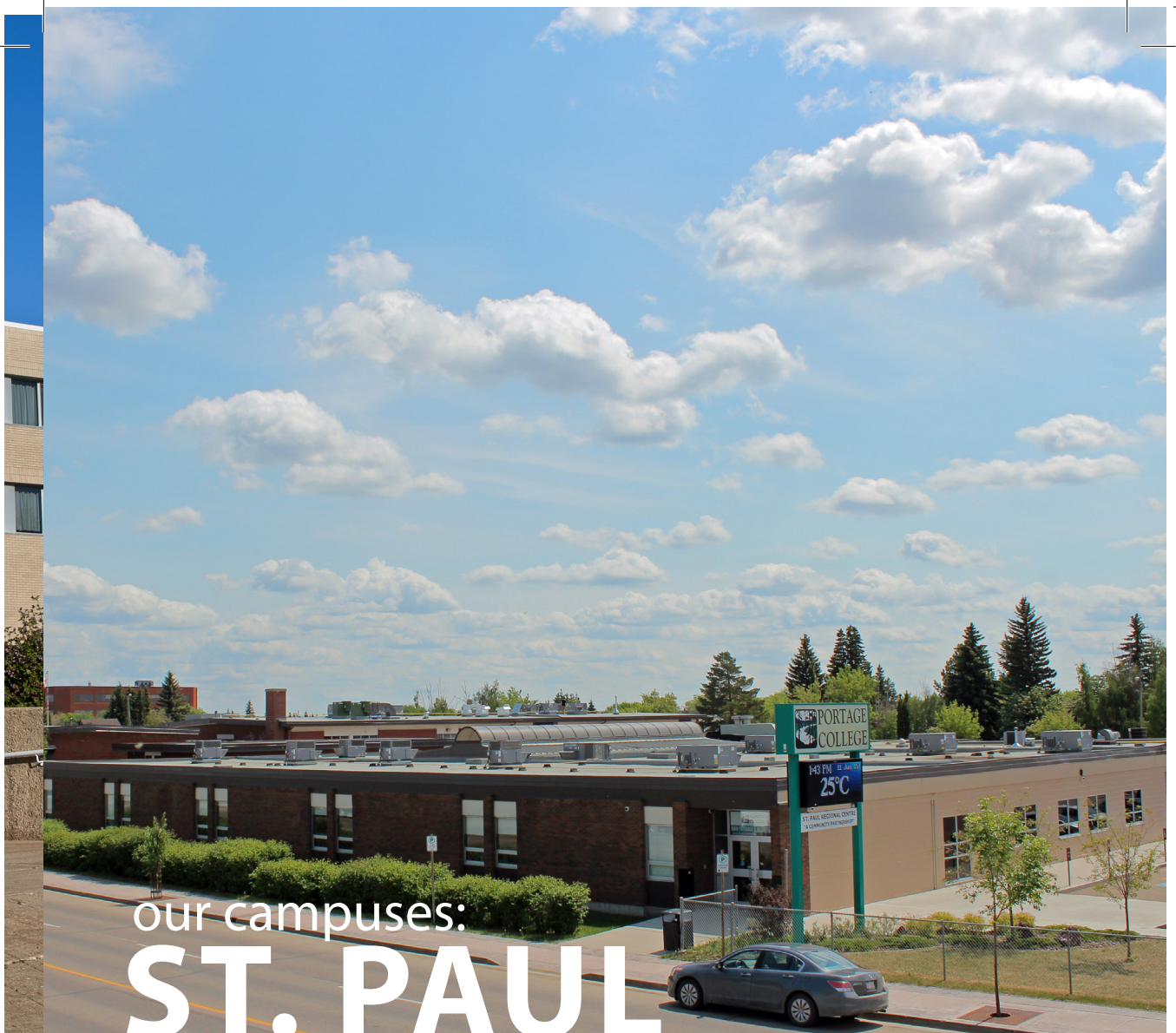
## WHERE:

Lac La Biche is located 220 km northeast of Edmonton on the southern shore of Lac La Biche Lake.

## PROGRAMS:

- Aboriginal Arts
- Academic Upgrading
- Apprenticeship Steamfitter-Pipefitter
- Apprenticeship Welding
- Artisan Entrepreneurship
- Business Administration
- Community Social Work
- Early Learning & Child Care
- Educational Assistant
- Emergency Medical Technician
- Emergency Medical Technology - Paramedic
- Hairstyling
- Natural Resources Technology
- Open Studies
- Power Engineering
- Practical Nurse (blended delivery)
- Pre-Employment Heavy Equipment Technician
- Pre-Employment Welding
- SAGD-DaWT
- University Programs





our campuses:

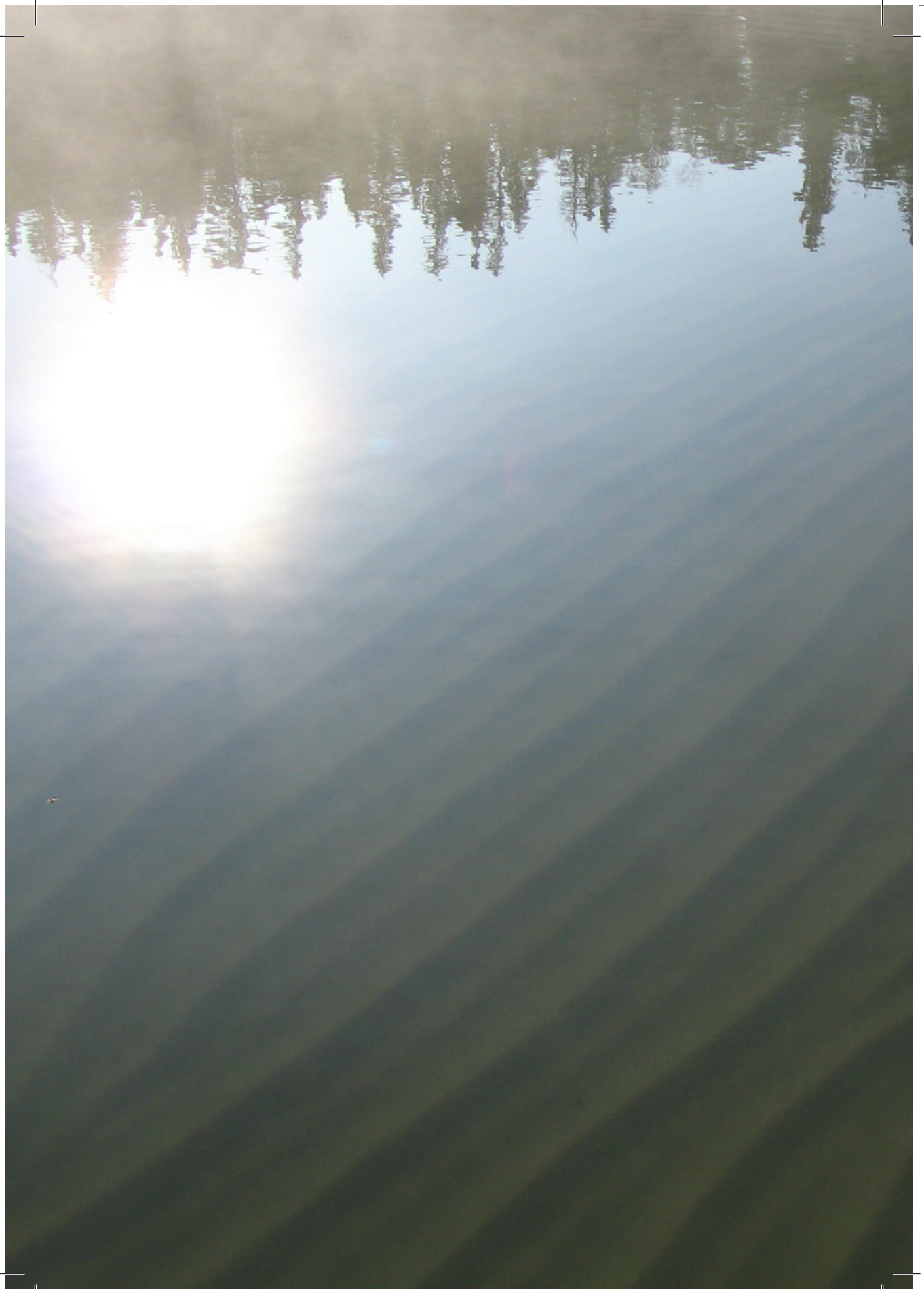
# ST. PAUL

## WHERE:

St. Paul is located 183 km northeast of Edmonton on Highway 29.

## PROGRAMS:

- Academic Upgrading
- Baking
- Culinary Arts
- Educational Assistant
- Early Learning & Child Care
- Food Sciences and Technology
- Institutional Cook
- Practical Nurse (blended delivery)
- Pre-Employment Cooking
- University Programs





# STUDENTLIFE

Choosing the right post-secondary institution is a tedious and important task. Whether you are directly out of high school, looking to re-train or returning back into education, Portage College has a unique and engaging student experience. We may not have the aesthetics of the big city, but we have something they don't: the Boreal Forest and a strong sense of community, something we take great pride in. Whether you are from around the northeastern region or from other parts of the province or across Canada, we ensure you feel like a part of our communities.



## ATHLETICS

Portage College boasts three different ACAC athletic teams:

- Men's Hockey
- Men's, Women's and Mixed Curling
- Men's and Women's Golf

Voyager athletes are known for being dedicated and hardworking. If you're interested in participating in Portage College Athletics, contact:

**Jim Knight, Manager of Recreation and Athletics**  
[jim.knight@portagecollege.ca](mailto:jim.knight@portagecollege.ca)

## BE FIT FOR LIFE

As a College student, your schedule will be packed. Making time to exercise can be a challenge which is why Be Fit For Life offers free fitness classes for Portage College Students.

The Be Fit For Life Network has been Alberta's source for active living since 1982. The Network is comprised of nine regional centres focusing on providing services, programs and resources to promote the benefits of active living and physical activity. The Network is also associated with the Alberta Active Living Partners Network and the Provincial Fitness Unit. The Network is funded by the Alberta Sport Connection.



## CALLING THE CURIOUS

**Picture yourself here:** late September canoeing across one of our many majestic lakes, hiking through the wilderness terrain the Boreal Forest, or tracking down the latest Geo-Cache across northeastern Alberta. Imagine nordic skiing and snowshoeing throughout our wandering trails or catching that perfect fish on the frozen lake in January. Up here in the north, you have the ability to find your own adventure; you just have to step out of your comfort zone.

If you are on the lighter side of an avid adventurer, we have you covered. Catch a movie in Cold Lake or St. Paul, play a round of golf, taste local cuisine, explore the many fall and winter festivals or gather

together around a cozy campfire and break away from technology. Our clubs and student groups will surely make you feel at home. Have an idea for a club or activity you want to bring forward? No problem!

At Portage College, we love the idea that you can create your own student experience and inspire others to create their own path too. Our friendly staff are more than willing to help guide and support you during the process. We encourage experiential learning and want students to find their own journey outside of the traditional classroom experience.



# LIVING ON CAMPUS

Living on campus has many advantages. Our Residence Team coordinates student housing and does a fabulous job of making your college experience safe, supportive and fun.

Here are just a few benefits of living on campus:

- Easy access to campus facilities and resources
- Walking distance from the College
- Neighbours with similar interests and hobbies

## LAC LA BICHE

We offer housing for single students and families at our Lac La Biche campus. Our on-campus Residence Hall, attached to the main campus building on two floors, offers students self-contained rooms designed for two students to share.

Each room includes two beds and two desks, a kitchenette with a two-burner stove top and fridge, table and chairs, and a full bathroom. Common lounges in Residence have microwaves, laundry and TVs with cable.

Singles townhouses are also on campus, and a short walk to the main building. Fully furnished townhouses are shared by four students, each with their own bedroom. There are two bathrooms, a living room, dining room and a full kitchen. Laundry access is also available.

A total of 50 units of two, three and four bedroom townhouse accommodations are available for families. All family townhouses are furnished. Due to high demand, only students who reside further than 75 km from Lac La Biche will be considered for family housing.



## ST. PAUL

Our modern, two-bedroom dorms at the St. Paul Campus can house single students or small families and include a full-size kitchen and bathroom. Laundry is available onsite.

## BOYLE

With 40-single person rooms, our Boyle facility is maintained to the highest possible standards to accommodate students in a camp-style-living environment. All rooms are equipped with satellite TV and an individual fridge.

At this time, campus residence is **not available** at our Cold Lake, Frog Lake, Saddle Lake or Goodfish campuses.

## CREATE YOUR OWN SPACE

When moving into dorms, remember to pack the following:

- Bed linens and pillows
- Towels
- Dishes, pots and pans, cooking utensils
- Laundry bag
- Slippers
- Toiletry items
- Hangers

**PORTAGE  
POINTER**

### HAVE A QUESTION ABOUT HOUSING?

Our Housing and Campus Supervision staff are onsite and available to assist you. For additional information check our website or call 780-623-5573 or toll free at 1-866-623-5551 ext. 5573.



# FUNDING OPTIONS

## STUDENT AID ALBERTA

Applicants must demonstrate financial need and be enrolled in an approved program of study in order to qualify for funding. Applications are assessed for Canada Student Loans and Alberta Student Loans. Both the federal and provincial governments offer a variety of grant funding that is non-repayable and intended for students with higher financial need. Please note: Academic Upgrading enrolled students do not qualify for Student Aid Alberta.

These loan applications are available online at [studentaid.alberta.ca](http://studentaid.alberta.ca).

## ALBERTA WORKS

Academic Upgrading students can apply for this type funding. Tuition, fees, books and living allowance may be available to those who qualify. Funding can take 6-8 weeks to process.

*NOTE: Academic Upgrading students who are Treaty Status living on reserve may qualify for tuition, fees and books with a living allowance provided by their Band.*





## **BAND FUNDING**

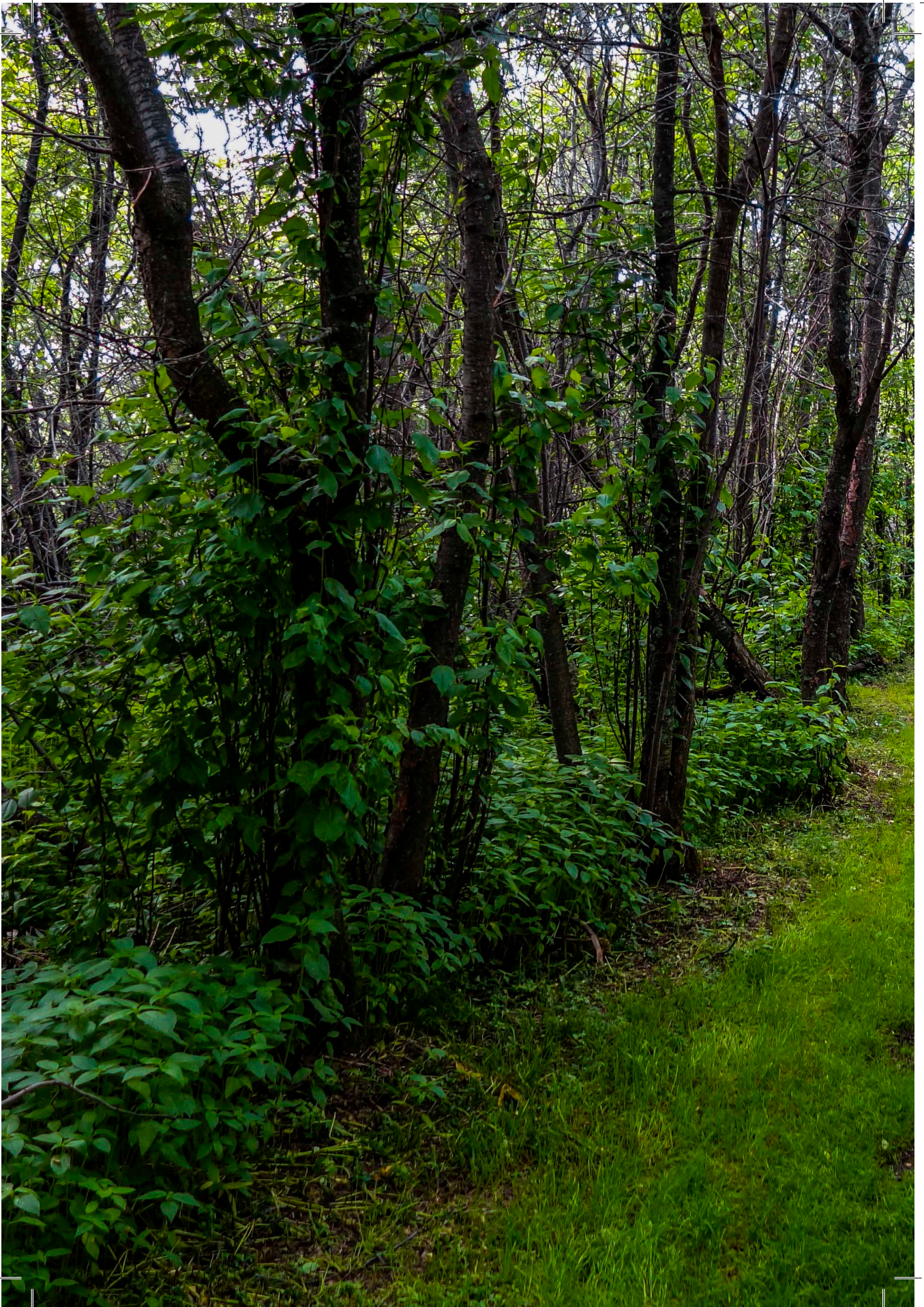
Individuals who are Treaty Status may qualify for funding through their Band. Programs funded vary with each Band as does the application deadline. We recommend students contact their Band Education Counsellor or Social Development department for further information.

## **MÉTIS SETTLEMENT GENERAL COUNCIL**

Registered members of Métis Settlements may be eligible for sponsorship through the Strategic Training Incentive fund. Funding is available for most programs offered at Portage College. Please contact your Settlement Office for more information.

## **RUPERTSLAND INSTITUTE / MÉTIS NATION OF ALBERTA (MNA) FUNDING**

Individuals who are non-land based Métis members should contact their nearest zone office (Zone 1 for Lac La Biche) or the Rupertsland Institute Coordinator to discuss funding for training to employment programs which include degree programs, diploma or technology programs, certificates, trades, and some upgrading.





**chart your course >>**

# ARTS & CULTURE





## ABORIGINAL ART

Inspire your creativity and find your passion in the Aboriginal Art Certificate program. This one-year certificate will provide you with the unique opportunity to study Aboriginal art and other types of media in a studio environment. Students are taught traditional and contemporary art practices as well as the historical significance. Topics covered include: beading, carving, footwear, sewing, hide tanning and digital art. You will have the opportunity to explore different types of media and develop skills in producing and marketing art.

- Full-time
- Certificate (1 year)
- Offered at our Lac La Biche Campus

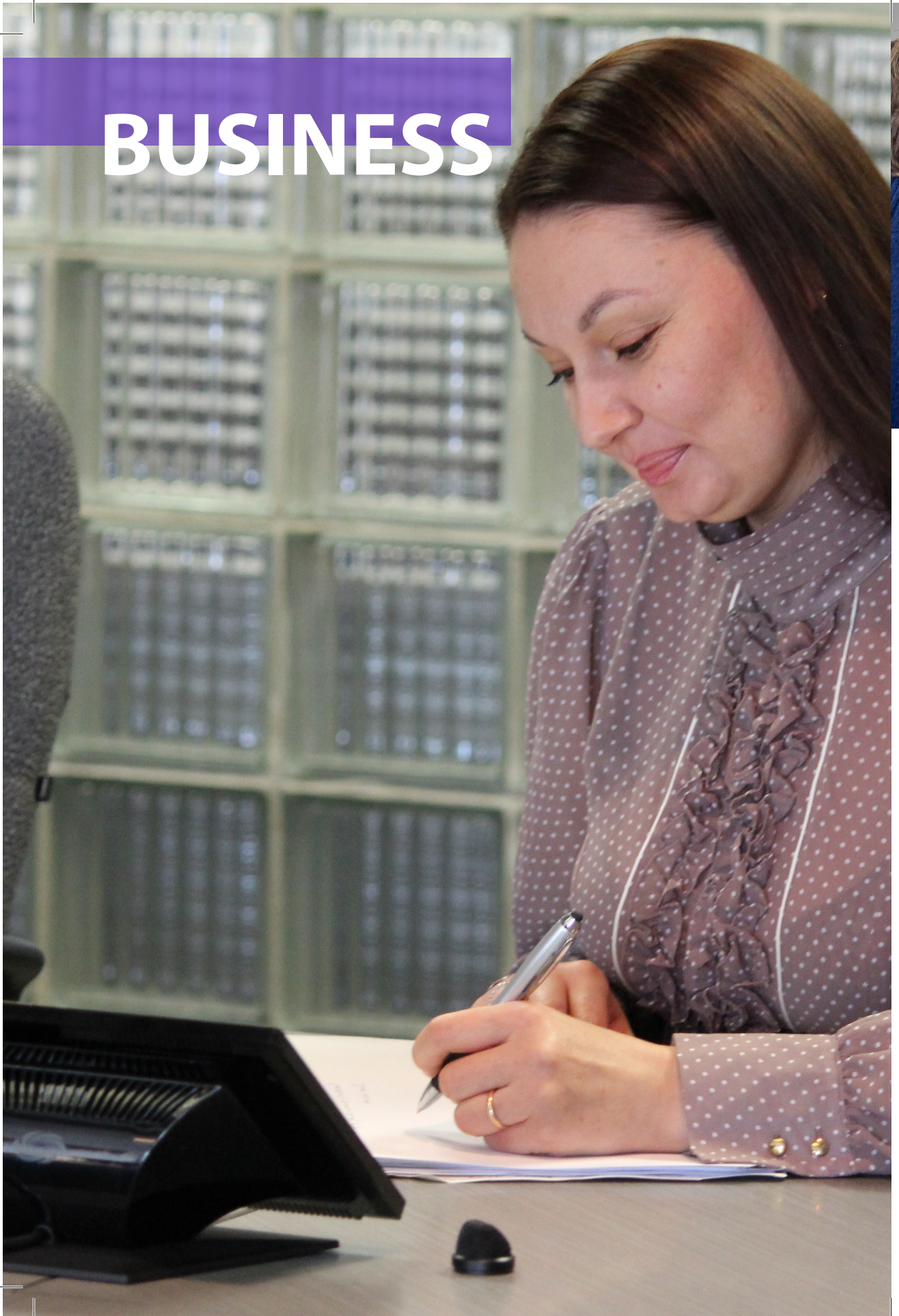
## ARTISAN ENTREPRENEURSHIP

Inspiring advance teachings and artistic ability, the Artisan Entrepreneurship Diploma program will take an artist to the next level. After successful completion of the Aboriginal Art Certificate program in year one, artists have the opportunity to enroll in the diploma program. Advance practices in traditional and contemporary art forms are taught in an environment that is geared towards students becoming their own independent artisan. You will develop skills in hide tanning, painting, drawing, carving, sewing, beadwork, footwear and decorative arts throughout the entirety of the program.

The Artisan Entrepreneur program teaches students the entrepreneurial skills needed to become a successful and independent artisan or the skills needed to work in the field of Aboriginal or visual arts.

- Full-time
- Diploma (2 years)
- Offered at our Lac La Biche Campus

# BUSINESS





## ACCOUNTING TECHNICIAN

In less than one year, receive extensive training in the most current software applications that will get you the job you want in the world of business. Learn manual and computerized accounting, communications and financial math, along with instruction in accounting projects, basic management principles, and office and reception duties. Take your career anywhere businesses operate with in-demand and highly portable skills. This 35-week program includes a three-week practicum placement so you can get valuable work experience.

- Full-time
- Certificate (1 year)
- Offered at our Cold Lake campus

## BUSINESS ADMINISTRATION

In the Business Administration diploma course of study, apply theoretical concepts to real-world business situations, master computer applications using Microsoft Office Suite software, and develop time management and interpersonal skills. Build a strong foundation of the fundamental principles of business before continuing into the second year of study in Accounting or Management.

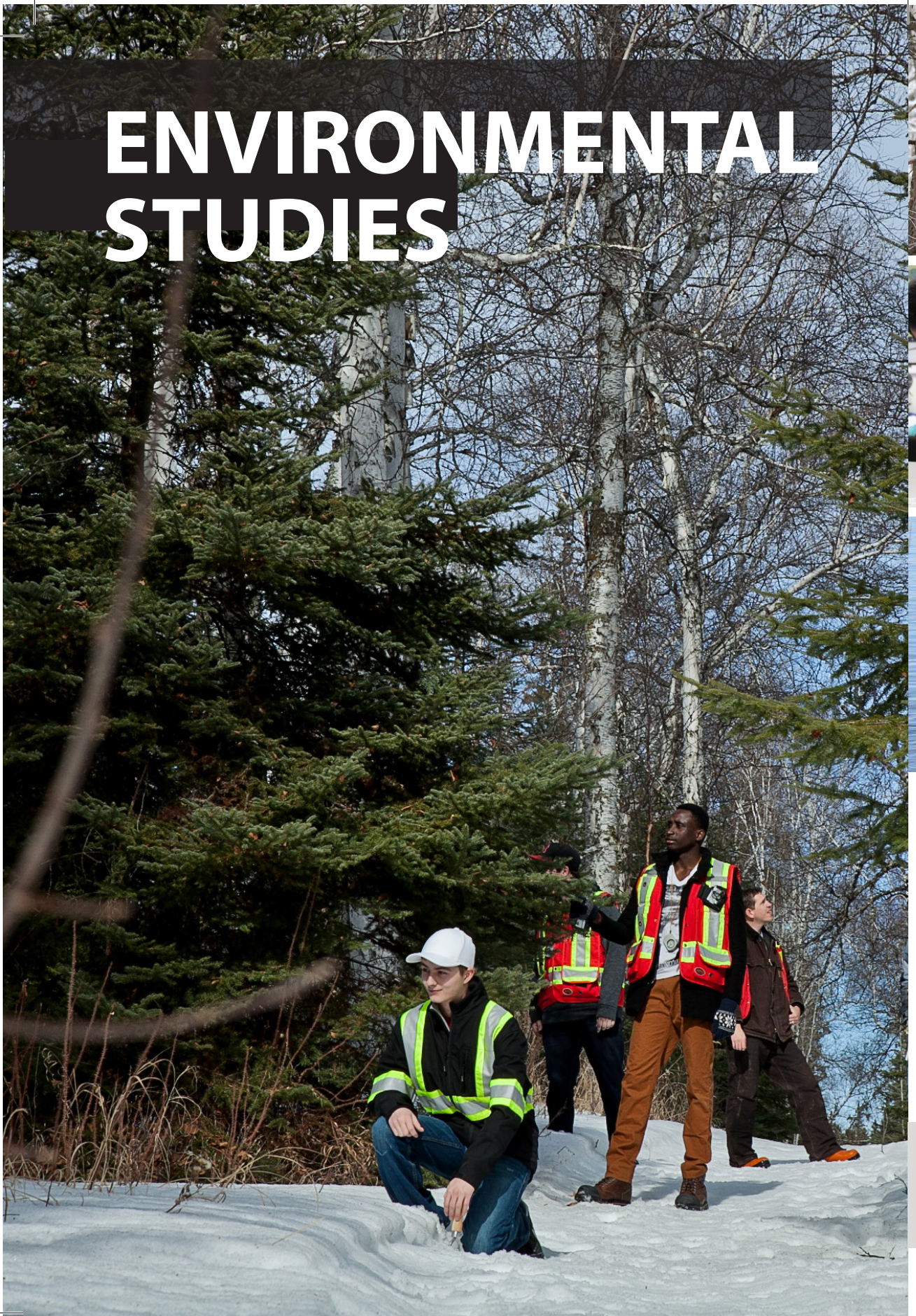
- Full-time
- Diploma (2 years with option of majoring in Accounting or Management)
- Offered at our Lac La Biche and Cold Lake campuses

## OFFICE ADMINISTRATION

The Office Administration program will prepare you for immediate employment in a constantly changing technological and office environment. Obtain the knowledge and skills you need to qualify for administrative support positions in business, government, and industry. Attain knowledge in computer systems that employers look for. Come away with skills in accounting, filing, reception, telephone, mail, and interpersonal and teamwork relations. The program includes a three-week placement to get on-the-job experience before entering the workforce.

- Full-time
- Certificate (1 year)
- Offered at our Cold Lake campus

# ENVIRONMENTAL STUDIES







## NATURAL RESOURCES TECHNOLOGY (NRT)

The NRT program emphasizes the importance of stewardship of the natural resources that grow and live among us. Students learn about the importance of cooperative planning and management of environmental resources with communities and organizations. Included in your tuition is \$2,800 worth of industry certifications. Graduates with an education in environmental sustainability are in high demand across Canada.

- Full-time
- Diploma (2 years)
- Offered at the Lac La Biche Campus

### PORTAGE POINTER

#### DID YOU KNOW?

Successful completion of the Natural Resources Technology program enables graduates to apply for the Agrology Technologist in Training (ATT) designation through the Alberta Institute of Agrologists.

# FOOD SCIENCE



## BAKING

Bakers prepare pastries, bake different types of bread and rolls and other sweet goods, and prepare batters for different types of muffins, cookies and cakes. With the latest technology and techniques, our Baking program uses hands-on education to teach you the preparing, baking, and decorating of breads, cakes and pastries.

- Full-time
- Certificate (1 year)
- Offered at the Food Sciences Centre in our St. Paul Campus

## CULINARY ARTS

It's true that there are different paths to take you to a career in culinary. But none are as productive and worthwhile as attending our Culinary Arts Diploma program. We will provide you with all the specialized skills and knowledge you need to succeed in the growing food services industry. Our program will give you a solid foundation in international and regional foods as well as courses in culinary management, nutrition, and even an introduction to food processing.

- Full-time
- Diploma (2 years)
- Offered at the Food Sciences Centre in our St. Paul Campus

## FOOD SCIENCE & TECHNOLOGY

If you like science and having fun with food, the Food Science and Technology Diploma is the program for you. Studying food science provides prospects in a wide range of career options.

- Full-time
- Diploma (2 years)
- Offered at the Food Sciences Centre in our St. Paul Campus

## INSTITUTIONAL COOK

Our program will prepare you to work in commercial and institutional kitchens. You will learn everything there is to know about large quantity food production and the use of bulk cooking methods with specialized equipment. You'll also be taught office and management skills of a working kitchen. Just two semesters will get you an Institutional Cook certificate and eligibility to write your first-year apprenticeship. In addition to all of this, you also receive certificates in National Food Safety, WHMIS and First Aid.

- Full-time
- Certificate (1 year)
- Offered at the Food Sciences Centre in our St. Paul Campus

## PRE-EMPLOYMENT COOKING

Take your first step to a rewarding career in the foodservice industry! The Pre-Employment Cooking certificate program provides the knowledge, skills and attitude required to give you that extra edge for professional entry into the exciting and dynamic food service industry. This on-site format is a comprehensive training program designed to provide graduates with a solid foundation for a successful career in the culinary arts, equivalent to First Period Apprenticeship cook training. The program includes a combination of theory (both on-line and in-class), demonstration, and hands on practical application.

- Full-time
- Certificate (1 year)
- Offered at the Food Sciences Centre in our St. Paul Campus

# HEALTH & WELLNESS



## EMERGENCY MEDICAL TECHNICIAN (EMT)

There's no doubt about it, EMT is an exciting career. EMTs are often the first responders in the event of an accident or a life threatening situation. The 37-week blended format offers you a unique alternative to the onsite delivery, allowing you to remain in your home community for the majority of the training period. You will attend a total of 11 onsite training weeks in addition to the field placements.

- Certificate (37 weeks)
- Offered online with labs at our Lac La Biche Campus

## EMERGENCY MEDICAL TECHNOLOGY - PARAMEDIC (EMT-P)

The Paramedic program at Portage is a two-year intensive learning experience. Included in the program is 10 weeks of mandatory onsite training in addition to hundreds of hours of hands-on practicum learning. At the end of two years, you will have spent more than 900 hours training with certified ambulance crews and almost 300 hours in a hospital setting.

- Diploma (2 years)
- Offered online with labs at our Lac La Biche Campus

## PRACTICAL NURSE

Compassion will always be at the heart of nursing, but the profession is about so much more. Licensed Practical Nurses are taking a more active role in the delivery of healthcare. There has never been a more opportune and exciting time to become an LPN.

Our two-year diploma program delivered either onsite or blended will equip you with the skills and knowledge required to work in a wide variety of health care settings. Once you graduate from the program you will be eligible to write the national licensing examination administered through the College of Licensed Practical Nurses of Alberta.

The Practical Nurse Blended Delivery offers students a unique alternative to traditional face-to-face on-campus programs by providing multi-modal instruction. Instruction can include Moodle, Blackboard Collaborate and video conferences combined with face-to-face instruction.

- Diploma (2 years)
- Blended delivery at Lac La Biche and St. Paul
- Onsite delivery in Cold Lake

### PORTAGE POINTER

#### DID YOU KNOW?

Our pre-hospital care programs are fully accredited by the Canadian Medical Association.

# HUMAN SERVICES





## EARLY LEARNING & CHILD CARE

The Early Learning and Child Care Certificate and Diploma programs at Portage College will provide students with the opportunity to work with children from birth to age 12 in institutions or children's programs. Students will gain the knowledge and skills in working with children in a variety of capacities—growth and development, disabilities and exceptionalities, family structure, health and wellness, behavioural strategies, language, literacy and more. In both years, students are exposed to practical experience in an early learning and childcare environment. These programs are designed to be accessible, right from your home or office.

- Certificate (1 year) or Diploma (2 years)
- Offered online

## EDUCATIONAL ASSISTANT

The Educational Assistant Certificate and Diploma programs are designed for individuals who have a passion and drive to work in the education system. The first-year Certificate program prepares students to work in the classroom assisting teachers and students one-on-one in the delivery and development of effective educational experiences for school-aged children. The second year diploma program prepares students to expand their knowledge and expertise working with students in a K-12 classroom setting. In both years, students will gain the skills and knowledge in the areas of child growth and development, learning strategies, interpersonal skills and professionalism. Practical hands-on experience is offered to students in both years of study. These programs can be accessed from anywhere and provide learners with an option that caters to a busy schedule.

- Certificate (1 year) or Diploma (2 years)
- Offered online

## COMMUNITY SOCIAL WORK

From individuals and families, to larger social groups and communities, Social Work is all about improving quality of life. If you're someone who enjoys helping people or seeing positive change happen, a career in Social Work is exactly what you're looking for.

- Full or part-time
- Diploma (2 years)
- Offered at our Cold Lake and Lac La Biche campuses

# TRADES & TECHNOLOGY





## APPRENTICESHIP ELECTRICIAN

In our Electrician program, you will learn to install, maintain, repair and operate electrical wiring and devices safely. Apprenticeship for an electrician is 4 years (four 12-month periods) including a minimum of 1500 hours of on-the-job training and 8 weeks of technical training in each of the first 3 years, and a minimum of 1350 of hours on-the-job training and 12 weeks technical in the fourth year. Upon successful completion of your 4th Period training, you are awarded an Electrician Certificate. Once you pass your Provincial exam, you will receive your Journeyman Certification.

- Certificate
- Periods 1-4 offered (1 year/period)
- Offered at our Cold Lake Campus

## APPRENTICESHIP STEAMFITTER-PIPEFITTER

The Steamfitter-Pipefitter program is offered in 3 periods. The program provides a combination of hands-on experience in the state-of-the-art shop, as well as hours of theory with experienced instructors. You'll learn lay out, assembly, fabrication, maintenance and repair of water, steam, chemical or fuel pipe systems.

- Certificate (8 weeks per period, 3 periods)
- Offered at our Lac La Biche Campus

## APPRENTICESHIP WELDING

As an Apprentice Welder you will learn all about Gas Tungsten, Gas Metal Arc, Flux Core, Metal Core, Shielded Core, as well as welding practices and processes including grinding, braising and fusing of metals. You can expect great career opportunities working on various metal projects like beams, girders, vessels, piping and other metal components to make metal parts used in construction and manufacturing plants as well as repair welding of parts, tools, machines and equipment.

- Certificate (8 weeks per period, 3 periods)
- Offered at our Lac La Biche Campus

## HAIRSTYLING

Be a cut above the rest! Learn from experienced, professional instructors the skills and knowledge to work effectively in the industry. With hands-on training in hair cutting, design, colouring, lightening, chemical texturizing and as a bonus basic manicuring, pedicuring, facials, eyebrow waxing and makeup, you'll have all the skills you need to work in a salon.

- Full-time
- Certificate (1 year)
- Offered at our Lac La Biche Campus

## HEAVY EQUIPMENT OPERATOR

You'll begin the program by completing 40 hours of simulation equipment training and your safety tickets such as Construction Safety (CSTS), H2S Alive, Roadbuilders Safety (RSTS), First Aid and more. Practical training follows on heavy equipment such as excavators, dozers, graders. Theory in soils, surveying, service and maintenance will be taught. Upon successful completion of the training, you will receive your HEO certification.

- Full-time
- Certificate (16 weeks)
- Offered at our Boyle Campus

## PRE-EMPLOYMENT HEAVY EQUIPMENT TECHNICIAN

This is a unique 16-week Heavy Equipment Technician program in which you train to maintain, repair and overhaul heavy, industrial equipment components such as suspensions, fifth wheel and pintle hitches, electrical and lighting systems, as well as hydraulic and air brake systems. The course offers you flexibility in your learning with blended delivery options to best meet your needs. The first 12 weeks of theory can be completed at our campus or online.

- 16-week program
- 12 weeks online or on campus followed by 4 weeks on campus in Lac La Biche
- Upon successful completion you will have the opportunity to arrange to challenge the Apprenticeship Heavy Equipment Technician Period 1 exam.

## PRE-EMPLOYMENT WELDING

This is a Competency Based Apprenticeship Training (CBAT) program designed to provide an understanding of the theory and hands-on skills, if you are planning on a career in welding. With little or no previous experience, you will progress in the required core courses. To improve your employability, you will also take Construction Safety Training System (CSTS), H<sub>2</sub>S Alive, TDG, WHMIS, Standard First Aid, Confined Space Entry, Fall Protection, Power Activated Tools, Aerial Platform Operation, Electrical Safety, Fire Safety and Rigging Basics.

- 16-week program
- Upon successful completion you will have the opportunity to challenge the Apprenticeship Welder Period 1 exam.
- Offered at the Lac La Biche Campus

## POWER ENGINEERING

Learn about boilers, steam and gas turbines, generators, pumps, compressors, pressure vessels and more and play a critical role in the safe, efficient operations of plants and facilities. This is an intense program with exceptional practicums in the oil and gas industry, leading to an abundance of career opportunities. Students successfully completing 4th Class may be selected into 3rd Class.

- 4th Class (25 weeks, including 160-hour field placement)
- 3rd Class (52 weeks, including 960-hour field placement)
- 3rd and 4th Class offered at our Lac La Biche Campus
- 4th Class offered in Cold Lake

## SAGD DE-OILING AND WATER TREATMENT

Gain an understanding of operations in the de-oiling, water treatment, recycling and reuse of water in the process of heavy thermal oil extraction and the distinct, popular method of bitumen recovery. This program certification will also provide you with the entry level requirements to operate potable and wastewater treatment systems.

- Certificate (16 weeks)
- Offered online



# UNIVERSITY STUDIES



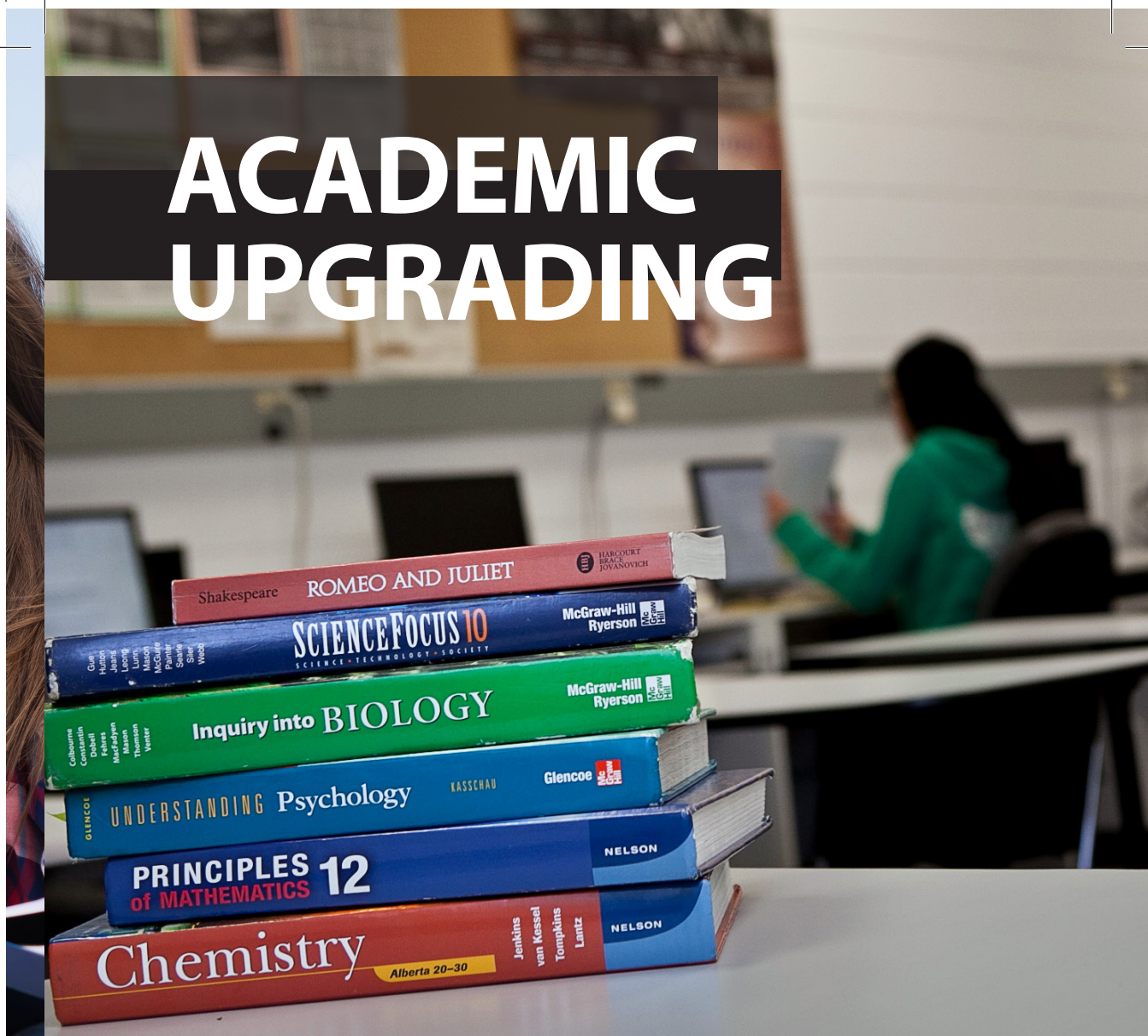
## UNIVERSITY STUDIES

Start a Bachelor of Arts, Science, Education, Social Work or Commerce degree at Portage College. A variety of first and second year university courses are offered in a number of delivery modalities. We offer small class sizes and one-on-one attention from university professors to ensure students are successful in reaching their goals.

Attend lectures face to face in a classroom, or experience blended modality, meaning combinations of course delivery methods including video conferencing, Blackboard Collaborate, Moodle, and E-campus. Attend as a full-time or part-time student, depending on your individual needs.

- Full-time or part-time
- Individual course credit for transfer
- Offered at our Cold Lake, Lac La Biche and St. Paul campuses

# ACADEMIC UPGRADING



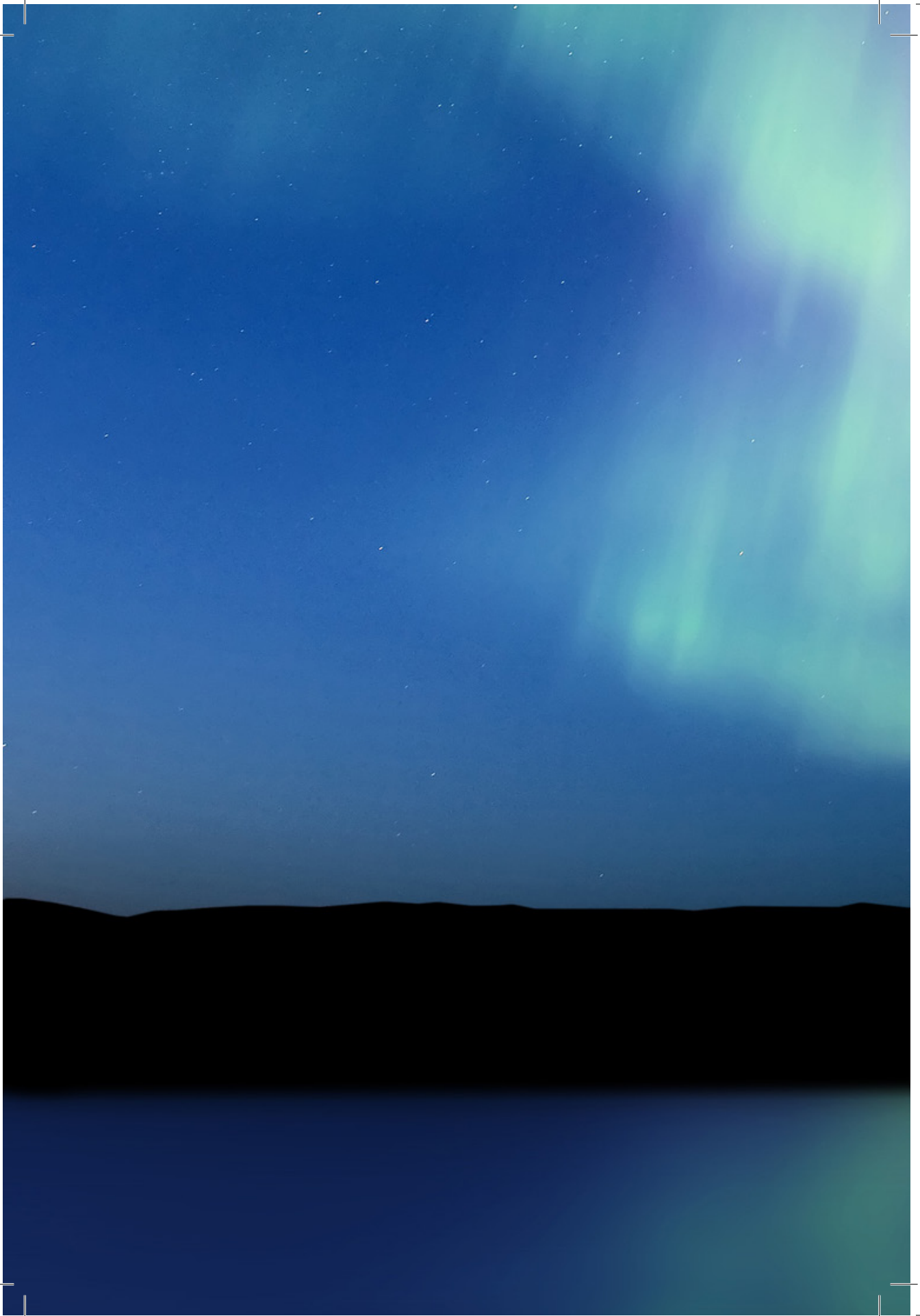
Achieve success and start building your career through academic upgrading. Prepare for post-secondary or apprenticeship programs by acquiring the pre-requisites needed for applying or improving your employability chances. Upgrading isn't about the past, it's about your future.

## ACADEMIC FOUNDATIONS

Academic Foundations provides adult learners with the opportunity to expand their learning potential in a variety of courses (math, sciences, social studies, English and computers). The program is adapted for students from all different educational and personal backgrounds. Once students have successfully completed their first stage of upgrading, they will have the opportunity to continue their education in College Preparation.

## COLLEGE PREPARATION AND UCEP

Students enrolled in College Preparation are looking to upgrade Alberta high school courses for the purpose of enrolling into a post-secondary program or to improve their employability chances. Juggling education, family life and work is not always an easy thing to do. That's why Portage College offers College Prep courses in a variety of ways, at all grade levels, so you can work on the specific courses you need.





**start your journey>>**

# HOW TO APPLY

## STEP 1: INTEREST

Interested in a program? Check the admissions requirements on our website or speak to one of our Student Advisors.

## STEP 2: APPLY

Apply online at [portagecollege.ca](http://portagecollege.ca) or complete an application form and submit by mail, fax or in-person at any of our campuses.

## STEP 3: TRANSCRIPTS

Online application: Your transcripts will be automatically sent to us.

Paper application: Arrange to have the necessary transcripts sent to us.

# APPRENTICESHIP PROCESS

## STEP 1: RESEARCH

Find thousands of trades and occupations listed on the Province of Alberta's Apprenticeship and Industry Training website, commonly referred to as *Trade Secrets* ([tradesecrets.alberta.ca](http://tradesecrets.alberta.ca)).

## STEP 2: FIND AN EMPLOYER

Search for job postings using the newspaper and online advertisements. Be persistent. Ask everyone you know working in a trades related career about employment possibilities that would be of interest to you.

## STEP 3: APPRENTICESHIP APPLICATION AND CONTRACT

Once you have found employment, download an application form from the *Trade Secrets* website. This form must be completed and signed by both you and your employer.

## STEP 4: FINANCING YOUR EDUCATION

Yes, you will earn a wage while you are completing your apprenticeship training but you may need a financial boost to help cover the full cost. To find out if you are eligible for financial assistance, visit the *Trade Secrets* website.





# ADMISSION REQUIREMENTS

PROGRAM	LENGTH	ACADEMIC REQUIREMENTS	REQUIRED DOCUMENTS
3rd Class Power Engineering Certificate	52 weeks	<ul style="list-style-type: none"> <li>65% English 20/20-1 or English 23/20-2</li> <li>65% in Math 20-1, Math 20-2, or Math 20/23 or Math 20 (Applied or Pure)</li> <li>65% in Physics 20</li> </ul> <p>Recommended:</p> <ul style="list-style-type: none"> <li>Math 30-1 or 30-2</li> </ul>	<ul style="list-style-type: none"> <li>High school transcript and/or Portage College 4th Class Power Engineering Certificate</li> <li>4th Class Interprovincial Power Engineering Certificate</li> </ul>
4th Class Power Engineering Certificate	25 weeks	<p>Grade 12 Diploma or equivalent</p> <p>Minimum:</p> <ul style="list-style-type: none"> <li>65% in English 10/13 or English 10-1 or 10-2</li> <li>65% in Math 10/13 or Math 10C or Math 10 (Applied or Pure)</li> <li>65% in Physics 10 or Science 10</li> </ul> <p>Recommended:</p> <ul style="list-style-type: none"> <li>Math 30-1 or 30-2</li> </ul>	<ul style="list-style-type: none"> <li>High school transcript, high school diploma, or GED certificate</li> <li>Other certificates</li> <li>Resume</li> </ul>
Aboriginal Art Certificate	1 year	<ul style="list-style-type: none"> <li>ELA 10-1 or 10-2</li> <li>CAAT-C score of Stanine 4 or greater (eliminate Number Operations, Problem Solving &amp; Mechanical Reasoning)</li> </ul>	<ul style="list-style-type: none"> <li>High school or college transcripts if available</li> </ul>
Academic Foundations	40 weeks	<ul style="list-style-type: none"> <li>Program Math Assessment</li> <li>Canadian Adult Achievement Test B: (omit Math and Mechanical Reasoning)</li> <li>Course placement dependent on Stanine 3 for 002 course level and Stanine 4 for 003 course level in each of the following: Reading, Comprehension, and Vocabulary</li> </ul>	<ul style="list-style-type: none"> <li>High school transcripts if applicable</li> </ul>
Accounting Technician Certificate	35 weeks	<p>Grade 11 or equivalent</p> <ul style="list-style-type: none"> <li>English 20, English 20-1, English 20-2, or English 23</li> <li>Math 20 (Applied or Pure), Math 23, Math 20-1, or Math 20-2</li> </ul> <p>Credit will also be given for a score of 11.9 on the Nelson Denny test and 60% on the Business Math test</p>	<ul style="list-style-type: none"> <li>High school transcript</li> </ul>

## OTHER REQUIREMENTS

- 18 years of age minimum

Recommended courses for students considering 2nd or 1st Class Power Engineering:

- 65% in English 30-1, 30-2, 30, or 33
- 65% in Math 30 or 33, Math 30 (Applied or Pure)
- 65% in Physics 30

Program acceptance will include a selection process based on high school marks, other related certification, work experience, and an interview

Recommended courses for students considering 2nd or 1st Class Power Engineering:

- 65% in English 30-1, 30-2, 30, or 33
- 65% in Math 30 or 33, Math 30 (Applied or Pure)
- 65% in Physics 30

## TRANSFERABILITY

Upon completion, will be eligible to write the Part 'A' and 'B' 3rd Class Power Engineering Interprovincial Exams.

Upon completion, will be eligible to write Part 'A' and 'B' of the Interprovincial 4th Class Power Engineering exam

Students obtaining a 4th Class Power Engineering Certificate may progress to 3rd Class Power Engineering training offered at Portage College.

- Interview
- Strong interest in Native arts and culture
- Assessment if required
- Computer literacy is recommended

- Written composition
- Interview
- Training plan

Courses are accepted by the Canadian Institute of Bookkeeping (CIB) within the CIB professional development program

ACCT 116, ACCT 117 and MATH 117 are accepted for Advance Credit in the Business Administration Certificate program

PROGRAM	LENGTH	ACADEMIC REQUIREMENTS	REQUIRED DOCUMENTS
Apprenticeship Electrician	<ul style="list-style-type: none"> <li>8 weeks, Periods 1-3</li> <li>12 weeks, Period 4</li> </ul>	<p>Minimum: English 20-2, Math 20-3, Science 10, OR AIT Entrance Exam Category A</p> <p>Recommended</p> <ul style="list-style-type: none"> <li>English 30-2</li> <li>Math 30-3</li> <li>Physics 30 or Science 30</li> <li>Related Career and Technology Studies courses</li> </ul> <p>Apprentices are required to have a minimum overall grade of 65% in each period to pass that period as a college mark. Individual course marks may vary.</p>	<ul style="list-style-type: none"> <li>High school transcript, high school diploma, or trades exam</li> </ul>
Apprenticeship Steamfitter-Pipefitter	8 weeks Periods 1-3	<p>Minimum: English 20-2, Math 20-3, Science 10, OR AIT Entrance Exam Category B</p> <p>Recommended</p> <ul style="list-style-type: none"> <li>English 30-2</li> <li>Math 30-3</li> <li>Physics 30, Chemistry 30 or Science 30</li> <li>Related Career and Technology Studies courses</li> </ul> <p>Apprentices are required to have a minimum overall grade of 65% in each period to pass that period as a college mark. Individual course marks may vary.</p>	<ul style="list-style-type: none"> <li>High school transcript, high school diploma, or trades exam</li> </ul>
Apprenticeship Welder	8 weeks Periods 1-3	<p>Minimum: English 20-2, Math 20-3, Science 10, OR AIT Entrance Exam Category A</p> <p>Recommended</p> <ul style="list-style-type: none"> <li>English 30-2</li> <li>Math 30-3</li> <li>Physics 30 or Science 30</li> <li>Related Career and Technology Studies courses</li> </ul> <p>Apprentices are required to have a minimum overall grade of 65% in each period to pass that period as a college mark. Individual course marks may vary.</p>	<ul style="list-style-type: none"> <li>High school transcript, high school diploma, or trades exam</li> </ul>
Artisan Entrepreneurship Diploma	1 year	<ul style="list-style-type: none"> <li>High school diploma with English 30-1 or ELA 30-2</li> <li>Aboriginal Art Certificate</li> </ul>	<ul style="list-style-type: none"> <li>High school transcript</li> </ul>

## OTHER REQUIREMENTS

## TRANSFERABILITY

- Registered in Alberta as Electrician Apprentice

Technical training is standard throughout the province of Alberta; apprentices may take their technical school training at Portage College or any college or technical institute in Alberta offering Electrical Apprenticeship training

- Registered in Alberta as Steamfitter-Pipefitter Apprentice

Technical training is standard throughout the province of Alberta; apprentices may take their technical school training at Portage College or any college or technical institute in Alberta offering Steamfitter-Pipefitter Apprenticeship training

- Registered in Alberta as Welder Apprentice

Technical training is standard throughout the province of Alberta; apprentices may take their technical school training at Portage College or any college or technical institute in Alberta offering Welder Apprenticeship training

- Coordinator interview

University of Calgary will award 5 full course junior open options to graduates of diploma programs

### Mature status:

- Nelson Denny test
- Applicants must be 19 years of age and out of high school for one year
- ELA 30-2 or English 33 with at least 50%

PROGRAM	LENGTH	ACADEMIC REQUIREMENTS	REQUIRED DOCUMENTS
Baking Certificate	32 weeks	<ul style="list-style-type: none"> <li>English 10-1 or 10-2</li> <li>Math 10 (Applied or Pure), 13, 10C, 10-3</li> </ul>	
Business Administration Certificate	32 weeks	<p>Grade 12 or equivalent</p> <ul style="list-style-type: none"> <li>English 30, 30-1, 30-2, or 33</li> <li>Math 30 (Applied or Pure), 33, 30-1, or 30-2</li> </ul> <p>Credit will also be given for a score of 12.9 on the Nelson Denny test and 60% on the Business Math test.</p>	
Business Administration Diploma - Accounting	32 weeks	1st year Business Administration Certificate plus individual course pre-requisites must be met. Exceptions must be approved by the Program Dean.	
Business Administration Diploma - Management	32 weeks	1st year Business Administration Certificate plus individual course pre-requisites must be met. Exceptions must be approved by the Program Dean.	
College Prep	38 weeks	<ul style="list-style-type: none"> <li>College Preparation - Placement Assessment (Program Math Assessment)</li> <li>Canadian Adult Achievement Test C: omit Mechanical Reasoning and Science) Stanine of 4 in each: Vocabulary, Reading Comprehension, Language</li> </ul>	<ul style="list-style-type: none"> <li>High school or college transcripts if applicable</li> </ul>

## OTHER REQUIREMENTS

## TRANSFERABILITY

Receive following certification: National Food Safety Certificate, WHMIS, First Aid/CPR.

Students are eligible to challenge period 1, 2, and 3 Apprenticeship Baker.

Transferable to 2nd year Business Diploma Program at Portage College.

Graduates of the program have all of the pre-requisite courses required to enter into the Advanced Certificate in Accounting and Finance offered by the Chartered Professional Accountants of Alberta.

Students who are planning on becoming a Chartered Professional Accountant (CPA) must continue their studies in a business degree program.

- Athabasca University: 60 credits granted towards the 4 year Bachelor of Commerce (Post Diploma), with or without a major
- Athabasca University: 60 credits granted towards the 3 or 4 year Bachelor of Management (Post Diploma), with or without a major
- MacEwan University: Graduates will be considered for entrance into Year 3 of the Bachelor of Commerce in Management
- University of Lethbridge: Graduates will be granted 20 courses (60 credit hours) towards the Bachelor of Management (Post Diploma)
- Northern Alberta Institute of Technology: Graduates will be considered for admission into Year 3 of the Bachelor of Business Administration
- Thompson Rivers University: Graduates will be granted a maximum of 66 credits into the Bachelor of Commerce
- Okanagan College: Graduates will be considered for entrance into Year 3 of Bachelor of Business Administration
- Royal Roads University: Graduates will be considered for entrance into Year 3 of the Bachelor of Business Administration in Sustainability and International Business or the Bachelor of Commerce in Entrepreneurial Management
- Individual Year 2 courses may be accepted to various institutions in Alberta

- Written composition test
- Interview
- Training plan

High school credits from Alberta Education.

See Alberta Transfer Guide for transfer arrangements with post-secondary institutions.

PROGRAM	LENGTH	ACADEMIC REQUIREMENTS	REQUIRED DOCUMENTS
Community Social Work Diploma	2 years	<ul style="list-style-type: none"> <li>Grade 12 or equivalent</li> <li>60% English 30-1 or 70% in English 30-2</li> </ul>	<ul style="list-style-type: none"> <li>Official transcripts</li> <li>Three academic/professional letters (within the past 5 years); personal references will not be accepted</li> </ul>
Culinary Arts Diploma	2 years	<p>Minimum:</p> <ul style="list-style-type: none"> <li>English 10-2</li> <li>Math 10-3</li> <li>OR a pass mark in all five Canadian General Education Development (GED) tests OR Entrance Exam (CAAT-C)</li> </ul> <p>Recommended:</p> <ul style="list-style-type: none"> <li>Alberta High School Diploma</li> <li>English 30-2</li> <li>Math 30-3</li> <li>Physics 20 or Chemistry 20 or Science 20</li> <li>Related Career and Technology Studies courses</li> </ul>	<ul style="list-style-type: none"> <li>High school transcript</li> </ul>
Early Learning and Child Care Certificate	1 year	<p>Grade 12 or equivalent</p> <ul style="list-style-type: none"> <li>English 30-1 or 30-2 or 30 or 33</li> <li>Math 10 Applied or Pure, Math 13, Math 10, Math 10C, or Math 10-3</li> <li>A score of 12.9 on Nelson Denny Test (if less than 60% in English 30/33 or English 30-1 or 30-2)</li> </ul>	<ul style="list-style-type: none"> <li>High school transcript</li> <li>Criminal Check Waiver Form</li> </ul>
Early Learning and Child Care Diploma	1 year	Early Learning and Child Care Certificate from Portage College or another provincial college	<ul style="list-style-type: none"> <li>College transcripts</li> <li>Criminal Record Check Waiver Form</li> </ul>
Educational Assistant Certificate	1 year	<ul style="list-style-type: none"> <li>Grade 12 or equivalent</li> <li>English 30-1 or 30-2 or 30 or 33</li> <li>Math 10 Applied or Pure, Math 10 or Math 13, Math 10C or Math 10-3</li> <li>Score of 12.9 on Nelson Denny Test (if less than 60% in English 30/33 or English 30-1 or 30-2)</li> </ul>	<ul style="list-style-type: none"> <li>High school transcript</li> <li>Criminal Check Waiver Form</li> </ul>



## OTHER REQUIREMENTS

- Criminal Record Check (when required by field practicum agency)
- Child Youth Information System Document [formally CWIS] Alberta Child and Youth Services (when required by field practicum agency)
- Signed student agreement declaring at least two years freedom from alcohol and substance abuse
- Criminal Record Check Waiver Form

- Interview with program coordinator may be required
- Criminal record check may be required for practicum
- Register as apprentices

Recommended: Have basic computer skills, knowledge in Internet usage and email, ability to function in word processing

## TRANSFERABILITY

Graduates are eligible for provisional RSW registration with the Alberta College of Social Workers.

Transfer arrangements currently exist with:

- University of Calgary: BSW in Calgary and Edmonton and Community-Based Learning Circles BSW
- Athabasca University: Graduates receive 60 credits toward the Bachelor of Professional Arts - Human Services

Other certification: Applied Suicide Intervention Skills Training (ASIST)

Other certification:

- National Food Safety
- WHMIS
- First Aid
- First, Second, and Third Period Cook Certificate

- Criminal Record Check with Vulnerable Sector Search: Student is responsible for obtaining the check, at student's expense, and providing it to the Program Coordinator and practicum site prior to the practicum

Practicum locations vary. Students may be required to travel to practicum sites and are responsible for arranging their own transportation, accommodation, and child care.

- Criminal Record Check with Vulnerable Sector Search: Student is responsible for obtaining the check, at student's expense, and providing it to the Program Coordinator and practicum site prior to the practicum.

Practicum locations vary. Students may be required to travel to practicum sites and are responsible for arranging their own transportation, accommodation, and child care.

- Criminal Record Check with Vulnerable Sector Search: Student is responsible for obtaining the check, at student's expense, and providing it to the Program Coordinator and practicum site prior to the practicum

Practicum locations vary. Students may be required to travel to practicum sites and are responsible for arranging their own transportation, accommodation, and child care

- Transferable to 2nd year Portage College Early Learning and Child Care Diploma Program
- Some courses are transferable to the Portage College Educational Assistant Program
- Transferability to other provincial colleges is available
- 30 credit block transfer to the Athabasca University BPA Program

- Some courses are transferable to the Portage College Education Assistant program
- Transferability to other provincial colleges is available
- 60 credit block transfer to Athabasca University BPA program
- Diploma transferability to Mount Royal Bachelor of Child Studies

- Transferable to 2nd year Portage Educational Assistant Diploma Program
- Some courses are transferable to the Portage College Early Learning and Childcare Certificate
- Transferability to other provincial colleges is available
- 30 credit block transfer to the Athabasca University BPA Program

PROGRAM	LENGTH	ACADEMIC REQUIREMENTS	REQUIRED DOCUMENTS
---------	--------	-----------------------	--------------------

Educational Assistant Diploma	1 year	Educational Assistant Certificate from Portage College or another provincial college	<ul style="list-style-type: none"> <li>College transcripts</li> <li>Criminal Record</li> <li>Check Waiver Form</li> </ul>
-------------------------------	--------	--	---

Emergency Medical Technician	37 weeks	<ul style="list-style-type: none"> <li>Minimum academic requirement:               <ul style="list-style-type: none"> <li>60% in English 30 (30-1 ), or 70% in English 33 (30-2)</li> <li>50% in one of Math 20-1/Pure Math 20, or a minimum 60% in Applied Math 20 /Math 20-2</li> <li>60% in Biology 30</li> </ul> </li> <li>Chemistry 30 is strongly recommended</li> <li>EMR certificate</li> </ul>	<ul style="list-style-type: none"> <li>High School transcripts and postsecondary transcripts</li> <li>Unrestricted EMR ACP registration prior to admission</li> <li>Standard First Aid certification (issued within one year of course start date)</li> <li>CPR certificate for Health Care Provider (issued within one year of course start date)</li> </ul>
------------------------------	----------	---	---

## OTHER REQUIREMENTS

- Criminal Record Check with Vulnerable Sector Search: Student is responsible for obtaining the check, at student's expense, and providing it to the Program Coordinator and practicum site prior to the practicum

Practicum locations vary. Students may be required to travel to practicum sites and are responsible for arranging their own transportation, accommodation, and child care

## TRANSFERABILITY

- Transferability to other provincial colleges is available
- Some courses are transferable to the Portage College Early Learning and Child Care Diploma and to the Disability Studies program
- 60 credit block transfer to the Athabasca University BPA Program

- Minimum 18 Years of age
- Class 4 driver's licence prior to completion of program or signed waiver stating their understanding of employment requirements for a Class 4 licence.
- Police Information Check and Vulnerable Sector Check within 3 months of program start date.
- Signed Police Information Check waiver form
- Signed Immunization Form
- Signed Immunization and Placement Disclosure waiver form
- Signed Health Status Form

ESL - All students whose first language is not English must meet one of the following:

- IELTS Academic Format with minimum scores as follows: Listening 7.5; Reading 6.5; Writing 7.0; Speaking 7.0
- TOEFL iBT (internet based) with minimum test scores as follows: Listening 23; Reading 21; Writing 25; Speaking 22
- Testing must have been completed within two years prior to application to the program

Following admission, the student must meet all placement pre-requisite prior to placements

- iPad for use with Comptracker program

EMT-ACP Registration (Unrestricted) is a pre-requisite for admission to the EMT-P (Paramedic) Program.

PROGRAM	LENGTH	ACADEMIC REQUIREMENTS	REQUIRED DOCUMENTS
EMT-Paramedic Diploma	2 years	<ul style="list-style-type: none"> <li>EMT Certificate</li> </ul> <p>Minimum:</p> <ul style="list-style-type: none"> <li>60% in English 30-1 or 70% in English 33 (30-2)</li> <li>50% in either Math 20-1 or Pure Math 20, or 60% in Applied Math 20/Math 20/Math 20-2</li> <li>60% in Biology 30</li> </ul> <p>Strongly Recommended:</p> <ul style="list-style-type: none"> <li>Chemistry 30</li> </ul>	<ul style="list-style-type: none"> <li>High school transcripts and post-secondary transcripts</li> <li>Unrestricted EMT ACP registration prior to admission</li> <li>Standard First Aid Certification (issued within one year of course start date)</li> <li>CPR certificate for Health Care Provider (issued within one year of course start date)</li> <li>Personal resume (required for selection day)</li> </ul>
Food Science and Technology Diploma	2 years	<p>Grade 12 high school diploma with</p> <p>Minimum</p> <ul style="list-style-type: none"> <li>Chemistry 20 or Biology 20</li> <li>Math 30 or 33, Math 30-1 or 30-2, Math 30 Applied or Pure</li> <li>ELA30-1 or English 30, ELA30-2 or English 33</li> </ul> <p>Recommended</p> <ul style="list-style-type: none"> <li>Chemistry 30 or Biology 30</li> </ul>	<ul style="list-style-type: none"> <li>High school transcript</li> </ul>
Hairstyling	1 year	<p>Minimum:</p> <ul style="list-style-type: none"> <li>English 10-2,</li> <li>Math 10-3 or all five Canadian General Educational Development (GED) tests</li> </ul> <p>Recommended:</p> <ul style="list-style-type: none"> <li>English 30-2</li> <li>Math 30-3</li> <li>Physics 20, Chemistry 20 or Science 20</li> <li>Related Career and Technology Studies (CTS) course</li> </ul>	<ul style="list-style-type: none"> <li>High school transcript</li> </ul>

## OTHER REQUIREMENTS

- 18 years of age minimum
- Class 4 driver's licence prior to completion of program or signed waiver stating their understanding of employment requirements for a Class 4 licence
- Police Information Check and Vulnerable Sector Check within 3 months of program start date
- Signed Police Information Check waiver form
- Signed Immunization Form
- Signed Immunization and Placement Disclosure waiver form
- Signed Health Status Form

ESL - All students whose first language is not English must meet one of the following:

- IELTS Academic Format with minimum scores as follows: Listening 7.5; Reading 6.5; Writing 7.0; Speaking 7.0
- TOEFL iBT (internet based) with minimum test scores as follows: Listening 23; Reading 21; Writing 25; Speaking 22
- Testing must have been completed within two years prior to application to the program

Following admission, the student must meet all placement pre-requisite prior to placements

- iPad for use with Comptracker program

## TRANSFERABILITY

Graduates are eligible to apply for admission to the Bachelor of Administration at Athabasca University, and Bachelor of Health Sciences at SAIT. Please contact these institutions for information regarding other prerequisites which may be required for admission.

- Basic computer skills
- Knowledge of internet usage and email

Individuals who lack the required academic background may be granted admission based on mature status. Placement testing is required, and an interview with the Program Coordinator may be required.

Graduates also receive the following certification: National Food Safe Training Program, WHMIS and First Aid.

All graduates of the Hairstyling Certificate program are required to register as an apprentice and then will be eligible to pursue the Alberta Apprenticeship Industry and Trades Hairstylist Journey person Certification.

Once a Certified Journey person, our Hairstylist graduates can pursue interprovincial recognition in their trade through the Canadian Red Seal Endorsement Program.

PROGRAM	LENGTH	ACADEMIC REQUIREMENTS	REQUIRED DOCUMENTS
Heavy Equipment Operator Certificate	16 weeks	Grade 10 equivalency with <ul style="list-style-type: none"> <li>English 10-1 or 10-2</li> <li>Math 10 or Math 13 or Math 10C or Math 10-3 or Math 10 (Applied or Pure)</li> <li>Science 10 or Science 14</li> </ul> OR CAAT-C testing with a Stanine of 4 or better in each area: Reading Comprehension, Math (numbers, problem solving), Mechanical Reasoning (spelling or language)	
Institutional Cook Certificate	1 year	Minimum <ul style="list-style-type: none"> <li>Successful Trades Exam A</li> <li>OR Math 10-3 and English 10-2</li> <li>OR pass mark in all five Canadian GED tests</li> </ul> Recommended: <ul style="list-style-type: none"> <li>English 30-3</li> <li>Physics 20 or Chemistry 20 or Science 20</li> <li>Related Career and Technology Studies courses</li> </ul>	<ul style="list-style-type: none"> <li>High school transcript</li> </ul>
Natural Resources Technology Diploma	2 years	Albert high school diploma with at least one course from each of the following: <ul style="list-style-type: none"> <li>ELA30-1*, English 30, English 33 (60%); or ELA30-2 (60%)</li> <li>Biology 30*(recommended), Chemistry 30*, Science 30, Biology 20 (60%); or Chemistry 20 (60%)</li> <li>Math 30-1*, Math 30-2, Pure Math 30, Math 30, Math 33 (60%); or Applied Math 30 (60%)</li> </ul> *Transfer to universities may be affected for students entering the diploma program without ELA 30-1, Chemistry 30, Biology 30, or Math 30-1	<ul style="list-style-type: none"> <li>High school transcript</li> </ul>
Office Administration Certificate	1 year	Grade 11 or equivalent <ul style="list-style-type: none"> <li>English 20, English 20-1, English 20-2, or English 23</li> <li>Math 10C, Math 10-3, Math 10 (Pure or Applied), Math 13, Math 24; or a 60% in MATH 1041 (Portage College)</li> </ul> Credit will also be given for a score of 11.9 on the Nelson Denny test and 60% on the Business Math test	

## OTHER REQUIREMENTS

- Valid Class 5 driver's licence or equivalent
- Program area interview

- Functioning in word processing
- Basic computer skills
- Knowledge in internet usage and email
- Outreach learner WHMIS
- Standard First Aid
- Career Investigation Report

May be required to complete one or more of the following tests to assess current academic suitability to the program: CAAT-C, Stanine 5 in Reading Comprehension, Total Math

Recommended that students register as apprentices

Individuals who lack the required academic background may be granted admission based on mature status. Placement assessment is required, and an interview with the Program Coordinator may be required.

## TRANSFERABILITY

Graduates also receive certification in the following:

- Transportation of Dangerous Goods
- WHMIS
- Standard First Aid/CPR
- Hydrogen Sulfide
- Construction Safety Training System
- Ground Disturbance
- Road builders
- Pipeline Safety
- Flag Person Safety
- Diversity Awareness

Graduates also receive the following certification: National Food Safe Training Program, WHMIS, First Aid and First Year Apprenticeship Cook.

Graduates can be accepted into year three of the Bachelor of Applied Science: Environmental Management degree program at Lakeland College. Students must complete Organic and Inorganic Chemistry in addition to the NRT Diploma.

Graduates with a GPA of 3.2 or higher qualify for acceptance to the University of Prince Edward Island Wildlife Program

Other certification: Standard First Aid, Transportation of Dangerous Goods (TDG), WHMIS, Bear Awareness, Petroleum Safety Training, Wilderness Skills, Pesticide Applicator's License, All-Terrain Vehicle Operator, Chain Saw (WTA), Ground Disturbance, Trailing and Load Securement

PROGRAM	LENGTH	ACADEMIC REQUIREMENTS	REQUIRED DOCUMENTS
Open Studies	1 year		
Practical Nurse Diploma	2 years	<p>Minimum:</p> <ul style="list-style-type: none"> <li>60% English 30 (30-1) or 70% in English 33 (30-2)</li> <li>50% in Math 20-1 or Pure Math 20, or 60% in Applied Math 20-2</li> <li>60% in Biology 30</li> </ul> <p>Recommended</p> <ul style="list-style-type: none"> <li>Chemistry 30</li> </ul> <p>Completion of all year one courses in the PN program is required for admission to year 2</p>	<ul style="list-style-type: none"> <li>High school transcripts, and post-secondary transcripts if applicable</li> </ul>
Pre-Employment Cooking Certificate	16 weeks	<p>Minimum:</p> <ul style="list-style-type: none"> <li>English 10-2</li> <li>Math 10-3</li> <li>OR a pass mark in all five Canadian General Education Development (GED) tests OR Entrance Exam (CAAT-C)</li> </ul>	
Pre-Employment Heavy Equipment Operator Certificate	16 weeks	<p>Minimum:</p> <ul style="list-style-type: none"> <li>English 20-1</li> <li>Math 20-3</li> <li>Science 10</li> <li>OR Entrance Exam (AIT)</li> </ul> <p>Recommended:</p> <ul style="list-style-type: none"> <li>English 30-2</li> <li>Math 30-3</li> <li>Physics 30 or Chemistry 30 or Science 30</li> <li>Related Career and Technology Studies Courses</li> </ul>	



## OTHER REQUIREMENTS

Open Studies students must meet the expected course entrance requirements. Prerequisites and/or admission requirements are outlined in the college calendar. Students interested in taking Open Studies should contact a Portage College Student Advisor to discuss course placement

- Statement of good physical and mental health
- 18 years of age minimum or Mature Status
- Police Information Check Waiver Form
- Signed Immunization Waiver Form

ESL - All students whose first language is not English must meet one of the following:

- IELTS Academic Format with minimum scores as follows: Listening 7.5; Reading 6.5; Writing 7.0; Speaking 7.0
- TOEFL iBT (internet based) with minimum test scores as follows: Listening 23; Reading 21; Writing 25; Speaking 22
- Testing must have been completed within two years prior to application to the program

Following admission, students must meet all practicum pre-requisites prior to clinical placements.

## TRANSFERABILITY

Students should consult a Portage College Student Advisor for details on course transfer and internal course articulation

Transfer credit granted for recognized coursework in relevant programs

- Diploma will be considered for admission to Bachelor of Applied Human Service Administration program at Grant McEwan University
- Currently Post-LPN Degree in Nursing programs are available at Athabasca University
- Minimum 25% Residency Requirement for Graduation

Graduates may transfer to the Portage College Culinary Arts Diploma Program

Other certification:

- First year apprentice recognition
- Standard First Aid/CPR Certificate
- National Food Safety Training Certificate
- WHMIS

Graduates also receive certification in the following:

- Pre-screening survey (optional)
- Students are required to provide personal standardized safety footwear for participation in program labs

- WHMIS
- Diversity Awareness
- Diversity in the Workplace

PROGRAM	LENGTH	ACADEMIC REQUIREMENTS	REQUIRED DOCUMENTS
Pre-Employment Welding Certificate	16 weeks	<p>Minimum:</p> <ul style="list-style-type: none"> <li>English 10-2</li> <li>Math 10-3</li> <li>OR a pass mark in five all Canadian GED tests or Entrance Exam Category A (AIT)</li> </ul> <p>Recommended:</p> <ul style="list-style-type: none"> <li>English 30-2</li> <li>Math 30-3</li> <li>Physics 20 or Chemistry 20 or Science 20</li> <li>Related Career and Technology Studies Courses</li> </ul>	No assessment is needed if 60% or more in Math 10/23 or Math 10 Applied or Pure, and English 10/13 or English 10-2 or 10-2, or Trades Entrance Exam (TEE); if no TEE, must write CAAT-C (omit spelling and language), minimum Stanine of 4 in Math, Science, and Reading Comprehension
SAGD De-oiling and Water Treatment Certificate	16 weeks	<ul style="list-style-type: none"> <li>3rd Class Power Engineering Certificate, or</li> <li>4th Class Power Engineering Certificate</li> </ul>	Power Engineering Certificates, transcripts, if applicable Portage College Advanced Credit forms (for previous course work in WPTO 101-107 and /or WWW0101)
University Studies		<p>High School Admission:</p> <ul style="list-style-type: none"> <li>Completion of five 30 level (Grade 12) courses with a minimum average of 60% and no mark below 50%.</li> <li>Course 1: English 30 or 30-1</li> <li>Course 2: Math 30-1 or 30-2, Math 30, Math 30 Pure or Applied, Math 33</li> <li>Course 3: Social 30 or Social 30-1</li> <li>Courses 4 &amp; 5: Can be two of the following: Biology 30, Chemistry 30, Physics 30, Science 30, Physical Education 30, Advanced CTS courses at the 30 level, or a 30 level language other than English</li> </ul> <p>Mature Student:</p> <ul style="list-style-type: none"> <li>19 years of age or older</li> <li>Out of high school for at least one full year</li> <li>Minimum average of 60% with at least 50% in English 30 or English 30-1, and one other five credit Grade 12 course</li> </ul> <p>Open Studies Admission:</p> <ul style="list-style-type: none"> <li>Completion of 12 credits with a minimum GPA of 2.0</li> <li>Consent of the Portage College registrar</li> </ul> <p>Students who do not meet other admission requirements are encouraged to discuss options for admission into the University Studies program with a Portage College advisor</p>	High school and post-secondary transcripts, if any work completed at a post-secondary institution

## OTHER REQUIREMENTS

## TRANSFERABILITY

Successful graduates, upon nomination by their instructors, can be eligible to write the first period apprenticeship exam as required by AIT.

Other certification:

- TDG
- WHMIS
- H2S Alive
- Confined Space Entry
- Standard First Aid
- CSTS
- Fall Protection
- Aerial Platform Operations

Additional recommended path for students who are considering this certificate are:

- Grade 12 Diploma, Physics 20, Chemistry 20
- As well as the following safety courses: WHMIS, TOG and Standard First Aid

Graduates will receive:

- Potable & Wastewater Systems Management Con Ed course certificate
- Alberta Environment and Sustainable Resource management (ESRD)
- Mandatory Entry Level Training-Complete WWWO 101 course

Interview may be required with an advisor or the program coordinator

Course in this program are transferable to other post-secondary institutions. Students are encouraged to discuss course options with a program advisor.



**COME  
FOR A VISIT!**



## **attend an open house:**

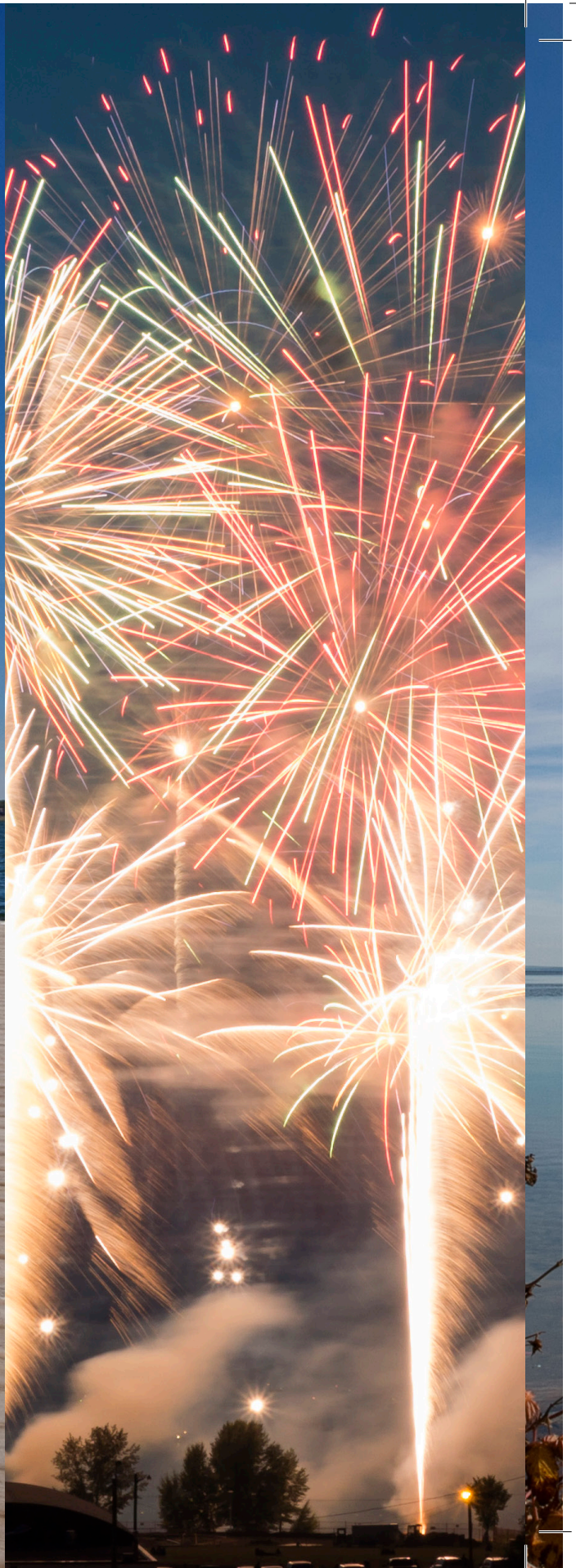
**October 2016**

**St. Paul Campus: October 5th  
Cold Lake Campus: October 12th  
Lac La Biche Campus: October 19th**

**April 2017**

**St. Paul Campus: April 5th  
Cold Lake Campus: April 12th  
Lac La Biche Campus: April 19th**

**For a custom tour, call 1-780-623-5654**





**discover the north.**



Toll Free: 1.866.623.5551  
Email: [info@portagecollege.ca](mailto:info@portagecollege.ca)

Twitter: [@PortageCollege](https://twitter.com/PortageCollege)  
Facebook: [/portagecollege](https://facebook.com/portagecollege)  
Instagram: [/portagecollege](https://instagram.com/portagecollege)

[portagecollege.ca](http://portagecollege.ca)