

CLIENT INTAKE CHECKLIST

1. Must provide Identification (Government ID, Treaty Card, Tax Assessment etc.)
2. SIN # Verification
3. Current Address
 - Must be within the Geographical Service Area (refer to Eligibility Criteria)
4. Resume
5. If you have children, you will need to provide:
 - Birth Certificates
 - Alberta Health Care Card
 - Notice of Assessment
 - Day Care Subsidy information
6. Training Documents
 - Conditional Acceptance Letter to have start & end date
 - Cost breakdown
 - Course Outline
7. Letter of Employment for PPE or Transportation
8. If taking Professional Driver's Training or Heavy Equipment Operator training, you will need to provide:
 - Valid Class 5 Driver's License
 - Current Driver's Abstract
 - Knowledge Test
 - Full Medical
9. If taking Security training or Health Care training, you will need to provide:
 - Criminal Record Check
10. If taking an Apprenticeship training, you will need to provide:
 - Apprenticeship card
11. If you are receiving EI, you will need to provide:
 - A print out from your portal