Edmonton Local IMMIGRATION PARTNERSHIP

# EMPLOYMENT RESOURCE GUIDE Part 1 of 4

## PROFESSIONS & CAREER PATHWAYS

2025 - EMPLOYMENT ACTION TABLE



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# *Land* ACKNOWLEDGMENT

We **respectfully** acknowledge that the City of Edmonton is located on Treaty 6 territory, the traditional lands of diverse Indigenous Peoples including the Cree, Saulteaux, Blackfoot, Métis, Dene, and Nakota Sioux. **These Nations are the original caretakers of this land. Their histories, languages, and cultures continue to influence the vibrancy of our community today.**

As we work toward a more inclusive and equitable Edmonton, we recognize our shared responsibility to honour the land, its original peoples, and the ongoing contributions of Indigenous communities.

**This guide is created in the spirit of reconciliation, understanding, and collaboration with all who call these lands home.**

# Message from the Chair

When we first began talking about this guide, we did not just envision a document, we imagined a **shared journey**. One where stories, ideas, and experiences would shape something truly meaningful. Today, as I reflect on everything that's brought us to this point, I am filled with **deep gratitude**.

To my fellow members of the **Employment Action Table**, thank you. Month after month, you've shown up with open hearts and thoughtful contributions. You've **listened**, **challenged**, **encouraged**, and **created**. Every section of this guide holds a little bit of you—your care, your insight, your belief in the **power of equity** and **inclusion**.

But perhaps most importantly, I want to thank the **volunteers** who shared their stories with us. Your voices made this guide real. The interviews were more than just information gathering—they were moments of **connection**, **vulnerability**, and **hope**. Your honesty and passion reminded us all why this work matters.

Some of you spoke of barriers you've overcome. Others painted a picture of the kind of workplace you dream of. Many of you simply wanted to help others feel less alone in their journey. Thank you. You didn't have to say yes, but you did and we are better for it.

This guide is for you. It's not just a resource, it's a **reflection of community.**

So, from the bottom of my heart, thank you for believing in this work. For showing up. For caring deeply, even when it was hard. This is what **community leadership** looks like. And it's an honour to walk alongside you.

With sincere appreciation,

**Thabani Conrad Bhala**
Chair, Employment Action Table


Thank you!
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Edmonton
Alberta
EMPLOY Abilities
CPHR Alberta
CANADA CAREER TRAINING
MFRS Multicultural Family Resource Society
FOCAS CANADA
Thank You
211
CATHOLIC SOCIAL SERVICES
BREDIN CENTRE FOR CAREER ADVANCEMENT
MCHB
IslamicFamily created to serve
FRAP FRANCOPHONIE CANADIENNE PLURIELLE
PolicyWise for Children & Families
Edmonton Chamber of Voluntary Organizations
ACTION FOR HEALTHY COMMUNITIES
PEOPLE AND COMMUNITIES IN ACTION
Gateway Association

# EXECUTIVE SUMMARY

Finding meaningful work in a new city—or even transitioning into a new career path—can feel overwhelming. Whether you are new to Edmonton, returning to the workforce, or looking to align your skills with a different profession, this section of the Employment Resource Guide is here to walk beside you. Not ahead of you, not behind you—but beside you.

Part 1: Professions & Career Navigation is your **compass**. It is designed to help you understand where your skills, education, and work experience fit within Alberta's labour market. This section introduces the National Occupational Classification (NOC) system and other important tools that will help you **explore**, **validate**, or **transition** into various occupations.

It is more than a listing of jobs—it is a map of possibilities. You will find **pathways** into industries such as health care, construction and trades, information technology, education, business services, and more. We also include information about **alternative careers** that may not require full recertification, along with tips for how to build on the experience you already have.

This section is grounded in the belief that **everyone brings value**. Your story matters. Your skills matter. You belong in this economy and this guide is here to help you get there.

# HOW TO USE THIS PART OF THE GUIDE

This section is broken down into digestible parts to help you find what you need quickly and confidently.

## Understand the NOC System

- We begin with an introduction to the National Occupational Classification—a system used across Canada to describe every type of job and its required skills, training, and responsibilities. We explain what it is, how to find your own NOC code, and why it matters for job applications, credential recognition, and even immigration programs.

## Explore Common Job Sector

- The guide highlights key industries where there is strong demand in the local labour market. Each industry overview includes:
- Typical roles within that field
- Required certifications or licenses (if any)
- Alternative careers for internationally trained professionals
- Links to training programs and service providers

## Transferable Skills and Adjacent Occupations

Many people have skills that can be applied in more than one profession. In this section, you will discover how your current experience can open doors in related fields. For example, someone with a background in education may also qualify for roles in community engagement, training, or curriculum development.





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# Healthcare Sector

# REGISTERED NURSES

**Regulatory Body:** College of Registered Nurses of Alberta (CRNA)

**WWW.NURSES.AB.CA**

**CALL: 780-451-0043**
**TOLL-FREE: 1-800-252-9392**
**FAX: 780-452-3276**

**CARNA@NURSES.AB.CA**

**11120 - 178 ST., EDMONTON,**
**ALBERTA T5S 1P2 CANADA**

**FACEBOOK: ALBERTARNS ON FACEBOOK**

**Type of Licensure/ Registration:** Registered Nurses (RN) Practice Permit. If trained outside of Canada, Internationally Educated Nurse (IEN) registration process is required.

## APPLICATION/ REGISTRATION PROCESS

1. Credential Verification: For internationally-trained nurses, credential verification is done through CGFNS (Commission on Graduates of Foreign Nursing Schools). Submit required documents, including proof of education and nursing experience.
2. National Council Licensure Examination (NCLEX)-RN Exam: For internationally educated nurses, you may be required to take and pass the NCLEX-RN exam.
3. Submit application to CRNA for registration and practice permit.

# EDUCATION CREDENTIALS

**You may meet the requirement if you have completed one of these items before you apply:**

1. *Completed a baccalaureate degree in nursing from an approved nursing program within five years prior to the application date.*
    - Hold registration in an equivalent jurisdiction as follows: British Columbia, Saskatchewan, Manitoba, Ontario, Quebec, New Brunswick, Nova Scotia, Prince Edward Island, Newfoundland & Labrador, Yukon, Northwest Territories, and Nunavut
    - A National Nursing Assessment Service (NNAS) report that provides confirmation of education rated as comparable or somewhat comparable.
    - An education credential evaluation report that verifies equivalent post-secondary education.
2. *Registered nurses may take further courses to specialize in other health care areas.*



### Required Exam

- The **NCLEX-RN** national licensing exam



### Duration

- **4 years** for a Bachelor's in Nursing degree.
- Exam and registration process may take **2-6 months** for internationally trained nurses.



### Credentials + Certification

- **Registered Nurses (RNs)** are required to have the **NCLEX-RN certification** and a valid practice permit to provide services in Alberta.

## Transferable Skills

1. Patient Care & Assessment
2. Clinical Decision-Making
3. Communication & Collaboration
4. Leadership & Supervision
5. Critical Thinking & Problem-Solving
6. Health Education & Counseling
7. Documentation & Record-Keeping
8. Time Management & Organization
9. Cultural Sensitivity & Empathy
10. Teamwork & Multidisciplinary Collaboration






## Adjacent Occupations

1. Nurse Practitioner (NP)
2. Clinical Nurse Specialist
3. Public Health Nurse
4. Healthcare Administrator
5. Medical Researcher
6. Health Educator
7. Occupational Health Nurse
8. Nursing Educator
9. Insurance Case Manager
10. Health Policy Analyst

# PSYCHIATRIC NURSES

**Regulatory Body:** College of Registered Nurses of Alberta (CRNA)

**WWW.NURSES.AB.CA**

**CALL: 780-451-0043**
**TOLL-FREE: 1-800-252-9392**
**FAX: 780-452-3276**

**CARNA@NURSES.AB.CA**

**11120 - 178 ST., EDMONTON,**
**ALBERTA T5S 1P2 CANADA**

**FACEBOOK: ALBERTARNS ON FACEBOOK**

**Type of Licensure/ Registration:** Registered Psychiatric Nurses (RPN or PN).

## APPLICATION/ REGISTRATION PROCESS

To be eligible to practice as a Registered Psychiatric Nurse (RPN) in Alberta, you must meet registration requirements to obtain a practice permit/license from the College of Registered Psychiatric Nurses of Alberta (CRPNA).

1. Check here for the application process for the various pathways https://www.crpna.ab.ca/CRPNAMember/Applicant/Applicant.aspx
2. Licensure requirements for internationally educated Registered **Psychiatric Nurses:** Ensure English skills meet the standard set out by http://www.nnas.ca/
3. **(NNAS)**
   a. Apply to the NNAS and submit documents
   b. Complete the NNAS Report Review Form
   c. If no further upgrading and no further assessment is required, you will be eligible to write CRPNA's Registered Psychiatric Nurses of Canada (RPNC) Examination.

# EDUCATION CREDENTIALS

A **diploma** or **degree** in psychiatric nursing from an approved program is required. These programs cover core areas like mental health assessment, therapeutic interventions, pharmacology, and cultural competence. The minimum education requirement for psychiatric nurses is a diploma in psychiatric nursing. Psychiatric nurses need to be committed to lifelong learning.



**Required Exam**

1. An approved program of studies, or equivalent, within a specified time period prior to application.
2. An approved examination.



**Credentials + Certification**

Successful completion of the Registered Psychiatric Nurses of Canada Examination (RPNCE) is mandatory for licensure. Membership with the College of Registered Psychiatric Nurses of Alberta (CRPNA) is required, and continuing professional development is essential for maintaining licensure.



**Duration**

The time required to become a registered psychiatric nurse depends on the educational pathway:

- **Diploma Programs:** Typically, 2 to 3 years.
- **Degree Programs:** A Bachelor of Psychiatric Nursing (BPN) generally takes 4 years to complete.
- **Additional Certification:** Preparation for and passing the RPNCE typically requires a few months after completing the academic program.

Advanced practice roles or specializations may require additional years of graduate-level education and clinical training

# TRANSFERABLE SKILLS AND ADJACENT OCCUPATIONS
## FOR PSYCHIATRIC NURSES

### Transferable Skills

1. Communication Skills
2. Critical Thinking
3. Interpersonal Skills
4. Emotional Resilience
5. Team Collaboration
6. Organizational Skills
7. Cultural Competence

### Adjacent Occupations

1. Community Health Nurses
2. Mental Health Counselors
3. Licensed Practical Nurses
4. Social Workers
5. Substance Abuse Counselors
6. Occupational Health Nurses
7. Case Managers in Healthcare
8. Clinical Educators in Mental Health



# NURSE AIDES, ORDERLIES, AND PATIENT SERVICE ASSOCIATES

**Regulatory Body:** Alberta Health Care Aide Directory

**WWW.ALBERTAHCADIRECTORY.COM**

**780-670-5050**

**INFO@ALBERTAHCADIRECTORY.COM**

**13163 146 STREET NW, EDMONTON AB, T5L 4S8**

**LINKEDIN: ALBERTA HEALTH CARE AIDE DIRECTORY ON LINKEDIN**

**Type of Licensure/ Registration:** Health Care Aide (HCA) Certificate is mandatory. Internationally educated applicants must complete a Substantial Equivalency Assessment (SEA) to validate their credentials.

## APPLICATION/ REGISTRATION PROCESS

1. Credential Assessment: Internationally educated HCAs must apply for credential verification via the Alberta HCA Directory.
2. Complete a Substantial Equivalency Assessment (SEA) to determine if international education meets Alberta standards.
3. If additional training is required, complete a recognized HCA program at an Alberta institution.
4. Register on the Alberta Health Care Aide Directory to obtain certification and employment eligibility.

# EDUCATION CREDENTIALS

Completion of a **Health Care Aide (HCA) program** approved by Alberta.
International education must be evaluated for substantial equivalency.



### Required Exam

The Government of Alberta Provincial Health Care Aide Exam (Exam) provides a standardized assessment to determine Health Care Aide (HCA) students' success in meeting the entry to practice HCA Program competencies as outlined in the Alberta HCA Competency Profile (2018).
*HCA students must successfully complete all course work, and practicums and pass the Provincial HCA Examination to graduate.*



### Credentials + Certification

HCA Provincial Curriculum Certificate.



### Duration

The Substantial Equivalency Assessment is an online assessment process with an anticipated timeline of 12 weeks once the curriculum and all relevant documentation has been received. For more information, please review the Substantial Equivalence Assessment policies

## TRANSFERABLE SKILLS AND ADJACENT OCCUPATIONS

### Transferable Skills

1. Patient Care and Assistance
2. Communication and Interpersonal Skills
3. Compassion and Empathy
4. Teamwork and Observation and Reporting

### Adjacent Occupations

1. Licensed Practical Nurse (LPN)
2. Personal Support Worker (PSW
3. Home Care Provider
4. Medical Office Assistant
5. Rehabilitation Assistant
6. Community Support Worker
7. Activities Coordinator
8. Mental Health Support Worker
9. Childcare Worker
10. Dietary Aide
11. Pharmacy Assistant



# LICENSED PRACTICAL NURSES

COLLEGE OF LICENSED PRACTICAL NURSES OF ALBERTA

**Regulatory Body:** College of Licensed Practical Nurses of Alberta (CLPNA)

**WWW.CLPNA.COM**

**PHONE NUMBER: 780-484-8886**
**TOLL-FREE PHONE NUMBER (WITHIN ALBERTA): 1-800-661-5877**
**FAX NUMBER: 780-484-9069**

**INFO@CLPNA.COM**

**ST. ALBERT TRAIL PLACE, 13163 - 146 STREET, EDMONTON, ALBERTA CANADA T5L 4S8**

**FACEBOOK: CLPNA ON FACEBOOK**
**X: CLPNA ON X**
**YOUTUBE: CLPNA ON YOUTUBE**
**LINKEDIN: CLPNA ON LINKEDIN**

**Type of Licensure/ Registration:** Licensed Practical Nurse Practice Permit.
Internationally trained LPNs must meet the Alberta requirements, including a Competency Assessment.

## APPLICATION/ REGISTRATION PROCESS

1. Submit your **education credentials** and documents to CLPNA.
2. If internationally trained, you must undergo competency assessment and language proficiency tests.
3. Pass the **Canadian Practical Nurse Registration Exam (CPNRE).**
4. Receive LPN **Practice Permit** after registration.

# EDUCATION CREDENTIALS

In **Alberta**, licensed practical nurses must graduate from an approved practical nursing education program, or complete other education considered equal by the Registrar of the College of Licensed Practical Nurses of Alberta (CLPNA).
Legislation requires licensed practical nurses who specialize to complete an approved program or advanced certification. The CLPNA must authorize them to perform in that capacity. Specialties may include perioperative nursing/operating room, advanced orthopedics, dialysis, immunization or advanced foot care.



### Required Exam

- Canadian Practical Nurse Registration Exam (CPNRE).
- CPNRE Details



### Duration

- Typically **2 years** to complete the LPN diploma program. Exam and registration process takes 2-4 months.



### Credentials + Certification

- **LPN Practice Permit** (Issued by CLPNA).

# TRANSFERABLE SKILLS AND ADJACENT OCCUPATIONS OF LPNS

## Transferable Skills

### 1. Patient Care & Clinical Skills

a. Administering medications
b. Monitoring vital signs

- Programs typically take 2 years to complete at accredited institutions in Alberta.

**Specializations:** Additional certification programs for specialized roles may vary from a few months to 1 year depending on the specialty
CRPNA, **Alis**. Such as wound care and dressing, and assisting with daily living activities (ADLs)

### 2. Medical Documentation & Charting

a. Recording patient data
b. Using Electronic Health Records (EHR)
c. Authoring reports and updates

### 3. Patient & Family Communication

a. Explaining medical procedures and treatment
b. Providing emotional support
c. Health education (e.g., medication management)

### 4. Team Collaboration

a. Working with physicians, RNs, PTs, etc.
b. Coordinating care plans
c. Delegating tasks to support staff.

## Adjacent occupations

1. Medical Assistant (MA)
2. Health Coach
3. Medical Office Administrator
4. Care Coordinator
5. Healthcare Recruiter
6. Patient Advocate
7. Case Manager
8. Health Information Technician
9. Patient Safety Officer
10. Clinical Research Coordinator
11. Nurse Educator (LPN to RN Programs)
12. Home Health Aide Supervisor
13. Medical Supply Sales Representative
14. Infection Control Specialist
15. Pharmaceutical Sales Representative
16. Occupational Health Nurse

# PARAMEDICAL OCCUPATIONS

**Regulatory Body:** Alberta College of Paramedics

**WWW.ABPARAMEDICS.COM**

**780-449-3114**

**INFO@ABPARAMEDICS.COM**

**201 - 1003 ELLWOOD ROAD SW, EDMONTON AB, T6X 0B3**

**FACEBOOK: ABPARAMEDICS ON FACEBOOK**
**X: PARAMEDICAB ON X**
**INSTAGRAM: @ABPARAMEDICS**
**LINKEDIN: ABPARAMEDICS ON LINKEDIN**

**Type of Licensure/ Registration:** Emergency Medical Responder (EMR), Primary Care Paramedic (PCP), Advanced Care Paramedic (ACP)

About Registration in Alberta, all paramedic professionals (EMR, PCP and ACP) must be registered with the Alberta College of Paramedics as a requirement of the Health Professions Act (HPA). The HPA is the legislation that governs all regulated health professions, of which there are 30, including nurses, dentists, doctors, lab techs and more .

**The following are needed for the application/registration process:**

1. Complete a paramedic program for your desired designation (EMR, PCP, ACP).
2. Submit an application for Alberta College of Paramedics registration.
3. If internationally trained, apply for credential assessment through the Alberta College of Paramedics. You will need to provide proof of education, experience, and exam results.

## APPLICATION/ REGISTRATION PROCESS

4. Complete any language proficiency tests (if required).
5. COPR Examination: If required, take the Canadian Organization of Paramedic Regulators (COPR) Entry–to–Practice Examination.

## EDUCATION CREDENTIALS

- Minimum **18 years of age**
- Transcripts of Grade 12 High School Diploma/ GED/ equivalent or post-secondary education. As of January 1, 2019, this must include- English 30, Math 10 and Biology 30 or equivalent
- CPR- dated within one year as of the first day of the program. Accepted courses include- BLS Provider, CPR Level C or Health Care Provider
- Standard First Aid Certificate- dated within three years as of the first day of the program
- Driver's License- Class 5 (GDL accepted)



### Required Exam

To work as a paramedic in Alberta, applicants must pass the Canadian Organization of Paramedic Regulators (COPR) Entry-to-Practice Examination. This exam applies to Emergency Medical Responders (EMR), Primary Care Paramedics (PCP), and Advanced Care Paramedics (ACP).
Application deadlines are typically four weeks before the exam, and fees range from $550 (EMR) to $650 (PCP & ACP), excluding taxes. Documentation, including transcripts and proof of educational program completion, must be submitted at least 14 days before the exam date.
Paramedics Regulators Canada  Examinations can be found here: https://copr.ca/



### Credentials + Certification

EMR, PCP, or ACP certification can be obtained through Alberta College of Paramedics after passing the required examinations and meeting education standards.
Certification is nationally recognized through Red Seal for PCP and ACP roles. The following is the link for more information: Alberta College of Paramedics Certification



## Duration

Link to the programs at NAIT: https://www.nait.ca/paramedic-programs

| Program | Duration | Program Highlights |
|---|---|---|
| **Emergency Medical Responder (EMR)** | 1-year Certificate | Expanding on your skills learned in MFR and/or EMR, you'll engage in more comprehensive training in pre-hospital care, including essential life sciences, life support skills, trauma management, pharmacology, pediatric disorders, and childbirth assistance. |
| | | **Practical Experience and Simulation Training:** In addition to lectures and lab training, you'll learn from hands-on, immersive training in the Centre for Advanced Medical Simulation to prepare you for real-world medical emergencies. |
| | | **Work Integrated Learning (WIL):** Also known as experiential learning, work experience, or a practicum. You'll get a work placement with an ambulance service and spend 1 week in an acute care hospital emergency department to put your training to practice. |
| **Primary Care Paramedic (PCP)** | 2-year Diploma | Expanding on your experience as a paramedic, you'll learn and practice advanced emergency care, including advanced life support and trauma management, childbirth and neonatal care, pediatric patient care, care of specialized populations, and more. |
| | | **Practical Experience and Simulation Training:** After focusing on lectures, labs, and clinical simulations in the first year of the program, your second year will prioritize clinical simulation in advanced courses to strengthen your hands-on medical skills. |
| | | **Work Integrated Learning (WIL):** In addition to your lectures, labs, and clinical simulations, you'll complete ~1,200 hours of practicum with an Advanced Life Support (ALS) ambulance service, an obstetrical and neonatal intensive care hospital rotation, and a variety of hospital clinical settings under the supervision of nurses, physicians, and respiratory therapists. |
| **Advanced Care Paramedic (ACP)** | 2-year Diploma | Expanding on your experience as a paramedic, you'll learn and practice advanced emergency care, including advanced life support and trauma management, childbirth and neonatal care, pediatric patient care, care of specialized populations, and more. |
| | | **Practical Experience and Simulation Training:** After focusing on lectures, labs, and clinical simulations in the first year of the program, your second year will prioritize clinical simulation in advanced courses to strengthen your hands-on medical skills. |
| | | **Work Integrated Learning (WIL):** In addition to your lectures, labs, and clinical simulations, you'll complete ~1,200 hours of practicum with an Advanced Life Support (ALS) ambulance service, an obstetrical and neonatal intensive care hospital rotation, and a variety of hospital clinical settings under the supervision of nurses, physicians, and respiratory therapists. |

# TRANSFERABLE SKILLS AND ADJACENT OCCUPATIONS

## FOR PARAMEDICS

## Transferable Skills

1. Patient Care & Assessment
2. Emergency Response & Crisis
3. Management
4. Medical Documentation
5. Team Collaboration
6. Clinical Procedures & Equipment Operation
7. Patient Advocacy & Communication
8. Critical Thinking & Problem Solving
9. Time Management & Organization
10. Physical & Mental Resilience

## Adjacent occupations

1. Emergency Medical Technician (EMT)
2. Healthcare Administrator
3. Paramedic Educator/Instructor
4. Firefighter/Paramedic
5. Health Coach
6. Patient Transport Coordinator
7. Medical Equipment Technician
8. Public Health Educator
9. Disaster Response Specialist
10. First Aid/CPR Instructor
11. Clinical Research Coordinator
12. Health and Safety Officer
13. Paramedic Supervisor
14. Occupational Health Nurse
15. Medical Claims Examiner
16. Pharmaceutical Sales Representative

# OCCUPATIONAL THERAPISTS

**Regulatory Body:** Alberta College of Occupational Therapists (ACOT)

**WWW.ACOT.CA**

**CALL: 780-436-8381**
**TOLL-FREE WITHIN ALBERTA: 1-800-561-5429**
**FAX: 780-434-0658**

**INFO@ACOT.CA**

**312, 8925 – 51 AVENUE, EDMONTON, ALBERTA**
**CANADA T6E 5J3**

**FACEBOOK: ACOTALBERTA ON FACEBOOK**
**INSTAGRAM: @ACOTALBERTA**
**LINKEDIN: ACOTALBERTA ON LINKEDIN**

**Type of Licensure/ Registration:** Practice Permit from the Alberta College of Occupational Therapists (ACOT).
Internationally educated applicants must complete credentialing through the Association of Canadian Occupational Therapy Regulatory Organizations (ACOTRO).

## APPLICATION/ REGISTRATION PROCESS

1. Credentialing: Apply to the Association of Canadian Occupational Therapy Regulatory Organizations (ACOTRO) for credential evaluation via their Substantial Equivalency Assessment System (SEAS).
2. Language Proficiency: If required, provide proof of English language proficiency (e.g., IELTS).
3. Competency Assessment: Complete an assessment if the credentialing body requires validation of specific skills.
4. Exam: Pass the National Occupational Therapy Certification Examination (NOTCE).
5. Apply to ACOT for a Practice Permit after meeting all requirements.

# EDUCATION CREDENTIALS

**Occupational therapists** (OTs) must complete an accredited occupation that leads to a master's degree in occupational therapy.
The Canadian Association of Occupational Therapists (https://www.caot.ca/) will grant academic accreditation only to OT programs.



**Required Exam**

National Occupational Therapy Certification Examination (NOTCE) – This is an approved certification examination that assesses the written application of academic knowledge and professional behavior of those desirous of entering the occupational therapy profession in Canada. It is requirement to successfully complete this exam for registration.
More information on the NOTCE can be found on the following website: https://www.notce-enae.ca/



**Credentials + Certification**

Certified as an Occupational Therapist (OT) in Alberta with a Practice Permit issued by ACOT.



**Duration**

1. Credentialing Process: 6-12 months for internationally educated applicants (depending on SEAS evaluation and NOTCE preparation).
2. Master's program duration: 2 years (for Canadian education).

# TRANSFERABLE SKILLS AND ADJACENT OCCUPATIONS
## FOR OCCUPATIONAL THERAPISTS (OTS)

### Transferable Skills

1. Patient Assessment & Evaluation
2. Treatment Plan Development
3. Patient Education & Support
4. Therapeutic Techniques & Interventions
5. Collaboration with Healthcare Teams
6. Activity Adaptation & Modifications
7. Clinical Documentation & Record-Keeping
8. Cognitive & Emotional Support
9. Advocacy for Patient Needs
10. Time Management & Organizational Skills

### Adjacent occupations

1. Physical Therapist
2. Speech-Language Pathologist
3. Rehabilitation Specialist
4. Case Manager
5. Healthcare Administrator
6. Health Coach
7. Clinical Research Coordinator
8. Assistive Technology Specialist
9. Home Health Aide Supervisor
10. Medical Equipment Sales Representative
11. Disability Services Coordinator
12. Ergonomics Consultant
13. Occupational Health Nurse
14. Educational Support Specialist
15. Therapeutic Recreation Specialist
16. Behavioral Health Specialist



# PHYSIOTHERAPISTS

COLLEGE OF PHYSIOTHERAPISTS OF ALBERTA

**Regulatory Body:** College of Physiotherapists of Alberta (CPTA)

**WWW.CPTA.AB.CA**

**LOCAL (1) 780 438 0338**
**TOLL-FREE (1) 800 291 2782**

**INFO@CPTA.AB.CA**

**300, 10357 109 STREET NW, EDMONTON AB, T5J 1N3**

**FACEBOOK: CPTALBERTA ON FACEBOOK**
**X: @CPTALBERTA**
**YOUTUBE: CPTALBERTA ON YOUTUBE**
**LINKEDIN: CPTALBERTA ON LINKEDIN**

**Type of Licensure/ Registration:** 1. Practice Permit from Physiotherapy Alberta is mandatory. 2. Internationally educated physiotherapists must go through credentialing and competency assessment via Canadian Alliance of Physiotherapy Regulators (CAPR).

## APPLICATION/ REGISTRATION PROCESS

Registration is mandatory. To practice as a physiotherapist in Alberta and use the titles physiotherapist or physical therapist, or abbreviation PT, an individual must be registered with the College of Physiotherapists of Alberta.

1. Credential Assessment: Apply to CAPR for credential evaluation to determine if international education meets Canadian standards.
2. Written Component: Successfully pass the written component of the Physiotherapy Competency Examination (PCE).
3. Clinical Component: Complete the clinical component of the PCE, which assesses practical skills.
4. Apply for a Practice Permit with Physiotherapy Alberta after passing the required exams.

# EDUCATION CREDENTIALS

- Completion of a Master's Degree in Physiotherapy from an accredited program.
- International credentials must be assessed for equivalency by CAPR.



### Required Exam

Physiotherapy Competency Examination (PCE) (includes both Written and Clinical Components).
For more details, click on the following link: PCE Details

### Credentials + Certification

Certified as a Physiotherapist (PT) in Alberta with a Practice Permit issued by Physiotherapy Alberta.

### Duration

- **Credentialing Process:** 6-12 months for internationally educated physiotherapists.
- **PCE Completion:** Written and Clinical Components take an additional 6-12 months.
- **Master's program duration:** 2 years (for Canadian education).

# TRANSFERABLE SKILLS AND ADJACENT OCCUPATIONS

## FOR PHYSIOTHERAPISTS

### Transferable Skills

1. Patient Assessment & Evaluation
2. Rehabilitation Techniques
3. Exercise Prescription & Adaptation
4. Pain Management
5. Manual Therapy Skills
6. Patient Education & Motivation
7. Clinical Documentation & Record Keeping
8. Team Collaboration in Multidisciplinary Environments
9. Time Management & Organization
10. Critical Thinking & Problem-Solving

### Adjacent occupations

1. Occupational Therapist
2. Sports Therapist
3. Chiropractor
4. Health Coach
5. Exercise Physiologist
6. Rehabilitation Counselor
7. Clinical Research Coordinator
8. Medical Sales Representative
9. Healthcare Administrator
10. Ergonomics Consultant

# PHARMACISTS AND PHARMACY ASSISTANTS

**Regulatory Body:** Alberta College of Pharmacy (ACP)

**WWW:ABPHARMACY.CA**

**780-990-0321**

**ACPINFO@ABPHARMACY.CA**

**1100-8215 112 STREET NW, EDMONTON AB, T6G 2C8**

**FACEBOOK:** ALBERTAPHARMACY ON FACEBOOK
**INSTAGRAM:** @ALBERTAPHARMACY
**LINKEDIN:** ALBERTAPHARMACY ON LINKEDIN

**Type of Licensure/ Registration:** Practice Permit from ACP is required to work as a pharmacist in Alberta.
Internationally educated pharmacists must pass an equivalency process via the Pharmacy Examining Board of Canada (PEBC).

## APPLICATION/ REGISTRATION PROCESS

1. **Credential Evaluation:** Submit education credentials to the PEBC for verification.
2. **Evaluating Exam:** Pass the PEBC Evaluating Exam to determine equivalency.
3. **Qualifying Exam:** Pass the two-part PEBC Qualifying Exam, including written and practical assessments.
4. **Internship:** Complete a supervised internship as required by ACP.
5. Apply for a **Practice Permit** from the Alberta College of Pharmacy.

## EDUCATION CREDENTIALS

- Completion of a **Bachelor's or Doctor of Pharmacy (PharmD)** degree from an accredited program.
- International credentials must be assessed for equivalency by PEBC.



### Required Exam

- **PEBC Evaluating Exam** (for internationally educated pharmacists).
- **PEBC Qualifying Exam** (Part I: MCQ and Part II: OSCE).
- PEBC Exam Information



### Duration

- Credentialing and exam process for internationally educated pharmacists: 1-2 years.
- Internship: 6 months (varies by applicant's experience).



### Credentials + Certification

- Certified by the **PEBC** and licensed by ACP as a Pharmacist in Alberta.

# TRANSFERABLE SKILLS AND ADJACENT OCCUPATIONS
## FOR PHARMACISTS AND PHARMACY ASSISTANTS

### Transferable Skills

1. Medication Expertise
2. Patient Counseling
3. Pharmacy Operations
4. Critical Thinking
5. Teamwork

### Adjacent occupations

1. Pharmacy Manager
2. Clinical Pharmacist
3. Pharmaceutical Sales Representative
4. Medical Science Liaison

# MANAGERS IN HEALTH CARE

CANADIAN COLLEGE OF HEALTH LEADERS
COLLÈGE CANADIEN DES LEADERS EN SANTÉ

**Regulatory Body:** Alberta Supports Centre // Canadian College of Health Leaders (CCHL)

**WWW.CCHL-CCLS.CA**

**613-235-7218**
**TOLL FREE: 1-877-227-3838**

**INFO@CCHL-CCLS.CA**

**150 ISABELLA, SUITE 1102**
**OTTAWA, ONTARIO K1S 1V7**

**X: @GOVCANHEALTH**
**LINKEDIN: HEALTH CANADA ON LINKEDIN**

**Type of Licensure/ Registration:** No specific licensure is required, but a background in healthcare and management is typically necessary.
Some employers may prefer certifications such as the Certified Health Executive (CHE) credential from the Canadian College of Health Leaders (CCHL).

## APPLICATION/ REGISTRATION PROCESS

1. **Education and Experience:** Ensure you meet the minimum requirements, including a healthcare background and managerial experience.
2. **Certification (Optional):** Pursue certifications such as CHE to strengthen your application.
3. Apply directly to employers such as Alberta Health Services or private healthcare organizations.

## EDUCATION CREDENTIALS

- Typically requires a **Bachelor's or Master's Degree** in healthcare administration, public health, nursing, or business administration.
- International credentials must be evaluated for equivalency by organizations such as **World Education Services (WES).**



### Required Exam

- No formal exam is required, but professional certifications like CHE may involve assessments.



### Duration

- Bachelor's Degree: 4 years
- Master's Degree: 2 years (optional but preferred for senior positions)
- Certification programs like CHE take 6-12 months.



### Credentials + Certification

- Criminal Record Check Required.
- Certified Health Executive (CHE) credential is recommended but not mandatory.
- CCHL CHE Program Details

# TRANSFERABLE SKILLS AND ADJACENT OCCUPATIONS

## FOR MANAGERS IN HEALTH CARE

### Transferable Skills

1. Leadership
2. Healthcare Policy Knowledge
3. Budgeting
4. Communication
5. Decision-making
6. Team Management

### Adjacent occupations

1. Hospital Administrator
2. Clinical Director
3. Public Health Manager
4. Program Manager in Health Services
5. Quality Assurance Manager



# Sales and Service Sector

# FOOD COUNTER ATTENDANTS, KITCHEN HELPERS, AND RELATED SUPPORT

Canadian Food Safety Group

**Regulatory Body:** National Occupational Classification

**WWW.CANADIANFOODSAFETY.COM**

**(587) 329 9180**

**INFO@CANADIANFOODSAFETY.COM**

**#80, 5251-48TH AVE. SE**
**CALGARY, AB T2B 3S2**

**FACEBOOK: CANADIAN FOOD SAFETY GROUP ON FACEBOOK**

**X: @CANADIAN_FOOD**

**LINKEDIN: CANADIAN FOOD ON LINKEDIN**

**Type of Licensure/ Registration:** Alberta Health Services Food Safety Certification

- Food Safety Certification

## APPLICATION/ REGISTRATION PROCESS

No formal regulatory body, but Alberta Health Services may require food safety certification.

## EDUCATION CREDENTIALS

No formal regulatory body, but Alberta Health Services may require food safety certification.

### Required Exam

No formal exam is required, but food safety certification may involve a test.

### Credentials + Certification

- Advanced Food Safety (Handler) Certification
- HACCP Certification
- Food Delivery Driver Safety
- Canadian Food Safety Allergen Awareness Certification

### Duration

Training typically takes a few days to weeks, depending on the course.

## TRANSFERABLE SKILLS AND ADJACENT OCCUPATIONS FOR MANAGERS IN HEALTH CARE

### Transferable Skills

1. Customer service
2. Food Handling
3. Sanitation
4. Teamwork

### Adjacent occupations

1. Cooks
2. Food Service Supervisors
3. Catering Assistant

# COOKS

**Regulatory Body:** Apprenticeship and Industry Training (AIT) and Government of Alberta (for those pursuing Red Seal certification as a Cook).

**WWW.RED-SEAL.CA**

**1-800-248-4823**

**INFO@RED-SEAL.CA**

**APPRENTICESHIP AND INDUSTRY TRAINING**
**19TH FLOOR, COMMERCE PLACE**
**10155 - 102 ST NW**
**EDMONTON, ALBERTA T5J 4L5**

**Type of Licensure/ Registration:** Red Seal Certification is recommended for recognition across Canada.

## APPLICATION/ REGISTRATION PROCESS

1. Complete an apprenticeship program for Red Seal certification.
2. Apply through Alberta Apprenticeship and Industry Training (AIT).
3. Pass the Red Seal Exam.

## EDUCATION CREDENTIALS

- High school diploma or equivalent, plus an apprenticeship or college program in cooking.
- Cook Education Requirements



**Required Exam**

- Red Seal exam for certified cooks.
- Red Seal Exam



**Duration**

- Typically, **2 years** of apprenticeship training, with additional time for exam preparation.



**Credentials + Certification**

- Red Seal certification for cooks.

## TRANSFERABLE SKILLS AND ADJACENT OCCUPATIONS FOR COOKS

### Transferable Skills

1. Food preparation
2. Kitchen Management
3. Food Safety
4. Customer Service

### Adjacent occupations

1. Kitchen Manager
2. Catering Specialist
3. Restaurant Owner
4. Chef

# FOOD SERVICE SUPERVISORS

**Regulatory Body:** No specific regulatory body, but some employers may require food safety certification through Alberta Health Services.

WWW.ALBERTAHEALTHSERVICES.CA

(866) 606-3496

INFO@ALBERTAHEALTHSERVICES.CA

ALBERTA HEALTH SERVICES PRESIDENT & CEO OFFICE
SEVENTH STREET PLAZA
14TH FLOOR, NORTH TOWER
10030 – 107 STREET NW
EDMONTON, ALBERTA T5J 3E4

FACEBOOK: ALBERTA HEALTH SERVICES - FOOD SAFETY

**Type of Licensure/ Registration:** No formal licensure is required for food service supervisors in Alberta, but food safety certification is often mandatory.

## APPLICATION/ REGISTRATION PROCESS

1. Obtain **Food Safety Certification** from Alberta Health Services.
2. Gain supervisory experience in food service settings (e.g., restaurants, cafeterias).

## EDUCATION CREDENTIALS

- On-the-job training with supervisory experience, plus possible post-secondary courses in food safety or hospitality management.
- Supervisory Courses.



**Required Exam**

- No formal exam is required unless food safety training is needed.



**Duration**

- Food safety training usually takes **a few days to weeks**



**Credentials + Certification**

- Alberta Health Services - Environmental Public Health

## TRANSFERABLE SKILLS AND ADJACENT OCCUPATIONS FOR FOOD SERVICE SUPERVISORS

### Transferable Skills

1. Leadership
2. Team Management
3. Customer Service
4. Food Safety

### Adjacent occupations

1. Food Service Manager
2. Catering Supervisor
3. Restaurant Operations Manager

# RETAIL SALESPERSONS AND VISUAL MERCHANDISERS

**Regulatory Body:** No specific regulatory body for general retail sales roles in Alberta.

WWW.RETAILCOUNCIL.ORG

416-922-6678

INFO@RETAILCOUNCIL.ORG

RETAIL COUNCIL OF CANADA-ALBERTA DIVISION
10180 101 ST NW, EDMONTON AB T5J 1V3

TWITTER: @RETAILCOUNCIL
FACEBOOK: RETAIL COUNCIL OF CANADA

**Type of Licensure/ Registration:** No formal licensure required for retail roles in Alberta.

## APPLICATION/ REGISTRATION PROCESS

1. On-the-job training or certification in customer service or retail management.
2. Retail-specific training programs may be offered by employers or industry associations.

## EDUCATION CREDENTIALS

On-the-job **training** is common, though some employers may prefer experience or certifications in customer service or retail management.



**Required Exam**

No formal exam required for entry-level roles.



**Credentials + Certification**

Certification in customer service may be beneficial but not required.



**Duration**

Training typically occurs on the job.

## TRANSFERABLE SKILLS AND ADJACENT OCCUPATIONS FOR RETAIL SALESPERSONS AND VISUAL MERCHANDISERS

| Transferable Skills | Adjacent occupations |
|---|---|
| 1. Customer Service | 1. Retail Supervisor |
| 2. Sales Skills | 2. Store Manager |
| 3. Inventory Management | 3. Visual Merchandiser |
| 4. Communication | 4. Sales Manager |

# ADMINISTRATIVE ASSISTANTS

**Regulatory Body:** No specific regulatory body for administrative assistants.

**WWW.IAAP-HQ.ORG**

**816.891.6600**

**GENINFO@IAAP-HQ.ORG**

**NON-APPLICABLE**

**TWITTER: @IAAP_HQ**
**LINKEDIN: INTERNATIONAL ASSOCIATION OF ADMINISTRATIVE PROFESSIONALS**

**Type of Licensure/ Registration:** Certified Administrative Professional (CAP) is a voluntary certification but not required for employment in administrative assistant roles.

## APPLICATION/ REGISTRATION PROCESS

For newcomers with international qualifications, you may need to apply for credential assessment or take additional courses in office technology, depending on the employer's requirements.

## EDUCATION CREDENTIALS

High school diploma, often supplemented by specialized courses in office management, computer skills, or business administration.
Administrative Assistant Education Programs

| | |
|---|---|
| **Required Exam** | No formal exam required, but certifications such as the Certified Administrative Professional (CAP) may enhance employability. |
| **Credentials + Certification** | Certifications such as the Certified Administrative Professional can be pursued through professional organizations like the International Association of Administrative Professionals (IAAP), but it is not mandatory for practice. |
| **Duration** | Typically, a certificate or diploma can be completed in 6 months to 2 years. |

## TRANSFERABLE SKILLS AND ADJACENT OCCUPATIONS FOR ADMINISTRATIVE ASSISTANTS



| Transferable Skills | Adjacent occupations |
|---|---|
| 1. Organization | 1. Executive Assistant |
| 2. Communication | 2. Office Manager |
| 3. Time Management | 3. Customer Service Representative |
| 4. Problem-Solving | |

# CUSTOMER SERVICE REPRESENTATIVES

**Regulatory Body:** No specific regulatory body for customer service roles.

A good place to start is Job Bank Canada and Alis Alberta – Customer Service Representative:
**HTTPS://WWW.JOBBANK.GC.CA/MARKETREPORT/JOBS/15201/CA**
**HTTPS://ALIS.ALBERTA.CA/OCCINFO/ALBERTA-JOB-POSTINGS/**

**(866) 927 3925**
**ALBERTA SUPPORTS 1-877-644-9992**

**THIS DEPENDS ON THE EMPLOYER - CONTACT INFORMATION IS PROVIDED IN JOB POSTINGS.**

**VARIES BY EMPLOYER; CUSTOMER SERVICE ROLES ARE WIDELY AVAILABLE ACROSS INDUSTRIES IN EDMONTON.**

**TWITTER: @JOBBANKCANADA**
**FACEBOOK: JOB BANK CANADA**

**Type of Licensure/ Registration:** No formal licensure is required for customer service representatives.

## APPLICATION/ REGISTRATION PROCESS

1. **Training/Education:** Complete training or gain experience in customer service, communication, or business administration. Many employers provide on-the-job training.
2. Apply directly to employers in industries such as retail, call centers, hospitality, or finance.
3. Some roles (e.g., in banking or insurance) may require additional industry-specific training or certification.

## EDUCATION CREDENTIALS

High school diploma or equivalent. Some employers may prefer candidates with post-secondary education in business administration, communications, or related fields.
Training programs such as those offered by NorQuest College can enhance employability.

### Required Exam

No formal exams are required for general customer service roles.

### Credentials + Certification

Most employers will provide customized training for hired candidates, however if you wanted to get certified with CSPN's Certified Client Service Professional (CCSP) Designation, which offers a complete set of tools, techniques, and effective customer service skills explore, https://mycspn.com/

### Duration

Training programs or certifications typically take a few weeks to months. On-the-job training durations vary by employer.

## TRANSFERABLE SKILLS AND ADJACENT OCCUPATIONS FOR ADMINISTRATIVE ASSISTANTS

### Transferable Skills

1. Communication
2. Problem-Solving
3. Conflict Resolution
4. Active Listening
5. Multitasking

### Adjacent Occupations

1. Call Center Agent
2. Sales Associate
3. Administrative Assistant
4. Retail Manager
5. Account Manager



# Trades and Transport Sector

# UNDERSTANDING TRADE RESTRICTIONS IN ALBERTA

In **Alberta**, certain trades have **restricted activities**, meaning specific tasks within the trade can only be performed by individuals who meet regulated criteria. These trades require workers to be either registered apprentices or qualified tradespeople to legally perform these tasks.

***Trades are categorized into two main groups:***

1. **Compulsory Certification Trades –** Workers must hold a Journeyperson certificate or a recognized trade certificate to be considered qualified.
2. **Optional Certification Trades –** Individuals without formal certification may still perform restricted activities if their employer deems them qualified based on their skills and experience.

For those exploring a career in trades, it's essential to check whether the trade you're interested in has restricted activities and what qualifications are required. Some designated trades have no restrictions, meaning anyone can work in them regardless of experience or certification.

***To find out more about trade-specific restrictions and qualifications, visit the Alberta Trade Secrets website at tradesecrets.alberta.ca.***



# TRANSPORT TRUCK DRIVERS

**Regulatory Body:** Alberta Transportation

**HTTPS://WWW.ALBERTA.CA/EXCHANGE-NON-ALBERTA-LICENCES**

**(780) 427 7013**

**DRIVER.SERVICES@GOV.AB.CA**

**3RD FLOOR, TWIN ATRIA BUILDING, 4999 98 AVENUE NW, EDMONTON AB, T6B 2X3**

**TWITTER: @AB_TRANSPORTATION**

**Type of Licensure/ Registration:** Class 1 Commercial Driver's License (CDL)

## APPLICATION/ REGISTRATION PROCESS

1. Complete a **written and road test for a Class 1 commercial driver's license.**
2. Pass a **medical exam** to ensure physical fitness for commercial driving.

## EDUCATION CREDENTIALS

**Alberta** has a system of classified driver licensing that sets licensing requirements. This includes medical standards, such as drug screening, for handling specific types of trucks and combination vehicles. Trucking companies may hire only drivers who qualify under this system.

***Air brake endorsements are required for Class 1, 2, and 3 licenses. Applicants for Class 1 licenses must:***

- Be at least 18 years of age
- Have a valid Alberta driver's license (not graduated driver licensing)
- Satisfy medical requirements
- Complete the Mandatory Entry-Level Training (MELT) program
- Pass knowledge tests
- Pass road test

|  ***Required Exam*** |  ***Credentials + Certification*** |  ***Duration*** |
|---|---|---|
| *Written and road test for Class 1 CDL* | Class 1 Commercial Driver's License (CDL) | *Training: 3-6 months depending on the school* |

## TRANSFERABLE SKILLS AND ADJACENT OCCUPATIONS FOR TRANSPORT TRUCK DRIVERS

### Transferable Skills

1. Driving
2. Route Planning
3. Cargo Handling

### Adjacent occupations

1. Logistics Coordinator
2. Freight Handler
3. Delivery Driver

# CONSTRUCTION TRADES HELPERS AND LABORERS

Apprenticeship and Industry Training
tradesecrets.alberta.ca

**Regulatory Body:** Alberta Apprenticeship and Industry Training (AIT)

**WWW.TRADESECRETS.ALBERTA.CA**

**EDMONTON: 780-427-8517**
**TOLL-FREE: 1-800-248-4823**

**TRADESECRETS@GOV.AB.CA**

**11763 106 ST CAT 430, EDMONTON, AB T5G 2R1**

**TWITTER: @TRADESECRETSAB**
**FACEBOOK: ALBERTA APPRENTICESHIP**

**Type of Licensure/ Registration:** No formal licensure is required.
Certification in safety training (e.g., Construction Safety Training System (CSTS)) and specific equipment operation may be required by employers.

## APPLICATION/ REGISTRATION PROCESS

1. **Safety Training:** Enroll in safety courses such as CSTS or WHMIS through accredited providers (e.g., Alberta Construction Safety Association).
2. **Job Applications:** Apply directly to construction companies, unions, or employment agencies specializing in the construction industry.
3. **Specialized Training:** Depending on the job requirements, complete additional certifications (e.g., aerial platform or forklift operation) may be required.

## EDUCATION CREDENTIALS

High school diploma or equivalent is preferred.
Certification in safety training programs like CSTS is highly recommended.

### Required Exam

No formal exam is required for general roles. However, certifications like CSTS or WHMIS may involve short quizzes or assessments

### Credentials + Certification

1. Construction Safety Training System (CSTS) certification.
2. Workplace Hazardous Materials Information System (WHMIS) certification.
3. Additional certifications (e.g., First Aid, aerial platform safety) may be beneficial

### Duration

- **CSTS training:** Typically 1 day.
- **WHMIS certification:** 2-4 hours.
- Additional specialized training may vary from 1-4 weeks.

## TRANSFERABLE SKILLS AND ADJACENT OCCUPATIONS FOR CONSTRUCTION TRADES HELPERS AND LABORERS

### Transferable Skills

1. Physical Strength
2. Tool Handling
3. Safety Awareness
4. Teamwork
5. Time management

### Adjacent Occupations

1. Heavy Equipment Operator
2. General Construction Laborer
3. Carpenter Helper
4. Demolition Worker
5. Scaffolder

# HEAVY EQUIPMENT OPERATORS

Apprenticeship and Industry Training
tradesecrets.alberta.ca

**Regulatory Body:** Alberta Apprenticeship and Industry Training (AIT)

**WWW.TRADESECRETS.ALBERTA.CA**

**TOLL-FREE: 1-800-248-4823**

**TRADESECRETS@GOV.AB.CA**

**11763 106 ST CAT 430, EDMONTON, AB T5G 2R1**

**TWITTER: @TRADESECRETSAB**
**FACEBOOK: ALBERTA APPRENTICESHIP**

**Type of Licensure/ Registration:** Certification through AIT is optional but recommended for career advancement.
Training is typically completed through an apprenticeship or recognized training provider.

## APPLICATION/ REGISTRATION PROCESS

1. **Training:** Complete a Heavy Equipment Operator (HEO) program through an accredited institution or apprenticeship.
2. **Work Experience:** Accumulate hands-on experience operating heavy machinery such as bulldozers, excavators, or graders.
3. **Optional Certification:** For nationally recognized certification, apply for a Red Seal Endorsement after completing the necessary training and exams.

## EDUCATION CREDENTIALS

High school diploma or equivalent is preferred.
Specialized training in operating heavy equipment is required, either through formal education or apprenticeship.

### Required Exam

No mandatory exam for basic operation, but **Red Seal Certification** requires passing a national-level exam.

### Credentials + Certification

**AIT Journeyperson** Certification (optional).
**Red Seal Endorsement** for interprovincial recognition.

### Duration

**Training programs:** 6 months to 1 year.
**Apprenticeship:** 3 years (including on-the-job training and technical instruction).
**Red Seal Certification process:** Additional 6 months to 1 year after completing apprenticeship or equivalent training.

## TRANSFERABLE SKILLS AND ADJACENT OCCUPATIONS FOR HEAVY EQUIPMENT OPERATORS

### Transferable Skills

1. Operation of complex machinery
2. Safety Compliance
3. Equipment Maintenance
4. Spatial Awareness
5. Teamwork

### Adjacent occupations

1. Crane Operator
2. Heavy-Duty Mechanic
3. Construction Laborer
4. Pipelayer
5. Mining Machine Operator

# AUTOMOTIVE SERVICE TECHNICIANS AND MECHANICS

Apprenticeship and Industry Training
tradesecrets.alberta.ca

**Regulatory Body:** Alberta Apprenticeship and Industry Training (AIT)

**WWW.TRADESECRETS.ALBERTA.CA**

**EDMONTON: 780-427-8517**
**TOLL-FREE: 1-800-248-4823**

**AIT.EXAMS@GOV.AB.CA**

**11763 106 ST CAT 430, EDMONTON, AB T5G 2R1**

**TWITTER: @TRADESECRETSAB**

**Type of Licensure/ Registration:** Journeyperson Certificate and Red Seal Certification for interprovincial recognition.

## APPLICATION/ REGISTRATION PROCESS

1. **Credential Assessment:** If trained internationally, submit your credentials for evaluation via Alberta AIT.
2. **Apprenticeship Program:** Complete a 4-year apprenticeship, including technical training and on-the-job experience.
3. **Exam:** Pass the Red Seal Interprovincial Certification Exam to become certified as a Journeyperson Technician.
4. **Registration:** Register with Alberta AIT as a licensed Automotive Service Technician.

NOC **72410**

## EDUCATION CREDENTIALS

High school diploma or equivalent is typically required.
Completion of an automotive service technician program at a recognized institution or equivalent international training.



### Required Exam

**Red Seal Exam** for national certification and interprovincial mobility. Alberta-specific exams for Journeyperson Certification.



### Duration

**1. Apprenticeship Program:** 4 years (includes 1,500 hours of work experience per year and 8 weeks of technical training per year).
**2. Credential assessment** and Red Seal certification for internationally trained technicians may take 6-12 months.



### Credentials + Certification

Journeyperson Certificate issued by Alberta AIT.
**Red Seal Endorsement** for interprovincial recognition.

## TRANSFERABLE SKILLS AND ADJACENT OCCUPATIONS
## FOR AUTOMOTIVE SERVICE TECHNICIANS AND MECHANICS

### Transferable Skills

1. Vehicle Diagnostics
2. Repair and Maintenance
3. Problem-Solving
4. Safety Compliance
5. Customer Service

### Adjacent occupations

1. Automotive Service Manager
2. Heavy-Duty Equipment Mechanic
3. Motorcycle Mechanic
4. Diesel Engine Mechanic

# PLUMBERS

Apprenticeship and Industry Training
tradesecrets.alberta.ca

**Regulatory Body:** Skills Trade of Alberta // Alberta Apprenticeship and Industry Training (AIT)

**WWW.TRADESECRETS.ALBERTA.CA**

**1-800-248-4823**

**TRADESECRETS@GOV.AB.CA**

**APPRENTICESHIP AND INDUSTRY TRAINING (AIT)**
**11763 106 ST CAT 430, EDMONTON, AB T5G 2R1**

**TWITTER: @TRADESECRETSAB**
**FACEBOOK: ALBERTA APPRENTICESHIP**

**Type of Licensure/ Registration:** Apprenticeship/Journeyperson Certificate

## APPLICATION/ REGISTRATION PROCESS

There are two pathways: through Apprenticeship or Trade Qualifier.

**Apprenticeship**:

1. Alberta's plumber apprenticeship program includes gasfitter – class B certification.
2. The term of apprenticeship for a plumber is 4 years.
3. Apprentices are expected to demonstrate progress in their apprenticeship program within 18 months by engaging in an activity that will lead to the completion of a period of the program.
4. Apprentices may attempt the Interprovincial Exam in the final period of their apprenticeship training and, if successful, be granted a Red Seal.
5. Upon successful completion of the apprenticeship program, the apprentice will receive a journeyperson certificate and an educational credential (Advanced Diploma).

## EDUCATION CREDENTIALS

### High School Diploma

| Required Exam | Credentials + Certification | Duration |
|---|---|---|
| *Interprovincial exam* | Post-secondary credential | 1. **Apprenticeship:** 4 years, including 1,560 hours of on-the-job training per year and 8 weeks of technical training each year.<br>2. For internationally trained plumbers, credential assessment and Red Seal certification may take an additional 6-12 months. |

## TRANSFERABLE SKILLS AND ADJACENT OCCUPATIONS FOR PLUMBERS

### Transferable Skills

1. Blueprint Reading
2. Pipe installation and Repair
3. Problem-Solving
4. Safety Compliance
5. Teamwork

### Adjacent occupations

1. Pipefitter/Steamfitter
2. Gasfitter
3. Sprinkler System Installer
4. HVAC Technician



# ELECTRICIANS

Apprenticeship and Industry Training
tradesecrets.alberta.ca

**Regulatory Body:** Alberta Board of Skilled Trades // Alberta Apprenticeship and Industry Training (AIT)

**WWW.TRADESECRETS.ALBERTA.CA**

**1-800-248-4823**

**TRADESECRETS@GOV.AB.CA**

**11763 106 ST CAT 430, EDMONTON, AB T5G 2R1**

**TWITTER: @TRADESECRETSAB**
**FACEBOOK: ALBERTA APPRENTICESHIP**

**Type of Licensure/ Registration:** Journeyperson Certificate

## APPLICATION/ REGISTRATION PROCESS

**You can earn a Journeyperson Certificate based on:**

1. **Apprenticeship –** 4 years for an electrician.
   - Apprentices are expected to demonstrate progress in their apprenticeship program within 18 months by engaging in an activity that will lead to the completion of a period of the program.
   - Apprentices may attempt the Interprovincial Exam in the final period of their apprenticeship training and, if successful, be granted a Red Seal.
   - Upon successful completion of the apprenticeship program, the apprentice will receive a journeyperson certificate and an educational credential (Advanced Diploma).

2. **Trades Qualifier:** You can earn a Journeyperson Certificate based on:
   Work experience and Recognized credentials
   Check here for more information: https://tradesecrets.alberta.ca/trades-in-alberta/profiles/003/

## EDUCATION CREDENTIALS

***To work in Alberta, an electrician must be ONE of the following:***

1. A registered apprentice
2. An Alberta-certified journeyperson
3. Someone who holds a recognized related trade certificate

| | |
|---|---|
| **Required Exam** | Interprovincial Exam |
| **Credentials + Certification** | **Journeyperson Electrician** Certificate from AIT.<br>**Red Seal Endorsement** for national recognition. |
| **Duration** | A minimum of 72 months AND 9,360 hours of work experience. |

## TRANSFERABLE SKILLS AND ADJACENT OCCUPATIONS FOR ELECTRICIANS



### Transferable Skills

1. Electrical Theory
2. Wiring
3. Circuit Installation and Troubleshooting
4. Safety Protocols
5. Blueprint Reading
6. Team Collaboration

### Adjacent occupations

1. Industrial Electrician
2. Maintenance Electrician
3. Electrical Inspector
4. Electrical Supervisor
5. Automation Technician

# CARPENTERS

Apprenticeship and Industry Training
tradesecrets.alberta.ca

**Regulatory Body:** Alberta Apprenticeship and Industry Training (AIT)

**WWW.TRADESECRETS.ALBERTA.CA**

**1-800-248-4823**

**TRADESECRETS@GOV.AB.CA**

**11763 106 ST CAT 430, EDMONTON, AB T5G 2R1**

**TWITTER: @TRADESECRETSAB**
**FACEBOOK: ALBERTA APPRENTICESHIP**

**Type of Licensure/ Registration:** Journeyperson Certification through Alberta Apprenticeship and Industry Training (AIT) is required to work as a licensed Carpenter in Alberta. Internationally trained carpenters must go through a credential assessment process with AIT to meet Alberta's standards.

## APPLICATION/ REGISTRATION PROCESS

1. **Credential Assessment:** Submit international credentials for evaluation via AIT.
2. **Apprenticeship Program:** Complete a 4-year apprenticeship program, combining on-the-job experience and technical classroom training.
3. **Red Seal Exam:** After completing the apprenticeship, pass the Red Seal Exam to receive interprovincial certification.
4. **Journeyperson Certification:** Register with AIT as a Journeyperson Carpenter after passing the required exams.

NOC **72310**

## EDUCATION CREDENTIALS

High school diploma or equivalent is required.
Completion of an accredited Carpentry Apprenticeship Program or relevant training program.



### Required Exam

Red Seal Exam for interprovincial certification.
AIT's Journeyperson Certification Exam for Alberta.
Red Seal Exam Information



### Duration

1. **Apprenticeship Program:** 4 years, with 1,560 hours of work experience each year and 8 weeks of technical training annually.
2. **Red Seal Exam:** Typically takes an additional 6-12 months for internationally trained carpenters after completing the apprenticeship.



### Credentials + Certification

Journeyperson Carpenter Certificate issued by AIT.
**Red Seal Endorsement** for interprovincial recognition.

## TRANSFERABLE SKILLS AND ADJACENT OCCUPATIONS FOR CARPENTERS

### Transferable Skills

1. Framing
2. Blueprint Reading
3. Construction Safety
4. Project Management
5. Woodworking
6. Problem-Solving

### Adjacent occupations

1. Construction Manager
2. Drywall Installer
3. Cabinetmaker
4. Construction Estimator
5. Site Supervisor



# Education Sector

# EARLY CHILDHOOD EDUCATORS AND ASSISTANTS

**Regulatory Body:** Government of Alberta // Association of Early Childhood Educators of Alberta (AECEA)

**HTTPS://WWW.ALBERTA.CA/CHILD-CARE-STAFF-CERTIFICATION.ASPX**
**HTTPS://AECEA.CA/**

**CALL: 1-800-661-9754**
**TOLL-FREE (WITHIN ALBERTA): 1-800-661-9754**
**FAX: 780-427-1258**

**CS.STAFFCERTIFICATION@GOV.AB.CA**

**6TH FLOOR, STERLING PLACE, 9940 - 106 STREET**
**EDMONTON, ALBERTA T5K 2N2 CANADA**
**GOVERNMENT OF ALBERTA:**
**320-11150 JASPER AVENUE, EDMONTON AB, T5K 0C7**

**FACEBOOK: YOUR ALBERTA - GOVERNMENT OF ALBERTA**
**X (FORMERLY TWITTER): @YOURALBERTA**

**Type of Licensure/ Registration:** Early Childhood Educator Certification

## THERE ARE 3 LEVELS OF CERTIFICATION FOR EARLY CHILDHOOD EDUCATORS:

### A. Level 1 Early Childhood Educator (formerly Child Development Assistant):

You will be asked to send copies of your educational transcripts or statement of marks verifying completion of one of the following:

1. 45 hours (3 credits) post-secondary coursework related to child development
2. Alberta Child Care Orientation Course
3. CCS 3110, 3120, 3130, 3140, and 3150 (offered through Career and Technology Studies at Alberta high schools)
4. Family Child Care Training Program through an approved Alberta Family Day Home agency registered with the Alberta Family Child Care Association
5. ELCC coursework with outcomes that focus on diversity and Indigenous learnings, as approved by Children's Services

## B. Level 2 Early Childhood Educator (formerly Child Development Worker)

## C. Level 3 Early Childhood Educator (formerly Child Development Supervisor)

For levels 2 and 3, you must arrange for your official transcripts to be sent directly from your educational institution to the Alberta Child Care Staff Certification Office.
If your education was completed outside of Canada, refer to the **Certification Guide for Early Childhood Educators** to determine if you require a language proficiency assessment or other additional documents.
Once you have read the guide, apply online using the **Early Childhood Educator Certification Application.**
After your application is assessed, you will receive your **Early Childhood Educator certificate** if you meet the certification requirements.
**The current certification processing time is 4 to 6 weeks.**



# EDUCATION CREDENTIALS

*Level 1, 2, and 3 certifications.*

### Required Exam

No standardized exam is required for certification, but proof of education and credentials is mandatory.

### Credentials + Certification

**To be certified for Level 1, you must have completed one of the following:**

- Alberta Child Care Orientation Course
- CCS 3110, 3120, 3130, 3140 and 3150 (offered through Career and Technology Studies at Alberta high schools)
- 45-hour (3 credits) post-secondary coursework related to child development
- Family Child Care Training Program through an approved Alberta Family Day Home agency registered with the Alberta Family Child Care Association
- ELCC coursework with outcomes that focus on diversity and Indigenous learnings, as approved by Children's Services

**To be certified for Level 2, you must have completed:**

- 1-year early learning and childcare certificate program offered by an Alberta public college or university, or an approved educational equivalency

**To be certified for Level 3, you must have completed:**

- 2-year early learning and childcare diploma program offered by an Alberta public college or university, or an approved educational equivalency

### Duration

Credential evaluation and certification process: **4-12 weeks.**
Additional training (if required) varies depending on the certification level.

# TRANSFERABLE SKILLS AND ADJACENT OCCUPATIONS
## FOR EARLY CHILDHOOD EDUCATORS AND ASSISTANTS

| Transferable Skills | Adjacent occupations |
|---|---|
| 1. Child development knowledge. | 1. Elementary School Teacher Assistant. |
| 2. Communication and interpersonal skills. | 2. Child and Youth Care Worker. |
| 3. Patience and problem-solving. | 3. Early Learning Specialist. |
| 4. Safety and behavior management. | 4. Special Needs Assistant. |

# COLLEGE AND VOCATIONAL INSTRUCTORS

**Regulatory Body:** There is no specific regulatory body for college and vocational instructors in Alberta. Individual institutions set their own hiring standards and may require specific qualifications or certifications.

**Type of Licensure/ Registration:** Licensure is not required for general college or vocational instruction. However, credential recognition and teaching experience are typically mandatory.

## APPLICATION/ REGISTRATION PROCESS

**Steps for Internationally Educated Applicants:**

1. **Credential Assessment: Submit your academic credentials to an evaluation service such as:**
   - World Education Services (WES) – **WES Canada**
   - International Qualifications Assessment Service (IQAS) – **IQAS Alberta**
2. **Professional Development:** If required, complete professional development programs such as an **Adult Educator Certificate or Instructional Design Certification** from institutions like NorQuest College or NAIT.
3. **Apply for Jobs:** Submit applications directly to post-secondary institutions or vocational schools with your:
   - Resume/CV.
   - Credential evaluation report.
   - Proof of teaching experience (reference letters or employment records).

## EDUCATION CREDENTIALS

A **bachelor's degree**, **master's degree**, or **Ph.D.** in a relevant field is required for college-level instruction.
Vocational instructors may require a combination of academic qualifications and substantial industry experience.



**Required Exam**

No standardized exam is required. However, proof of English language proficiency (e.g., **IELTS** or **CLB**) may be necessary if English is not the applicant's first language.



**Credentials + Certification**

Credential evaluation through **WES** or **IQAS** to confirm equivalency with Canadian education standards.
Optional certifications:

- **Adult Educator Certificate** (for teaching post-secondary or adult learners).
- **Instructional Design Certification** (for curriculum development).



**Duration**

Credential evaluation and certification process: **4-12 weeks**.
Onboarding depends on the hiring institution's timeline.

## TRANSFERABLE SKILLS AND ADJACENT OCCUPATIONS

### FOR COLLEGE AND VOCATIONAL INSTRUCTORS

| Transferable Skills | Adjacent Occupations |
|---|---|
| 1. Subject matter expertise | 1. Secondary School Teacher |
| 2. Curriculum and instructional design | 2. Corporate Trainer |
| 3. Public speaking and communication | 3. Educational Consultant |
| 4. Student assessment and feedback delivery | 4. Curriculum Developer |

# ELEMENTARY AND SECONDARY SCHOOL TEACHERS

The Alberta Teachers' Association

Alberta Education

**Regulatory Body:** Alberta Education. Alberta Teaching Authority (ATA) for certification and licensure.

**WWW.ALBERTA.CA/TEACHER-CERTIFICATION**

**780-447-9400**

**TEACHER.CERTIFICATION@GOV.AB.CA**

**11010 142 STREET NW**
**EDMONTON, ALBERTA T5N 2R1**

**FACEBOOK: ABTEACHERS ON FACEBOOK**
**INSTAGRAM: @ABTEACHERS**
**LINKEDIN: ABTEACHERS ON LINKEDIN**

**Type of Licensure/ Registration: Interim Professional Certificate (IPC):** Issued to qualified teachers upon initial certification. **Permanent Professional Certificate (PPC):** Granted after two years of successful teaching under the IPC.

## APPLICATION/ REGISTRATION PROCESS

1. **Credential Assessment:** Submit academic qualifications and transcripts to Alberta Education for evaluation.
   - Use services such as **IQAS** or **WES** if required.
2. **Language Proficiency:** Provide proof of English language proficiency (e.g., IELTS Academic with a score of 7.0 or higher) if applicable.

## APPLICATION/ REGISTRATION PROCESS

3. **Submit Application**: Complete the online application through the Alberta Teacher Certification Service. Include:
   - Credential evaluation.
   - Proof of education (bachelor's degree in education or equivalent).
   - Statement of professional standing from the country of origin.
   - Criminal record check.
4. **Review and Approval**: Alberta Education reviews the application. Once approved, the **Interim Professional Certificate (IPC)** is issued.
5. **Professional Growth**: Complete two years of supervised teaching under the IPC to qualify for the **Permanent Professional Certificate (PPC)**.

## EDUCATION CREDENTIALS

- A **bachelor's degree in education** (B.Ed.) is required.
- International qualifications must be evaluated to ensure they meet Alberta standards.

### Credentials + Certification

Interim Professional Certificate (IPC) after initial evaluation.
Permanent Professional Certificate (PPC) after successful teaching experience.

### Duration

Credential assessment and certification process: **4-12 months**, depending on application completeness and required evaluations.
Two years of teaching under IPC to obtain PPC.

## TRANSFERABLE SKILLS AND ADJACENT OCCUPATIONS

## FOR ELEMENTARY AND SECONDARY SCHOOL TEACHERS

| Transferable Skills | Adjacent occupations |
|---|---|
| 1. Classroom management and lesson planning. | 1. Educational Consultant. |
| 2. Communication and public speaking. | 2. Curriculum Developer. |
| 3. Assessment and student evaluation. | 3. School Administrator. |
| 4. Conflict resolution and cultural sensitivity. | 4. Corporate Trainer. |

# UNIVERSITY PROFESSORS AND LECTURERS

Alberta Government

**Regulatory Body:** There is no specific regulatory body for university professors and lecturers in Alberta. Universities set their own hiring standards, typically requiring advanced degrees and relevant experience.

**WWW.ALBERTA.CA**

**1-780-427-5605**

**AE.ALBERTA@GOV.AB.CA**

**5TH FLOOR, COMMERCE PLACE,**
**10155 102 STREET, EDMONTON, ALBERTA T5J 4L5**

**FACEBOOK: YOUR ALBERTA - GOVERNMENT OF ALBERTA**
**X (FORMERLY TWITTER): @YOURALBERTA**

**Type of Licensure/ Registration:** No specific license is required to become a professor or lecturer in Alberta. Academic qualifications (typically a Ph.D. or equivalent) and proof of teaching/research expertise are mandatory.

## APPLICATION/ REGISTRATION PROCESS

**Steps for Internationally Educated Professors and Lecturers:**

1. **Credential Assessment**:
   - Submit academic qualifications (bachelor's, master's, Ph.D.) for evaluation through:

   **World Education Services (WES)**: WES Canada
   **International Qualifications Assessment Service (IQAS)**: IQAS Alberta
2. **Research Professional Development** (Optional):
   - Enroll in **teaching development programs** or obtain certifications such as:
     a. **Adult Educator Certificate** or **Instructional Design Certification**. Examples: NorQuest College – Adult Education or NAIT Teaching Programs.

## APPLICATION/ REGISTRATION PROCESS

3. **Language Proficiency**:
   For non-native English speakers, provide **IELTS Academic** (minimum 7.0) or equivalent language proficiency scores if required by institutions.

4. **Prepare Application Materials**:
   - Include a CV highlighting teaching/research experience, academic publications, credential evaluation report, and references.

5. **Apply to Institutions**:
   Example institutions in Edmonton: University of Alberta Careers and MacEwan University Careers

## EDUCATION CREDENTIALS

You meet the requirements if you hold one of the following:

- A **Ph.D.** in the field of study for tenure-track positions.
- A **master's degree** or equivalent for limited-term or lecturer roles.
- Credential evaluation confirming equivalency to Canadian post-secondary education.



### Required Exam

No specific licensing exam is required. Language proficiency exams (IELTS or equivalent) may be needed for non-native English speakers.



### Duration

Professional development programs (optional): **6 months to 1 year**.



### Credentials + Certification

Credential evaluation through **WES** or **IQAS**.
Optional certifications in **adult education** or **teaching development** may enhance qualifications.

## TRANSFERABLE SKILLS AND ADJACENT OCCUPATIONS

### Transferable Skills

1. Subject Matter Expertise
2. Research and Analysis
3. Curriculum Development and Instructional Design
4. Academic Writing and Publishing
5. Public Speaking and Communication
6. Critical Thinking and Problem-Solving
7. Leadership and Mentorship
8. Cross-Cultural Communication
9. Collaboration and Teamwork

### Adjacent Occupations

1. Educational Consultant
2. Researcher
3. Curriculum Developer
4. Academic Advisor
5. Corporate Trainer
6. Policy Analyst
7. Instructional Designer
8. Editor for Academic Publications



# TEACHER ASSISTANTS

**Regulatory Body:** Teacher assistants are not regulated by a specific provincial body in Alberta. Employment standards and requirements are determined by individual school boards or educational institutions.

**WWW.ALBERTA.CA**

**(800) 890 6972**

**EDUCATION.INQUIRIES@GOV.AB.CA**

**ALBERTA EDUCATION,**
**COMMERCE PLACE, 6TH FLOOR,**
**10155 102 STREET NW,**
**EDMONTON, ALBERTA T5J 4L5**

**FACEBOOK: YOUR ALBERTA - GOVERNMENT OF ALBERTA**
**X (FORMERLY TWITTER): @YOURALBERTA**

**Type of Licensure/ Registration:** No formal licensure is required for Teacher Assistants in Alberta. Employers typically require relevant certifications or training in educational support.

## APPLICATION/ REGISTRATION PROCESS

1. **Credential Evaluation**:
   - For internationally educated individuals, submit educational credentials for evaluation through: **World Education Services (WES) or International Qualifications Assessment Service (IQAS)**
2. **Educational Support Certification** (recommended):
   - Complete a recognized **Educational Assistant Program** or relevant training. Programs are available at institutions like: **NorQuest College**: Educational Assistant Certificate and **MacEwan University**: Educational Assistant Program

## APPLICATION/ REGISTRATION PROCESS

3 **Language Proficiency** (if applicable):
- If English is not your first language, demonstrate proficiency through:
- **IELTS Academic**: Minimum score of 6.5.

**CLB**: Level 7 or higher.

4 **Apply for Positions**:
- Submit applications to school boards or private schools. Provide credential evaluation report, proof of certifications or training, and references and relevant experience.

## EDUCATION CREDENTIALS

High school diploma or equivalent is the minimum requirement.
Employers prefer candidates with a **certificate or diploma** in educational assistance or related fields.
Experience working with children or special needs students is often an asset.



### Required Exam

No standardized exams are required for this role. However, certification or training assessments may be part of professional development programs.



### Credentials + Certification

*Recommended certifications:*
- ***Educational Assistant Certificate***.
- ***First Aid and CPR Certification***.
- ***Non-Violent Crisis Intervention (NVCI)*** *(for special education roles)*.



### Duration

- ***Educational Assistant Certificate Programs****: 1 year (full-time).*
- *Credential evaluation and registration process: 4-12 weeks.*

# TRANSFERABLE SKILLS AND ADJACENT OCCUPATIONS
## FOR TEACHER ASSISTANTS

### Transferable Skills

1. Classroom support and instructional assistance.
2. Communication and interpersonal skills.
3. Child development knowledge.
4. Behavioral management and conflict resolution.
5. Organizational and multitasking abilities.

### Adjacent occupations

1. Child and Youth Worker.
2. Early Childhood Educator.
3. Special Education Assistant.
4. Social Services Worker.
5. Recreational Program Leader.





# Technology and Information Systems Sector

# BUSINESS SYSTEMS SPECIALISTS

**Regulatory Body:** There is no specific regulatory body for Business Analysts and Consultants in Alberta. However, certification from professional associations such as the International Institute of Business Analysis (IIBA) or Project Management Institute (PMI) can be beneficial for career advancement.

**WWW.IIBA.ORG**

**+1 866-789-4422**

**INFO@IIBA.ORG**

**INTERNATIONAL INSTITUTE OF BUSINESS ANALYSIS**
**2544 WESTON RD, UNIT #529**
**NORTH YORK, ON M9N 2A6**
**CANADA**

**FACEBOOK. FACEBOOK.COM/IIBA.ORG**
**X: TWITTER.COM/IIBA/**
**LINKEDIN: LINKEDIN.COM/COMPANY/IIBA/**

**Type of Licensure/ Registration:** No specific license is required to work as a Business Analyst or Consultant in Alberta. However, certifications like the Certified Business Analysis Professional (CBAP) from the IIBA or Project Management Professional (PMP) from PMI can improve job prospects.

## APPLICATION/ REGISTRATION PROCESS

1. **Credential Assessment:**
   If your education was completed outside Canada, you should submit your credentials for evaluation through:
   - **World Education Services (WES)**
   - **International Qualifications Assessment Service (IQAS)**

## APPLICATION/ REGISTRATION PROCESS

2 **Professional Development and Certification (Optional):**
Consider pursuing certifications such as:
- **Certified Business Analysis Professional (CBAP)** from IIBA
- **Project Management Professional (PMP)** from PMI

These certifications can be completed through accredited programs.

3 **Prepare Application Materials:**
- A CV highlighting relevant experience in business analysis, systems analysis, or consulting.
- Include academic credentials and, if applicable, certification records.
- Relevant experience may include working on business projects, process improvement, or IT solutions.

4 **Apply to Employers:**
Example employers in Edmonton:
- ATB Financial
- City of Edmonton
- Telus
- Stantec
- KPMG Canada

## EDUCATION CREDENTIALS

A bachelor's degree in business administration, computer science, information technology, or a related field is typically required. Related work experience can sometimes replace formal education, especially for consulting roles.



### Required Exam

No specific licensing exam is required for Business Analysts and Consultants. However, professional certifications like the **CBAP** or **PMP** require passing an exam.



### Credentials + Certification

***Credential evaluation*** *through WES or IQAS if educated internationally.*
***Certified Business Analysis Professional (CBAP)*** *from IIBA or* ***Project Management Professional (PMP)*** *from PMI.*
*Additional certifications in* ***Agile Methodology*** *or* ***Lean Six Sigma*** *can also enhance qualifications.*



### Duration

*Certification programs like* ***CBAP*** *or* ***PMP*** *typically require 6 months to 1 year to complete, depending on your experience level and study pace.*

# TRANSFERABLE SKILLS AND ADJACENT OCCUPATIONS
## FOR BUSINESS SYSTEMS SPECIALISTS

### Transferable Skills

1. Business Process Improvement
2. Requirements Gathering and Analysis
3. Project Management
4. Stakeholder Communication
5. Risk Assessment and Management
6. Change Management
7. IT Systems Implementation
8. Data Analysis and Reporting
9. Problem Solving and Critical Thinking
10. Agile and Scrum Methodology
11. Client Relations and Consulting

### Adjacent occupations

1. Project Manager
2. IT Consultant
3. Systems Analyst
4. Data Analyst
5. Process Improvement Specialist
6. Business Development Manager
7. Financial Analyst
8. Management Consultant
9. Organizational Development Consultant

# WEB DEVELOPERS AND PROGRAMMERS

**Regulatory Body:** Web developers and programmers in Alberta are not regulated by a specific provincial body. However, there are voluntary professional certifications available that can enhance qualifications, such as those provided by the Canadian Information Processing Society (CIPS) and other industry-related certification programs.

**WWW.CIPS.CA**

**(877) 275 2477**

**INFO@CIPS.CA**

**14212 128 AVE NW, EDMONTON, AB T5L 3H5**

**FACEBOOK: CIPS ON FACEBOOK**
**X: CIPS ON X**
**LINKEDIN: CIPS ON LINKEDIN**

**Type of Licensure/ Registration:** The Canadian Information Processing Society (CIPS) offers several types of IT professional designations such as Information Systems Professional (I.S.P.), Information Technology Certified Professional (ITCP) and Pre-Professional Associate Information Technology Professional (AITP)

## APPLICATION/ REGISTRATION PROCESS

The CIPS Certification Application is for all **CIPS Designations (AITP, I.S.P., and ITCP)** and **applicants will be provided with the designation(s) that meet their IT knowledge and experience level**.

This certification application utilizes the CIPS **IT Skills Assessment tool** for the Experience section which identifies your current IT skills, skills gaps, and the skills required to progress in your career. IT skills are assessed using **SFIA (Skills Framework for the Information Age)**, which is a technical competency and skills framework that provides a method of mapping an individual's professional skills to a set of internationally relevant standard definitions.

# EDUCATION CREDENTIALS

The Canadian Information Processing Society (CIPS) offers several education credentials, including:

- **Information Technology Certified Professional (ITCP)**: A designation for senior IT practitioners and academics who can apply their organizational experience to achieve organizational excellence
- **IT professional certifications**: Including the I.S.P. designation
- **Accreditation of IT university and college programs**: CIPS accredits programs in computer science, software engineering, management information systems, business technology management, and other areas.

CIPS also offers: Networking opportunities, Professional development, Volunteer opportunities, A job board for IT positions, and a voice for the IT industry and profession in government.
To maintain their certification, ITCP, I.S.P., and AITP holders must:

- Confirm their continued IT experience and professional development every 3 years otherwise, they will lose their certification or candidate status.

CIPS also offers complimentary membership to full-time students registered in an IT program at a recognized educational institution in Alberta or the Northwest Territories. Student members receive:

- Student pricing on luncheon and dinner events, as well as the ICE Conference
- Networking and volunteer opportunities

|  ***Required Exam*** |  ***Credentials + Certification*** |  ***Duration*** |
|---|---|---|
| As of July 17, 2024, the CIPS Ethics Exam is no longer required for CIPS Certification applications. However, all CIPS members must confirm their adherence to the CIPS Code of Ethics and Standards of Conduct each year when they renew their membership. | The CIPS Certification Application is for all **CIPS Designations (AITP, I.S.P., and ITCP)** and **applicants will be provided with the designation(s) that meet their IT knowledge and experience level**. | Current certification review time is approx. 6-8 months |

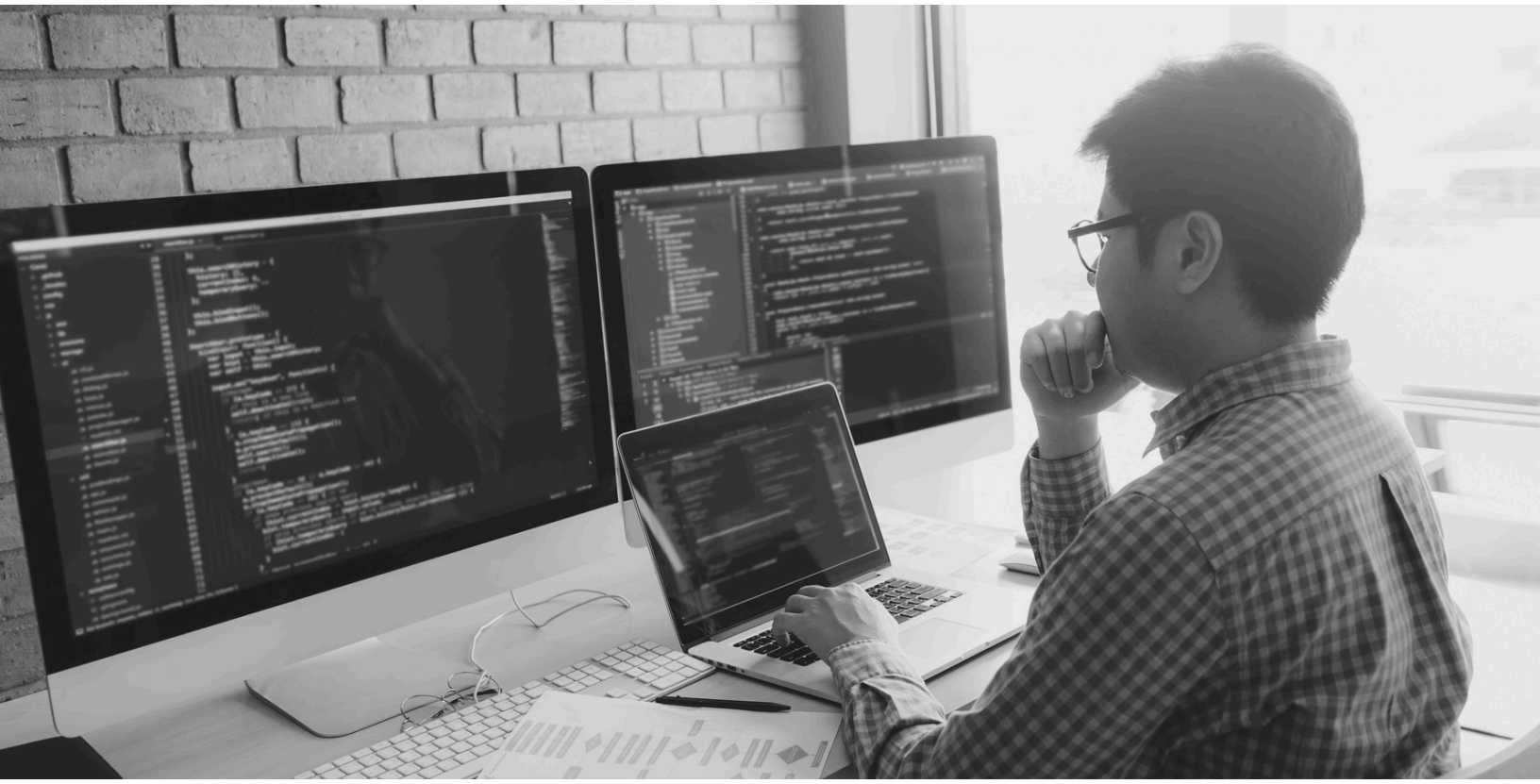
## TRANSFERABLE SKILLS AND ADJACENT OCCUPATIONS

### Transferable Skills

1. Communication (oral and written)
2. Critical thinking
3. Relationship Building
4. Leadership
5. Collaboration
6. Adaptability
7. Analytical Abilities
8. Creativity and Innovation
9. Digital and Numeracy Skills

### Adjacent Occupations

1. DevOps Engineer
2. UX/UI Designer
3. Technical Writer
4. Data Analyst/Scientist
5. Product Manager
6. Cybersecurity Analyst



# WEB DEVELOPERS AND PROGRAMMERS

**Regulatory Body:** The regulatory body for software engineers and designers in Canada is Engineers Canada. Engineers Canada monitors the professional practice of software engineering and updates its guidelines as needed.
In **Alberta**, the Association of Professional Engineers and Geoscientists of Alberta (APEGA) regulates software engineers.

**WWW.APEGA.CA**

**(587) 489 1500**

**INFO@APEGA.CA**

**8615 51 AVE NW #200, EDMONTON, AB T6E 6A8**

**FACEBOOK: APEGA ON FACEBOOK**
**INSTAGRAM: @APEGA_AB**
**LINKEDIN: APEGA ON LINKEDIN**

**Type of Licensure/ Registration:** Licensure for Software Engineers

1 **Professional Engineer (P.Eng.) Designation**:

- Software engineers working on projects where public safety is a concern (e.g., software for medical devices, infrastructure systems, or aerospace) often require a P.Eng. designation.
- Licensing is regulated by provincial/territorial engineering associations, such as: **Professional Engineers Ontario (PEO)** and **Engineers and Geoscientists BC (EGBC)**

**Requirements for P.Eng. are:**

- Completion of an accredited engineering program.
- Passing the Fundamentals of Engineering (FE) exam.
- Work experience under a licensed engineer (typically 4 years).
- Passing the Professional Practice Examination (PPE).

**Type of Licensure/ Registration:** Licensure for Software Engineers

2 **Software Engineering Title Restrictions**:
- The use of the title "Software Engineer" is restricted in some provinces to those with a P.Eng. designation.
- Unauthorized use of the title may lead to legal issues.

**Type of Licensure/ Registration:** Licensure/Certification for Designers

1 **Professional Certification**:
- For software designers, licensure as a professional engineer is typically not required unless the work overlaps with regulated engineering practices.

Designers may pursue certifications such as:
- **Certified Engineering Technician (CET)** or **Certified Engineering Technologist** in some provinces.
- **IT-related certifications** (e.g., Microsoft Certified, AWS Certified Solutions Architect).

2 **Voluntary Certifications**:
- Certifications from organizations like the **Canadian Information Processing Society (CIPS)** can enhance credibility and job prospects.
- CIPS offers certifications like the **Information Systems Professional (ISP)** and **IT Certified Professional (ITCP)**.

## APPLICATION/ REGISTRATION PROCESS

A **Professional Engineer (P.Eng.) Registration Process**

1) Education
- **Requirement**: A degree from a Canadian Engineering Accreditation Board (CEAB)–accredited program in software engineering or a related field.
- **For international degrees**: The degree must be assessed by the provincial engineering regulatory body (e.g., via an academic review or an assessment like World Education Services).

2) Apply to a Provincial/Territorial Regulatory Body
- Submit an application to the provincial/territorial engineering association (e.g., **Professional Engineers Ontario (PEO)**, **Engineers and Geoscientists BC (EGBC)**).

Provide:
- Academic transcripts.
- Proof of identity (passport or government-issued ID).
- Application fees (varies by province).

3) Complete the Fundamentals of Engineering (FE) Exam (if required)
- Some provinces may require applicants to pass the FE exam to demonstrate knowledge of engineering principles.

# APPLICATION/ REGISTRATION PROCESS

## A Professional Engineer (P.Eng.) Registration Process

4) Gain Work Experience

- **Requirement**: Typically, four years of relevant engineering work experience under the supervision of a licensed engineer (P.Eng.).
- Experience must demonstrate the application of engineering principles and include elements of design, analysis, and problem-solving.

5) Professional Practice Examination (PPE)

- All applicants must pass the PPE, which tests knowledge of professional practice, ethics, law, and standards.

6) Obtain Licensure

- After meeting all requirements, the regulatory body will grant the P.Eng. designation.
- Annual licensing fees must be paid to maintain licensure.

## B Certifications for Software Designers (Non-Engineering Roles)

1) Choose a Certification

Popular certifications include:

- **Certified Engineering Technician/Technologist (CET)** for technical roles.
- **CIPS Certifications:** Information Systems Professional (ISP) and IT Certified Professional (ITCP).

2) Meet Eligibility Requirements

For Information Systems Professional (**ISP**): A relevant degree in information technology or computer science and two years of professional IT experience.

For IT Certified Professional (**ITCP)**: Advanced experience (e.g., senior roles in IT) and ISP certification or equivalent experience.

3) Submit Application

- Submit an application to the certifying organization (e.g., CIPS for ISP/ITCP certifications).

Provide:

- Proof of education.
- Work experience details.
- Professional references (for some certifications).
- Application fee.

4) Complete Certification Requirements

- Some certifications require passing an exam or adhering to professional standards (e.g., adhering to the CIPS Code of Ethics).

5) Maintain Certification

- Certifications often require annual renewal, including fees and proof of continuing professional development (CPD).

# EDUCATION CREDENTIALS

A bachelor's degree, usually in computer science, computer systems engineering, software engineering or mathematics or completion of a college program in computer science is usually required. A master's or doctoral degree in a related discipline may be required.

## Credentials + Certification

**Salesforce certifications**
Confirms the ability to design applications on Salesforce's cloud-based system

**Certified Software Development Professional**
Provided by the IEEE Computer Society, this certification requires at least two years of college education in computer science or a related field, and two years of professional experience

**Professional Software Developer Certification (PSD)**
A globally recognized credential from the IEEE Computer Society that validates a person's proficiency in software development

**Certified Secure Software Lifecycle Professional (CSSLP)**
A certification from ISC² that focuses on the security aspects of the software development lifecycle such as authentication, authorization, and security auditing

**Project Management Professional (PMP)**
A certification from the Project Management Institute that verifies a person's credentials as a team leader and gives them the knowledge and experience to manage projects

**Microsoft Certified: Azure Developer Associate (AZ-204)**
A highly recognizable certification from Microsoft that covers cloud services for meeting business challenges

**Certified ScrumMaster (CSM)**
A globally recognized credential from the Scrum Alliance that validates a person's expertise in the principles and practices of Scrum

**AWS Certified Developer – Associate**
A certification from Amazon Web Services (AWS) that covers the fundamentals of designing, developing, and deploying applications on the AWS platform

**C programming certificate**
A certification that can help build skills in one of the most important programming languages for software engineers

## Duration

The time it takes to become a software engineer depends on the path you take, and can range from a few months to several years

# TRANSFERABLE SKILLS AND ADJACENT OCCUPATIONS
## FOR WEB DEVELOPERS AND PROGRAMMERS

### Transferable Skills

1. Web programming languages (HTML, CSS, JavaScript, Python, PHP, etc.)
2. Database management (e.g., SQL, MongoDB, etc.)
3. Server-side and front-end programming
4. Problem-solving and debugging
5. UI/UX design principles
6. Mobile app development
7. Version control systems (e.g., Git)
8. Web optimization and SEO
9. Project management

### Adjacent occupations

1. Front-End Developer
2. Back-End Developer
3. Full-Stack Developer
4. Software Developer
5. Mobile App Developer
6. Digital Marketing Specialist
7. UI/UX Designer
8. IT Consultant
9. Web Project Manager

# USER SUPPORT TECHNICIANS

**Regulatory Body:** Canadian Information Processing Society (CIPS)

**AB.CIPS.CA**

**(877) 275 2477**

**ALBERTA@CIPS.CA**

**CIPS ALBERTA**
**181-919 CENTRE STREET NW**
**CALGARY, ALBERTA**
**T2E 2P6**

**FACEBOOK: CIPS ON FACEBOOK**
**X: CIPS ON X**
**LINKEDIN: CIPS ON LINKEDIN**

**Type of Licensure/ Registration:** The Canadian Information Processing Society (CIPS) offers several types of IT professional designations such as Information Systems Professional (I.S.P.), Information Technology Certified Professional (ITCP) and Pre-Professional Associate Information Technology Professional (AITP)

## APPLICATION/ REGISTRATION PROCESS

**Application/ Registration Process**

The CIPS Certification Application is for all **CIPS Designations (AITP, I.S.P., and ITCP)** and **applicants will be provided with the designation(s) that meet their IT knowledge and experience level**.

This certification application utilizes the CIPS **IT Skills Assessment tool** for the Experience section which identifies your current IT skills, skills gaps, and the skills required to progress in your career. IT skills are assessed using **SFIA (Skills Framework for the Information Age)**, which is a technical competency and skills framework that provides a method of mapping an individual's professional skills to a set of internationally relevant standard definitions.

# EDUCATION CREDENTIALS

The Canadian Information Processing Society (CIPS) offers several education credentials, including:

- **Information Technology Certified Professional (ITCP)**: A designation for senior IT practitioners and academics who can apply their organizational experience to achieve organizational excellence
- **IT professional certifications**: Including the I.S.P. designation
- **Accreditation of IT university and college programs**: CIPS accredits programs in computer science, software engineering, management information systems, business technology management, and other areas

CIPS also offers: Networking opportunities, Professional development, Volunteer opportunities, A job board for IT positions, and a voice for the IT industry and profession in government.
To maintain their certification, ITCP, ISP, and AITP holders must confirm their continued IT experience and professional development every 3 years otherwise, they will lose their certification or candidate status
CIPS also offers a complimentary membership to full-time students registered in an IT program at a recognized educational institution in Alberta or the Northwest Territories. Student members receive:

- Student pricing on luncheon and dinner events, as well as the ICE Conference
- Networking and volunteer opportunities



### Required Exam

As of July 17, 2024, the CIPS Ethics Exam is no longer required for CIPS Certification applications. However, all CIPS members must confirm their adherence to the CIPS Code of Ethics and Standards of Conduct each year when they renew their membership.



### Credentials + Certification

*The CIPS Certification Application is for all* ***CIPS Designations (AITP, I.S.P., and ITCP)*** *and* ***applicants will be provided with the designation(s) that meet their IT knowledge and experience level****.*



### Duration

Current certification review time is approx. 6-8 months

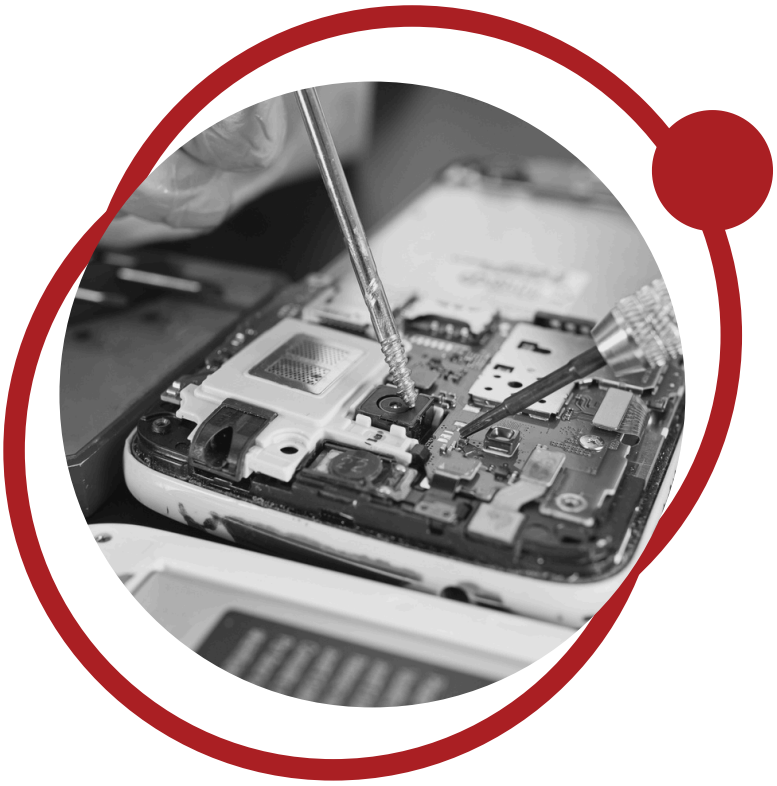
## TRANSFERABLE SKILLS AND ADJACENT OCCUPATIONS

### Transferable Skills

1. Communication (oral and written)
2. Critical thinking
3. Relationship building
4. Leadership
5. Collaboration
6. Adaptability
7. Analytical abilities
8. Creativity and innovation
9. Digital and numeracy skills

### Adjacent Occupations

1. IT Consultant
2. Cybersecurity Analyst
3. Cloud Solutions Architect
4. Data Engineer
5. IT Auditor
6. Technical Product Manager
7. Higher Education IT Instructor



# INFORMATION SYSTEMS PROFESSIONAL

Canada's Association of Information Technology (IT) Professionals

**Regulatory Body:** Canadian Information Processing Society of Alberta (CIPS Alberta).

**AB.CIPS.CA**

**TOLL FREE: (877) 275 2477**

**ALBERTA@CIPS.CA**

**CIPS ALBERTA**
**181-919 CENTRE STREET NW**
**CALGARY, ALBERTA**
**T2E 2P6**

**FACEBOOK: CIPS ON FACEBOOK**
**X: CIPS ON X**
**LINKEDIN: CIPS ON LINKEDIN**
**INSTAGRAM: @CIPS.CA**
**YOUTUBE: CIPS ON YOUTUBE**

**Type of Licensure/ Registration:** Information Systems Professional (ISP)

## APPLICATION/ REGISTRATION PROCESS

**There are several routes to becoming an ISP.**
1. Education Plus Experience.
2. Established IT Professionals.
3. Established Academic.
4. IT Industry Leader.

Check here for more information on the different routes:
http://cips.ca/certification/#designations

## APPLICATION/ REGISTRATION PROCESS

**Internationally trained applicants must:**
1. Complete the ISP Self-Assessment.
2. Apply CIPS for evaluation for preferred route.
3. Have completed a minimum of 1000 hours of work during the 12 months prior to the application.
4. Write and pass the CIPS Professional and Ethics in Computing and IT Exam.
5. Submit references for the last two years.
6. Register with CIPS Alberta.

## EDUCATION CREDENTIALS

Each route has a different educational requirement.
Education and Experience route: An IT related university or college degree/diploma is required for this application route.
Experience Only Route: Demonstration of an established career in IT, generally not less than 8 years of professional experience.
ITCP IP3P Mutual Acceptance Route: The ITCP has been accredited by the International Professional Practice Partnership (IP3P) under the IP3P standard; and the CIPS will recognize professional certifications accredited under the IP3P standard.
See the application process above for more information.



### Required Exam

CIPS Professional and Ethics in Computing and IT Exam



### Duration

Current certification review time is approx. 6-8 months



### Credentials + Certification

The CIPS Certification Application is for all **CIPS Designations (AITP, I.S.P., and ITCP)** and **applicants will be provided with the designation(s) that meet their IT knowledge and experience level**.

# TRANSFERABLE SKILLS AND ADJACENT OCCUPATIONS
## FOR OCCUPATIONAL THERAPISTS (OTS)

### Transferable Skills

1. Communication (oral and written)
2. Critical thinking
3. Relationship building
4. Leadership
5. Collaboration
6. Adaptability
7. Analytical abilities
8. Creativity and innovation
9. Digital and numeracy skills

### Adjacent occupations

1. IT Governance Specialist
2. Enterprise Architect
3. Management Consultant (IT Focus)
4. Higher Education IT Instructor
5. Cybersecurity Policy Analyst
6. IT Procurement Specialist
7. Professional Standards Developer



# Manufacturing and Utilities Sector

# MATERIAL HANDLERS

**Regulatory Body:** Ontario Ministry of Labour, Immigration, Training and Skills Development | WorkSafeBC (British Columbia) | Alberta Occupational Health and Safety

**WWW.THEMATERIALHANDLER.COM**

**(905) 630 1336**

**SALES@THEMATERIALHANDLER.COM**

**5100 SOUTH SERVICE ROAD, UNIT 2**
**BURLINGTON, ON L7L 6A5**
**CANADA**

**LINKEDIN: SUCCESSFUL SOCIAL MEDIA CAMPAIGN ON LINKEDIN**

**Type of Licensure/ Registration:** If the license is **compulsory**, you must be certified before you can practice the occupation and use the professional designation.
If the license is **voluntary**, you don't need to be certified to practice this occupation.

## APPLICATION/ REGISTRATION PROCESS

1 **Step 1: Prepare a Resume**
Highlight:

- Physical stamina and ability to lift heavy objects.
- Experience with warehouse or logistics operations.
- Certifications (e.g., forklift operation, WHMIS).

## APPLICATION/ REGISTRATION PROCESS

2 **Step 2: Find Job Opportunities**

Job Boards:

- Search platforms like Indeed, LinkedIn, or Workopolis.
- Look for roles such as "Material Handler," "Warehouse Associate," or "Logistics Worker."

Staffing Agencies:

- Agencies like Randstad, ManpowerGroup, or Adecco often recruit material handlers.
- Submit your application directly on their websites.

Direct Applications:

- Apply to companies in industries like logistics, warehousing, or manufacturing.
- Examples include Amazon, UPS, Walmart distribution centers, or other large employers.

3 **Step 3: Attend an Interview**

Be prepared to demonstrate:

- Knowledge of safety procedures.
- Familiarity with warehouse tools and equipment.
- Physical fitness for lifting and moving materials.

4 **Step 4: Onboarding and Safety Training**

Once hired:

- Employers often provide additional on-the-job training related to company-specific processes and safety standards.
- This may include orientation for equipment or workplace protocols.

5 **Step 5: Optional Certifications for Career Growth**

Pursue certifications such as:

- Certified Logistics Associate (CLA).
- Certified Logistics Technician (CLT).
- Advanced forklift or crane operation courses

## EDUCATION CREDENTIALS

Generally, a high school diploma or equivalent is sufficient.
Some positions may require basic math or literacy skills to handle inventory or documentation.



### Credentials + Certification

**1. Forklift Operator Certification**:

- Required if operating forklifts or powered industrial trucks.
- Training is provided by accredited trainers in your province (e.g., WorkSafeBC in British Columbia, Ontario Ministry of Labour standards).

*Certification typically involves:*

- Classroom instruction.
- Hands-on training.
- Passing a written and practical exam.

**2. WHMIS (Workplace Hazardous Materials Information System):**

- Training for handling hazardous materials.
- Available online or through in-person workshops.

**3. Transportation of Dangerous Goods (TDG):**

- Required for handling or transporting hazardous materials.
- Training is offered by accredited institutions and online providers.

**4. Other Equipment Certifications:**

- Overhead crane or hoist certification, if relevant.

## TRANSFERABLE SKILLS AND ADJACENT OCCUPATIONS FOR MATERIAL HANDLERS

1. L**ogistics and Warehousing**
   - Warehouse Supervisor, Inventory Coordinator, Logistics Coordinator.
2. **Operations and Supply Chain**
   - Supply Chain Specialist, Shipping Clerk, Production Worker.
3. **Equipment-Specific Roles**
   - Forklift Operator, Crane Operator.
4. **Safety and Compliance**
   - Health and Safety Officer, Quality Control Inspector.
5. **Customer Service and Sales**
   - Customer Service Representative, Sales Associate (logistics or equipment).

1. Warehouse Supervisor
2. Forklift Instructor
3. Logistics Coordinator
4. Truck Driver (Class 1/3 License)
5. Safety Officer (EHS)
6. Production Line Lead
7. Customs Service Representative

# PRODUCTION WORKERS

**Regulatory Body:**

Production workers in Canada are not governed by a specific regulatory body but must comply with workplace safety standards enforced by **provincial/territorial Occupational Health and Safety (OHS)** agencies (e.g., WorkSafeBC, Ontario Ministry of Labor).

In specialized industries, they adhere to regulations from bodies like:

- **Canadian Food Inspection Agency (CFIA)** (food production),
- **Health Canada** (pharmaceuticals),
- ISO standards (manufacturing).

Certain tasks may require certifications, such as:

- **WHMIS** (hazardous materials),
- **Lockout/Tagout (LOTO)** (machinery safety),
- **Forklift or Crane Operation**.

Unionized workers may be represented by organizations like **Unifor** or **United Steelworkers (USW)**. Optional certifications, such as the **Certified Production Technician (CPT)**, support career growth.

THE MATERIAL HANDLER

HTTPS://WORKSITESAFETY.CA/EDMONTON-SAFETY-TRAINING/

(780) 229-5999

LBR.FNO@GOV.AB.CA
COMMUNICATIONS@UNIFOR.ORG

13647 149 ST, EDMONTON, AB

FACEBOOK: WORKSITE SAFETY ON FACEBOOK
LINKEDIN: WORKSITE SAFETY ON LINKEDIN

**Type of Licensure/ Registration:** No formal licensure or registration

## APPLICATION/ REGISTRATION PROCESS

1. **Job Search**: Look for opportunities on job boards (e.g., **Indeed**, **LinkedIn**), staffing agencies (**Randstad**, **Manpower**), or company websites.
2. **Submit Resume**: Highlight relevant experience and certifications.
3. **Interview & Skills Testing**: If shortlisted, attend an interview and potentially complete a practical test.

## EDUCATION CREDENTIALS

High school diploma (or equivalent).



### Required Exam

Production workers may be required to take aptitude tests, pre-employment assessments, or interviews to demonstrate their skills and abilities.



### Credentials + Certification

***Certified Production and Inventory Management (CPIM)**: A certification offered by the Association for Supply Chain Management (ASCM)*
***Certified Manager of Quality/Organizational Excellence (CMQ/OE)**: A certification offered by the American Society for Quality (ASQ)*
***Certified Supply Chain Professional (CSCP)**: A certification offered by the Association for Supply Chain Management (ASCM)*
***Lean Six Sigma Certification**: A certification offered by the International Association for Six Sigma Certification (IASSC)*
***Certified Manufacturing Engineer (CMfgE)**: A certification offered by the Society of Manufacturing Engineers (SME)*
***Six Sigma Green Belt Certification**: A certification offered by the American Society for Quality (ASQ)*
***Six Sigma Black Belt Certification**: A certification offered by the American Society for Quality (ASQ)*
***Certified Quality Engineer (CQE)**: A certification offered by the American Society for Quality (ASQ)*



### Duration

Production workers typically work 40 hours per week

# TRANSFERABLE SKILLS AND ADJACENT OCCUPATIONS
## FOR PRODUCTION WORKERS



### Transferable Skills

1. Communication
2. Adaptability
3. Teamwork
4. Problem solving

### Adjacent occupations

1. Quality Assurance Technician
2. Industrial Mechanic (Millwright)
3. Warehouse Supervisor
4. Production Scheduler/Planner
5. Supply Chain Coordinator

# MACHINE OPERATORS

**Regulatory Body: ABSA the pressure equipment safety authority:** Regulates machine welding operators
**Red Seal:** Regulates heavy equipment operators across Canada

**WWW.ABSA.CA**

**(780) 437-9100**

**GENERALINQ@ABSA.CA**

**HEAD OFFICE**
**9410 20TH AVENUE NW, EDMONTON, ALBERTA T6N 0A4**

## Type of Licensure/ Registration:

1. **Machinery Certifications**:
   - **Forklift Certification**: Required for operating forklifts.
   - **CNC Machine Operator Certification**: For operators working with CNC machines.
   - **Crane Operator Certification**: For those operating cranes.
2. **Safety Certifications**:
   - **WHMIS**: For handling hazardous materials.
   - **Lockout/Tagout (LOTO)**: For safety during machinery maintenance.

   **First Aid/CPR**: In some industries.
3. **Industry-Specific Certifications:**
   - Food Production: Food safety or GMP certifications.
   - Pharmaceuticals: Compliance with Health Canada standards. cial certification.
4. **Optional Career Certifications**:
   - **Certified Production Technician (CPT)**: For career advancement.

   **Lean Six Sigma**: For process improvement roles.

## NOC **Varies by machinery**

## APPLICATION/ REGISTRATION PROCESS

1. **Job Search**: Look for opportunities on **job boards**, **staffing agencies**, or **company websites**.
2. **Application**: Prepare your **resume**, submit applications, and include relevant certifications.
3. **Interview & Testing**: Attend interviews and possibly complete **skills assessments**.
4. **Onboarding**: After hire, complete **on-the-job training** and maintain certifications as required.

## EDUCATION CREDENTIALS

Typically requires a **high school diploma** or equivalent.



**Required Exam**

**Forklift Operator**: Written exam (safety and operations) and practical exam (demonstrating forklift skills).
**CNC Machine Operator**: Written exam (knowledge of setup and safety) and practical exam (demonstrating machine operation).
**Crane Operator**: Written exam (equipment and safety knowledge) and practical exam (demonstrating crane operation).
**Safety Certifications** (e.g., WHMIS, Lockout/Tagout): Online assessments or quizzes.
**Optional Certifications**: Exams for **Certified Production Technician (CPT)** or **Lean Six Sigma** for career advancement.



**Credentials + Certification**

Obtain necessary certifications based on the machinery you operate, such as **forklift**, **CNC**, or **crane operator** certification.



**Duration**

**Forklift Certification**: 1 to 2 days.
**CNC Operator Certification**: 3 to 6 months.
**Crane Operator Certification**: 5 to 7 days.
**Safety Certifications**: 1 day to a few hours.
**Optional Career Certifications**: 2 to 12 months depending on the program.

NOC **Varies by machinery**

## TRANSFERABLE SKILLS AND ADJACENT OCCUPATIONS FOR PSYCHIATRIC NURSES

### Transferable Skills

1. Precision & Attention to Detail
2. Mechanical & Technical Aptitude
3. Safety Compliance & Risk Management
4. Process Optimization
5. Equipment Troubleshooting
6. Hand-Eye Coordination & Spatial Awareness
7. Teamwork & Communication

### Adjacent Occupations

1. Industrial Mechanic (Millwright)
2. Quality Control Inspector
3. Warehouse Supervisor
4. CNC Programmer
5. Safety Coordinator (EHS Officer)
6. Heavy Equipment Operator (Construction)
7. Automation Technician



# Administrative and Business Services Sector

# ADMINISTRATIVE ASSISTANTS

**Regulatory Body:** The Association of Administrative Professionals (AAP)

WWW.CANADIANADMIN.CA

(780) 413 0983

AAP.EDMONTON.INFO@CANADIANADMIN.CA

10405 JASPER AVENUE EDMONTON, AB T5J 3N4 CANADA

FACEBOOK: ASSOCIATION OF ADMINISTRATIVE PROFESSIONALS ON FACEBOOK
X: @CANADA_AAA ON X

**Type of Licensure/ Registration:** There is currently no provincial legislation regulating this occupation in Alberta.

## APPLICATION/ REGISTRATION PROCESS

1. **Job Search**: Apply through job platforms like **Indeed**, **LinkedIn**, and **Job Bank Canada** with a tailored resume and cover letter.
2. **Interview**: Employers assess your communication, organizational, and office skills.
3. **On-the-Job Training**: Employers provide training specific to their systems and tools.
4. **Certifications (Optional)**: Enhance your qualifications with certifications like **Certified Administrative Professional (CAP)** or **Microsoft Office Specialist**.
5. **Union Membership (If Applicable)**: In some cases, joining a union may be required.

## EDUCATION CREDENTIALS

A high school diploma is typically required, with post-secondary education or office administration courses preferred.

### Required Exam

**Certified Administrative Assistant (CAA)**
This exam from the National Career Certification Board is designed to prepare people for administrative assistant careers. The exam is proctored online and consists of 80 questions.

**Certified Administrative Professional (CAP)**
This exam from the International Association of Administrative Professionals (IAAP) is designed to validate an individual's skills in project management, communication, and office technology

### Credentials + Certification

***Certified Administrative Professional (CAP)**: Offered by the International Association of Administrative Professionals (IAAP)*
***Microsoft Office Specialist (MOS)**: A globally recognized credential that validates proficiency in Microsoft Office applications*
***Professional Administrative Certification of Excellence (PACE)**: Offered by the American Society of Administrative Professionals (ASAP)*
***Certified Administrative Assistant (CAA)**: Prepares individuals for a career as an administrative assistant or secretary*
***Certified Professional Secretary (CPS)**: Offered by the International Association of Administrative Professionals (IAAP)*
***Certified Executive Assistant (CEA)**: Offered by the Executive Assistant School*
***Certified Virtual Assistant (CVA)**: Offered by VA Classroom*
***Certified Legal Secretary Specialist (CLSS)**: Offered by Legal Secretaries International Inc.*
***Accredited Legal Professional (ALP)**: Offered by NALS, the association for legal professionals*
***Certified Medical Administrative Assistant (CMAA)**: Offered by the National Health career Association (NHA)*

### Duration

Administrative assistants typically work 35 to 40 hours per week.

# TRANSFERABLE SKILLS AND ADJACENT OCCUPATIONS FOR ADMINISTRATIVE ASSISTANTS



**1. Communication:** Being able to speak clearly and professionally, and having good phone etiquette
**2. Organization:** Being able to create and maintain schedules, and update spreadsheets and databases
**3. Problem-solving:** Being able to break down issues and find solutions
**4. Project management:** Being able to work with a team, delegate tasks, and provide feedback
**5. Teamwork:** Being able to collaborate and contribute to a group
**6. Critical thinking:** Being able to evaluate and interpret information to reach conclusions
**7. Data entry:** Being able to work with computers for extended periods of time, and ensuring data accuracy

# ACCOUNTANTS

**Regulatory Body:** Chartered Professional Accountant (CPA) Alberta

WWW.CPAALBERTA.CA

(780) 424-7391
TOLL-FREE - 1.800.232.9406

INFO@CPAALBERTA.CA

1900 TD TOWER, 10088 – 102 AVENUE.
EDMONTON, ALBERTA, T5J 2Z1

FACEBOOK: CPA ALBERTA ON FACEBOOK
INSTAGRAM: @CPA_AB
LINKEDIN: CPA ALBERTA ON LINKEDIN

**Type of Licensure/ Registration:** CPA and CPA Professional Education Program (CPA PEP)

## APPLICATION/ REGISTRATION PROCESS

1. **Step 1 – Learn more about your pathway**
   - Schedule a personalized info session with an advisor to explore pathway options.
   - Attend networking events to meet people in person and ask questions.
2. **Step 2 – Create a profile and submit your transcripts for an assessment**
   - If your qualifications are from a non-Canadian post-secondary institution, submit a course-by-course evaluation via World Education Services (WES).
   - For more information about transcript assessments, please visit: Transcript Assessments

3 **Step 3 – Complete any of the required prerequisites**

- You may be required to complete prerequisite preparatory courses to enroll in the program.
- For more information, please visit: CPA Alberta CPA Preparatory Courses

4 **Step 4 – Apply for admission into the CPA Professional Education Program**

- The CPA certification program consists of:
  - The CPA Professional Education Program (PEP), which includes the Common Final Examination (CFE).
  - 30 months of recognized relevant practical experience.
- For more information about the CPA PEP, please visit: CPA Alberta CPA Professional Education Program

## EDUCATION CREDENTIALS

1. A bachelor's degree (in any discipline) with specific subject area coverage.
2. Successful completion of the CPA Professional Education Program (CPA PEP), which includes online facilitated-learning modules and interactive group-learning sessions.
3. Successful completion of relevant practical work experience.
4. Successful completion of the Common Final Examination (CFE).



**Required Exam**

Common Final Examination (CFE)



**Duration**

While the duration to complete CPA PEP and the CFE is typically about 2 to 2½ years, CPA candidates have up to six years to complete all the CPA PEP modules and attempt the CFE at least once, measured from the start date of the first module taken.



**Credentials + Certification**

1. A bachelor's degree (in any discipline) with specific subject area coverage.
2. Successful completion of the CPA Professional Education Program (CPA PEP)
3. Successful completion of relevant practical work experience.
4. Successful completion of the Common Final Examination (CFE)

# TRANSFERABLE SKILLS AND ADJACENT OCCUPATIONS FOR ACCOUNTANTS



**1. Communication:** Accountants use communication skills frequently throughout their career.
**2. Attention to detail:** Accountants need to be accurate when handling financial data.
**3. Problem-solving:** Accountants need to be able to solve problems creatively.

# HR MANAGERS

CPHR Alberta

**Regulatory Body:** The HRPA helps protect both employees and the companies they work for by ensuring that Human Resources professionals registered with HRPA are competent and conduct themselves in an ethical manner.

**WWW.CPHRAB.CA**

**(403) 209 2420**
**TOLL FREE: (800) 668 6125**

**SUITE 320, 105 - 12 AVE SE**
**CALGARY, ALBERTA CANADA T2G 1A1**

**Type of Licensure/ Registration:**

**Certified Human Resources Professional (CHRP) –** Entry-level certification for HR professionals.
**Certified Human Resources Leader (CHRL) –** For HR professionals advancing into leadership roles.
**Certified Human Resources Executive (CHRE) –** Senior-level certification for HR executives.
**Certified Payroll Manager (CPM) –** Specialization in payroll management.
**Other certifications:** GPHR (Global HR), SHRM-CP/SCP (Internationally recognized), and workplace safety certifications.

## APPLICATION/ REGISTRATION PROCESS

1. **Update your resume**: Highlight your skills and work experience.
2. **Tailor your application**: Customize your application to the job description.

3. **Check the application requirements**: See if a cover letter is required.
4. **Write a cover letter**: If required, address the cover letter to the contact in the job posting. Keep it concise and focus on how your experience makes you a good fit for the role.
5. **Upload documents**: You may be able to upload documents to your applicant profile or directly within the application.
6. **Submit your application**: Submit your application and any required documents.

## EDUCATION CREDENTIALS

This is what you typically need for the job. A bachelor's degree in a field related to personnel management, such as business administration, industrial relations, commerce or psychology or completion of a professional development program in personnel administration is required.



**Required Exam**

The CPHR is granted to associate members of CPHR Alberta who:

1. Pass the National Knowledge Exam (NKE) or qualify for an NKE waiver by graduating from a CPHR Canada accredited post-secondary program.
2. Pass the Experience Validation Assessment by completing the required years of work experience.



**Credentials + Certification**

Human resources managers can earn credentials and certifications to demonstrate their skills and knowledge. These include certifications from the Society for Human Resource Management (SHRM) and the HR Certification Institute (HRCI), as well as the Chartered Professional in Human Resources (CPHR) designation.



**Duration**

Some programs can be completed in two years, while others may take up to three years.

# TRANSFERABLE SKILLS AND ADJACENT OCCUPATIONS
## FOR HR MANAGERS

**Key transferable skills:**

1. Communication
2. Stakeholder management
3. Negotiation
4. Documentation
5. Strategy and research
6. Managing budgets and timelines.

**Possible training required:**

1. Agile development frameworks
2. Design thinking
3. Technical terminology and concepts
4. Basic corporate finance.





# Natural Resources and Oil & Gas Sector

# GEOSCIENTISTS AND OCEANOGRAPHERS

**Regulatory Body:** Association of Professional Engineers and Geoscientists of Alberta (APEGA)

**WWW.APEGA.CA/**

**TOLL-FREE IN NORTH AMERICA: 1-800-661-7020**

**INFO@APEGA.CA**

**FACEBOOK: APEGA ON FACEBOOK**
**LINKEDIN: APEGA ON LINKEDIN**
**INSTAGRAM: @APEGA_AB**
**YOUTUBE: APEGA ON YOUTUBE**

**Type of Licensure/ Registration:** Professional Geoscientist (P.Geo.)

## APPLICATION/ REGISTRATION PROCESS

To register as a professional geoscientist (P.Geo.) in Alberta, you need:

1. A 4-year bachelor's degree in geology or geophysics, or APEGA- approved equivalent education
2. At least 4 years of acceptable work experience supervised by a professional geoscientist or a professional engineer
3. At least 3 acceptable references
4. Successful completion of the National Professional Practice Examination (NPPE)
5. Canadian citizenship or permanent residency

## APPLICATION/ REGISTRATION PROCESS:

**Step 1:** Assessment of licensure requirements
**Step 2:** Decision by APEGA Board of Examiners
**Step 3:** If approved, applicant will be enrolled as Professional member Licensee, Professional Licensee, or Member-in-Training.
Check here for more information:
https://www.apega.ca/apply/membership/professional-member

## EDUCATION CREDENTIALS

To become a Professional Engineer or Geoscientist, applicants must hold a four-year undergraduate degree and/or graduate degree in Engineering.



**Required Exam**

National Professional Practice Examination (NPPE).



**Credentials + Certification**

To become a Professional Engineer or Geoscientist, applicants must hold a four-year undergraduate degree and/or graduate degree in Engineering

# MECHANICAL ENGINEERS

**Regulatory Body:** Association of Professional Engineers and Geoscientists of Alberta (APEGA)

- **WWW.APEGA.CA/**
- **587-489-1500**
- **INFO@APEGA.CA**
- **8615 51 AVE NW #200, EDMONTON, AB T6E 6A8**
- **FACEBOOK: APEGA ON FACEBOOK**

## Type of Licensure/ Registration:

1. **Professional Engineer (P.Eng.)**
   - **Description**: This designation is for individuals who are qualified to practice engineering in Alberta.

   **Requirements**:
   - A degree in engineering from an accredited university.
   - Successful completion of the **Fundamentals of Engineering exam** (if applicable).
   - Minimum **four years of work experience** in the field of engineering under the supervision of a licensed engineer.
   - Completion of the **Professional Practice Examination (PPE)**.
   - Demonstrate proficiency in professional ethics, safety, and the legal aspects of engineering practice.

2. **Professional Geoscientist (P.Geo.)**
   - **Description**: This designation is for individuals who are qualified to practice geoscience in Alberta.

   **Requirements**:
   - A degree in geoscience from an accredited university.
   - **Three years of relevant work experience** in the field under a licensed professional geoscientist.
   - Successful completion of the **Professional Practice Examination (PPE)**.
   - Demonstration of competence in geoscience practice, ethics, and legal considerations.

3. **Engineer-in-Training (EIT)** / **Geoscientist-in-Training (GIT)**
   - **Description**: These are provisional designations for those who have completed their engineering or geoscience education and are working towards becoming licensed professionals.

   **Requirements**:
   - A degree in engineering or geoscience from an accredited institution.
   - Required work experience under the supervision of a licensed professional to eventually qualify for the P.Eng. or P.Geo. designation.

**Licensing Process**:
- Complete the required education in engineering or geoscience.
- Gain work experience under the supervision of a licensed professional.
- Pass the **Professional Practice Examination (PPE)**.
- Submit an application to APEGA for licensure or registration.
- Pay applicable fees and provide supporting documentation.

## APPLICATION/ REGISTRATION PROCESS

1. Create an account on the myAPEGA portal
2. Complete the "Determine your Application Type" questionnaire
3. Select the application category and discipline
4. Submit the application
5. Provide proof of Canadian citizenship or permanent resident status
6. Provide references who can confirm your work experience

You can contact **APEGA** for more information about registration requirements.

## ADDITIONAL REQUIREMENTS

- You must have a good character and reputation.
- You must demonstrate your engineering work experience, including management, communication, and social implications.
- You may need to pass a national professional practice exam.
- You may need to complete continuing education on a regular basis to renew your license

## EDUCATION CREDENTIALS

A bachelor's degree in mechanical engineering or in a related engineering discipline is required. A master's degree or doctorate in a related engineering discipline may be required.



### Required Exam

**Fundamentals of Engineering (FE) exam**: Engineers can take this exam after earning a bachelor's degree.
**Professional Licensed Engineer (PE) exam**: Engineers can take this exam after passing the FE exam and meeting work experience requirements



### Credentials + Certification

Mechanical engineers typically need a bachelor's degree in mechanical engineering or a related field, and a professional engineering license



### Duration

It usually takes four years to earn a bachelor's degree in mechanical engineering, but the time it takes to become a mechanical engineer can vary.

# TRANSFERABLE SKILLS AND ADJACENT OCCUPATIONS
## FOR MECHANICAL ENGINEERS

### *Transferable Skills*

**1. Problem-Solving:** Ability to analyze complex systems and identify efficient solutions to engineering challenges.
**2. Project Management:** Strong organizational skills, including planning, budgeting, and coordinating resources for engineering projects.
**3. Technical Design and Drafting:** Expertise in designing mechanical systems and creating technical drawings using software like AutoCAD and SolidWorks.
**4. Analytical Skills:** Proficiency in evaluating and testing the performance of mechanical systems or components.
**5. Communication Skills:** Ability to explain technical concepts clearly to both technical and non-technical stakeholders.
**6. Team Collaboration:** Experience working in interdisciplinary teams, collaborating with other engineers, designers, and stakeholders.
**7. Research and Development:** Experience in designing and testing prototypes and making improvements based on research findings.
**8. Computer-Aided Engineering (CAE):** Familiarity with simulation and modeling software used in engineering design, analysis, and testing.
**9. Manufacturing Knowledge:** Understanding of production processes, quality control, and material selection for manufacturing.

# TRANSFERABLE SKILLS AND ADJACENT OCCUPATIONS
## FOR MECHANICAL ENGINEERS

### *Adjacent Occupations*

**1. Aerospace Engineer:** Design and develop aircraft and spacecraft systems, utilizing mechanical engineering principles.

**2. Electrical Engineer:** Work in close collaboration with mechanical engineers to design and maintain electrical systems in various applications, including robotics and energy generation.

**3. Civil Engineer:** Mechanical engineers can transition into civil engineering roles, particularly in areas like structural design or construction projects requiring mechanical systems integration.

**4. Manufacturing Engineer:** Focus on optimizing manufacturing processes, applying mechanical design principles to improve production efficiency and quality.

**5. Robotics Engineer:** Use mechanical engineering principles to design robots or automated systems, often combining expertise in electrical and software engineering.

**6. Product Design Engineer:** Focus on the design and development of consumer products, utilizing mechanical engineering principles for functionality and manufacturability.

**7. Energy Systems Engineer:** Specialize in the design, implementation, and optimization of energy systems, such as renewable energy technologies or heating and cooling systems.

**8. Systems Engineer:** Involves managing complex engineering systems, where mechanical engineers can apply their expertise in system optimization and integration.

**9. Construction Manager:** Oversee construction projects, particularly those involving mechanical systems or requiring a background in mechanical engineering for infrastructure projects.

**10. Quality Assurance Engineer:** Ensure mechanical products or systems meet safety and quality standards by performing inspections, tests, and analyzing results.

# HEAVY EQUIPMENT OPERATORS

**Regulatory Body:** The Canadian Council of Directors of Apprenticeship (CCDA) is the regulatory body for heavy equipment operators in Canada. The CCDA recognizes the National Occupational Analysis (NOA) as the national standard for this occupation.

**HTTPS://WWW.RED-SEAL.CA/ENG/RESOURCES/.2X.1MS_C.4.5NS.2LL.3NG.SHTML**

**(800) 248 4823**

**19TH FLOOR, COMMERCE PLACE, 10155 - 102 ST NW, EDMONTON, ALBERTA T5J 4L5**

**LINKEDIN: CANADIAN APPRENTICESHIP FORUM ON LINKEDIN**

**Type of Licensure/ Registration:** Heavy equipment operators in Canada need a commercial driver's license (CDL) and may also need a Red Seal endorsement.

1. **Commercial driver's license (CDL)**
   - A CDL is required to operate commercial motor vehicles (CMVs) with a gross vehicle weight rating (GVWR) of 26,001 lbs or more.
   - The type of CDL required depends on the vehicle being operated.
   - To get a CDL, you need to complete a driver training course, pass a medical exam, and pass a written test.
   - Requirements for a CDL vary by province.

2 **Red Seal endorsement**

- A Red Seal endorsement is available to qualified heavy equipment operators who pass the interprovincial Red Seal examination.
- A Red Seal endorsement allows for interprovincial mobility.

3 Other **requirements**

- Some employers may require first aid and safety courses.
- Some operators may start as laborers or truck drivers and move to heavier equipment as they gain experience.
- Some operators may complete a formal training program.

## APPLICATION/ REGISTRATION PROCESS

The application process for a heavy equipment operator position typically involves gathering personal and work experience information, filling out an application form, and submitting it.

## EDUCATION CREDENTIALS

While there are no formal requirements to work as a heavy equipment operator, employers may prefer applicants who have:

- A high school diploma or equivalent
- Completed an apprenticeship program
- Completed some high school, college, or industry courses in heavy equipment operating
- Received on-the-job training



### Required Exam

In Canada, you can also become a heavy equipment operator by completing a 1–2 year apprenticeship program.



### Duration

Heavy equipment operator training programs can last from eight to 15 weeks.



### Credentials + Certification

Trade certification for heavy equipment operators is mandatory in some provinces, and voluntary in others. Some employers may also require internal company certification.

# TRANSFERABLE SKILLS AND ADJACENT OCCUPATIONS
## FOR HEAVY EQUIPMENT OPERATORS

### *Transferable Skills*

**1. Machinery Operation:** Skilled in operating and maintaining heavy machinery, including bulldozers, excavators, cranes, and loaders.
**2. Mechanical Skills:** Ability to perform routine maintenance, troubleshoot issues, and ensure machinery runs smoothly.
**3. Safety and Compliance:** Knowledge of safety protocols, regulations, and best practices to ensure a safe work environment.
**4. Problem-Solving:** Ability to identify and solve operational challenges that arise with machinery or job site conditions.
**5. Technical Proficiency:** Ability to read blueprints, maps, and schematics for various projects.
6. Physical Stamina: Comfortable working in physically demanding environments, including harsh weather conditions and irregular hours.
**7. Teamwork and Communication:** Ability to collaborate with construction teams, engineers, and project managers.
**8. Attention to Detail:** Ensuring precise operation of heavy equipment, especially for tasks requiring high accuracy, such as grading, trenching, or lifting.

# TRANSFERABLE SKILLS AND ADJACENT OCCUPATIONS
## FOR HEAVY EQUIPMENT OPERATORS

### *Adjacent Occupations*

**1. Construction Equipment Mechanic:** Mechanically inclined operators can transition into roles where they repair and maintain heavy machinery.
**2. Crane Operator:** Heavy equipment operators with experience in large machinery may specialize in operating cranes for construction and industrial projects.
**3. Truck Driver (Specialized Vehicles):** Operators who are familiar with large vehicle operations might move into specialized driving roles, such as those requiring transportation of equipment or materials.
**4. Construction Foreman/Supervisor:** Experienced operators can move into supervisory positions overseeing construction projects and crews.
**5. Surveyor:** With experience in reading blueprints and maps, operators can transition into surveying, which involves assessing land and project sites.
**6. Excavation and Demolition:** Operators skilled in excavation may work in demolition, which requires operating equipment for tearing down structures.
**7. Landscaping or Agricultural Equipment Operator:** Operators can transition into roles in agriculture, forestry, or landscaping, using heavy machinery for land preparation, cultivation, or forestry work.
**8. Safety Officer:** Operators with strong safety knowledge can move into safety management, ensuring that construction sites meet health and safety regulations.



# Social, Community, and Government Services

# SOCIAL WORKERS

**Regulatory Body:** Alberta College of Social Workers (ACSW)

**WWW.ACSW.AB.CA**

**CALL: 780-421-1167**
**TOLL-FREE IN ALBERTA: 1-800-661-3089,**

**GENERAL INQUIRIES: ACSW@ACSW.AB.CA,**
**REGISTRATION INQUIRIES: REGISTRATION@ACSW.AB.CA**

**ALBERTA COLLEGE OF SOCIAL WORKERS**
**100 - 13220 ST. ALBERT TRAIL, EDMONTON, ALBERTA T5L 4W1 CANADA**

**FACEBOOK: SOCIAL WORKERS ON FACEBOOK**
**X: SOCIAL WORKERS ON X**

**Type of Licensure/ Registration:** Practice Permit

## APPLICATION/ REGISTRATION PROCESS

There are several pathways to registration as a Social Worker. Find your pathway here. Below are the steps for internationally educated applicants.

1. Applicants must provide:
   - Academic credential assessment results
   - Current resume
   - Character reference
   - Current criminal record check
   - Proof of liability insurance when employed
2. Complete the application form

## APPLICATION/ REGISTRATION PROCESS

3. ACSW reviews the application and if approved, the applicant will be notified through email that payment of professional dues is now required. Registration on the Provisional Registry is granted when payment is processed.
4. Applicant must meet provisional registration requirement:
   - Professional liability insurance
   - Supervised practice hours and supervisor reference
   - Examination requirements
5. Registered Social Workers (RSW) on the Provisional Registry may progress to the General Registry when all provisional registration requirements have been met.

## EDUCATION CREDENTIALS

Social workers must have a diploma, bachelor's degree, or master's degree in social work. Some employers require a minimum of a Bachelor of Social Work (BSW) degree.



### Required Exam

Entry-to-Practice Examination

### Credentials + Certification

Registered Social Worker (RSW) certification upon meeting all registration requirements.

### Duration

Application and credential assessment: 3-6 months.
Provisional registration requirements (supervised hours and exams): 6-12 months, depending on the applicant's experience.

## TRANSFERABLE SKILLS AND ADJACENT OCCUPATIONS

### Transferable Skills

1. Communication and interpersonal skills.
2. Case management and advocacy.
3. Crisis intervention and counseling.
4. Cultural competence and community engagement.

### Adjacent occupations

1. Community Support Worker.
2. Youth Worker.
3. Case Manager.
4. Counselor.
5. Rehabilitation Worker.

# COMMUNITY SERVICE WORKERS

**Regulatory Body:** No formal regulatory body is required for general community service worker roles. Standards and certifications depend on employers and the nature of the work.

**Type of Licensure/ Registration:** Social workers

- Social work is a regulated profession in Alberta.
- To practice social work in Alberta, you must register with a professional regulatory organization.
- You must have a degree or diploma in social work that is acceptable to the Canadian Association of Social Workers (CASW).
- You must pass an entry-to-practice examination provided by the Association of Social Work Boards (ASWB).

**Type of Licensure/ Registration:** Community support workers

- Community support workers (CSWs) are not currently regulated as a distinct profession in Alberta.
- CSWs often work under the supervision of regulated healthcare professionals, such as social workers or registered nurses.
- Many CSWs voluntarily join organizations like the Alberta Council of Disability Services (ACDS).

## APPLICATION/ REGISTRATION PROCESS

1. **Application process**
   - Complete the online application for registration on the ACSW website
   - Provide information about your education, work history, and references
   - If you studied outside of Canada, apply for an assessment from the Canadian Association of Social Workers (CASW)
   - Submit official documentation of your courses and credits
   - Wait for the ACSW to review your application
   - Pay annual dues and access your practice permit

# APPLICATION/ REGISTRATION PROCESS

**2** **Application requirements**

- You must have a degree or diploma in social work that is acceptable to the ACSW
- If you studied outside of Canada, your credentials must be assessed as equivalent to a Canadian Bachelor or Master of Social Work
- New graduates are exempt from the entry-to-practice exam
- New graduates must complete 1,000 hours of supervised practice

# EDUCATION CREDENTIALS

**Diploma or degree**

A diploma or degree in a relevant field, such as social work, human services, psychology, or counselling

**Bachelor's degree**

A bachelor's degree in human services or a related field from a Canadian Association for Social Work Education (CASWE) accredited institution

**Master's degree**

A master's degree in social work, which can allow you to lead a community service team or deliver mental health services

**Practical training**

- **Field placements or internships**: Practical experience working with clients in real-world settings
- **First Aid and CPR training**: Specialized training that can open up more job opportunities

**Continuing education**

- **Continuing education courses**: Staying updated on best practices, emerging trends, and legislative changes.
- **Workshops and certifications**: Demonstrating a commitment to ongoing professional growth and development.



### Required Exam

Community Service Workers (CSWs) may need to pass an entry-to-practice exam, which is administered by the Association of Social Work Boards (ASWB). The exam level is based on the applicant's highest level of social work education.



### Credentials + Certification

***Post-secondary education: A diploma or degree in social work, human services, psychology, or a related field***
***Core competencies: Basic knowledge of psychology, sociology, and family dynamics***



### Duration

*Community service worker programs can vary in length, from eight months to a year or more*

# TRANSFERABLE SKILLS AND ADJACENT OCCUPATIONS

## Transferable Skills

1. **Career counselor**: Helps people identify their interests, skills, and abilities to pursue their career goals
2. **School counselor**: Helps people cope with challenges like mental illness and substance misuse
3. **Mediator**: Helps people resolve disputes in areas like divorce, workers' compensation, and labor laws
4. **Human resources**: Uses empathy, communication, and problem-solving skills to support and guide people
5. **Policy analyst**: Uses empathy, communication, and problem-solving skills to analyze policy
6. **Grant writer**: Uses empathy, communication, and problem-solving skills to write grants
7. **Healthcare administrator**: Uses empathy, communication, and problem-solving skills in healthcare administration

## Other transferable skills

1. **Listening**: Helps people communicate well with diverse groups
2. **Thinking**: Helps people frame challenges and propose solutions
3. **Advocacy**: Helps people support and guide others
4. **Time management**: Helps people maximize their productivity

# LAW ENFORCEMENT OFFICERS

ALBERTA COLLEGE OF SOCIAL WORKERS

**Regulatory Body:** In Alberta, the Law Enforcement Review Board (LERB) and the Police Review Commission are regulatory bodies that oversee police officers.

**WWW.EDMONTONPOLICE.CA**

**(780) 421 2233**

**EPS@EDMONTONPOLICE.CA**

**11638 142 ST NW, EDMONTON, AB. T5M 1V4**

**X: @RCMPGRCPOLICE ON X**
**INSTAGRAM: @RCMPGRCPOLICE**

**Type of Licensure/ Registration:** No specific licensure is required to become a law enforcement officer in Canada

## APPLICATION/ REGISTRATION PROCESS

The application process for law enforcement officers typically involves an online application, a written test, and a series of assessments.

# EDUCATION CREDENTIALS

Law enforcement officers typically need a high school diploma or GED.



### Required Exam

Alberta Physical Readiness Evaluation for Police Officers (A-PREP).



### Credentials + Certification

Law enforcement officers need to meet certain education and certification requirements to work in the field. These requirements vary by agency and type of law enforcement role.

**Education**

- Most agencies require a high school diploma or GED
- Some agencies require a bachelor's degree or college credits
- Education beyond high school can help advance your career

**Certification:**

- Complete required training
- Pass a physical abilities test
- Have a valid driver's license
- Be proficient in English and/or French

**Other requirements**

1. Be a Canadian citizen or permanent resident
2. Be at least 18 years old
3. Have no criminal record or outstanding charges



### Duration

The length of their shifts and workweeks can vary depending on the department, agency, and location

# TRANSFERABLE SKILLS AND ADJACENT OCCUPATIONS

## Transferable Skills

**1. Communication:** Law enforcement officers need to communicate clearly and persuasively with a variety of people. This includes active listening, verbal communication, and non-verbal cues.
**2. Critical thinking:** Police officers need to be able to analyze and evaluate situations quickly and effectively.
**3. Problem-solving:** Law enforcement officers need to be able to analyze complex situations and devise effective solutions.
**4. Adaptability:** Police officers need to be able to make quick decisions under pressure.
**5. Teamwork:** Law enforcement officers need to be able to collaborate with other team members in high-stress situations.

## Adjacent occupations

1. Private investigator
2. Victim advocate
3. Cybersecurity analyst
4. Fire inspector
5. Bodyguard
6. Crime scene investigator

Edmonton Local IMMIGRATION PARTNERSHIP

Every profession begins with a first step—keep moving forward with confidence and curiosity.