Edmonton Local IMMIGRATION PARTNERSHIP

EMPLOYMENT RESOURCE GUIDE Part 1 of 4

PROFESSIONS & CAREER PATHWAYS

2025 - EMPLOYMENT ACTION TABLE



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Immigration, Refugees and Citizenship Canada

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Immigration, Réfugiés et Citoyenneté Canada



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
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CATHOLIC SOCIAL SERVICES
BREDIN CENTRE FOR CAREER ADVANCEMENT
MCHB
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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.

NOC **32102**

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. 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. **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.

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

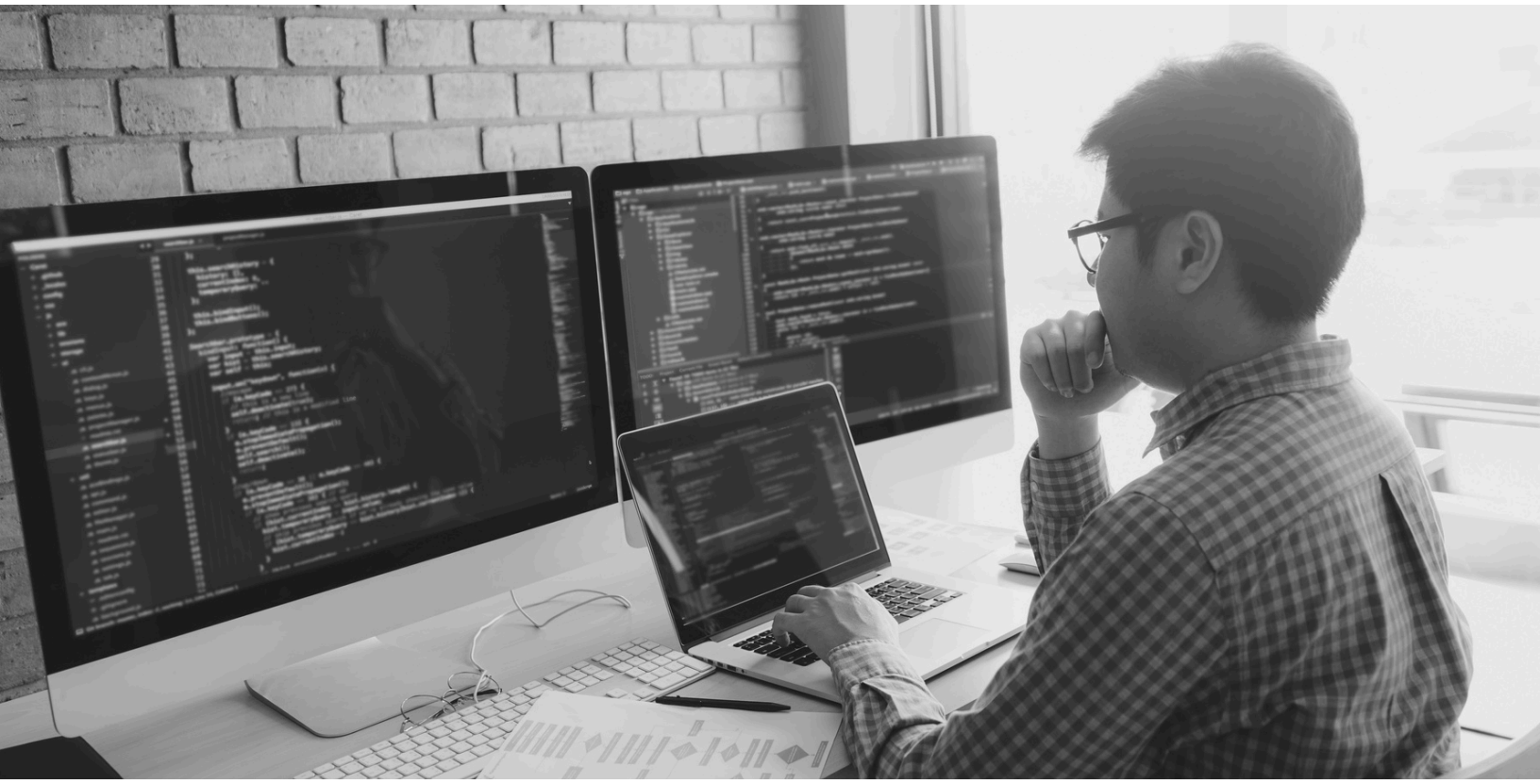
TRANSFERABLE SKILLS AND ADJACENT OCCUPATIONS

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

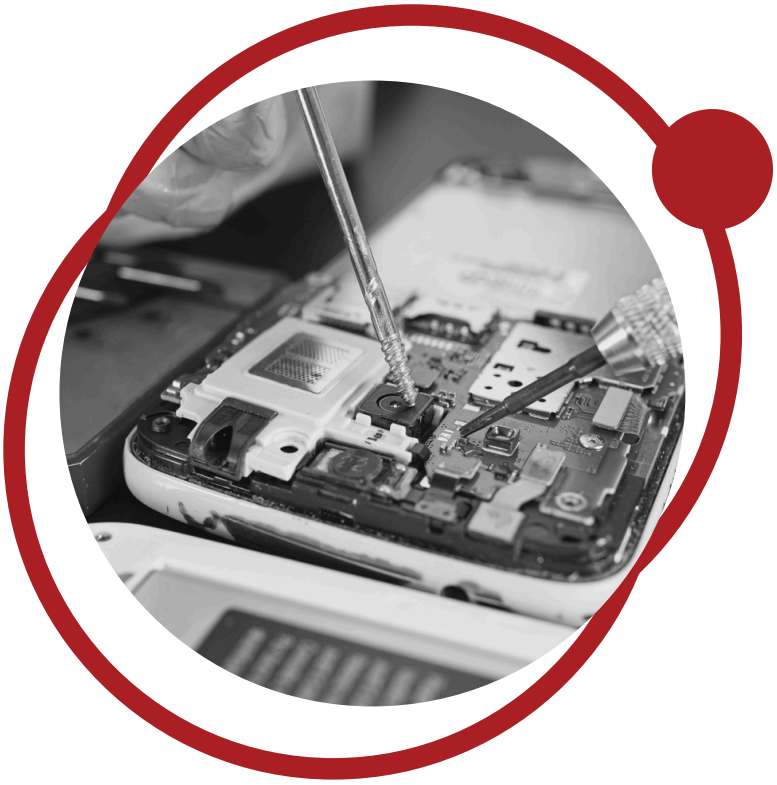
TRANSFERABLE SKILLS AND ADJACENT OCCUPATIONS

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

Association of Administrative Professionals

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.

Edmonton Local IMMIGRATION PARTNERSHIP

EMPLOYMENT RESOURCE GUIDE Part 2 of 4

VOLUNTEER OPPORTUNITIES AND WORKPLACE CULTURE

2025 - EMPLOYMENT ACTION TABLE



Funded by:

Immigration, Refugees and Citizenship Canada

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Immigration, Réfugiés et Citoyenneté Canada



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!
Kendall Sillito
Judy Günther
Linda Guenther
Harnoor Dhaliwal
Julie Nurmi
Hildy Perez-Robie
Joanne Swensrude
Jason Courtepatte
Fatimah Dini
Fredo Ali Kamara
Ezra Banoba
Eric VanSpronsen
Emelie Bassi
Dr Chris Chukwuma
Doug Piquette
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Cashmir Jighere
Brad Bartko
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Fathia Adam
Ailyn Peria
Rebecca Rajakone
Sascha Thompson
Thamsanqa Bhebhe
Sneha Vargas
Sibonile Mathe
Oge Illure
Esuvat Molla
Sugeeban Berhane
Sahana Parameswara
Shilpa Raut
Mini Obiaga
Nicole Wong
Nana Ayisha
Alexandre
Miranda
Michael Farr
Marie-Belle Sawma
Mark Zielke
Chaney













MFRS
Multicultural Family
Resource Society





















Edmonton Chamber
of Voluntary Organizations





EXECUTIVE SUMMARY

Sometimes the most meaningful opportunities come from **unexpected places**. For many newcomers, volunteers, and career explorers in Edmonton, volunteering becomes a powerful first step—not just to gain experience, but to **build relationships, confidence, and a deep sense of belonging.**

In this section, we explore how volunteering can open doors to employment, personal growth, and community integration. From mentoring youth to assisting at community events or supporting non-profit organizations, **volunteering in Edmonton is about more than giving your time—it is about building your future.**

We also pair this with something just as important—**understanding Canadian workplace culture.** For those new to Edmonton or to the Canadian job market, workplace norms can feel unfamiliar. What does collaboration look like? How do teams communicate? What does equity and inclusion feel like in action?

This section brings these questions to life. Through real stories, practical insights, and tips gathered from employers, mentors, and professionals, we break down what to expect and how to thrive in the workplace. Whether you are a newcomer navigating your first job in Canada or a service provider supporting someone who is, this section aims to **bridge knowledge with confidence.**

HOW TO USE THIS PART OF THE GUIDE

This section is organized into two connected parts that support each other:

Volunteering as a Career Launchpad

We begin with stories from real Edmontonians whose first step toward employment was through volunteerism. This includes:

- Personal narratives from job seekers who used volunteering to build networks and gain skills
- The benefits of volunteering for mental wellness, career exploration, and confidence-building
- Resources and programs that connect newcomers with volunteer roles in the city
- Tips on how to speak about your volunteer work in interviews and resumes

Explore Common Job Sector

The second half of this section helps you prepare for what to expect in a Canadian work environment. You will find:

- Key cultural norms and values in the workplace (e.g., punctuality, collaboration, inclusivity)
- Insights into unwritten rules—how teams communicate, resolve conflict, and offer feedback
- An overview of workplace rights and responsibilities, including health and safety, mental health support, and employee protections
- Employer highlights: see how local companies are building inclusive, supportive work environments



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VOLUNTEER OPPORTUNITIES

Introduction

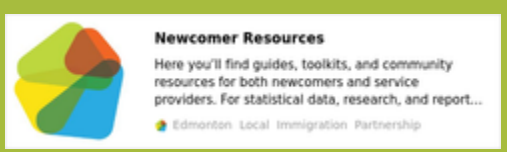


Volunteering is one of the most effective ways for newcomers to gain Canadian experience, develop critical skills, and expand their professional networks. This section introduces the importance of volunteering as a **stepping stone to employment,** showcasing how it can help individuals gain industry-specific experience, build confidence, and establish meaningful professional connections. Through volunteering, job seekers can demonstrate their commitment to continuous learning and prove their abilities to potential employers, making it easier to transition into paid employment. It's a chance to build skills, expand networks, and rediscover purpose.



This portion of the guide shares real-life success stories of individuals who have used volunteering to advance their careers or obtain employment as well as enhance their interpersonal skills. These individuals' stories also align with broader initiatives such as the Edmonton Local Immigration Partnership **(ELIP)** and its **Employment Action Table**, which champions volunteerism as a tool for integration. As ELIP's Employment Action Table chairperson, notes, "Volunteering isn't just 'waiting' for a job. It's actively building your future while contributing to your local communities, you'll never regret showing up, the rewards, both personal and professional, are worth it."

Visit ELIP DIRECTORY OF VOLUNTEER ORGS to find opportunities near you. **Your future and your community will thank you!**



VOLUNTEER NARRATIVES

Teagan's Story:

From Volunteer to Future Social Worker

When Teagan first started volunteering, it was to fulfill a school requirement. But what began as a checkbox quickly turned into a life-changing journey. Today, Teagan's story inspires others to see volunteering as more than just giving time. It's an opportunity to grow, connect, and create meaningful change.

Teagan's path started with **Big Brothers Big Sisters,** where she mentored a sixth-grade girl facing personal challenges. "Her mom told me that our weekly meetings made a big difference," Teagan shared. "When she moved to junior high, she asked to keep the program going. That's when I realized how powerful these connections can be."



Teagan also volunteers at a youth club, helping children from immigrant families adjust to life in Edmonton. Teagan recalls moments that opened her eyes to the struggles many face, like a young girl who often arrived hungry because her family's fridge was broken. "It made me appreciate the things I've always had and showed me how even small acts can help."

Volunteering hasn't just shaped Teagan's perspective; **it's cemented her career path in social work.** "It's confirmed that this is what I want to do with my life," she said. Along the way, it's also opened professional doors, with opportunities arising through the networks she's built while volunteering.

Teagan's advice for anyone on the fence about volunteering? "Even an hour a week can make a difference. It changes how you see the world and gives you something to feel proud of. Plus, you never know who you'll meet or what opportunities might come from it."

For newcomers and job seekers, Teagan's story is a reminder that **volunteering is not just about giving back—it's a way to grow, build skills, and connect** with a community that values your contributions.

VOLUNTEER NARRATIVES

Nad's Story: Empowering Others, Empowering Myself



When Nad arrived in Edmonton, he didn't know a single person. "I just took the plane, landed here, and started walking out on the street," he recalls. Like many newcomers, he faced the daunting task of building a new life from scratch. But instead of waiting for opportunities to come to him, **Nad through a simple Google search, found PALS (Project Adult Literacy Society),** an organization that offers adult literacy classes. Nad has a background in IT infrastructure and cybersecurity and saw this as a chance to share his expertise while connecting with others. "I contacted them, went there, and met the Program Manager. "It just worked, he enrolled me" he says.

Nad taught digital literacy classes to individuals who had never touched a computer before. "By the end of the program, they were sending emails, typing documents, and browsing the web. **Seeing their progress made me proud and happy**," Nad shared. These moments reaffirmed his commitment to giving back to his community.

Nad also volunteered at the local food bank, helping to organize and distribute food. "**Volunteering makes me feel part of a community. It's a way to invest my time meaningfully** instead of sitting around. It brings me joy to know I'm helping others," he said.

Volunteering isn't just about helping others; it's about **personal growth**.

Teaching digital skills allowed him to revisit tools like Microsoft Excel and Word, which he now uses in his job as an IT infrastructure analyst. "It was rewarding both ways. I improved my own skills while helping others."

Nad encourages newcomers to take the leap into volunteering, even if it feels like a risk. "Volunteering humbles you and gives you a sense of belonging. It's a **small way to give back while building a life in a new place.**"

For those looking for a fresh start, Nad's story is a testament to the power of connection and contribution. Through volunteering, he found not only a community but also a **sense of purpose and fulfillment.**

VOLUNTEER NARRATIVES

A.J.'s Story:

Building Community, One Connection at a Time

For A.J., volunteering has been a lifelong journey. Introduced to it by his parents at a young age, A.J. started by helping at a retirement home and later found his calling mentoring youth. His story is a testament to how giving back can create ripples of positivity for individuals and the wider community.



Today, A.J. volunteers as a mentor. "Volunteering with youth is incredibly rewarding. I've had mentees tell me I feel more like a biological brother than a volunteer. Those moments remind me of the **lasting connections** we create," A.J. shared.

Spending time with his mentee often involves simple activities like building a snowman or tobogganing. For A.J., these experiences bring joy and perspective. "**Even on tough days, volunteering with kids helps me leave work stress behind**. Their enthusiasm and fresh outlook on life are infectious."

A.J. also uses his role at a radio station to support community events, emceeing banquets and participating in charity hockey games. He believes that volunteering enriches not only the lives of those served but also the volunteers themselves.

"It's a positive way to spend your time, especially if you're facing challenges. Volunteering can help shift your mindset and create opportunities."

For those unsure about volunteering, A.J. offers this advice: "**If you're stuck in a rut, giving back can change your outlook**. It's flexible, rewarding, and opens doors professionally and personally. Plus, the connections you make are invaluable."

A.J.'s story highlights the transformative power of volunteering, showing how giving just a little time can lead to profound impact and a deeper sense of community.

VOLUNTEER NARRATIVES

Shelly's Story: A Lifelong Impact Through Mentorship



When Shelly first became involved with a local Edmonton Not-for-Profit organization, it wasn't just a commitment. It was the beginning of a journey that would change lives, including her own.

What started as a simple invitation to "get involved" turned into decades of meaningful connections and profound impact.

Shelly's path began with a local fundraiser called **Bowl-a-rama**, which she covered for a cable station. Intrigued by the program's need for mentors, she decided to take a leap. "I thought, why not me? I have the energy, the time, and the passion to make a difference," Shelly recalled. Soon, she was matched with her first "Mentee," a young girl navigating life after losing her father and growing up in a cycle of generational poverty. "My goal was to break that cycle," Shelly shared. That little girl grew up, got married, and built a stable, loving family.

Shelly's story is a powerful reminder of the lasting impact of mentorship. "Volunteering isn't just about helping someone else. It's about growing together," she reflected. Her journey has been one of breaking barriers, building relationships, and proving that one person can make a lifetime of difference. **"My role is to bring joy and offer a safe, fun space for my mentees."** From birthdays to family dinners, Shelly became an integral part of her mentees' lives, forming a bond with all of them that remained strong to this day.

Her advice for anyone considering mentorship? "Take the leap. Even if it's just a few hours a month, the connections you build can change lives—yours included."

For Shelly, volunteering wasn't just about giving back. It was about creating a legacy of hope, resilience, and empowerment. Her story stands as an inspiration to anyone looking to make their time matter.

DISPELLING MYTHS ABOUT VOLUNTEERING

“Volunteering is a waste of time, we do not get paid”

While unpaid, volunteering opens doors to individuals that they never expected. Your role as a volunteer often leads to discussions about paid staff positions. Volunteering is belonging! It humbles you and makes you feel part of a community. It is a stepping stone to employment.

“You’re not investing in yourself.”

Volunteering is an investment in yourself and others, “It improves your skills, makes you grow and gives you a sense of purpose.” You realize you don’t exist alone. You exist because of your brother, your sister, your community.

“Volunteering doesn’t help my career.”

Volunteering is one of the best things you can do for your career,” It helps you build skills, expand your network, and stand out to employers.

“I don’t have time to volunteer.”

You don’t need to commit hours every week,” Even a few hours a month can make a difference—for others and for yourself.”

“Volunteering is only for certain people.”

There’s a role for everyone. Whether you’re skilled in tech, teaching, or just have a willingness to help, there’s an organization that needs you.

THE POWER OF GIVING BACK



When these individuals first began volunteering, they thought it was just a resume booster to have a chance at getting a job, or they wanted to do something meaningful and make an impact in their communities. However, what started as a practical step, **transformed** into a **life-changing journey**! One that not only shaped their career, but also **reshaped** their perspective on community, strength, and opportunities. For newcomers and job seekers in Edmonton, these stories dismantle myths about volunteering and prove that **giving back can be the bridge to belonging, growth, and employment.**

Mentoring and community involvement is a **testament** to the power of connection, growth, and the ripple effect of giving back. What began as an effort to support young people through structured mentoring programs evolved into a **transformative experience** that enriched their professional and personal lives. For those considering mentorship or volunteerism, these stories highlight how **giving time can lead to profound relationships, career development, and a deeper sense of belonging.**

Volunteering provides opportunities to develop skills that may complement your career. For instance, leadership roles, organizing events and managing teams **refines** your communication skills, problem-solving abilities, and capacity to navigate different viewpoints. It **teaches** you how to coordinate people and work with diverse perspectives. These are skills you could use every day in your job.

"**It's not just about transferring skills.** You're transferring love, care, and a sense of peace."

WHEN PURPOSE MEETS OPPORTUNITY

Even 1–2 hours a week can lead to connections and clarity

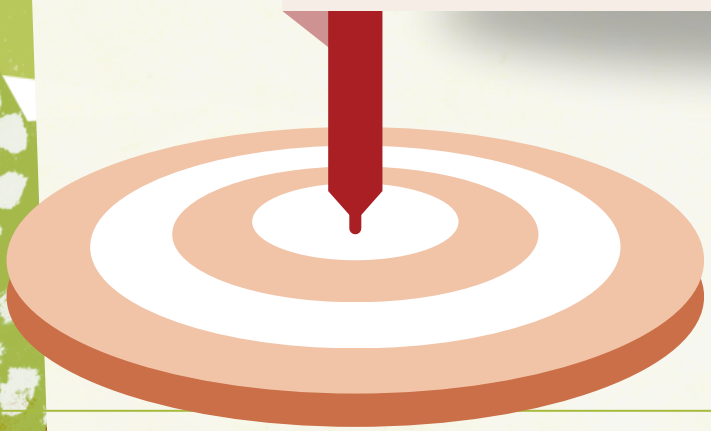
Look for roles aligned with your passion. It doesn't feel like 'work' when you care

Volunteering is about growing as a person and that's what employers value

Volunteering can lead to professional connections which will lead you to exposure and potential job opportunities

Volunteering can provide a sense of purpose and alleviate the stress of job searching, feeling isolated, and overwhelmed

See the bigger picture. It is a commitment equal to any professional or personal obligation





WORKPLACE CULTURE

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Introduction

Canada is widely recognized for its foundational values of respect for **diversity**, **equity**, and **inclusion**. These values are not merely aspirational ideals but actively shape the country's policies, social interactions, and cultural dynamics. They provide a framework for fostering **harmony** in one of the world's most diverse populations, where people of different backgrounds live, work, and thrive together.

Multiculturalism in Canada transcends policy to manifest as an everyday reality. As of 2024, **more than 22% of Canadians identify as immigrants**, illustrating the nation's openness to welcoming individuals from across the globe. This demographic diversity contributes to the richness of Canadian society, with cultural festivals, cuisines, languages, and traditions from around the globe enriching communities. In other words, immigrants and diverse communities contribute significantly to Canada's economy, bringing innovation, talent, and international connections. By valuing multiculturalism, Canada encourages **mutual understanding and respect**, laying a strong foundation for **unity in diversity.**



A commitment to **fairness and individual rights** is at the heart of Canadian values. These principles ensure that every individual, regardless of their background, has the opportunity to contribute to and benefit from Canadian society. Rooted in the Canadian Charter of Rights and Freedoms, these rights include, among others, protections against discrimination based on race, gender, religion, sexual orientation, or disability. This legal framework safeguards personal freedoms and equal opportunities, ensuring **everyone is treated with dignity.**

Canadian values also emphasize **equity and social responsibility**, reflecting the collective belief in creating an inclusive society where everyone can access resources, education, and opportunities. Canada’s values minimize societal divisions and creates a **cohesive, peaceful environment for all.**

Social programs, such as universal healthcare, are a testament to this commitment, ensuring that citizens and residents can access essential services regardless of socioeconomic status. This approach fosters a **culture of care and community**, where individuals feel supported and valued and enhances Canada’s reputation as a leader in human rights and social justice on the global stage.

In a country as diverse as Canada, shared values like **respect and inclusion** help bridge differences, fostering a sense of belonging. Therefore, Canadian values of respect for diversity, equity, and inclusion, coupled with a steadfast commitment to fairness and social responsibility, define the essence of the nation. These principles ensure that Canada not only thrives as a multicultural society but also sets an example for other nations to emulate. By embracing these values, Canada continues to build a future that is inclusive, equitable, and justice for all.

The Canadian Charter of Rights and Freedoms is the cornerstone of Canada's value system, enshrining equality and justice as non-negotiable principles. It not only protects individuals from discrimination but also mandates the government to actively promote equity and inclusion. This ensures that Canada remains a place where **diverse perspectives** and voices are celebrated and included in decision-making processes. In addition, the recognition of individual rights and freedoms empowers people to express their identities, pursue opportunities, and contribute to society fully.





This section explores the key aspects of Canadian workplace culture, including communication styles, professional etiquette, employer expectations, and workplace rights. It provides newcomers with the foundational knowledge needed to navigate their work environment confidently while fostering respectful and productive relationships with colleagues and supervisors.

Canada's vast geography and diverse population have led to the **development of distinct regional identities** across its provinces and territories. Each region boasts unique cultural, historical, linguistic, and economic traits that contribute to the rich mosaic of Canadian society. Understanding these regional differences is essential for immigrants to integrate effectively and appreciate the country's diversity. Every province and territory have its own workplace norms and understanding. Therefore, the **unwritten rules of professional environments** in Canada, is essential for career success.

Understanding Cultural, Historical, and Economic Workplace Values



Canada's **"cultural mosaic"** celebrates preserving diverse cultural identities while fostering societal integration, contrasting with the American "melting pot." This approach highlights the contributions of all communities, past and present. To understand Canada's values, we have to comprehend that Canada's "forefathers" include not only European settlers and nation-builders but also Indigenous peoples, who have lived on this land for millennia. Recognizing their contributions means honoring traditional territories and supporting Indigenous-led initiatives, engaging Indigenous leaders to share their wisdom and traditions, and **integrating Indigenous and Western knowledge for holistic solutions.**

With 78% of major companies implementing Diversity, Equity, Inclusion, and Belonging (DEI&B) programs, Canadian workplaces are increasingly reflective of this cultural mosaic. **Education and intercultural dialogue are key** to fostering inclusion. By embracing these practices, Canada honors the legacy of all its "forefathers" while building an inclusive and equitable future. Employers and community leaders can promote understanding through workshops on Canadian history, including Indigenous and newcomer contributions, and initiatives to debunk myths about marginalized groups and celebrate cultural diversity.

Why Regional Canadian Awareness Matters for Immigrants

According to the reality of each of the provinces and territories' geographical location, land richness, economy and trades, **Diversity, Equity, Inclusion and Belonging** initiatives shape modern workplaces and how employees can contribute to an inclusive work culture. Therefore, understanding local traditions and values helps build meaningful relationships and navigate cultural norms. Appreciating the unique identity of each region fosters a sense of belonging and strengthens connections within the community, while awareness of regional economic strengths can guide career choices and highlight areas of opportunity.

By embracing Canada's regional diversity and workplace culture, immigrants can enrich their integration experience and contribute to the vibrant tapestry of Canadian society. Ultimately, appreciating and adapting to Canada's diverse regions fosters a **deeper sense of belonging** and allows immigrants to contribute fully to the country's inclusive and dynamic society. Gaining knowledge about the provinces and territories plays a key role in achieving full integration. For instance:

The Prairies (Alberta, Manitoba, Saskatchewan)

1. **Cultural Traits**: Known for their agricultural heritage and tight-knit communities, these provinces celebrate diverse immigrant populations through festivals and cultural initiatives.
2. **Economic Focus**: Agriculture dominates Manitoba and Saskatchewan, while Alberta is recognized for its energy sector, particularly oil and gas.
3. **Integration Tip**: In Alberta, understanding the role of the energy industry can help newcomers relate to local communities and employment opportunities.

Atlantic Canada (Newfoundland and Labrador, Prince Edward Island, Nova Scotia, New Brunswick)

1. **Cultural Traits:** Known for their warm hospitality, the Atlantic provinces have a strong maritime culture shaped by their proximity to the ocean. Folk music, storytelling, and traditional foods like seafood chowder are integral to the region's identity.
2. **Economic Focus:** Fishing, forestry, and tourism play a significant role in the local economy, alongside growing industries like renewable energy.
3. **Linguistic Note:** New Brunswick is the only officially bilingual province, reflecting its mix of Anglophone and Francophone populations.

Quebec

1. **Cultural Traits**: Quebec is defined by its French heritage, which permeates its language, cuisine, arts, and architecture. French is the province's official language, and preserving its distinct culture is a central focus.
2. **Economic Focus**: Industries such as aerospace, technology, and hydroelectric power drive Quebec's economy.
3. **Integration Tip**: Learning French is critical for successful integration and employment opportunities in Quebec.

Ontario

1. **Cultural Traits**: As Canada's most populous province, Ontario is home to a diverse cultural mix, particularly in cities like Toronto and Ottawa. It serves as a hub for arts, finance, and multicultural events.
2. **Economic Focus**: Ontario is Canada's economic powerhouse, with a focus on manufacturing, finance, technology, and education.
3. **Integration Tip**: Networking and understanding urban cultural norms are essential for adapting to Ontario's fast-paced environment.

Northern Territories (Yukon, Northwest Territories, Nunavut)

1. **Cultural Traits**: The territories highlight Indigenous cultures, with a deep connection to the land and traditional ways of life. Community gatherings, art, and storytelling are essential aspects of life.
2. **Economic Focus**: Mining, resource extraction, and tourism are critical to the economy, but climate change is increasingly shaping the region's future.
3. **Integration Tip**: Respecting Indigenous traditions and learning about the challenges of living in remote areas are important for adapting to life in the North.

British Columbia

1. **Cultural Traits**: BC is known for its emphasis on environmental sustainability and outdoor activities. Its multicultural population is reflected in its cuisine, festivals, and arts scene.
2. **Economic Focus**: Forestry, tourism, film production, and technology are significant contributors to the economy.
3. **Integration Tip**: Embracing BC's eco-friendly lifestyle and exploring its natural beauty can help newcomers connect with locals.



Understanding Canada's regional diversity is essential for successful integration and meaningful participation in society. Each province and territory has its own unique cultural traits, economic strengths, and workplace norms that shape both social and professional interactions. By embracing local traditions, values, and industries, newcomers can build strong connections, navigate cultural expectations, and find opportunities for personal and professional growth.



Key Aspects of
Canadian Workplace Culture

Canada's workplace culture reflects its values of **respect, inclusivity, and balance**. Below are some key facets of professional etiquette in the country, mental health and work-life balance, workplace norms and Canadian Rights and laws illustrated with practical examples of companies who showcase their commitments to these values.

Professional Etiquette

Canadian workplace etiquette emphasizes:

1. **Respect and Communication**: Conversations are typically polite and non-confrontational, even when addressing sensitive issues. Direct communication is valued, but it is tempered with tact.
2. **Punctuality**: Being on time is critical. Whether for meetings, deadlines, or work start times, punctuality shows professionalism and respect for others' time.
3. **Flat Hierarchies**: While managers provide direction, collaboration and team input are often encouraged, enabling employees at all levels to contribute.
4. **Networking and Relationship Building**: Networking is key to professional growth. Canadians value personal connections and often build trust over time through consistent, positive interactions.

Example: Alberta Health Services (AHS) is committed to building a diverse and inclusive work environment that reflects the population it serves. AHS strives to create a workplace that is physically and psychologically safe for both staff and patients.

Mental Health and Work–Life Balance

Canadian workplaces increasingly prioritize mental well-being and work-life balance. Employers recognize the link between a supportive work environment and productivity.

1. **Flexible Work Policies**: Many companies offer hybrid (online and in person) work models, compressed workweeks, or job-sharing arrangements.
2. **Generous Leave Entitlements**: From paid parental leave to mental health days, employees have options to address personal needs without fear of stigma.
3. **Inclusive Wellness Initiatives**: Organizations frequently provide access to Employee Assistance Programs (EAPs), workshops on stress management, and workplace wellness programs.

Example: **Bell Canada**: Through its "Bell Let's Talk" initiative, the company has invested millions in workplace mental health programs, including employee training on recognizing mental health challenges and fostering supportive dialogues.

Workplace Norms in **CANADA**



Dress Codes

Dress codes in Canadian workplaces **vary significantly** by industry. In Alberta, formal sectors such as finance, law, and government generally require **business professional attire**, including suits and polished shoes. In contrast, industries like technology, agriculture, and oil and gas tend to adopt more **casual or functional attire** suited to their environments. Observing and adapting to specific workplace culture is key, as organizations may allow flexibility for casual dress days such as "Jeans Friday" or location-specific requirements.

Time Management and Communication



In Alberta, punctuality is very important and is a valued professional trait, reflecting respect for others' time. Meetings are **collaborative and results-focused**, with opportunities for open dialogue and constructive feedback. Written communication such as emails or reports should be **concise and professional**, aligning with Canadian norms of politeness and clarity. These practices foster effective collaboration, especially in Alberta's diverse industries such as energy, technology, and agriculture.

Onboarding Norms

1. Probation Periods	2. Orientation and Training	3. Performance Evaluations
Many employers implement a probationary period, usually lasting **3 to 6 months.** This period allows employers to evaluate the new employee's performance and ensure a good fit while providing the employee with an opportunity to adapt to the role.	Onboarding programs in Alberta often include structured orientation sessions, safety training (especially in industries like oil and gas), and introductions to workplace policies and tools.	Formal and informal check-ins during the probation period and beyond are standard. Employers often provide clear expectations and ongoing feedback to support employee growth.

Soft Skills in Canadian Workplaces

Soft skills are **critical** in workplaces across Alberta and Canada, where collaboration, adaptability, and strong interpersonal skills often make a significant impact on career success. Key soft skills include:

Communication

Clear and respectful communication is foundational. This includes active listening (looking at people's eyes when speaking with them, listening intently, etc.), the ability to articulate ideas effectively, and the willingness to provide or accept feedback. In Alberta's diverse workplaces, communication often bridges cultural and professional gaps, making it a vital skill.

Adaptability

Economic changes in Alberta, such as fluctuations in the energy sector, demand employees who can adjust quickly to new roles, responsibilities, and challenges. Adaptable employees can shift effectively, learn new technologies, or embrace evolving workplace norms.

Collaboration

Teamwork is essential in industries such as energy, agriculture, and technology. Alberta workplaces value individuals who contribute meaningfully to team goals, resolve conflicts constructively, and foster positive dynamics among colleagues.

Emotional Intelligence

Empathy, self-awareness, and interpersonal skills are increasingly valued as workplaces prioritize inclusion and respect. Employees with strong emotional intelligence can navigate complex workplace relationships and contribute to a supportive environment.

Canadian Laws and Rights:

Employment Rights in Alberta

Protection Against Discrimination: Anti-Discrimination Laws in Alberta

In Alberta, workers are safeguarded from discrimination in the workplace under the **Alberta Human Rights Act**. This legislation prohibits employers, unions, and employment agencies from discriminating against employees or job applicants based on certain protected grounds.

Protected Grounds of Discrimination

The Alberta Human Rights Act identifies 15 protected grounds:

1. Race	2. Religious beliefs	3. Color
4. Gender (including pregnancy and sexual harassment)	5. Gender identity and gender expression	6. Physical disability
7. Mental disability	8. Age (18 and older)	9. Ancestry
10. Place of origin	11. Marital status	12. Family status
13. Source of income	14. Sexual orientation	15. Criminal convictions (if unrelated to employment and considered a protected ground under specific circumstances)

Examples of Discrimination

1. **Gender Discrimination**: Refusing to promote a qualified employee because they are pregnant.
2. **Disability Discrimination**: Failing to accommodate an employee with a disability, such as not providing necessary ergonomic equipment or accessible facilities.
3. **Age Discrimination**: Terminating an older employee based on their age rather than their job performance.
4. **Religious Discrimination**: Denying an employee reasonable accommodations for religious practices, such as flexible scheduling for prayer times.
5. **Sexual Harassment**: Creating a hostile work environment through inappropriate jokes, comments, or behavior of a sexual nature.

Obligations for Employers

Employers must take proactive steps to ensure an inclusive and respectful workplace, such as:

1. Implementing anti-discrimination policies.	2. Providing diversity and inclusion training.	3. Accommodating employees to the point of undue hardship, meaning adjusting working conditions or expectations to address the specific needs of an individual.

Examples of Alberta Human Rights Case Law

Case: Disability and Termination
An employee who was terminated after disclosing a mental health condition successfully argued that the employer failed to accommodate their disability. The tribunal awarded compensation and required the employer to undergo anti-discrimination training.



Celebrating Holidays and **Cultures**

Canada's rich cultural diversity is reflected in its **variety of holidays** and observances, making it a welcoming environment for people from all over the world. **National holidays** like Canada Day, Thanksgiving, and Remembrance Day are celebrated nationwide. However, there are also **region-specific holidays**, such as Natal Day in Nova Scotia or Family Day in parts of Ontario, Alberta, and Saskatchewan. These holidays offer opportunities for workers to celebrate both their Canadian identity and regional traditions.

In addition to public holidays, Canadian workplaces are increasingly recognizing cultural and religious holidays from around the world. This reflects the country's inclusivity and respect for its multicultural makeup. Many employers provide **flexible holiday policies**, allowing employees to take time off for religious or cultural celebrations like Diwali, Lunar New Year, Ramadan, Eid El Adha, or Hanukkah. Furthermore, workplaces encourage employees, especially those new to Canada, to share their traditions with coworkers, promoting a **richer cultural exchange** and helping to foster a sense of belonging.

Examples of Alberta's Statutory Holidays are

January 1
– New Year's Day

Third Monday in February
– Alberta Family Day

Friday before Easter Sunday
– Good Friday

Last Monday before May 25
– Victoria Day

July 1
– Canada Day

First Monday in September
– Labour Day

Second Monday in October
– Thanksgiving Day

November 11
– Remembrance Day

December 25
– Christmas Day

Optional Holidays

Monday after Easter Sunday
– Easter Monday

First Monday in August
– Heritage Day

September 30
– National Day for Truth and Reconciliation

December 26
– Boxing Day

Mindfulness of **Other Cultures**

One of the pillars of Canadian workplaces is **respect for cultural differences**. Understanding that employees' communication styles, dietary preferences, religious practices, and social norms may vary greatly is key to building an inclusive and harmonious work environment. For instance, some cultures may prefer indirect communication, while others may value directness, and this should be acknowledged and respected in workplace interactions.

Dietary preferences or restrictions based on religion or culture are also an important consideration in many workplaces, especially during team events or meals. Employers can provide **culturally inclusive options**, such as vegetarian, halal, or kosher food, ensuring that everyone feels respected and valued.

Religious observances, such as fasting during Ramadan or observing the Sabbath, should also be taken into account, with flexible work hours or schedules where possible. Recognizing these differences and **fostering a culture of understanding** can contribute to stronger collaboration and trust among a diverse workforce.

Promoting Cultural Sensitivity Training

Cultural sensitivity training is an essential tool for fostering inclusive workplaces. It equips employees with the knowledge and skills to navigate diverse interactions, prevent misunderstandings, and build stronger working relationships.
By incorporating structured programs, organizations can create a more respectful and collaborative work culture, improve cross-cultural communication and reduce biases, increase awareness of unconscious biases that may affect workplace interactions, and encourage **empathy and understanding** among employees.

Examples of Training Topics

1. ***Recognizing and addressing microaggressions.***
2. ***Understanding different cultural work ethics and expectations.***
3. ***Improving intercultural conflict resolution skills.***

In conclusion, this guide has explored the essential aspects of Canadian workplace culture, emphasizing the country's deep-rooted values of diversity, equity, inclusion and belonging. From understanding regional differences to navigating professional etiquette, mental health support, and anti-discrimination laws, the resource highlights how Canada's workplaces reflect its **commitment to fairness and respect**. By recognizing the unique cultural, historical, and economic traits of each province and territory, newcomers can better integrate, build meaningful connections, and thrive in their careers.

Key takeaways include the **importance of soft skills** like communication and adaptability, the **role of employers in fostering inclusive environments**, and the legal protections that safeguard workers' rights. Real-world examples, such as Bell Canada's mental health initiatives and Alberta Health Services' diversity efforts, demonstrate how Canadian workplaces actively uphold these values. Additionally, **celebrating cultural holidays and promoting sensitivity training** further enrich professional environments, ensuring everyone feels valued and respected.

Ultimately, Canada's strength lies in its **ability to unite people** from all backgrounds under shared principles of respect and collaboration. By embracing these values, along with regional nuances and workplace norms, newcomers can successfully navigate their professional journeys while contributing to the vibrant, inclusive society that defines Canada. Whether through networking, continuous learning, or cultural exchange, every step taken toward understanding and adaptation helps build **a more connected and equitable future for all.**



Resource List

1. Alberta Human Rights Commission: Provides resources on anti-discrimination laws, filing complaints, and workplace accommodations.

- Alberta Human Rights Commission
- Filing a Complaint

2. Canadian Human Rights Commission: Offers information on discrimination at the federal level and provides additional resources for filing complaints.

- Canadian Human Rights Commission

3. Employment Standards Resources: Covers Alberta's employment laws, including discrimination and workplace rights.

- Employment Standards in Alberta

4. Occupational Health and Safety (OHS): Ensures safe and harassment-free workplaces.

- OHS Resources

5. Pro Bono Legal Services: For immigrants or workers requiring legal assistance.

- Calgary Legal Guidance
- Edmonton Community Legal Centre
- Alberta General Holidays (alberta.ca)

6. Cultural Awareness: Recognizing and respecting cultural differences is key to Canadian workplaces.

- **Diverse Practices**: Acknowledge diverse communication styles, dietary needs, and religious practices. Diversity and Inclusion in Canadian Workplaces | Canadian Immigrant

7. Sensitivity Training: Employers should promote cultural sensitivity training to support diverse teams.

- **Workplace Culture Trends**: For insights into current workplace culture trends, refer to the article "5 Workplace Culture Trends for Companies to Watch in 2024" by Great Place To Work® Canada.

Additional Resources

- Newcomers' Guide to Working in Alberta - alis
- Your First 2 Weeks at Work - alis
- Employment Standards Alberta: Probation Period Information
- Alberta Occupational Health and Safety: Onboarding Guidelines
- Government of Alberta: Workplace Training Programs
- Achieve Balance in Your Remote Workplace - alis
- Manage Change and Transitions - alis
- Government of Alberta: Effective Workplace Communication
- Government of Alberta: Workplace Training Programs
- Use Microaffirmations to Improve Workplace Relationships - alis
- Government of Canada – Building Inclusive Workplaces
- CCDI (Canadian Centre for Diversity and Inclusion) Training Programs
- Diversity and Inclusion Training by Great Place to Work Canada

Canadian Centre for Occupational Health & Safety – Workplace Diversity and Inclusion

- HRPA – Best Practices for an Inclusive Workplace
- Diversity Works – Guide to Inclusive Workplaces
- The Canadian Workplace Culture Index – Inclusion Strategies
- Deloitte – The Inclusion Imperative

Edmonton Local
IMMIGRATION
PARTNERSHIP

Keep building connections and giving back—it opens doors you never saw coming



Edmonton Local IMMIGRATION PARTNERSHIP

EMPLOYMENT RESOURCE GUIDE Part 3 of 4

ENTREPRENEURSHIP OPPORTUNITIES

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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Judy Günther
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Harnoor Dhaliwal
Julie Nurmi
Hildy Perez-Robie
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Fatimah Dini
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Ezra Banoba
Eric VanSpronsen
Emelie Bassi
Dr Chris Chukwuma
Doug Piquette
Carol Sun
Cashmir Jighere
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Thamsanqa Bhebhe
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Michael Farr
Marie-Belle Sawma
Mark Zielke
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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

There is something powerful about having an idea—and the courage to bring it to life. For many people in Edmonton, especially newcomers, entrepreneurship is not just a career path—it is a **declaration of possibility, independence, and hope.**

Whether you dream of opening a café, launching a tech start-up, or offering your professional services as a consultant, this Part 4: Entrepreneurship Opportunities is designed to support you. This section of the Employment Resource Guide walks you through the **essential steps** of starting and sustaining a business in Alberta, from registering your company and understanding licensing requirements to exploring funding programs and immigration supports for entrepreneurs.

We understand that building a business in a new country or province can feel overwhelming. That is why this section breaks things down clearly and practically—with real tools, links, and local resources to help you move forward with **confidence**.

This part of the guide also celebrates the **entrepreneurial spirit** in Edmonton—a city filled with innovation hubs, collaborative networks, and programs designed to nurture bold ideas. Whether you are just getting started or ready to scale, you will find that you are not alone. There is a community here ready to support you.



HOW TO USE THIS PART OF THE GUIDE

This section is laid out to follow the natural stages of starting a business, with practical resources along the way:

Laying the Foundation

Begin by understanding what it takes to legally and successfully start a business in Alberta. We cover:

- Choosing your structure (sole proprietorship, partnership, or corporation)
- How to register your business name and apply for necessary licenses
- Where to go for business planning support, market research, and mentorship

Entrepreneurship and Immigration

This part outlines federal and provincial immigration programs that support entrepreneurs. You will learn about:

- The Start-Up Visa Program
- The Owner-Operator pathways
- The Alberta Advantage Immigration Program (AAIP) for entrepreneurs
- Key eligibility requirements and links to updated government resources

Funding, Grants, and Financial Supports

We provide a comprehensive list of funding opportunities for new businesses, including:

- Grants from Alberta Innovates, the federal government, and local partners
- Small business loan programs
- How to write a source letter and where to get support with financial planning

Local Networks and Resources





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For those with an **entrepreneurial mindset**, starting a business in Canada presents exciting opportunities, but the process can be complex without the right guidance.

This section outlines the essential steps for launching a business, including business registration, licensing requirements, and financial support available to entrepreneurs. It is designed to help newcomers understand how to turn their **business ideas** into reality while navigating legal and regulatory frameworks.

Beyond the technical steps of business setup, this portion of the guide explores available funding and grant opportunities, networking resources, and industry trends that can help entrepreneurs establish and grow their businesses. Whether readers are looking to launch a small local enterprise or scale a larger business, they will find **practical tools and information to support** their entrepreneurial journey.

Introduction

Entrepreneurship Opportunities

1

NOC Codes for Entrepreneurs

What is the NOC for you?

For entrepreneurs in Canada, the NOC Code system still plays a role in defining specific job roles related to entrepreneurship, though it's generally more applicable to certain business-related professions rather than the entrepreneurial role itself. Here's a breakdown:

1 NOC Codes for Self-Employed People:

While there isn't a specific NOC code for the general "entrepreneur" role (since entrepreneurs can span across various industries and job titles), there are related NOC codes for **self-employed individuals** who own or operate businesses. ***These may include jobs such as:***

a. **Small Business Owners**
b. **Business Managers**
c. **Consultants**
d. **Freelancers** in various industries (e.g., marketing, technology, consulting)

These positions fall under a range of categories and can be grouped as **management occupations** or **professional occupations** depending on the nature of the business and its activities.

2 Examples of Entrepreneur-Related NOC Codes:

NOC Code	Occupation
NOC 0124	Advertising, Marketing, and Public Relations Managers
NOC 0711	Construction Managers (for entrepreneurs in construction)
NOC 1122	Professional Occupations in Business Services to Management (for business consultants or advisors)
NOC 1311	Accountants (for entrepreneurs in finance or accounting services)

3 NOC Code Use for Entrepreneurs:

Immigration: Entrepreneurs applying for immigration to Canada (e.g., through the Start-up Visa Program) may need to demonstrate they meet specific criteria linked to their business and occupation. Although there's no "entrepreneur" NOC code per se, their role and qualifications are categorized by the type of business they run or manage.

Job Search: If an entrepreneur wants to search for roles in a similar business or managerial field (e.g., looking for consulting opportunities, starting a business, or hiring), NOC codes help categorize the skills and tasks involved in running the business.

Government of Canada NOC Tool

The NOC tool is the official and primary resource for finding NOC codes.
Website: National Occupational Classification Tool
How to Use:

a. Enter your job title or keywords related to your occupation in the search bar.
b. Refine the search by matching your job responsibilities and duties with the descriptions provided.
c. Review the "TEER" (Training, Education, Experience, and Responsibilities) category associated with your code.

Note: *This tool is regularly updated, so ensure you use the latest version for accuracy.*

IRCC NOC Guidance Page

For immigration purposes, specific NOC codes are often required based on the type of visa or program you're applying for, such as Express Entry or Provincial Nominee Programs (PNPs).
Website: IRCC NOC Page
IRCC Website: For immigration-specific information, use the IRCC NOC guidance page.
How to Use:

1. Visit the page to learn which NOC categories (e.g., TEER 0, 1, 2, or 3) are eligible for immigration programs.
2. Confirm if your occupation matches the eligibility criteria for your application type.

Provincial or Territorial Websites

Provinces often have programs under the Provincial Nominee Program (PNP) that rely on NOC codes.

- Visit the immigration section of the province or territory's website if you're interested in finding NOC-specific guidance for their programs.

Employment Resources

Many employment resources, such as job search websites or career counseling platforms, reference NOC codes for guidance. If you're unclear about your NOC, these resources can help match your skills and job title.

2

Registrations for Business Licences

Steps to Register a Business Licence in Alberta

1 Choose a Business Structure

Decide if you'll operate as a sole proprietor, partnership, or corporation. Determine the type of business structure that best suits your needs:

- **Sole Proprietorship**: The simplest structure with minimal regulatory requirements. You are personally liable for the business.
- **Partnership**: Involves two or more individuals sharing profits, responsibilities, and liabilities.
- **Corporation**: A separate legal entity offering limited liability protection but requiring more compliance and formalities.

Each structure has distinct implications for taxation, liability, and regulatory requirements, so choose wisely based on your business goals.

2 Register the Business Name:

Use Alberta's Corporate Registry Services.

- If you're not operating under your own personal name, you need to register your business name.
- Visit Alberta's **Corporate Registry Services** to search for and register your business name.
- Ensure the name is unique and not already in use by another entity in Alberta.
- You can register at a local registry agent office or through authorized online services.

Obtain a **Business Number (BN)** from the Canada Revenue Agency (CRA) for tax and payroll purposes.

3 Apply for a Licence with Your Municipality:

Depending on your location and the type of business, you may need a municipal business licence. Each municipality has its own application process and requirements.

A. Edmonton: Apply here for city business licenses.

1. Apply online through the City of Edmonton's Business Licence platform.
2. Certain businesses, such as those dealing with food, personal services, or trades, may need additional inspections or permits.
3. Check the City of Edmonton's guidelines for specific industries.

B. Calgary: Use Calgary's MyBusiness portal.

1. Use Calgary's **MyBusiness portal** to apply for a business licence.
2. The portal provides step-by-step guidance tailored to the type of business you're starting.
3. Depending on your industry, you may need supplementary permits or inspections, such as building or fire safety approvals.

4 Understand Additional Licensing Requirements

- Some industries require provincial or federal licences in addition to municipal licences. For example:
  - Businesses dealing with alcohol, cannabis, or gaming require approvals from the Alberta Gaming, Liquor & Cannabis (AGLC).
  - Transportation businesses might need permits from Alberta Transportation.
- Consult with Alberta's OneStop Business Registration Service to identify any additional licences or permits applicable to your business.



5 Maintain Compliance

- Keep your business licence up to date by renewing it annually or as required by your municipality.
- Update your information if your business address, structure, or operations change.
- Stay informed about regulations affecting your industry to avoid penalties or disruptions.

3

Registrations for Business Permits

Some businesses require additional permits depending on the industry and municipality. Starting a business in Alberta often requires obtaining specific permits and licenses, depending on the nature of the business and its location. These permits ensure that your business complies with local, provincial, and federal regulations. Below are the key categories of permits you might need:

Common Permits in Alberta

1 Zoning & Development Permits

Check local bylaws for land-use permissions.

a. **Purpose:** Zoning and development permits ensure that your business activity aligns with the designated land use in your municipality.
b. **Key Steps:**
   i. Check local zoning bylaws to confirm that your intended business activity is permitted in your chosen location.
   ii. Contact your municipal office or planning department to apply for the necessary permits.
c. **Examples of considerations:**
   i. Residential vs. commercial zoning.
   ii. Parking requirements.
   iii. Noise restrictions.
   iv. Signage regulations.

2 Health Permits

For food-related businesses, consult Alberta Health Services (AHS Business Permits).

a. **Purpose:** Health permits are mandatory for businesses involved in handling food, beverages, or personal care services to ensure public health and safety.
b. **Key Steps:**
   i. Reach out to Alberta Health Services (AHS) to determine the specific health permits required for your business.
   ii. Undergo inspections and training as required by AHS regulations.
c. **Examples of businesses requiring health permits:**
   i. Restaurants, cafes, and food trucks.
   ii. Daycare centers and senior care facilities.
   iii. Hair salons and tattoo parlors.

3 Specialized Industry Permits

Refer to the BizPal tool for a comprehensive list of permits tailored to your business.

a. **Purpose:** Certain industries require specific permits tailored to their unique operational needs or regulatory requirements.
b. **Key Steps:**
   i. Use the BizPal tool (an online resource) to identify the permits and licenses needed for your specific business type and location.
   ii. Follow the instructions provided to apply for each permit.
c. **Examples of industries requiring specialized permits:**
   i. Construction and trades (e.g., building permits, contractor licenses).
   ii. Transportation (e.g., taxi licenses, logistics operations).
   iii. Cannabis retail or production.
   iv. Alcohol sales (e.g., liquor licenses).

4 Why Are Permits Important?

Legal Compliance: Operating without the required permits can result in fines, penalties, or even business closure.

Consumer Trust: Proper licensing shows customers that your business meets safety and ethical standards.

Operational Smoothness: Being fully licensed reduces the risk of unexpected legal or regulatory hurdles.

5 Resources for Assistance

1. Local Municipal Offices: For zoning and development-related queries. Each municipality has its website where you can find zoning and development permit information. Example:

a. City of Calgary (Zoning & Development): https://www.calgary.ca
b. City of Edmonton (Zoning Bylaws): https://www.edmonton.ca
c. If you are in a different municipality, search for your local government's website by typing "zoning permits [your city/town name]" in a search engine.

2. Alberta Health Services: For health permit information and inspections.

- Health permits and requirements for food-related businesses, personal care services, and more.
- Website: https://www.albertahealthservices.ca/eph/Page8302.aspx

3. BizPal: A government-backed tool to streamline the process of identifying and applying for necessary permits.

- A tool to identify and apply for business permits and licenses based on your industry and location.
- Website: https://bizpal.alberta.ca

4

Resource Links for Business Insurance

Business insurance is a critical component of running a successful operation. It safeguards your organization, employees, and assets from unforeseen risks, such as property damage, liability claims, and interruptions in business activities. To help you navigate your options, here are some essential resources and tips for finding the right coverage:

Key Insurance Providers and Resources:

1 Insurance Bureau of Canada: www.ibc.ca

The IBC is a national industry association representing Canada's private property and casualty insurers. Their website offers comprehensive resources on business insurance, including information about types of coverage, FAQs, and guidance for small businesses.

2 Small Business BC Insurance Guide: smallbusinessbc.ca

Small Business BC provides a detailed guide tailored to small business owners. It explains various types of insurance policies, such as liability, property, and business interruption insurance, helping you make informed decisions.

3 Local Providers and Brokers: Contact local brokers such as AMA Insurance (www.ama.ab.ca)

Many local insurance providers and brokers specialize in business insurance. Working with a local broker can be advantageous as they understand regional regulations and market conditions. Some trusted options include:

a. **AMA Insurance (Alberta Motor Association)**: Offers a range of insurance products, including commercial coverage tailored to small businesses.

Website: www.ama.ab.ca

Other brokers: Contact local insurance firms in your area to compare quotes and find coverage that suits your business needs.

Tips for Choosing Business Insurance:

Assess Your Risks	Identify the specific risks associated with your industry and operations. For instance, a restaurant might prioritize liability and property insurance, while a consulting firm might focus on professional liability coverage.
Compare Policies	Obtain quotes from multiple providers to ensure competitive pricing and comprehensive coverage.
Understand the Fine Print	Review policy exclusions, coverage limits, and deductibles to avoid surprises in the event of a claim.
Consider Bundling	Some insurers offer discounts for bundling different types of coverage, such as property and liability insurance.
Seek Expert Advice	A licensed broker can provide personalized recommendations based on your business profile and budget.

5

Creating a Source Letter

A source letter is an essential document that confirms the financial backing for your business. It serves as evidence of your funding sources and is often required when applying for grants, loans, or other financial assistance.

How to Create a Source Letter:

1 Understand the Purpose of a Source Letter

The primary goal of a source letter is to demonstrate to lenders, investors, or grant providers that your business has secure financial backing. This assures stakeholders that you have the necessary resources to execute your business plans or meet the financial requirements of the funding opportunity.

2 Key Elements to Include in a Source Letter

a. Specify the Source of Funds: Clearly identify where the funds are coming from. This could include:

a. Personal savings.
b. An investor or partner.
c. A loan or line of credit from a financial institution.

b.Detail the Amount of Funding:

1. State the exact amount of financial support being provided by each source. Break this down if multiple sources are contributing to the total funding.

c. Outline the Nature of the Funds:

Indicate whether the funds are a gift, loan, or investment. If the funds are a loan, include terms such as the interest rate, repayment schedule, and any collateral requirement

3 Attach Supporting Documents

To validate your claims, include relevant documentation, such as:

a. Recent bank statements showing the availability of personal funds.
b. Proof of assets, such as property deeds, stock certificates, or other investments.
c. A signed agreement with an investor or lender detailing their commitment.



4 Use Professional Language and Formatting

Your source letter should be clear, concise, and professional. It should follow a formal business letter format and include:

a. Your name and contact information.
b. The date of the letter.
c. The name and contact information of the recipient (e.g., grant organization, lender).
d. A clear subject line, such as "Confirmation of Financial Resources."

5 Seek Professional Guidance

To ensure accuracy and compliance with any legal or financial requirements, consider enlisting the help of a professional:

a. **Accountants** can verify financial details and ensure all figures are accurate.
b. **Lawyers** can draft or review the letter to ensure it meets legal standards and protects your interests.

Example Template for a Source Letter

Here's a sample structure:

[Your Name]
[Your Address]
[City, Province, Postal Code]
[Email Address] | [Phone Number]

[Date]

[Recipient Name/Organization Name]
[Address]
[City, Province, Postal Code]

Subject: Confirmation of Financial Resources

Dear [Recipient Name],

I am writing to confirm the financial resources available to support **[Business Name]** as part of the application for **[Grant/Loan/Other Funding Opportunity]**.

The total funds secured for this initiative amount to **[total amount]**, sourced from the following:
[**Source #1: Description and amount].**
[Source #2: Description and amount].

Supporting documents, including **[list documents],** are enclosed for verification purposes.

If additional information is required, please do not hesitate to contact me at **[phone number]** or **[email address]**.

Sincerely,

Signature

[Your Full Name]
[Title, if applicable]

6

Guides to Grants and Funding for Entrepreneurs

Navigating the world of grants and funding can seem overwhelming, but it's a crucial step for entrepreneurs and business owners looking to grow their ventures. Understanding the resources available and how to access them can make a significant difference in securing financial support. Below are some key grants and funding programs, along with tips on how to maximize your chances of success.

Key Grants & Funding Resources:

1 Alberta Innovates

Supports tech-focused businesses. Visit albertainnovates.ca.

a. Focus	Supports businesses with a strong emphasis on technology, innovation, and research.
b. Offerings	Funding, networking opportunities, and advisory services for startups and scale-ups.
c. Programs Include	1. **Entrepreneurial Investment Program:** Provides funding to startups for early-stage development. 2. **Smart Agriculture and Food Innovation:** Supports advancements in agri-tech and food production.
d. How to Apply	Visit Alberta Innovates to explore their programs and application requirements.
e. Pro Tip	Strong proposals align with Alberta Innovates' focus on tech-driven innovation. Clearly outline your project's impact and scalability.

2 Canada Small Business Financing Program

Visit Innovation Canada.

a. Focus	Helps small businesses access loans for purchasing equipment, renovating property, or other operational needs.
b. Offerings	Canadian-based businesses generating less than $10 million in annual revenue.
c. Programs Include	1. Secures up to $1 million in financing. 2. Loan guarantees reduce lender risk, making it easier for businesses to qualify.
d. How to Apply	Applications are processed through financial institutions. Learn more at Innovation Canada.
e. Pro Tip	Maintain strong financial records and a well-structured business plan to improve your chances of approval.

3 Government of Alberta Grant

Explore funding options at alberta.ca/business-grants.aspx.

a. Focus	Provides various funding options for businesses in Alberta, covering sectors like agriculture, energy, and technology.
b. Offerings	Canadian-based businesses generating less than $10 million in annual revenue.
c. Programs Include	1. **Alberta Export Expansion Program (AEEP):** Assists businesses in expanding to international markets. 2. **Job Creation Student Hiring Incentive:** Supports employers hiring students for work-integrated learning.
d. How to Apply	Visit Alberta Business Grants for a comprehensive list of available opportunities.
e. Pro Tip	Stay updated on grant deadlines and tailor applications to highlight job creation, economic growth, or other community benefits.

4 BDC (Business Development Bank of Canada)

Financing and advisory services for entrepreneurs (www.bdc.ca).

a. Focus	Offers financial and advisory services to Canadian entrepreneurs at all stages of business development.
b. Services Include	1. Loans for purchasing equipment, real estate, or working capital. 2. Growth equity and venture capital investments for innovative businesses. 3. Expert consulting on strategy, marketing, and operational efficiency.
c. How to Access	Explore their offerings at BDC.
d. Pro Tip	BDC prioritizes businesses with strong growth potential. Demonstrate how their support will enable significant advancements.

Tips for Success

Know Your Needs	Understand your business's financial requirements and which funding sources align with your goals.
Tailor Applications	Customize each grant application to highlight how your project aligns with the funder's priorities.
Keep Records	Ensure your financial statements, business plans, and other documentation are up-to-date and professional.
Leverage Resources	Many organizations, such as local chambers of commerce or business incubators, offer free guidance on navigating grant applications.

7

Edmonton Local Immigration Partnership (ELIP) Resources for Small Businesses/Startups

Key Partnerships for Small Business and Startup Support:

1. Edmonton Unlimited:
- Offers resources for innovation and startups, including accelerator and incubator programs.
- **Contact**: www.edmontonunlimited.com

2. ERIN (Edmonton Region Immigrant Employment Network):
- Provides immigrant-focused employment and business resources.
- **Contact**: erin.ca

3. EED (Explore Edmonton Development):
- Supports entrepreneurs through marketing and event opportunities.
- **Contact**: exploreedmonton.com

4. Business Link Alberta:
- A hub for business advice, market research, and startup guidance.
- **Contact**: businesslink.ca

5. MNP:
- Accounting and advisory services for startups and small businesses.
- **Contact**: www.mnp.ca

6. BDC (Business Development Bank of Canada):
- Financing and guidance for entrepreneurs.
- **Contact**: www.bdc.ca

7. Futurepreneur Canada:
- Focuses on funding and mentoring for young entrepreneurs.
- **Contact**: www.futurepreneur.ca

8

Accelerator and Incubator Programs

1. Edmonton Unlimited:

- **Programs**:
  - **Accelerator Program**: Offers mentorship, networking, and funding opportunities.
  - **Incubator Program**: Provides resources and space for startups to grow.
- **Contact**: www.edmontonunlimited.com

2. Edmonton Regional Innovation Network (ERIN)

3. Edmonton Business Diversity Network (EBDN)

4. Business Link

5. Platform Calgary:

- **Programs**:
  - **Launchpad Accelerator**: Ideal for scaling startups.
  - **Startup Launch Program**: For early-stage businesses.
- **Contact**: www.platformcalgary.com

Edmonton Local
IMMIGRATION
PARTNERSHIP

Your voice and presence matter in every workplace—never dim your light.

Edmonton Local IMMIGRATION PARTNERSHIP

EMPLOYMENT RESOURCE GUIDE Part 4 of 4

EMPLOYER RESOURCES

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!
Mirande Alexandre
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Nicole Wong
Mini Obiaga
Shilpa Raut
Sahana Parameswara
Esuvat Mollel
Segen Berhane
Oge Ilure
Onibonile Mathe
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Doug Piquette
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Jason Courtepatte
Joanne Swensrude
Hildy Perez-Robie
Julie Nurmi
Harnoor Dhaliwal
Linda Guenther
Judy Sillito
Kendall Zielke
MarieMark Chaney
Michael Farr
Marianbelle Sawma


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

Behind every great workplace is a leader who dared to ask: **How can we do better—for everyone?**

Part 4 of 4: The Employer's Corner is a space designed for Edmonton's employers—big and small—who are ready to strengthen their hiring practices, broaden their reach, and build inclusive workplaces that reflect the **diversity** of our city.

In today's labour market, the competition for skilled talent is high. Yet across Edmonton, there remains a rich, untapped pool of newcomers, racialized professionals, and individuals with international experience who are eager to contribute. This section of the guide helps employers see and access that talent more effectively.

Whether you are creating your first job posting, refining your onboarding experience, or taking meaningful steps to remove bias from your recruitment process—this part of the guide provides tools, strategies, and examples that work. It is practical, honest, and shaped by conversations with local businesses, employment service providers, and community leaders who believe that **inclusion is not a buzzword—it is a business imperative.**

HOW TO USE THIS PART OF THE GUIDE

This section is structured to help you reflect, take action, and grow your organization's capacity to attract and retain diverse talent.

Rethink the Job Description

We begin by challenging traditional job postings, which often unintentionally limit who applies. You will find:

- Tips on writing inclusive and accessible job descriptions
- Examples of bias-free language
- Suggestions on what to include (and what to leave out) to encourage more diverse applicants

Inclusive Hiring Practices

This part offers a step-by-step look at recruitment—from outreach to interviews—through a lens of equity. Topics include:

- Where to post your jobs to reach underrepresented communities
- How to make interviews more inclusive and culturally responsive
- Assessing qualifications in ways that honour international education and experience

Employer Spotlights and Community Connections

Throughout this section, we feature local employers who are leading by example and share resources you can partner with, such as:

- Edmonton Region Immigrant Employment Council (ERIEC)
- Local service providers offering DEI training and supports
- Highlights of tax incentives and workforce development grants



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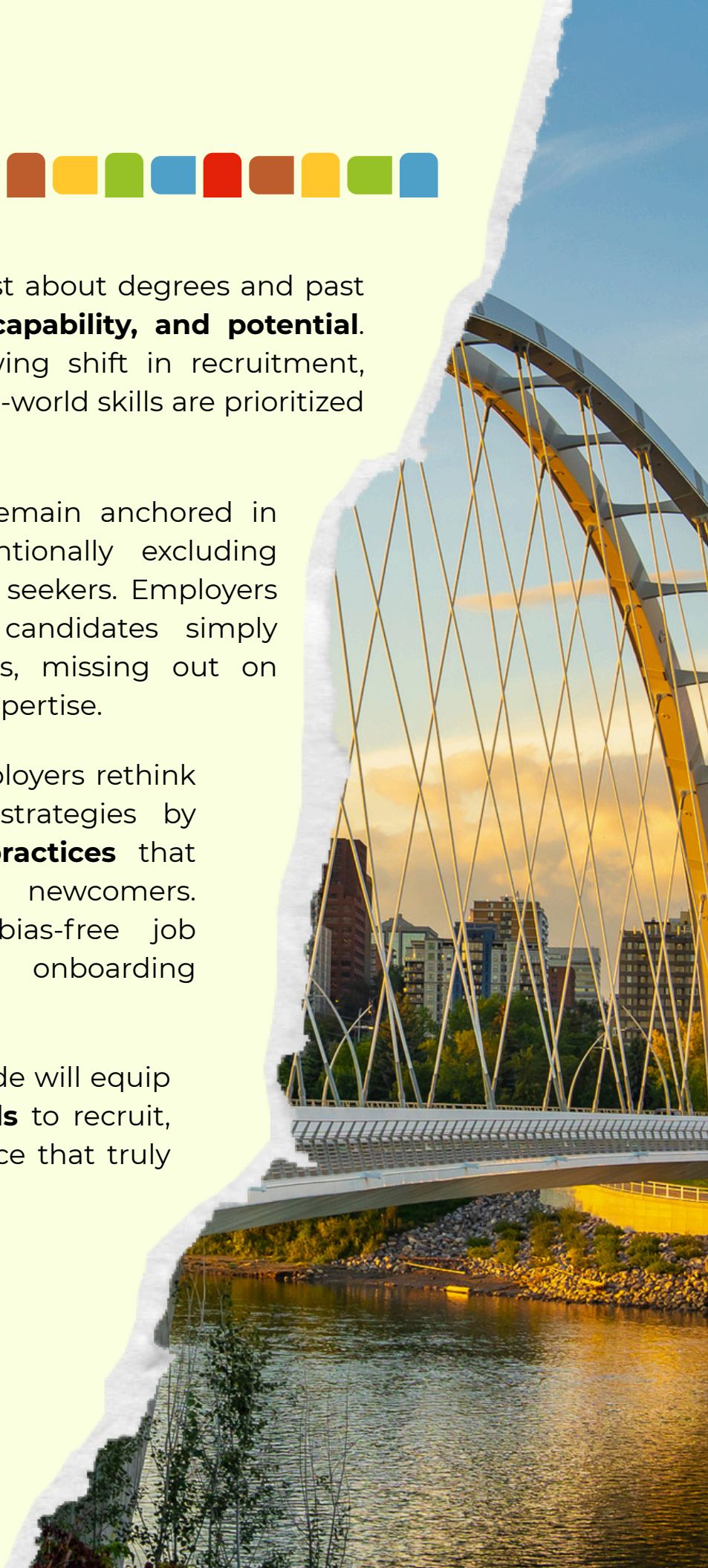
Introduction

Hiring the right talent isn't just about degrees and past employers, it's about **skills, capability, and potential**. This mindset reflects a growing shift in recruitment, where practical ability and real-world skills are prioritized over traditional credentials.

Yet, many hiring practices remain anchored in outdated templates, unintentionally excluding diverse and highly skilled job seekers. Employers often overlook exceptional candidates simply because of linguistic barriers, missing out on untapped talent with global expertise.

This section aims to help employers rethink recruitment and retention strategies by adopting **inclusive hiring practices** that attract and support skilled newcomers. From writing clear and bias-free job descriptions to developing onboarding strategies

that foster belonging, this guide will equip employers with **practical tools** to recruit, retain, and support a workforce that truly reflects the diversity of Alberta.



"How Can I Make My Employment Description Better?"

To answer this, employers need to understand what makes a job description more effective, accessible, and inclusive. The focus should be on clarity, inclusivity, and alignment with business outcomes while attracting the right candidates.

An employment job description advertisement should include the following facts:

01

Clear, Concise, and Inclusive Language. Avoid jargon, buzzwords, or overly complex terms. Use gender-neutral language and avoid words that are biased or exclusionary (e.g., "aggressive" or "dominant" might exclude women or non-binary candidates).

For instance, instead of "must have excellent communication skills," specify what the communication entails, e.g., "must be able to collaborate effectively with diverse teams."

02

Include Salary Ranges and Benefits. Transparency is key to building trust with candidates. List salary ranges, bonuses, and unique bonuses to show the value of working with your company. Studies show that job postings with salary transparency attract a 30% higher response rate.

03

Tailor Job Requirements to the Role. For instance, differentiate between must-have and nice-to-have qualifications. Avoid laundry lists of qualifications that may deter talented individuals from applying. (E.g., Newcomers or women may only apply if they meet 100% of the requirements.)



04

Highlight Workplace Culture and Diversity, Equity and Inclusion Commitment. For instance, employers need to include statements that actively promote diversity, equity, and inclusion (DEI) such as “We are an equal opportunity employer, committed to creating an inclusive workplace. We encourage applications from Indigenous peoples, racialized individuals, and people with disabilities.”

05

Structure and Design should use bullet points for key qualifications and responsibilities and consider infographic-style job descriptions or incorporating visuals and branding to stand out. For example, include sections like “Day in the Life” or “What You’ll Love About Working Here” to engage candidates.

06

Use Accessible Formats by ensuring postings are compatible with assistive technologies (screen readers, alternative text for images, etc.) and keep readability levels around a grade 7-9 level for accessibility across diverse educational backgrounds.



Global Best Practices for Inclusive Job Postings

The next page will showcase innovative practices from around the world that demonstrate how employers are redefining job descriptions to be more inclusive, engaging, and accessible.

These examples provide **inspiration and actionable insights.**

...Global Best Practices

AUSTRALIA

Video Job Descriptions to Showcase Workplace Culture



Australian companies are increasingly using video job descriptions to provide a dynamic view of the role and workplace culture. These videos often feature team members sharing their experiences and showing what a day in the role looks like so that candidates are able to visualize themselves in the role and feel more connected to the organization's mission, leading to higher engagement and reduced uncertainty.

Commonwealth Bank of Australia includes short videos embedded in job postings where employees discuss their career progression and how the company supports diversity.

GERMANY

Interactive Job Descriptions



Some companies in Germany utilize interactive job postings that allow candidates to input their skills and see in real time how they match the role. These postings provide clarity and transparency, especially for job seekers with non-traditional career paths and reduce the intimidation factor for candidates, particularly newcomers or career changers, and increases relevant applications.

Siemens features an interactive application portal where job seekers can enter their skills and qualifications. The system dynamically matches them with suitable roles while showing where additional training may be required.

...Global Best Practices

NORTH AMERICA

Statements and Inclusive Language



North America based companies prioritize Diversity, Equity, Inclusion, and Belonging (DEIB) statements in their job descriptions, showcasing their commitment to diverse hiring practices. Inclusive language is also a core focus as well as salesforce integrating inclusive phrasing such as “We value diverse perspectives and foster a culture where every employee can thrive.” By explicitly stating their commitment to inclusion, these companies create an inviting and equitable environment for underrepresented groups.

Microsoft includes the following DEIB statement in their job postings: "Microsoft is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to age, ancestry, color, family or medical care leave, gender ...race, religion, ... or any other characteristic protected by applicable laws, regulations, and ordinances."

SCANDINAVIA

Emphasis on Work-Life Balance and Accommodations



In Scandinavian countries like Sweden, Norway, and Denmark, job descriptions highlight work-life balance, flexible schedules, and accommodations, showing genuine care for employees' well-being. This transparent approach attracts talent from diverse backgrounds, including parents, caregivers, and those with disabilities.

Spotify (headquartered in Sweden) includes flexible work options and encourages applicants to request accommodations during the hiring process. Their job postings read: “We understand that life happens, and we want you to thrive at work and at home. Flexible work options and resources for mental well-being are available to all team members.”

...Global Best Practices

UNITED KINGDOM

Focus on Training and Mentorship



U.K.-based employers emphasize training, mentorship, and career development in their job descriptions, making roles attractive to applicants looking for long-term growth opportunities. By highlighting development opportunities, these postings attract ambitious candidates, including those with non-traditional career paths or gaps in their resumes.

BBC job postings frequently include this line: “We are committed to developing our employees and offer extensive training, mentorship programs, and career pathways to help you achieve your full potential.”

NEW ZEALAND

Plain Language for Clarity



In New Zealand, employers focus on plain language in job descriptions, ensuring that postings are simple, easy to understand, and accessible to non-native speakers. This approach removes barriers for newcomers, ESL (English as a Second Language) candidates, and job seekers with diverse educational backgrounds.

Air New Zealand uses clear, concise job descriptions with headings like “Why You’ll Love Working Here” and “What You’ll Be Doing.” Jargon is avoided, and responsibilities are broken down into simple bullet points.

...Global Best Practices

SINGAPORE

Interactive and Engaging Postings



Employers in Singapore are experimenting with gamified application processes and interactive job descriptions to engage younger, tech-savvy applicants. This innovative approach encourages active participation and helps candidates self-select for roles that best suit their skills.

DBS Bank incorporates quizzes and micro-assessments directly into job postings to give candidates a preview of the role and assess their skills in a fun, engaging way.

KEY TAKEAWAYS

These global practices highlight how inclusive, transparent, and innovative job descriptions can transform hiring outcomes. By leveraging these strategies:

- **Employers** can attract diverse talent pools and improve hiring efficiency.
- **Job seekers** can gain clarity and confidence in applying for roles that align with their skills and aspirations.

The Canadian market, particularly in Alberta, can benefit by adopting these approaches, ensuring job postings meet the needs of an evolving workforce while staying competitive in the global labor market.



What Does a Successful Evolution of Job Descriptions Look Like?

FOR EMPLOYERS

Employers who adopt better practices for job descriptions will:



01

Attract the Right Talent

by clearly communicating the role and expectations, you'll reduce irrelevant applications and focus on qualified candidates.



02

Enhance Your Employer Brand

by having transparent and inclusive job postings that will make your company more attractive to top talent.



03

Increase Inclusivity

by having a well-crafted, inclusive job descriptions that broaden your candidate pool to include underrepresented groups like newcomers, people with disabilities, and Indigenous communities.



04

Improve Retention Rates

by accurately representing the role and company culture, new hires will have realistic expectations, reducing turnover.



05

Set Industry Standards

by being an innovator in this space position. This way, your organization will be seen as a leader in equitable hiring practices.

Bridging Employers and Job Seekers

As you pioneer this transformation, your initiative can serve as a bridge between employers and job seekers. Here's how you can bring both perspectives together:

For Employers:
Provide workshops and resources to educate hiring managers on how to craft accessible, inclusive, and engaging job descriptions.

For Job Seekers:
Offer training or tools to help them navigate and decode job postings, empowering them to make informed decisions.

For the Ecosystem:
Create an interactive guidebook or checklist that includes examples of inclusive vs. exclusive language., case studies of successful job postings, and tips for interpreting vague or unclear descriptions.

Conclusion

In conclusion, the future of hiring lies in creating job descriptions that are **clear, inclusive, and reflective of the diverse talent pool available.** By moving beyond traditional, exclusionary practices and embracing global best practices such as transparent salary ranges, plain language, DEI commitments, and interactive formats, employers can attract and retain top talent while fostering a more equitable workforce.

For Alberta's employers, this shift is not just about filling roles but about **building stronger, more innovative teams that reflect the province's diversity.** By adopting these strategies, businesses can enhance their employer brand, improve retention, and set new standards for inclusive hiring.

Ultimately, the evolution of job descriptions is a bridge between employers and job seekers, one that ensures **opportunities are accessible, expectations are clear, and talent is recognized beyond conventional metrics.** By committing to these changes, employers can unlock the full potential of Alberta's workforce, driving both organizational success and broader economic growth.

The time to rethink recruitment is now. Let's build a hiring landscape where everyone has a fair chance to thrive!



Edmonton Local
IMMIGRATION
PARTNERSHIP

Keep building connections and giving back—it opens doors you never saw coming

