



APPRENTICE TRAINING REQUEST

Apprentice Services

3700 Willingdon Avenue, Burnaby, BC V5G 3H2, SW1—First Floor

T 604.456.8100 • TF 1.800.667.0676 • E apprentice@bcit.ca • W bcit.ca/apprenticeship

Instructions: 1) Save this PDF to your desktop, 2) Open with Adobe Reader or Adobe Acrobat, 3) Complete all required fields, 4) Save, 5) Close PDF then re-open to ensure the content you filled in has saved, 6) Submit to BCIT by email apprentice@bcit.ca.

Please visit [myBCIT](https://mybcit.ca) to create your BCIT ID before completing this application.

If you already have a BCIT ID number, please ensure your personal information is up to date at [myBCIT](https://mybcit.ca).

PERSONAL INFORMATION

Fields marked with an asterisk (*) are mandatory.

BCIT ID Number* A0	SkilledTradesBC (STBC) ID Number*	Birth Date (DD-MMM-YYYY)*
Legal First Name (given name)*	Legal Last Name (family name)*	Preferred First Name

EMPLOYER INFORMATION

Company/Union Name*		Mailing Address*	
City*	Province*	Postal Code*	Phone Number*

PROGRAM INFORMATION

Trade/Program Name*				
Level	Intake Number*	Start Date*	Campus/Site* <small>Please note apprentices attending high school sites must complete a Criminal Record Check prior to registration.</small>	Commitment Fee (\$200 per level)
1				
2				
3				
4				
TOTAL (deposit payment is due within 3 business days)				

PAYMENT INFORMATION

A **\$200 commitment fee per level** is required (non-refundable; applied to your tuition) **within three business days** of registration. Tuition is due 60 days before your level starts. Apprentice Services will contact you to confirm your registration and provide instructions for paying your commitment fee. You may also call 604.456.8100 to pay by credit card upon registration.

DISCLOSURE OF PERSONAL INFORMATION & PRIVACY NOTICE

BCIT Apprentice Services reserves the right to communicate with SkilledTradesBC and your active employer sponsor about your registration, progress, and related academic information. BCIT also shares apprentice registration information with Work BC. If you have questions about the protection of your personal information, you may contact the BCIT Information Access and Privacy Office.