



Registering a Ford ASSET or GM ASEP Apprentice at SAIT

Dealer to interview and select a student for training

- Ensure student has met entrance requirements.
- Student must be ready to learn in a fast paced, challenging environment.

SAIT Preliminary Data Form

- Complete the Preliminary Data Form and submit to SAIT.
- Submit your high school transcript with this form. If a high school transcript cannot be obtained, please call 403.284.8471 for alternative arrangements.

Aptitude testing

- ASSET and ASEP programs require aptitude testing as part of program selection.
- Contact the School of Transportation at 403.284.8471 or transportation.info@sait.ca to arrange an aptitude test date and time. Please note: SAIT can accommodate testing from proctored locations outside of Calgary.
- Upon successful completion of the aptitude test, we will notify the local apprenticeship division that the student is eligible to register as an ASSET or ASEP student.

Register as an apprentice

- Employer is to register the student as an apprentice. Registration can be done through [MyTradesecrets](#).
- Notify your local apprenticeship office that this is an ASSET or ASEP student.

Register at SAIT

- Once they're a registered apprentice, they will be eligible to enroll for the first period of training at SAIT.
- Enroll in technical training with the entrance fee through the MTS site, or contact [SAIT Office of the Registrar](#).
- Learn more about [how to register](#).

Other items to remember

- Submit your student loan application early! If you require a student loan, apply at [Student Aid Alberta](#) 8 weeks before training starts. Learn more about [paying for your apprenticeship](#).

- SAIT will send out a confirmation of registration for technical training. Contact us if you did not receive a confirmation.
- Employers: release the student for technical training; ensure appropriate EI information has been submitted; and ensure the student has \$300 for books and supplies.

Contact Us

SAIT School of Transportation

403.284.8814

transportation.info@sait.ca