



**MILLWRIGHTS, MACHINERY ERECTORS
& MAINTENANCE UNION
Local 1460**

Suite 177, 15210 - 123 AVENUE, EDMONTON, ALBERTA T5V 0A3
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February 13, 2014

TO ALL MILLWRIGHT LOCAL 1460 APPRENTICES

Please be advised that the Apprenticeship Committee requires all updated information regarding your apprenticeship so it can be properly entered into our Automated Dispatch system. This will help ensure all Apprentices will be dispatched properly and accurately.

Information must include:

- 1) Copy of the front cover of your Apprentice Record book, this will have your name and apprentice ID number and/or Apprenticeship Identification card.
- 2) Certificate of Progress page, this will let us know your contract dates and the exact year for which you should be paid.
- 3) Verification of On-the-Job Training and Work experience page that will show your most recent hours. This is required when the apprentice would like to receive their ½ year increment pay increase. (5%raise).
- 4) Fourth period apprentices that have completed their technical training and have required hours must prove to the Local Union of status change by (3) approved methods:
 - a) A letter from the Apprenticeship and Industry Training stating that you have met all the requirements of the apprenticeship program and you will be receiving your Journeyman Certificate and/or
 - b) Copy of your Certificate of Progress with the required 'stamp' in the 4th period section and being past your contract date and/or
 - c) Copy of your Journeyman Certificate. (We also do require the Journeyman Certificate when the member has received it, to have in our records and also for the 'new' Journeyman to receive a voucher for a jacket for completing his/her Apprenticeship).

This information can be sent to us via E-Mail apprentice_info@millwrights1460.com or bring in person to Millwrights Local 1460 Main Office: Suite 177, 15210-123Ave, EDMONTON AB.

Millwright Local 1460 Apprentice Committee