



SMACNA-AB RECOMMENDATION BY EMPLOYER 2025

THIS DOCUMENT IS TO BE COMPLETED BY THE EMPLOYER OR PERSON AUTHORIZED ON BEHALF OF THE MEMBER COMPANY

SMACNA-AB MEMBER COMPANY NAME			
MAIN CONTACT <small>(PERSON SUBMITTING APPLICATION ON BEHALF OF APPRENTICE)</small>			
EMAIL	<i>First</i>	<i>Last</i>	
		PHONE	

APPLICANTS/APPRENTICES INFORMATION:

APPLICANTS NAME			
	<i>First</i>	<i>Last</i>	
APPLICANTS EMAIL		APPLICANTS PHONE:	
APPLICANTS APPRENTICE ID/NUMBER:	IN YOUR OPINION, DOES THIS INDIVIDUAL MEET OR EXCEED SAFETY STANDARDS?	HOW MANY MONTHS HAS THIS APPRENTICE WORKED FOR YOU?	IN YOUR OPINION, IS THIS INDIVIDUAL DESERVING OF AN SMACNA-AB SCHOLARSHIP?
HAS THIS EMPLOYEE APPLIED FOR THIS SCHOLARSHIP IN THE PAST?	IF YES, WHAT YEAR?	HAS THE APPLICANT RECEIVED THIS SCHOLARSHIP IN THE PAST?	IF YES, WHAT YEAR?

Your assessment of this apprentice is essential to the scholarship selection process. Therefore, it **MUST** be submitted with the apprentice's application before **May 30, 2025**, for the apprentice to be considered for the SMACNA-AB Scholarship.

The following is a checklist of criteria that must be met for the application to be accepted into the selection process.

SMACNA-AB Scholarship Criteria & Information

1. Scholarships are available for all periods of training (1st, 2nd, 3rd and 4th years)
2. Applicant/apprentice must currently (at the time of submission and award) be employed by a SMACNA-AB member company in good standing.
3. A member company must submit the application **AND** letter of recommendation on the applicant's behalf.
4. The applicant/apprentice must have attended sheet metal apprenticeship training **AND** passed all requirements for the Alberta Apprenticeship Program.
5. Applicant/apprentice must have enrolled in the apprenticeship training program in any intakes between April 2024 and February 2025.



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6. All applications must be submitted to SMACNA-AB by the May 30, 2025 deadline, either by Canada Post or by email to [Wilma Agnew - Re: Scholarship 2025](#)
7. The application must be complete; **incomplete applications will be removed** from the selection process.
8. **IMPORTANT:** Applicants must include a copy of their marks/transcript from the Alberta Apprenticeship Education program available to them online. **If not included, it will be removed from the application process.**

EMPLOYERS RECOMMENDATION LETTER

Your written comments and recommendations are also critical to evaluating this apprentice.

Why is this apprentice an outstanding candidate for a SMACNA-AB Scholarship? Please include comments on some of the following: punctuality, work relationships, attitude, attendance, willingness to learn, and representation of self, employer, and job site. *(feel free to submit a separate letter of recommendation)*