



ABORIGINAL FUTURES CAREER & TRAINING CENTRE
#200, 6011 – 1A Street, SW, Calgary, AB T2H 0G5 ~ Telephone: (403) 253-5311
Head Office: PO Box 3185, Brocket, AB T0K 0H0 ~ Head Office: (403) 965-2660



CALL 403-253-5311
TO SPEAK TO A CAREER COUNSELLOR
TO CONFIRM IF THE PROGRAM MEETS FUNDING CRITERIA.

**PLEASE ALLOW PLENTY OF TIME TO GATHER INFORMATION
TO SUBMIT WITH A FUNDING REQUEST**

- Obtain Acceptance Letter from Educational Institution:**
(INDIVIDUAL FUNDING for 52 WEEKS OR LESS programs)
 - o Start and End Date, Tuition Amount, and Books/Supplies as required:
(need all this information on letter)
- Employer Research Form:** *Contact potential employers' and gather information directly relating to the program you have been accepted into.*
- *** CONFIRMATION LETTER OF EMPLOYMENT**
 - o *Short Term Training: Apprenticeships, Truck Driver Training, Industrial Safety Tickets*
- Written or typed 1 page or less of your career plan/goals based on your research.**
- Resume** *(updated)*
- Treaty Status Card and Dependant Information such as:** Alberta Health Care Card, or documentation of proof of your guardianship of your children residing with you and your Treaty Status Card.
- Proof of Dependent Spouse:** required only if spouse is unemployed
- Criminal Record Check / Vulnerability Check:** Only for training that requires a criminal record / vulnerability check which is usually associated with practicum or work experience portion of program. Please ask when registering for a program if a criminal record check is required. (Please note that acquiring a criminal record check can take up to 6 -8 weeks to process.)

Information that is collected from you is done so under the authority of the Aboriginal Skills Employment & Training Strategy (ASETS) and is in accordance and governed by the Protection of Personal Information Act (PIPA) and Freedom of Information and Protection of Privacy Act (FOIP).