

Office of the Registrar
Room 1-205, 10215 108 Street NQ
Edmonton, Alberta, Canada T5J 1L6



**Re: Students in the Administrative Professional Certificate program
Co-Op Work Permit Supporting Documentation
DLI: 018795996622**

To Whom It May Concern:

NorQuest College has prepared this document to support students in our **Administrative Professional Certificate program, winter 2026 intake** as they apply for a co-op work permit.

All students in this program are required to complete a mandatory work experience component in the program in order to receive their credential. The work experience component forms less than 50% of the program of study in this program, and provides students with opportunities to gain real-world experience that is relevant to their education and that will help prepare them for future careers.

For students in this intake who follow the program's standard enrolment path, work experience details are:

Program length:	3 Terms
Number of hours:	150
Date range(s):	Term 1 - Term 3 (January 2026 - December 2026)

Sincerely,

A handwritten signature in black ink, appearing to read "Lezlee Tuthill".

Lezlee Tuthill
Registrar
NorQuest College