

Form 1 Employer Application for Registering an Apprenticeship Contract

INSTRUCTIONS FOR REGISTERING AN APPRENTICE INTO AN APPRENTICESHIP PROGRAM

Complete and return the following:

1. Form 1: Employer Application for Registration of Apprenticeship Contract
2. Form A: Contract Between Apprentice and Employer
3. Form 6A from each employer: Verification of Trade Experience
4. A copy of your high school transcript
5. A copy of your transcripts from previous training in a trade (apprenticeship or pre-employment)
6. Pay \$175 (CAD) by credit card, debit, cheque or money order made payable to the SATCC.
 - There will be a \$25.00 charge for NSF cheques.
 - The application fee is non-refundable.
 - Post-dated cheques will not be accepted.

*****If the apprentice completed the Saskatchewan Youth Apprenticeship (SYA) Program,
the \$175 (CAD) Employer Registration Fee is waived.
Please indicate SYA participation on the application.**

Transferring Apprentices:

Please indicate the province you are transferring from on the Form 1 (*Employer Application for Registering an Apprenticeship Contract*). SATCC will complete a verification to transfer your apprenticeship credits to Saskatchewan.

Please note:

- If you are a transferring apprentice, you do not need to attach high school transcripts.
- Manitoba and Nova Scotia apprentices must complete and attach a “*Consent to Release*” Form which can be obtained on the appropriate apprenticeship websites:
 - www.gov.mb.ca
 - www.nsapprenticeship.ca
- Ontario apprentices must attach all Ontario trade experience hours.
- Quebec does not verify apprenticeship information.

If you experience issues or have concerns regarding transferring your apprenticeship, please contact:

1-877-363-0536
or visit
www.saskapprenticeship.ca



Saskatchewan
Apprenticeship and
Trade Certification
Commission

2140 Hamilton Street
Regina, Saskatchewan S4P 2E3
Tel (306) 787-2444
Toll Free 1-877-363-0536
Fax (306) 787-5105

For Office Use Only

Form 1 Employer Application for Registering an Apprentice Contract

Trade:

Apprentice Personal Information: (please print)

Last Name

Given Name

Middle Name

Mailing Address (Box/Street Number & Name; City, Prov., Postal Code)

Home Phone Number

Cell Phone Number

Work Phone Number

Email Address

Social Insurance Number

Gender:

Male

Female

Date of Birth (DD-MM-YYYY)

Did the apprentice complete the Saskatchewan Youth Apprenticeship Program? Yes (NO FEE REQUIRED)
Transferring apprentice from another province? Yes
Province transferring from:

Education and Training Data: (if you require more space, please attach additional information to this application)

	Name of Institution	Location	Highest Grade/Diploma	Completion Date
High School				
Post-Secondary or Pre-Employment				

If you would like to receive credit for previous apprenticeship or pre-employment training, please attach transcripts.
Placement Examination Requested

The following information is voluntary.

Aboriginal Ancestry: Please check the appropriate category:

First Nations Métis Inuit

Disability: Do you consider yourself to have a persistent and severe disability which limits employment activities? Yes No

Do you require accommodations for a diagnosed learning disability? Yes No

Visible Minority: For the purpose of equity programs, visible minority persons are "persons, other than Aboriginal people, who are people of colour." For example, African, Chinese, Korean, or other racial background. Do you consider yourself to be a visible minority person? Yes No

Completion of this area is mandatory.

Consent to Disclose Information: My signature below authorizes the Saskatchewan Apprenticeship and Trade Certification Commission (the "SATCC") to collect, use and disclose personal information about me, pertaining to my participation in apprenticeship / certification programs, for the following purposes: (i) for the administration of the SATCC's programs, which may include sharing the information with any employer or institution providing me with apprenticeship or certification training; (ii) for the purposes of providing verification of my certification, determining my eligibility for apprenticeship and certification programs in other jurisdictions; (iii) assisting in inter-provincial labour mobility; (iv) program planning and (v) market research.

Date

Apprentice Signature

Card Holder:

Amount: \$ 175.00

Card Holder Day Time Phone Number or Email Address:

 Visa

 Mastercard

 Visa Debit Card

 MasterCard Debit Card

Card Number:

Expiry Date: