

INSTRUCTIONS FOR APPLYING FOR EXAMINATION:

- Apprentices - active registered apprentices will receive their first attempt at the written examination and if applicable, their first attempt at the practical examination free of charge. All second and subsequent attempts will require the applicable examination fee. Placement examinations are not included.
- Trade Qualifier - if applying as a trade qualifier, you must first complete the Form 7 – Trade Qualifier Application and meet the minimum requirements. Refer to our website for instructions on how to apply as a trade qualifier.
 - If you require a translator, please be certain to check the appropriate box on this form. Please note that this service is only available to “Trade Qualifiers”.
- Do not apply until you are ready to attempt. Refer to our website www.saskapprenticeship.ca for the most recent examination study information and list of suggested study materials. When texts are being purchased, you should allow several weeks for delivery and several weeks for studying.
- Scheduled examination dates cannot be rescheduled. Failure to attend a scheduled examination date, will not count as an attempt, but will forfeit your application fee and you will be required to reapply for examination.
- Written examinations - \$100.00: Refer to the written examination schedule for a list of dates and locations. Applications must be received in this office a minimum of one month before the desired date of examination.
- Practical examinations - \$160.00: You must pass the written examination first. There is no practical examination schedule. When the minimum numbers of applications are received, an examination date will be scheduled. We try to give candidates a minimum one months notice before their scheduled examination date.
- Placement examinations - \$100.00: You must be a registered apprentice and have the minimum required number of hours. Only one attempt at this examination can be made. Your employer must approve of your request to attempt the examination.
- Accuplacer Assessment - \$25.00: Candidates who wish to become apprentices, and do not meet the educational requirements for the trade, are required to complete an Accuplacer assessment and possible upgrading. Only those who have received a letter indicating they must complete an Accuplacer assessment are to complete and submit this form with the required fee.
- Gasfitter applicants – Refer to the Licensing Examination Information located in “designated trades” on our website www.saskapprenticeship.ca for course requirements before applying for examination.
- Enclose a cheque or money order made payable to the SATCC. If paying by credit card, complete the credit card information at the bottom of the application. To apply by phone, call 1-877-363-0536 with your credit card information. There will be a \$25.00 charge for NSF cheques. Post-dated cheques will not be accepted. All fees are non-refundable.

An approval letter will be mailed to you within two weeks of receipt of this application. A final notice detailing time and place will be mailed approximately two weeks before the scheduled examination date.

Mail, fax, or scan and email your application to:

Saskatchewan Apprenticeship and Trade Certification Commission
2140 Hamilton Street
REGINA SK S4P 2E3

or

Fax: 306-787-5105
Email: apprenticeship@gov.sk.ca

Contact this office at (306) 787-2444 or toll free 1-877-363-0536 if you have any questions or concerns.



Saskatchewan
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Trade Certification
Commission

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Regina, Saskatchewan S4P 2E3
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Fax (306) 787-5105

For Office Use Only

Form 2 Application for Examination

Trade:

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

PSE Number

Gender:

Male

Female

Date of Birth (DD-MM-YYYY)

Type of Examination:

Written (\$100) Practical (\$160)

Placement Exam Level: (\$100) (for registered apprentices only)

Accuplacer Assessment (\$25)

Translator required
(for Trade Qualifier only)

Desired Examination Location (refer to the examination schedule for a list of dates and locations):

Location of Examination:

Date of Examination:

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

Signature

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

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

Card Holder:

Amount: \$

Card Holder Day Time Phone Number or Email Address:

Visa

Mastercard

Visa Debit Card

MasterCard Debit Card

Card Number:

Expiry Date: