



2140 Hamilton Street
Regina, Saskatchewan
S4P 2E3

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 \$10.00 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

