

INSTRUCTIONS FOR APPLYING FOR UPGRADING

- Candidates are given four attempts to pass the written certification examination and if applicable, four attempts to pass the practical examination.
- This application must be completed for candidates applying for their third or fourth examination attempts. Refer to your previous examination results letter for instructions.
- Once received, your file will be forwarded to a SATCC Field Consultant. The consultant will review your file and prescribe your upgrading. A training plan will be created and a target date of completion will be set.
- After your training plan has been signed “completed,” you will be then be eligible for examination. An examination date will be scheduled and notification will be mailed to you.
- Voluntary Upgrading is available in the following trades for those interested:
 - Automotive Service Technician (online)
 - Boom Truck A and B Operator (classroom or online)
 - Carpenter (classroom or online)
 - Construction Craft Labourer (classroom)
 - Construction Electrician (classroom or online)
 - Cook (online)
 - Industrial Mechanic (Millwright) (online)
 - Mobile Crane Operator (classroom or online)
 - Plumber (online)
 - Scaffolder (distance delivery)
 - Sheet Metal Worker (online)
 - Welder (classroom)

Please include a \$125 processing fee paid by cheque, money order or credit card. Cheques are made payable to the SATCC.

Note: there will be a \$25 charge for NSF cheques. No post-dated cheques are allowed.

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

Saskatchewan Apprenticeship and Trade Certification Commission (SATCC)

2140 Hamilton Street

REGINA SK S4P 2E3

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.



For Office Use Only

Form 4 Application for Upgrading

Trade:

Personal Information: (please print)

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Last Name Given Name Middle Name

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

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Home Phone Number Cell Phone Number Work Phone Number

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Email Address Social Insurance Number PSE Number

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Date of Birth (DD-MM-YYYY) Gender: Male Female

<p>Please select an Upgrading Option</p> <p>Please specify the trade: <input style="width: 250px;" type="text"/></p> <p>Please see the attached instruction sheet for course delivery options for your trade.</p> <p>Which delivery option would you prefer? <input type="checkbox"/> Online <input type="checkbox"/> Classroom <input type="checkbox"/> Form 2 and fee submitted</p>	<p><i>Please note, this form must be accompanied by Form 2 and fee.</i></p>
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<p>Completion of this area is mandatory.</p> <p>By signing and dating this form, I agree to have read and understood the Academic Misconduct Policy of the SATCC. (Academic Misconduct Policy)</p> <p>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.</p>	
<p><input style="width: 250px; height: 25px;" type="text"/></p> <p>Date</p>	<p><input style="width: 750px; height: 25px;" type="text"/></p> <p>Signature</p>

<p>The following information is voluntary.</p>	
<p>Aboriginal Ancestry: Please check the appropriate category:</p> <p><input type="checkbox"/> First Nations <input type="checkbox"/> Métis <input type="checkbox"/> Inuit</p>	<p>Disability: Do you consider yourself to have a persistent and severe disability which limits employment activities?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>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?</p> <p style="text-align: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	

<p>Card Holder: <input style="width: 450px;" type="text"/></p>	<p>Amount: \$ <input style="width: 100px;" type="text"/></p>
<p>Card Holder Day Time Phone Number or Email Address: <input style="width: 400px;" type="text"/></p>	

<p><input type="checkbox"/> Visa</p>	<p><input type="checkbox"/> Mastercard</p>	<p><input type="checkbox"/> Visa Debit Card</p>	<p><input type="checkbox"/> MasterCard Debit Card</p>
<p>Card Number: <input style="width: 300px;" type="text"/></p>	<p>Expiry Date: <input style="width: 150px;" type="text"/></p>		