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## Form A Contract Between Apprentice and Employer

New Contract – to be accompanied by Form 1

Change of Employer

PSE Number

(if known)

This contract dated

(date)

(year)

made

Between

Apprentice's Name (hereinafter called "Apprentice")

Currently of




Mailing Address (Box/Street Number & Name)

City/Town

Postal Code

- and -

Company Name (hereinafter called "Employer")

Currently of




Complete Mailing Address

City/Town

Postal Code

Currently of



Complete Physical Address

Email

pursuant to ***The Apprenticeship and Trade Certification Act, 2019*** witnesses that the Apprentice and the Employer agree as follows:

1. **In this Contract:**

- (a) "Act" means ***The Apprenticeship and Trade Certification Act, 2019***;
- (b) "Commission" means the Saskatchewan Apprenticeship and Trade Certification Commission over which the Minister responsible for the administration of the Act presides;
- (c) "trade" means the  trade; and
- (d) "trade regulations" means ***The Apprenticeship and Trade Certification Commission Regulations, 2020*** and ***The Apprenticeship and Trade Certification Regulations, 2020*** applicable to the trade mentioned in clause (c).

2. The Employer agrees to accept the Apprentice as his/her Apprentice, and the Apprentice agrees to serve the Employer as his/her Apprentice for the term of this contract set forth in section 3.

- 3. (a) The term of this contract is the period, commencing on the date on which this contract is registered by the Commission, required by the Apprentice to complete the apprenticeship program in the trade.
- (b) The apprenticeship program in the trade is not considered complete until the Apprentice has passed the journeyman trade examination in the trade.

4. **The Employer agrees:**

- (a) to provide adequate training for the Apprentice in all branches of the trade insofar as the facilities and scope of his/her business permits; and
- (b) to permit the Apprentice to attend technical training and to write examinations as prescribed by the Commission.

5. **The Apprentice agrees:**

- (a) to serve his/her Employer faithfully, honestly and diligently and to obey his/her lawful commands;
- (b) to attend technical training and write examinations as prescribed by the Commission; and
- (c) to apply himself/herself diligently to learn the trade.

6. The parties agree they have read and understood the Academic Misconduct Policy of the Commission. ([Academic Misconduct Policy](#))

7. There is a probationary period of three months, calculated from the date on which this contract is registered, in which either party may terminate this contract on giving written notice to the other party.

8. The parties acknowledge that an employer/employee relationship exists between them apart from this contract and that they are bound by the provisions of **The Saskatchewan Employment Act** or the **Canada Labour Code**, as amended from time to time, as the case may require.
9. Subject to section 24 of the trade regulations, the parties agree that the [ ] (Employer or Apprentice) shall keep in his/her possession the record book prescribed by the trade regulations and to submit it to the Commission when required to do so by the Commission.
10. Where applicable, the Employer agrees to release the record book to the Apprentice:
- (a) when he/she is released to attend technical training;
  - (b) when his/her contract is terminated; or
  - (c) on request when his/her contract is suspended.
11. Other: *(to be completed only by the Commission)*

12. This contract is binding on the successors of the Employer.
13. The Employer warrants that as the date on which this contract is made (the date set forth at the bottom of this page):
- (a) he/she employs [ ] Journeyperson(s) in the trade in Saskatchewan (including himself/herself, if he/she is a Journeyperson) whose names and Journeypersons' certificate numbers are as follows: (attach list if necessary)

- (b) he/she employs [ ] Apprentice(s) in the trade in Saskatchewan including the Apprentice; or
- (c) he/she employs [ ] proficiency holders in the [ ] subtrade in Saskatchewan (including himself/herself, if he/she is a proficiency certificate holder); and
- (d) he/she employs [ ] Apprentice(s) in the [ ] subtrade in Saskatchewan including the Apprentice.

14. The provisions of the Act, **The Apprenticeship and Trade Certification Regulations 2020** and **The Apprenticeship and Trade Certification Commission Regulations, 2020** apply to this contract.

**In Witness Whereof** the parties hereto have hereunto set their hands and seals.

Dated at [ ], Saskatchewan this [ ] day of [ ], 20 [ ].

Signature of Apprentice

Signature of Employer (sole proprietor, partner or authorized representative)

Print Name of the Apprentice

Print Employer Name

Title or Position

Telephone Number

**Office Use Only**

Chief Operating Officer

Registered on this date at the office of the Saskatchewan Apprenticeship and Trade Certification Commission