

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 an SATCC Field Consultant. A training plan assessment will be created and a target date of completion will be set. This application fee covers the SATCC Field Consultant's review of your file and preparation of the training plan assessment. There may be additional costs associated with the outcome of the assessment, including any prescribed training costs.
- 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: SATCC@gov.sk.ca

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

