



## Registration Process for Employees Working in Compulsory Trades

As of September 1, 2021, the SATCC requires employers to register employees when they are initially hired into the compulsory trades. A completed Apprenticeship Application in MyATC will be required by the employee's first day of employment in a compulsory trade. The fee to indenture will not be required at the time of registration, however, it will be required within six months of the registration date for those in compulsory trades.

Registration marks the beginning of one-half of the number of hours in an apprenticeship year (approximately six months or 900 hours) an employee is permitted to work in a compulsory trade as outlined in *The Apprenticeship and Trade Certification Regulations, 2020* before becoming indentured.

This registration process allows the SATCC to identify those individuals who intend to become indentured and will give the SATCC the ability to effectively monitor the number of hours an employee is working in a compulsory trade before becoming indentured. It also helps ensure that everyone on site in a compulsory trade is either registered with the SATCC; an indentured apprentice; or a certified journeyperson.

The employee will not enter an Apprenticeship contract until the payment has been received and the employer acknowledges the application in MyATC.

For more information regarding the registration process for employees working in compulsory trades, clients are encouraged to contact us toll-free: 1-877-363-0536 or via email: [apprenticeship@gov.sk.ca](mailto:apprenticeship@gov.sk.ca).

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